

SELF-SERVICE CENTER

**PROCEDURES: WHAT TO DO AFTER YOU HAVE COMPLETED  
THE PETITION TO MODIFY SPOUSAL MAINTENANCE or  
SPOUSAL MAINTENANCE and CHILD SUPPORT  
(standard process)**

After you have completed the “**Petition to Modify Support Order**”, and the:

- ✓ **“Order to Appear.”** Complete the information on the top about you, and fill in the part about the name of Petitioner and Respondent. Leave the rest blank for the judge to fill out.
- ✓ **“Affidavit of Financial Information”** (The second copy is for the other party to complete.)
- ✓ **“Current Employer Information Sheet”**

**1. Make 3 copies of the papers you completed:**

- **“Petition to Modify Support Order”**
- **“Order to Appear”**
- **“Affidavit of Financial Information”**

**Separate your papers into four (4) sets:** one set of originals, and three (3) sets of copies.

<b>Set 1: ORIGINALS</b> to file with the Clerk of Court <b>“Petition to Modify Support Order”</b> <b>“Order to Appear”</b> <b>“Affidavit of Financial Information”</b> <b>“Current Employer Information Sheet”</b>	<b>Set 3:</b> One set of <b>COPIES</b> for you: <b>“Petition to Modify Support Order”</b> <b>“Order to Appear”</b> <b>“Affidavit of Financial Information”</b>
<b>Set 2:</b> One set of <b>COPIES</b> for the Judge <b>“Petition to Modify Support Order”</b> <b>“Order to Appear”</b> <b>“Affidavit of Financial Information”</b>	<b>Set 4:</b> One set of <b>COPIES</b> for the other party: <b>“Petition to Modify Support Order”</b> <b>“Order to Appear”</b> <b>“Affidavit of Financial Information”</b> BLANK <b>“Affidavit of Financial Information”</b>

**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, money order, or check 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.

**2. File the papers with the Clerk of the Court:** File the original Petition to Modify, Affidavit of Financial Information, Order to Appear and Current Employer Information Sheet, with the Clerk of the Court at the filing counter. The Clerk will give you back the **ORIGINAL “Order to Appear.”**

Ask the Clerk to stamp the extra copies for you to show that you have filed these papers with the Clerk. These are called "conformed" copies.

**3. Hand-deliver the following papers to Family Court Administration or place in the Judges' in-box as indicated below.**

- **Copy** of Petition to Modify, Affidavit of Financial Information
- **Original** and **2 copies** of the Order to Appear.
- A self-addressed envelope with enough postage so the Order to Appear may be mailed to you.

**Central Court Building**  
201 West Jefferson, 3<sup>rd</sup> 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

**Wait to hear back from the judge about your court hearing:** Wait two weeks and if you have not received the completed **Order to Appear** or any other document from the Judge, contact Family Court Administration at **(602) 506-1561**.

**4. Serve the papers on the other party:** If the judge decided to set a hearing, **you must arrange for service** of the following papers on the other party:

- **"Petition to Modify Support"**.
- **"Affidavit of Financial Information"**--a copy of the one you completed, **and a blank copy** for the other party to complete.
- **"Order to Appear"**, signed by the judge.

**Serving papers on the State:** If you are asking to change child support *and* one of the parties is using the child support enforcement services of DES ( the Department of Economic Security), notice **must** be given to that office. Mail a copy of the **"Petition to Modify Support"** and **"Affidavit of Financial Information"** to:

Division of Child Support Enforcement  
**ATTN: Modifications, Maricopa County**  
P.O. Box 40458  
Phoenix, AZ 85067

**5. Go to the court hearing:** If the judge scheduled a hearing, be sure to write down the date, time and place of the court hearing, and come to the hearing. **Be on time.** Dress neatly. Be prepared to tell the judge why the order for support should be changed. **Do not bring children to court.**

**You should bring the following things to the court hearing:**

- A **copy** of the **"Petition to Modify"**
- An **"Affidavit of Financial Information"** completed by you