

SELF-SERVICE CENTER

**INSTRUCTIONS: HOW TO COMPLETE THE  
PETITION TO MODIFY (CHANGE) A CHILD SUPPORT ORDER  
(Standard Process)**

**TO COMPLETE THIS FORM YOU WILL NEED:**

- ✓ A copy of your current child support order.
- ✓ A copy of the Income Withholding Order for this case, if there is one.
- ✓ A completed Affidavit of Financial Information.

**FEES TO FILE:** There are fees for filing petitions, responses, requests, motions, objections, and various forms with the Court. Cash, AMEX/VISA/MasterCard debit or credit cards, or money order made payable to the "Clerk of Superior Court" are acceptable forms of payment.

Go online to <http://clerkofcourt.maricopa.gov/fees.asp> or the Self-Service Center for a list of current fees.

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.

**INSTRUCTIONS:** The letters next to the paragraphs below correspond to the letters in the Petition. Match the letter in front of the instruction below to the letter in the Petition. Write clearly. Use **black** ink.

**(A)** Fill in the information requested at top left for the person who is filing this form. If there is a current court order declaring your address is protected, write "protected" on the line provided for your address. Make sure the Clerk of Court has valid contact information on file.) Write the ATLAS number if you have one. The spaces marked "representing" and "state bar number" are used **only** if an attorney is preparing this form.

**(B)** Fill in the section where it says **Name of Petitioner AND Name of Respondent**, exactly as it appears on your original Divorce, Paternity, or Child Support and/or Spousal Maintenance/support papers. If your original case was a Paternity case, remember that the Plaintiff is now called the Petitioner and the Defendant is now called the Respondent. If this is the first court case you are filing in Maricopa County, write in your name as Petitioner, and the other party as Respondent.

**(C)** Fill in your Maricopa County case number.

**1, 2. INFORMATION ABOUT THE PETITIONER and RESPONDENT.** Fill in the information requested about the Petitioner and Respondent. If you were the Petitioner or Plaintiff in the original case, put your information in the spaces provided for the Petitioner. If not, put the information about the other party here and your information in the spaces provided for the Respondent.

3. **INFORMATION ABOUT THE CURRENT SUPPORT ORDER I WANT TO CHANGE.** Fill in the information about your current Child Support.
4. **INFORMATION ABOUT OTHER COURT CASES TO CHANGE THIS COURT ORDER INVOLVING THE PETITIONER AND THE RESPONDENT.** Complete the information about other court cases that either party has filed to enforce or modify/change the court order you are trying to have changed. If you have any current modification cases pending in any court, you cannot file this Petition unless you talk to an attorney and the attorney tells you that you can do it.
5. **DEPARTMENT OF ECONOMIC SECURITY.** If you receive services from the Child Support Enforcement Administration (DCSE) or you know the other party does, mark the box "yes". Otherwise, mark the box "no". If you do not know, mark the box for "unknown."
6. **I AM ENTITLED TO HAVE CHILD SUPPORT CHANGED FOR THE FOLLOWING REASONS:** Describe the reasons and the substantial and continuing change in your circumstances that require a change in child support.
7. **AMOUNT OF CHILD SUPPORT:** Based on the reasons stated in (6) above, write in the (new) amount you want the Court to order for child support and the payment period .

**DATE AND SIGN.** By signing, you are stating that the information you have provided on this document is true and correct to the best of your knowledge – under penalty of perjury.