

Procedures: How to submit your Order to establish legal decision-making, parenting time and child support when you have a hearing

Step 1: Complete the Child Support Worksheet, Child Support Order, and Current Employer Information sheet online via

ezCourtForms <http://www.superiorcourt.maricopa.gov/ezcourtforms2/>

Print out 1 copy of the completed Child Support Worksheet, Child Support Order, and Current Employer Information Sheet.

Step 2: If you are asking for a default hearing, then Family Department Administration must review your papers before you are granted a hearing.

A. You may email your original papers to Family Department Administration at: DefaultReview@jbazmc.maricopa.gov If you are unable to email the documents, you may submit them to the department in person at any Superior Court location. The documents to provide include:

1. Order Legal Decision-making, Parenting Time, and/or Child Support
2. Parenting Plan
3. Child Support Worksheet
4. Child Support Order
5. Current Employer Information
6. Fee receipt (if applicable), or a copy of the Order Regarding Deferral or Waiver of Court Fees and Costs (if applicable)
7. If applicable (required prior to January 1, 2025): Education Order (Choose only one: Sole Education Order or Joint Education Order. The Education Order you choose must match the type of legal decision-making you are asking for in your Parenting Plan.)

B. Be sure to also provide Family Department Administration with:

1. Income information or wage paystubs for both parties.
2. Information about costs for children's day care, medical insurance, special needs, etc.
3. Certification of attendance at a Parent Information Program class has been filed.

C. Family Department Administration will review the forms to see if you are ready to proceed to a default hearing.

- If you present your forms in person, they may review while you are present.
- If you email your forms or the Family Department is not able to review them with you present, they will review them within 3 business days of receipt.
- After the review, they will contact you by phone.

If your forms are hearing-ready, the Family Department will schedule a default hearing and provide any further instructions. If there are issues with your forms, the Family Department will provide you information about what to fix. You will then need to resubmit your corrected documents.

The default hearing will be set at least 60 days from the date the responding-party was served the divorce or legal separation papers. (A.R.S. § 25-329)

Hearings are usually by video. Do not be late for your hearing. If you are late, your hearing will be rescheduled to a different day.