

SELF-SERVICE CENTER

INSTRUCTIONS: HOW TO COMPLETE COURT PAPERS TO MODIFY PARENTING TIME (VISITATION) AND CHILD SUPPORT

STEP 1: Complete the forms in this packet before you go to your court hearing.

- Have in front of you a copy of the current **“Parenting Plan”** (if you have one), **“Child Custody/Parenting Time Order,”** the **“Child Support Order,”** and any **“Income Withholding Order”** You will need to look at these documents to complete the paperwork and to answer the Judge’s questions at the hearing.

STEP 2: Complete the Order Modifying Parenting Time and Support.

- If your court order was originally from another county, make sure you use the new case number the Maricopa County Clerk of the Court assigned you.
- Leave the rest of the Order blank for the Judge to fill in.

STEP 3: Complete the other necessary documents to change parenting time and child support.

- **Parenting Plan.** See the **“Joint Custody Information”** document in this packet and the **“Planning for Parenting Time: Arizona’s Guide for Parents Living Apart”** booklet for help. The **Guide** is available for purchase at all Superior Court Self-Service Center locations, **or** may be viewed online and downloaded for **free** from the state courts’ web page.
- **Hints to help you complete the “Parenting Plan.”**
 1. State your parenting time arrangements as clearly as possible. For example, **“Alternating weekends from after work on Friday, at 6:00 p.m. until Sunday at 6:00 p.m.”**
 2. Avoid vague or unclear statements such as “will share, will divide, or will decide later.” These statements may result in future disputes related to different interpretations. Although flexibility and mutual agreement is encouraged, the document must be specific to be legally enforceable.
- **“Current Employer Information Sheet.”** – Required if this modification results in:
 1. the person currently ordered to pay *no longer having to pay*, **AND**
 2. another person *now* having to pay *who did not under the previous Order*.

If BOTH situations result from this modification, copy this form before filling it out! You will need one for:

1. the party who gets to stop making payments, (and a separate one for)
2. the party who must begin making payments.