

SELF-SERVICE CENTER

PROCEDURES: WHAT TO DO AFTER YOU HAVE COMPLETED THE PETITION AND FORMS TO STOP AN “INCOME WITHHOLDING ORDER”

- STEP 1: MAKE TWO OR *3 COPIES (*SEE BELOW) OF THE:**
 - **Petition to Stop “Income Withholding Order” (“Petition to Stop”)**
 - **Order Stopping “Income Withholding Order” (“Order Stopping”)**

- STEP 2: SEPARATE YOUR DOCUMENTS INTO THREE OR *4 SETS (*SEE BELOW) SETS:**

Set 1 – ORIGINALS & Copies to file with Clerk Petition to Stop (1 original) Order Stopping (1 original + 2 copies) Current Employer Information Sheet (1 original) +2 Self-Addressed, Stamped Envelopes: One Addressed to you; One Addressed to the Other Party	Set 2 – COPY for Other Party (1) Petition to Stop
	Set 3 – COPY for You (1) Petition to Stop
	Set 4* – COPY for Attorney General (*only if required*) (1) Petition to Stop

* If either party already has a case with the State (DCSE or DES) involving the same children as in this case, notice of this action must also be given to the Attorney General’s Office, as instructed in STEP 5 on next page.

- STEP 3: FILE THE PAPERS AT THE COURT. Take all originals and copies.**

GO TO THE CLERK OF THE COURT’S FILING COUNTER: Hand over the originals and the appropriate number of sets of copies to the Clerk **and pay the filing fee.** The Clerk will keep the originals, stamp the copies to show that these are copies of papers you have 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 8:00 a.m. to 5:00 p.m., Monday through Friday, at any of the following Superior Court locations:

Central Court Building
201 West Jefferson, 1st floor
Phoenix, Arizona 85003

Southeast Court Complex
222 East Javelina Avenue, 1st floor
Mesa, Arizona 85210

Northwest Court Complex
14264 West Tierra Buena Lane
Surprise, Arizona 85374

Northeast Court Complex
18380 North 40th Street
Phoenix, Arizona 85032

FEES: A list of current fees is available from the Self Service Center and from the Clerk of Court's website.

If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, 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:

- Your Copy.
- The Copy for DES/DCSE* (if required)

STEP 5: SERVE THE PAPERS ON THE OTHER PARTY(IES). The papers may be delivered by the Sheriff's Department, a licensed private process server, commercial delivery service or mail by which you can obtain an original or copy of the other party's signature confirming delivery, or by **Acceptance of Service** as described in the "SERVICE" packet available from the Self-Service Center or the internet.

*** SERVE PAPERS ON THE STATE:** If *the State of Arizona is a party to your case*, you **must** also serve notice on the Attorney General's Office with notice of any proceeding that may affect child support. The State of Arizona may be involved if any party received public assistance for the children or used the services of the State in establishing or collecting child support. If so, you may serve notice on the State as follows:

You may mail or personally deliver a copy of the "**Petition**", and an "**Acceptance of Service**" form to the Office of the Attorney General ("**the AG**"), Division of Child Support Enforcement (DSCE) assigned to your case. The "**Acceptance**" is available for purchase as part of the Self-Service Center's "SERVICE" packet, or may be downloaded for free at the web address listed above.

The AG staff will accept service by signing the **Acceptance** and returning or sending it back to you. You will not be required to pay any fees for service by this method. If you do not know what office your case is assigned to, you may mail the **Petition** and the **Acceptance** to:

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

Note: The State is not considered served until the AG's signed *Acceptance of Service* is filed with the Court!

STEP 6: WAIT for the Court to let you know whether the Order was signed or the matter was set for a hearing. **If** the other party requests a hearing, either a hearing or a conference will be scheduled. You will receive written notice of when and where to appear (date, time, and location).

If the other party does not request a hearing, *usually* one of the following will happen:

- The "**Order Stopping the Income Withholding Order**" will be signed.
- A Hearing or Conference will be set.
- You will be notified by mail that your request was denied.