

SELF-SERVICE CENTER

INSTRUCTIONS: HOW TO PETITION FOR A HEARING REGARDING A PETITION TO STOP OR MODIFY AN INCOME WITHHOLDING ORDER

TO FILE THIS FORM WITH THE CLERK'S OFFICE, YOU WILL NEED TO:

- ✓ Pay the fee for filing this Petition. There may be additional fees, including an appearance fee if this is the first time you or your attorney has "appeared" (filed papers) 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.

FOLLOW THESE INSTRUCTIONS WHICH ARE NUMBERED TO MATCH THE IDENTIFYING NUMBERS ON THE FORM. TYPE OR PRINT NEATLY USING BLACK INK.

NUMBERED INSTRUCTIONS

1. Type or print the name, address and telephone number of the person filing the form if known. An attorney who is filing the Request must also list the name of the person represented and the attorney's State Bar Number.
2. Type or print the names of the persons shown as the petitioner and the respondent on the "***Income Withholding Order***".
3. Type or print the case number and ATLAS number (if applicable) that appears on the "***Income Withholding Order***".
4. Date and sign. By signing your name, you are stating under oath or affirmation that the contents of this Request are true and correct to the best of your knowledge. Next, file the form at the Clerk of Court's filing counter. You will receive notice of the time, date, and location of the hearing.

NOTICE OF PETITION for HEARING. Upon filing the Petition for Hearing, the filing party must immediately mail or otherwise deliver a copy of this Petition to the other party or his/her attorney. If either party is currently using or has used the State Agency for child support services (Division of Child Support Enforcement or their representative), the State must also be mailed or provided with a copy of the Request, which can be mailed to:

**Office of the Attorney General
Child Support Enforcement Section
PO Box 6123 – Site Code 775C
Phoenix, AZ 85005**