

Self-Service Center (SSC)

INSTRUCTIONS: How to Complete All Forms Needed to Submit an “AGREEMENT TO MODIFY CHILD SUPPORT”

Use the **FREE** online child support calculator at: <http://superiorcourt.maricopa.gov/ezcourtforms> to produce the **Parents Worksheet for Child Support** that **MUST** be turned in along with this **Agreement**.

Using the online calculator is FREE (access to the Internet and a printer required).

If you do not have access to the Internet and/or a printer, you may use the computers at all Superior Court Self-Service Center locations for free and print out the Parents Worksheet produced by the online calculator as well. There is a small, per-page charge for printing.

- Go to: <http://superiorcourt.maricopa.gov/ezcourtforms>
- Click “**Child Support Calculator**” on right side of the web page.
- Fill in the information requested and print out the **Worksheet**.

Advantages of Using the Online Child Support Calculator

- The online calculator is free.
- The online calculator does the math for you
- The online calculator produces a neater, more readable worksheet.
- The online calculator produces a more accurate child support calculation, **AND**
- **You don't have to go through 37 pages of Guidelines and Instructions**

If you want to perform the calculations yourself, you will need an additional 39 pages of guidelines, instructions, and the Parents Worksheet itself. These are available for separate purchase from the SSC as part of the “**Child Support**” packet, or may be downloaded for free from:

http://www.superiorcourt.maricopa.gov/SuperiorCourt/Self-ServiceCenter/Forms/FamilyCourt/fc_drs1.asp

You may also attend the free “How to Complete Papers to Modify Child Support” Workshop described in the flyer that appears at the beginning of this packet.

COMPLETE THE “AGREEMENT TO MODIFY CHILD SUPPORT”

ALL Parties Must Sign this Agreement. That means:

1. **BOTH** parents must sign in front of a Clerk at the Filing Counter *or* a Notary, **and**
2. **If the State of Arizona (DES / DCSE) is involved, a representative of the Arizona Attorney General's office, DCSE, must ALSO sign** before you turn in the papers.

OTHER FORMS YOU MAY NEED

Current Employer Information Sheet (CEI)

Complete a CEI for the parent who is paying child support under the current court order. If this agreement changes which *parent* pays child support, include a CEI for both parents.

Order Stopping Income Withholding Order

IF the agreement results in the parent who is currently paying NO LONGER having to pay, include an “**Order Stopping Income Withholding Order**” to be sent to that parent's employer.

Child Support Order - If child support is still to be paid by either parent after this Agreement, include a new “**Child Support Order**” (See separate instructions [DRS81i] in this packet).

WHEN YOU HAVE COMPLETED ALL NEEDED FORMS, GO TO THE “PROCEDURES” PAGE AND FOLLOW THE STEPS LISTED THERE.