

**PROCEDURES: WHAT TO DO AFTER YOU HAVE COMPLETED ALL DOCUMENTS TO REGISTER A FOREIGN (out-of- state) FAMILY SUPPORT ORDER IN ARIZONA**

**AFTER YOU HAVE COMPLETED THE FOLLOWING Forms:**

- “Family Department Sensitive Data Cover Sheet”, DRSDS10f-c (no copies needed)
- “Request to Register” letter, DRFOS11f
- “Affidavit to Register a Foreign Support Order”, DRFOS12f

**STEP 1. GATHER CERTIFIED (Stamped) COPIES OF THE ORDER(S) TO BE REGISTERED.**

**STEP 2. MAKE 2 COPIES** (or more, if more than one other party is involved) **of the following:**

- Request to Register letter, Form DRFOS11f
- Affidavit to Register Foreign Support Order, Form DRFOS12f
- The foreign order(s) to be registered (or if multiple orders involved, of each order)
- Every “Consent to transfer to Arizona” filed in the other state’s court (if any).

**STEP 3. SEPARATE YOUR DOCUMENTS INTO 3 SETS\*** (or More, if additional parties)

SET 1 – FOR CLERK OF COURT	SET 2: Your Copy
<p><b>Originals</b> (some will be copies of originals)</p> <ul style="list-style-type: none"> <li>• Family Department Sensitive Data Coversheet</li> <li>• Request to Register letter</li> <li>• Affidavit to Register Foreign Support Order</li> <li>• One certified copy of Other State’s Order(s)</li> <li>• One copy of Other State’s Order</li> <li>• Two copies of all “Consent(s) to Transfer” (if any) (one copy must be certified)</li> </ul>	<ul style="list-style-type: none"> <li>• Request to Register letter</li> <li>• Affidavit to Register Foreign Support Order</li> <li>• Other State’s Support Order(s)</li> <li>• “Consent(s) to Transfer” (if any)</li> </ul>
<p><b>SET 4 (or more)*</b></p> <p>Only if needed (See below).</p>	<p><b>SET 3 (or more):* Other Party’s Copy</b></p> <p>(Will be kept and served by Court)</p> <ul style="list-style-type: none"> <li>• Request to Register letter</li> <li>• Affidavit to Register Foreign Order</li> <li>• Copy of Other State’s Order</li> <li>• “Consent(s) to Transfer” (if any)</li> </ul>

**\*If more than one other adult** (or agency) is listed as a party in the order being registered, you will need to make an **additional** set of the documents listed in Set 3 for **each** additional party.

#### STEP 4. FILE YOUR PAPERS WITH THE CLERK OF COURT.

Court is open from 8 A.M. to 5 P.M., Monday through Friday, except holidays.  
You may file at any of the following court locations.

**Central Court Building**

201 West Jefferson, 1st floor  
Phoenix, Arizona 85003

**Northwest Court Complex**

14264 West Tierra Buena Lane  
Surprise, Arizona 85374

**Southeast Court Complex**

222 East Javelina Avenue, 1st floor  
Mesa, Arizona 85210

**Northeast Court Complex**

18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032

**FEES:** There is **no fee** for filing to register another state's support order. But note there is a fee to file the (separate) papers to request that the registered order be *enforced or modified* by this Court. Forms to apply for a fee deferral (payment plan) or waiver if you cannot afford the filing fee or cost of serving notice by sheriff or by publication for a request to enforce or modify are available at no cost from any Superior Court Law Library Resource Center location, or the Law Library Resource Center web site.

**GO TO THE CLERK OF THE COURT'S FILING COUNTER:** Hand over the originals and all sets of copies to the Clerk at the filing counter. **The Clerk will:**

- Assign a new Maricopa County case number,
- Keep the originals and all but one set of copies,
- Stamp the extra copies to indicate they conform to (are the same as) documents filed with the Court, *and*
- Return one set of stamped ("conformed") copies for you to keep for your records.



#### AFTER YOU FILE:

- The Court will notify the non-registering party of your request to register the other state's order in Arizona and, if necessary, to determine a controlling order. Notice will include copies of orders involved and related documents.
- Those receiving notice have **twenty (20) days** to request a hearing to object or otherwise respond to the order being registered in Arizona.
- Failure to dispute the validity of the order within the 20 days will result in confirmation of the order, assumption that the amount of arrears said to be owed (if any) is correct, and bar later attempts to dispute any matter that could have been brought up at this time. **A.R.S. § 25-1308**
- If a non-registering party requests a hearing, the Court will notify all parties of the date, time and place of the hearing.

**STEP 5. IF THERE IS A HEARING, GO.** If a conference and hearing have been scheduled, be sure to write down the date, time and place of the court hearing, and attend the hearing.

- Be on time.
- Dress neatly.
- Do not bring children to court.

A party disputing the validity or enforcement of a registered order or seeking to vacate (cancel) the registration has the burden of proving one or more of the defenses listed in **A.R.S. § 25-1307**.

#### **WHAT THE COURT WILL DO:**

**If a party presents evidence establishing a full or partial defense, the Court may:**

- Stay (halt or prevent) enforcement of the registered order,
- Continue the proceeding to permit introduction of additional relevant evidence, or
- Enforce the uncontested parts of the order.

**If the contesting party does not establish a defense** to the validity of the order itself or to enforcement of the order, the Court may issue an order confirming the order. **A.R.S. § 25-1307 (C)** Once an order has been confirmed, later attempts to dispute any matter that could have been brought up at the time of registration are barred. **A.R.S. § 25-1308**.