

SELF-SERVICE CENTER

**INSTRUCTIONS: HOW TO COMPLETE YOUR “ORDER TO MODIFY
CHILD CUSTODY, SUPPORT, and PARENTING TIME”
and OTHER COURT PAPERS**

STEP 1: Complete the forms in this packet before going to your court hearing.

- Have in front of you a copy of the current **“Parenting Plan”** (if you have one), **“Child Custody/Parenting Time Order,”** the **“Child Support Order,”** and any **“Income Withholding Order”** you have. You will need to look at these documents to complete the paperwork and to answer the Judge’s questions at the hearing.

STEP 2: Complete the “Order Modifying Child Custody, Support, and Parenting Time”

- If your court order was originally from another county, make sure you use the new case number the Maricopa County Clerk of the Court assigned you.
- Leave the rest of the Order blank for the Judge to fill in.

STEP 3: Complete the other necessary documents to change custody, parenting time and support.

- **“Parenting Plan.** Use the **“Parent-Child Access Guidelines”** in Instruction Packet Number 3 to help you complete this form. You may also find **“Model Parenting Plans for Parent-Child Access”** very helpful. The **“Plan”** is available for purchase from the Self-Service Centers or for free online from the state Supreme Court’s web (Scroll down the page and select **“Model Parenting Time Plans for Parent/Child Access”**).
- Hints to help you complete the **“Parenting Plan.”**
 1. State your parenting time arrangements as clearly as possible. For example, **Alternating weekends from after work on Friday, at 6:00 p.m. until Sunday at 6:00 p.m.**
 2. Avoid vague or unclear statements such as “will share, will divide, or will decide later.” These statements may result in future disputes related to different interpretations. Although flexibility and mutual agreement is encouraged, the document must be specific to be legally enforceable.
- **“Order Stopping an Income Withholding Order.”** - Required if this modification results in the person who is currently ordered to pay *no longer* having to pay. See the instructions in this packet to help you fill out this Order.
- **“Current Employer or Other Payor Information Sheet.”** Required if this modification results in the person currently ordered to pay *no longer* having to pay, **AND** if another party must now begin to pay who was not ordered to pay under the previous Order. **If both situations result from this modification, copy the form before filling it out: you will need one for:**
 1. **the party who gets to stop making payments,** and a separate one for
 2. **the party who must begin making payments.**