

Procedures: What to do after completing all forms to establish legal decision-making (legal custody), parenting time and child support when paternity has already been established

Step 1: Complete the Family Department/Sensitive Data Coversheet
(Do not copy this document.)

Step 2: Complete the Child Support Worksheet online via
ezCourtForms (<http://www.superiorcourt.maricopa.gov/ezcourtforms2>)

Print out 1 copy of the completed Child Support Worksheet

Step 3: Make 2 copies of the following documents after you have filled them out (3 copies if the State of Arizona is a party to your case):

- Summons
- Preliminary Injunction
- Petition to Establish Legal Decision-making, Parenting Time and Child Support
- Order and Notice for the Parent Information Program
- Child Support Worksheet
- Parenting Plan

Step 4: Separate your documents into four (4) sets:

Set 1 - <u>Originals</u> for Clerk of Superior Court: <ul style="list-style-type: none">• Family Department Cover Sheet• Summons• Preliminary Injunction• Petition to Establish...• Order and Notice for Parent Information Program• Child Support Worksheet• Parenting Plan	Set 2 - <u>Copies</u> for other party: <ul style="list-style-type: none">• Summons• Preliminary Injunction• Petition to Establish...• Order and Notice for Parent Information Program• Child Support Worksheet• Parenting Plan
Set 3 - <u>Copies</u> for you: <ul style="list-style-type: none">• Summons• Preliminary Injunction• Petition to Establish...• Order and Notice for Parent Information Program• Child Support Worksheet• Parenting Plan	Set 4 - To serve on the State if DES or DCSE is involved: <ul style="list-style-type: none">• Summons• Preliminary Injunction• Petition to Establish...• Order and Notice for Parent Information Program• Child Support Worksheet• Parenting Plan

Step 5: File the papers at the court:

Go to the court to file your papers: The Court is open from 8 a.m. - 5 p.m., Monday-Friday. You should go to the Court at least two hours before it closes. You may file your court papers at the Clerk of Superior Court filing counter at 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 Regional Court Center
18380 North 40th Street
Phoenix, Arizona 85032

Fees: A list of current fees is available from the Law Library Resource Center and from the Clerk of Superior 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 Superior Court. Deferral Applications are available at no charge from the Law Library Resource Center.

Papers: Hand all three (3) sets of your court papers to the Clerk of Superior Court along with the correct filing fee.

Make sure you get the following back from the Clerk of Superior Court:

- Your set of copies
- The other party's set of copies

Step 6: Serve the papers on the other party. Read the packet at the Law Library Resource Center called "Service of Court Papers" that applies to your situation. This will explain how to serve the other party. Remember to file your Affidavit or Acceptance of Service as soon as the Other Party is served.

Serving papers on the state: (if required). The Office of the Attorney General (the "AG") will accept service by signing an Acceptance of Service form and returning the form for you to file with the Court. Information regarding serving the papers on the State of Arizona can also be found at the Law Library Resource Center in the packet called "Service of Court Papers."

Step 7: Wait. Depending on how and where you served the papers on the other party (in-state, out of state, by publication, etc.), he or she has a certain number of days to file a Response to tell the Court that he or she disagrees with your facts, or objects to the Orders you want the Court to make. You should receive a copy of the Response and a notice about when and where you must appear for any Court procedure or hearing.

If no Response is filed, you must file papers to tell the Court the other party defaulted - that is, the other party agrees with your request - or at least did not file papers to disagree, so the Court should move forward. See the Law Library Resource Center's "Default" packet and follow the timetable and procedures there to apply for your default court order.

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or file this page