

SELF SERVICE CENTER

INSTRUCTIONS: HOW TO STOP OR MODIFY AN "ORDER OF ASSIGNMENT"

This Request can be completed by the person paying support (the Obligor) OR the person receiving support (the Obligee).

DEFINITIONS:

"Obligee" is the person or agency entitled to receive support payments.

"Obligor" is the person ordered to make support payments.

COMPLETE THIS FORM IF:

- ✓ An "Order of Assignment" has been ordered in Maricopa County, **AND**
- ✓ You wish to **stop or modify** the order, **AND**
- ✓ Any one of the conditions listed in Item 6 or 7 on the form applies to you.

TO COMPLETE THIS FORM YOU WILL NEED:

- ✓ The date the "Order of Assignment" was signed. If you do not know this date, you can find it on the original "Order of Assignment" maintained in the court file.
- ✓ The fee for filing for this process is \$61.00. There may be additional fees, including an appearance fee if this is the first time you or your attorney has appeared in this case. If you cannot pay these fees, you may request that the fees be deferred or waived. The Self-Service Center and the Clerk of Superior Court have the necessary forms to request the deferral or waiver.

Family Court Post-Decree Coversheet (Post Decree Modification or Enforcement)

Print or type in black ink.

Case Type: Check only one box that matches the legal procedure for which you are filing the documents in this packet.

Case Number: Write in the case number of the original case whose decision or order you are asking the Court to change or enforce.

Information about the Petitioner (*in the original action*): Regardless of who started *this* action for change or enforcement, write in the information, if you know it, for the person who was the Petitioner *in the original case*. If the Petitioner's address is protected, simply write "Protected" on the address line. If you are the Petitioner, and you want your address protected, DO NOT write your address on the coversheet. When you file your papers, tell the Clerk of the Court you want your address protected and they will give you a special form to complete. If you are the Petitioner and a lawyer represents you, write in the lawyer's name and bar number.

Information about the other party, the Respondent (*in the original action*): Regardless of who started *this* action for change or enforcement, write in the information, if you know it, for the person who was the Respondent *in the original case*. If the Respondent's address is protected, simply write "Protected" on the address line. If you are the Respondent, and you want your address protected, DO NOT write your address on the coversheet. When you file your papers, tell the Clerk of the Court you want your address protected and they will give you a special form to complete. If you are the Respondent and a lawyer represents you, write in the lawyer's name and bar number.

Minor Children Involved: List the names, dates of birth, and social security numbers for any minor children involved in this specific case.

Other Minor Children: If there are other children of either the Petitioner or the Respondent or both not involved with this case, list their names on the lines provided.

Other court cases: Check the appropriate box to tell this Court if either you or your spouse have been involved in any other cases, except a minor traffic offense, in any other court. If you check the Yes box, please describe the case, including case numbers and court location.

Domestic Violence Section: Answer the questions listed regarding domestic violence. This information will help court staff determine if this issue is relevant to this case.

Children's Issues Section: Answer the questions regarding the children you listed on *the "Family Court Cover Sheet."* This information will help court staff determine if these issues are relevant to this case, and/or whether a case exists in this Court already regarding any child you listed.

Interpreter: If you or your spouse need an interpreter, check the box for the appropriate party, one or both.

Language: Check the box to indicate whether the interpreter is needed for Spanish or other language. If "Other", write in the language. This information helps the court estimate the need for interpreters. It is **NOT** an official request for an interpreter.

Location: If you are filing your documents in Phoenix, check the Downtown Phoenix box. If you are filing your documents in Mesa, check the Mesa box.

HOW TO COMPLETE THIS FORM:

- ✓ Type or print neatly using **black** ink.
- ✓ Follow the instructions given below. Match each numbered step in the instructions with the item on the attached form that has the same number.

NUMBER INSTRUCTION

- 1 Type or print the name, address and telephone number of the person filing the form. An attorney who is filing the Request must also list the name of the person represented and the attorney's State Bar Number. Enter the ATLAS number, if known.
- 2 Type or print the name of the person shown as the petitioner on the "**Order of Assignment.**"
- 3 Type or print the name of the person shown as the respondent on the "**Order of Assignment.**"
- 4 Type or print the case number that appears on the "**Order of Assignment.**"
- 5 Type or print your name here.

Be sure to type or write on the blank line in Section 6 or 7 the date on which the "Order of Assignment**" was signed. If appropriate, complete any additional blanks and attach documentation as needed.**

- 6 Complete this section if you want to change or adjust the "**Order of Assignment.**" Mark the box or boxes that best explains why you think the order should be changed/adjusted.

- 7** Complete this section if you want to stop the **“Order of Assignment.”** Mark the box or boxes that best explains why you think the order should be stopped.
- 8** Mark this box if the **“Order of Assignment”** is an ex parte order or an administrative withholding order that was served upon you within the last 10 days and you wish to request a hearing. An “ex parte” order is an order that was signed by a judicial officer before you were given notice of the hearing.
- 9** You may mark one of these boxes if your **“Order of Assignment”** is for child support.
- 10** You may mark one of these boxes if your **“Order of Assignment”** is for spousal maintenance/ support.
- 11&12** Date and sign your name before a **Notary Public or Deputy Clerk**. By signing your name, you are stating under oath that the contents of this request are true and correct to the best of your knowledge.

FILE THE PAPERS WITH THE CLERK OF THE COURT: When you have completed the **“Request to Stop or Adjust the Order of Assignment,”** take the form to the Clerk of the Court. A Deputy Clerk will verify your signature, date and sign the Request at the bottom, if you bring picture identification, and if you have not already signed the form and/or had the form notarized. Then follow the instructions in the Self-Service Packet on how to serve the other party.

NOTICE OF HEARING. If a hearing has been requested in section 7, the Court or Deputy Clerk will complete the date, time and place of hearing and sign the **“Notice of Hearing.”**