

## SELF-SERVICE CENTER

# PROCEDURES: WHAT TO DO AFTER YOU HAVE COMPLETED ALL DOCUMENTS TO ENFORCE A SUPPORT ORDER

### STEP 1. MAKE THREE (3) COPIES (4, IF DES/DCSS is involved\*) OF THE:

- “Petition to Enforce a Support Order”
- Attachment A (if required)

### STEP 2. Separate your papers into 3 sets (4, if DES / DCSS are involved).

<b>SET 1 - ORIGINALS FOR CLERK OF COURT</b> <ul style="list-style-type: none"><li>• “Petition to Enforce a Support Order”</li><li>• Attachment A – if required</li></ul>	<b>SET 2 - COPIES FOR FAMILY COURT CONFERENCE CENTER</b> <ul style="list-style-type: none"><li>• “Petition to Enforce a Support Order”</li><li>• Attachment A – if required</li></ul>
<b>SET 3 - COPIES FOR OTHER PARTY</b> <ul style="list-style-type: none"><li>• “Petition to Enforce a Support Order”</li><li>• Attachment A – if required</li></ul>	<b>SET 4 - COPIES FOR YOU</b> <ul style="list-style-type: none"><li>• “Petition to Enforce a Support Order”</li><li>• Attachment A – if required</li></ul>

\* If DES or DCSS is involved you will also need an extra copy of the *Petition*, any *Attachments* and the *Order to Appear to serve on the State* as described in **STEP 5** on next page.

### STEP 3. FILE THE PAPERS AT THE COURT:

**GO TO THE CLERK OF THE COURT’S FILING COUNTER:** Hand over the originals and all three sets of copies to the Clerk at the filing counter **and pay the filing fee**. The Clerk will keep the originals, stamp the extra copies to show that these are copies of papers you have filed with the Court, **and return the stamped** (now called "conformed") copies to you.

You may file your papers from 8:00 a.m. to 5:00 p.m., Monday through Friday, at the following Superior Court locations:

**Central Court Building**  
201 West Jefferson, 1st floor  
Phoenix, Arizona 85003

**Southeast Court Complex**  
222 East Javelina Avenue, 1st floor  
Mesa, Arizona 85210

**Northwest Court Complex**  
14264 West Tierra Buena Lane  
Surprise, Arizona 85374

**Northeast Court Complex**  
18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032

**FEES:** A list of current fees is available from the Self Service Center and from the Clerk of Court’s website.

If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, you may request a deferral (payment plan) when you file your papers with the Clerk of the Court. Deferral Applications are available at no charge from the Self-Service Center.

### STEP 4. GO TO “FAMILY COURT CONFERENCE CENTER”

**Central Court Building**  
201 West Jefferson, 3rd floor  
Phoenix, Arizona 85003

**Southeast Court Complex**  
222 East Javelina Avenue, Suite 1300  
Mesa, Arizona 85210

**Northwest Court Complex**  
14264 West Tierra Buena Lane  
Surprise, Arizona 85374

**Northeast Court Complex**  
Family Court Administration  
18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032

**DELIVER SET 2 OF THE CLERK-STAMPED COPIES and  
PICK UP AN "ORDER TO APPEAR".**

Family Court Conference Center will schedule a conference and hearing. You and the other party will meet with a conference officer to talk about the case to try to reach agreement on as many issues as possible. For those matters on which you are unable to reach full agreement, a hearing will be held just after your conference to decide the case.

**THE DATE, TIME, AND LOCATION OF THE CONFERENCE/HEARING WILL BE LISTED ON THE "ORDER TO APPEAR." Make 1 copies (2, if DES involved) of the Order to Appear.**

- Serve **Set 3** and the original **Order to Appear** on the other party.
- Keep **Set 4** and a copy of the **Order to Appear** for your records.
- Serve **Set 5** and a copy of the **Order to Appear** on the State, **if required** (see # 5).

**STEP 5. SERVE THE PAPERS ON THE OTHER PARTY.** The enforcement petition must be personally served on the other party. The Sheriff's Department, a licensed process server, or a person specially appointed by the Court may personally serve the documents. You may also achieve personal service of the documents if you deliver the documents to the other party and the party signs the acceptance of service document in the presence of a notary public or Court clerk.

***The State of Arizona may be involved if*** any party received public assistance for the children or used the services of the State in establishing or collecting child support. If either party already has a case with the Division of Child Support Services (**DCSS**), Department of Economic Security (**DES**), involving the same children as in this case, **notice of this action must also be given to the Office of the Attorney General.**

**SERVING PAPERS ON THE STATE (if required).** The Office of the Attorney General (**the "AG"**) will accept service by signing an "**Acceptance of Service**" form (part of the Self-Service Center's "SERVICE" packet) and returning the form for you to file with the Court. **There are no court fees for serving the State as described below:**

- (a) You may mail or personally deliver a copy of the "**Petition to Enforce**", "**Order to Appear**", **Attachment A** (if required), along with an "**Acceptance of Service**" **and** a **self-addressed, stamped envelope** (addressed back to you), to the Office of the Attorney General, CSES, assigned to your case. A list of addresses for the individual CSES offices is available from the Self-Service Center or from the Internet.
- (b) There may also be a "drop-box" in the Clerk of Court's filing counter area at which you may leave the above listed documents and the envelope for the AG. Ask the clerk at the filing counter, **or**
- (c) You may mail all listed documents *and the envelope* to:

**Office of the Attorney General  
Child Support Enforcement Section  
P. O. Box 6123, Site Code 775  
Phoenix, Arizona 85005**

**STEP 6. GO TO THE COURT CONFERENCE/HEARING.** If a conference and hearing have been scheduled, be sure to write down the date, time and place of the court hearing, and come to the hearing.

**Be on time. Dress neatly. Do not bring children to court.**