

SELF-SERVICE CENTER

**PROCEDURES: WHAT TO DO AFTER YOU HAVE COMPLETED  
THE PETITION TO MODIFY CHILD SUPPORT –  
“STANDARD PROCESS”**

1. **AFTER** you have completed the “Petition to Modify”, complete the:  
“Affidavit of Financial Information (AFI).” There are two AFI included this packet: Fill out one and leave the blank copy for the other party to complete.  
“Current Employer Information Sheet”
2. **MAKE THREE (3) COPIES** (4, IF DES/DCSE is involved\*) of the:
  - o Petition to Modify Child Support – Standard Process
  - o Affidavit of Financial Information (completed by you)
3. **Separate your papers into 4 sets** (5, if DES / DCSE is involved).

<b>SET 1 - ORIGINALS FOR CLERK OF COURT</b> <ul style="list-style-type: none"><li>• “Petition to Modify”</li><li>• “Affidavit of Financial Information”</li><li>• “Current Employer Information Sheet”</li></ul>	<b>SET 2 - FOR FAMILY COURT CONFERENCE CENTER</b> <ul style="list-style-type: none"><li>• “Petition to Modify” (copies)</li><li>• “Affidavit of Financial Information”</li></ul>
<b>SET 3 - COPIES FOR OTHER PARTY</b> <ul style="list-style-type: none"><li>• “Petition to Modify”</li><li>• “Affidavit of Financial Information” **</li></ul>	<b>SET 4 - COPIES FOR YOU</b> <ul style="list-style-type: none"><li>• “Petition to Modify”</li><li>• “Affidavit of Financial Information”</li></ul>
<b>SET 5 - COPIES FOR THE ATTORNEY GENERAL (“the AG”) (only if DES or DCSE is involved) *</b> <ul style="list-style-type: none"><li>▪ “Petition to Modify”</li><li>▪ “Affidavit of Financial Information”</li></ul>	

\* For more information on when and how to serve notice on the AG, see (7) on next page.

\*\* Add a blank AFI to the set of papers served on the other party as stated in (7) on next page.

**4. FILE THE PAPERS AT THE COURT:**

**GO TO THE CLERK OF THE COURT’S FILING COUNTER:** Hand the originals and all sets of copies to the Clerk. The Clerk will keep the originals, stamp and return the extra copies to you. The stamp shows they are copies of papers filed with the Court (and are now called “conformed” copies).

You may file your papers from 8am to 5pm, Monday through Friday, at these 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:** 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.

A list of current fees is available from the Self Service Center website or 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.

**5. GO TO “FAMILY COURT CONFERENCE CENTER”**

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

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

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

**Northeast Court Complex**  
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”.**

- 6. The 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. 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 ARE ON THE “ORDER TO APPEAR.”** Make 1 copy of the Order to Appear, or if the State of Arizona is involved, make 2.

*The State of Arizona may be involved* if any parent received public assistance for the children or used the services of the State in establishing or collecting child support. **If the State is involved, notice of this action must also be given to the Attorney General’s Office** as described in 7, below.

- 7. Serve the papers on the other party (or parties):** You must arrange for service of the papers on the other party (or parties).
- **Serve the original *Order to Appear* along with Set 3** of the other papers *on the other party*, **and include a blank AFI** for the other party to fill out.  
**and** if DES or DCSE is involved:
  - **Serve a copy of the *Order to Appear* along with Set 5** of the other papers *on the Attorney General’s Office*.

**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 and returning the form *for you to file with the Court*. There are no court fees for serving the State with an **Acceptance**, as described below:

- (a)** You may mail or personally deliver to the Office of the Attorney General (the “AG”) assigned to your case\*:
- a copy of the “**Petition to Modify**” along with an
  - “**Acceptance of Service**” AND
  - a **self-addressed, stamped envelope** *(addressed back to you)*.
- (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 the documents and the self-addressed stamped envelope to:

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

**Note: The State is not considered served until  
the AG’s signed *Acceptance of Service* is filed  
with the Court!**

- 8. GO TO THE COURT CONFERENCE/HEARING.** Be on time. Do not bring children to court. Dress neatly. Be prepared to tell the Judge why the court order should be changed.

**Bring the following to the hearing:**

- A copy of the “**Petition to Modify Child Support**”
- An “**Affidavit of Financial Information**” completed by you