

SELF-SERVICE CENTER

PROCEDURES: WHAT TO DO AFTER YOU HAVE COMPLETED THE FORMS TO MODIFY PARENTING TIME or PARENTING TIME AND CHILD SUPPORT by AGREEMENT

- STEP 1: MAKE THREE COPIES OF THE:**
- “Agreement to Modify Parenting Time or Parenting Time and Child Support” (listed below as “*Agreement to Modify*”)
 - “Order Modifying Parenting Time or Parenting Time and Child Support” (listed below as (“*Order Modifying*”)
 - “Parenting Plan”
 - “Child Support Worksheet”

- STEP 2 Separate your documents into 4 sets (1 set of Originals and 3 sets of copies*).**

Set 1 – ORIGINALS to file with Clerk <ul style="list-style-type: none">• “Agreement to Modify” (1 original)• “Order Modifying”• “Child Support Worksheet”	Set 4: COPIES for the Judge <ul style="list-style-type: none">• “Agreement to Modify”• “Order Modifying”• “Parenting Plan”• “Child Support Worksheet” *Also include these original documents: <ul style="list-style-type: none">• “Order Stopping Income Withholding Order” (if applicable)*• “Current Employer Information”• “Current Employer Information”** (for other parent, if applicable)* (if applicable) **
Set 2 – COPIES for Other Party <ul style="list-style-type: none">• “Agreement to Modify”• “Parenting Plan”• “Child Support Worksheet”	+2 Self-Addressed, Stamped Envelopes: One Addressed to you; One Addressed to the Other Party
Set 3 – COPIES for You <ul style="list-style-type: none">• “Agreement to Modify”• “Order Modifying”• “Child Support Worksheet”	

- * **IF** the agreement results in the parent who is currently paying NO LONGER having to pay, include an “**Order Stopping Order of Assignment**” to be sent to that parent’s employer.
- * **IF** the Agreement *changes which parent pays* child support, include a “**Current Employer Information**” sheet for that parent, the one who will now pay child support, also.

- STEP 3: GO TO THE CLERK OF THE COURT’S FILING COUNTER.**

Present the originals and all sets of copies to the Clerk at the filing counter. The Clerk will keep the originals, stamp the copies to show that these are copies of papers filed with the Court, and return the stamped copies to you. These stamped sets of copies are now called "conformed" copies.

You may file your papers from 8am to 5pm, Monday through Friday, at any of the following Superior Court locations:

Central Court Building
201 West Jefferson, 1st Floor
Phoenix, Arizona 85003 (downtown Phoenix)
Northwest Court Complex
14264 West Tierra Buena Lane
Surprise, Arizona 85374

Southeast Court Complex
222 East Javelina Drive, 1st Floor
Mesa, Arizona 85210
Northeast Court Complex
18380 North 40th Street
Phoenix, Arizona 85032

FEES: There are filing fees and service fees for all court actions such as filing petitions, forms, responses, requests, motions, objections, etc.). A list of current fees is available from the Self-Service Center and on the Clerk of Court's website at <http://clerkofcourt.maricopa.gov/fees.asp>

An Agreement (or "Stipulation") is a filing by **BOTH** parties. There will also be a substantial "**appearance fee**" due from the Respondent, **if he or she has not previously "made an appearance", that is filed a response or other papers and paid a filing fee in this case.**

If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff's Office, 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.

STEP 4: MAKE SURE YOU GET BACK THE FOLLOWING FROM THE CLERK

ALL Sets of Copies with the Clerk's stamp on them (which shows they are "conformed" copies – meaning they are duplicates of papers filed with the Court), then:

- **Take Set 2 of the documents to the Judicial Officer assigned to your case along with the 2 self-addressed, stamped envelopes** (from Step 2).
- If you are not sure which Judicial Officer is assigned to your case, *have your case number at hand and call Family Court Administration at 602-506-1561* to ask.
- Hand-deliver the documents as indicated below (depending on the location of the court facility at which you choose to file):

Central Court Building

201 West Jefferson, 3rd floor
Phoenix, Arizona 85003
(Deliver to Family Court Administration)

Southeast Court Complex

222 East Javelina Drive, 1st floor
Mesa, Arizona 85210
(Deliver to Court Administration)

Northwest Court Complex

14264 West Tierra Buena Lane
Surprise, Arizona 85374
(Deliver to Judge's in-box)

Northeast Court Complex

18380 North 40th Street
Phoenix, Arizona 85032
(Deliver to Judge's in-box)

WHAT THE COURT MAY DO:

- **Grant the relief you requested;**
- **Schedule a hearing for you and the other party if the Judge needs additional information;**
- **Return your paperwork because you did not show good reason for the change requested or the paperwork was incomplete; OR**
- **Enter other orders the Judge thinks proper.**

STEP 5: WAIT for the Court to let you know whether the Order was signed or the matter was set for a hearing. If a hearing is scheduled, you will receive written notice of when and where to appear (date, time, and location).

If you do not hear from the Court within 3 weeks, you may call the office of the Judicial Officer assigned to your case to ask about the status of your paperwork. Note that you will *not* be able to speak to the Judge or Commissioner and court staff cannot tell you what was decided.

REMINDER! **Did you provide *two* self-addressed, stamped envelopes** as described in

STEP 2 and 4, above:

one addressed to you?

one addressed to the other party?