SELF-SERVICE CENTER

INSTRUCTIONS TO COMPLETE THE
PETITION TO MODIFY CHILD SUPPORT - "*SIMPLIFIED PROCESS*"

YOU WILL NEED:

- A copy of your current **Child Support Order**.
- A copy of the current **Income Withholding Order** for this case, if there is one.
- A completed ***"Parent's Worksheet for Child Support"*** (See separate instructions for the Worksheet)

Match each numbered item in the instructions with the same numbered item (in parentheses) on the form. Type or print neatly using BLACK INK ONLY.

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A. Fill in the information requested at top left for the person who is filing this form. Write the ATLAS number if one has been assigned to your case. (The spaces marked "representing" and "state bar number" are used **only** if an attorney is preparing this form.)

B. Fill in the names of the persons shown as the "Petitioner" and the "Respondent" on the child support order.

C. Fill in the case number that appears on your Maricopa County order for child support.

1. Check the box to indicate whether you are the Petitioner or the Respondent, and
   - Fill in the date on which the Judge or Commissioner signed your current child support order.
   - Fill in the name of the Judge or Commissioner who signed your current child support order.
   - Fill in name of the court (example: "Superior Court")
   - Fill in name of the county where the order was issued.

2. Check the boxes to indicate who, under the current child support order, is responsible for insurance.

3. (a) Fill in the name of the person ordered to make child support payments.

   (b) Fill in the amount, schedule (monthly, weekly, bi-weekly), and payment due date listed on the current child support order. (EXAMPLE: $*150 per month* payable on the *1st day of the month* or $*150 per month* payable *one-half on the first and one-half on the 15th* of the month).

4. Fill in the amount from of your completed ***"Parent's Worksheet for Child Support"***
   - On the *Online Calculator's* Worksheet, it's <u>last</u> item: **"Child Support Obligation To Be Paid"**
   - On the *paper* Worksheet, it's **item <u>35</u>.**

5. To use the "simplified" process, the calculations must show you are entitled to a change of at least 15%. To calculate the percentage of change between your current support amount and the amount calculated on your new ***Parent's Worksheet for Child Support, you will need to:***
   - Calculate the amount for **(a)** (See next page for assistance.)
   - Enter the amount of child support currently ordered for (b)
   - *Divide the amount listed in (a) by the amount listed in (b), and enter the resulting number in (c).*

   See the information and step-by-step procedures on next page for assistance with 5(a)(b)(c).

   5(a) is the difference between the amount of child support ordered and the amount you are requesting.

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Enter the amount of child support on the current order (same as 3(a) on the Petition) **$** _____

Enter amount from line 35 of the new Parents Worksheet (same as (**4**) on the Petition) **$** _____

Which is larger? **Write the *larger* amount here:** _____

Write the *smaller* amount here: - _____

*and **SUBTRACT** the smaller from the larger.*
Write the result in the box here and on line 5(a) :

5(b) is the amount of *child support* in the current order (the same as 3(b) on the Petition)**.**
Write that amount on the line for 5(b).

5(c) is the difference between the amount currently ordered and the new amount requested (the amount you just calculated for 5(a))**, divided by the amount currently ordered, written as a percentage, *or***

Divided 5(a) by 5(b). Write the resulting *percentage* on the line for 5(c).

For example, *if* 5(a) is $45 and 5(b) is $225.
To get (c), you would divide 45 by 225, which would equal **.2** (or 20%)
Shown another way, that's 45 / 225 ***or*** 45 ÷ 225, which equals .2 or 20%

6. If the State of Arizona is involved in your case because you or the other party received services from the State (DES or DCSE), mark the box for "Yes". Otherwise, mark the box for "No".

If the answer is "Yes" . . You will need to provide notice of this request to change the amount of child support to the Office of the Attorney General. Refer to page 2 of the **"Procedures"** document in the instruction packet for information on providing notice to the State.

7. If there is a current **Income Withholding Order** for child support, fill in the date of that order. If the amount withheld includes Court ordered payments *in addition to* current child support, list those *other amounts* included on the **Income Withholding Order**.

RELIEF REQUESTED

A. Write in the same amount as you previously entered on line **4.**
B. Check the boxes to indicate any requested changes in which parent is responsible for insurance, and then write in the percentages to indicate how any uninsured medical expenses should be shared.
C. Requires no action on your part though you may strike it if you disagree.

OATH OR AFFIRMATION

Date and sign the Petition in the presence of a Clerk of the Superior Court or a Notary Public. By signing, you are stating to the Court that the information you have provided is true and correct, under penalty of perjury.

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