

Instructions: How to fill out papers for legal separation with minor children

Important Information: If your spouse does not want a Legal Separation, the Court will not order a legal separation. However, the Court can change the Petition for Legal Separation into a Petition for Dissolution of Marriage (divorce), if you and/or your spouse have lived in Arizona for the last 90 days prior to filing the Petition for Legal Separation and your spouse wants a divorce, not a legal separation.

Domestic Violence: Domestic violence can be part of any marriage. Domestic violence against you and/or your minor children, includes physical acts such as hitting, slapping, pushing and kicking. Verbal abuse and threats of violence, directed at you and/or your minor children, with the intent to control you, is also Domestic violence.

Court documents request your address and phone number. If you are a victim of domestic violence, and you do not want your address to be known to protect yourself or your minor children from further violence, you must file a Request for Protected Address form and ask that your address not be disclosed on court papers. If the Court grants your Request, you do not need to put your address and phone number on your court papers. When asked for that information on Court papers, write "protected" in that space. You must tell the Clerk of Superior Court your address and phone number as soon as possible, so the Court can contact you as needed.

All forms: Type or print in black ink.

Most court forms can be filed electronically (eFile), and some forms in this packet may be auto generated by the eFiling system. If you will be eFiling your forms, you will not need to complete all forms in this packet. For more information about eFiling and which forms will be auto generated by the eFiling system, read the eFiling instructions first: <https://superiorcourt.maricopa.gov/media/7446/dref13i.pdf>.

Family Department/Sensitive Data Cover Sheet

- Write in the information requested about Petitioner/Party A, Respondent/Party B, and any children under the age of 18.
- Do not include mailing address on this form if requesting address protection.
- Case Type: Mark only one box that matches the legal procedure for which you are filing the documents in this packet: [x] Legal Separation.
- Interpreter: Check "yes" or "no" to indicate whether an interpreter is needed. If "yes," write in what language(s).
- No additional copies needed. Do not serve this document on the other party.

Summons

- ✓ Fill in the following information on the Summons: Your name; street address (if not protected); city, state and zip code; telephone number; ATLAS number; name of Petitioner/Party A; name of Respondent/Party B. You will have an ATLAS number only if you receive, or have received, AFDC or other public benefits for minor children that are common to you and your spouse.

Then, write in the name of other party in the space provided. Do not fill out the rest of the form. The Clerk of Superior Court will complete it later.

Preliminary Injunction

- ✓ Fill in the following information on the Preliminary Injunction: Your name; street address (if not protected); city; state; zip code; telephone number; ATLAS number (if you have one); name of Petitioner/Party A; name of Respondent/Party B. You will have an ATLAS number ONLY if you receive, or have received, AFDC or other public benefits for children that are common to you and your spouse. Then, fill in the description of the parties including name, gender, height, weight, driver's license number, and date of birth for both you and the other party. The Clerk of Superior Court will date and sign the Preliminary Injunction.

Petition for Legal Separation with Minor Children

- Use this form only if you want a legal separation and there are minor children involved that are common to you and your spouse, and you have a non-covenant marriage. Arizona laws regarding "covenant" marriages went into effect August 21, 1998. See A.R.S § 25-901. If you have a covenant marriage, you and your spouse were asked to sign an affidavit that included a statement similar to this: "We solemnly declare that marriage is a covenant between a man and a woman who agree to live together as husband and wife for as long as they both live. We have chosen each other carefully. We understand that a covenant marriage is for life. If we experience marital difficulties, we commit ourselves to take all reasonable efforts to preserve our marriage, including marital counseling. We declare that our marriage will be bound by Arizona law regarding covenant marriages, and we promise to love, honor and care for one another as husband and wife for the rest of our lives." (This paperwork will not work if you have a covenant marriage. If you have questions about whether you have a "covenant" marriage, look at your marriage license and/or see a lawyer for help.) Make sure your form is titled Petition for legal separation -- with minor children.
- In the top left corner of the first page, fill out the following: your name (if you are the person filling out the petition); your address (if not protected); your city, state and zip code; your telephone number; and your ATLAS number, if you are receiving, or have received, AFDC from the Arizona Department of Economic Security. (The space for the attorney bar number is required only if an attorney represents you. You must provide this information if you are represented.)

- If there is no prior Court Order for child support involving the same parties, fill in your name in the space that says “Petitioner/Party A.” Remember, you will be “Petitioner/Party A” through the whole case. (This includes any emergency petitions, temporary petitions, and post- decree petitions.) In the space that says “Respondent/Party B,” fill in the name of your spouse. Your spouse will be “Respondent/Party B” for the rest of this case. (This includes any emergency petitions, temporary petitions, and post-divorce decree petitions.) If there is a prior Court Order for child support involving the same parties, fill in the names of the parties as it is written on the Court Order
- Leave the Case Number blank. When you file your papers, you will receive a case number. If there is already a Court Order for child support involving the same parties, you will file these papers under the same case number. Write that case number in the blank space.

General Information: Statements Made to the Court, Under Oath or by Affirmation:

1. Information about You. Fill in your name, address (if not protected), date of birth, occupation, and length of time in Arizona.
2. Information about Your Spouse. Fill in your spouse’s name, address, (if not protected) date of birth, occupation, and length of time in Arizona.
3. Information about Your Marriage. Fill in the date that you were married, and the city and state where you were married. If you do not know this information, and you were married in Maricopa County, you may get a copy of your marriage license from the Clerk of Superior Court records located at 601 West Jackson Street, in Downtown Phoenix. If you were married in another county in Arizona, go to the Clerk of Superior Court in the county seat where you were married.

Next: Read the statements that follow the checkboxes. Check the box for each statement that is true. If any of the first three statements are not true or if you fail to check the box to indicate the statement is true, your case may not proceed. If the fourth box (regarding legal decision-making and parenting time) is not checked, the Court may not be able to enter orders regarding legal decision-making and parenting time for the children.

- Check the first box to indicate that you do not have a “covenant” marriage.*
- Check the second box to indicate your marriage is irretrievably broken or you and/or your spouse desire to live separate and apart from each other.*
- Check the third box to indicate you and your spouse have attended a free conference with trained staff through the Court– or that it would not help.*
- Check the fourth box to indicate this court has the power to decide legal decision-making and parenting time issues.*

* To have a “Covenant Marriage,” both Party A and Party B would have had to:

- sign papers requesting to have a covenant marriage or to convert to a covenant marriage,
- attend pre-marital counseling (unless converting an existing marriage to a covenant marriage, and
- Your marriage license would say “Covenant Marriage.”

If you still have questions about whether you have a “covenant” marriage, contact a lawyer for help.

“Irretrievably broken” means that your marriage is broken beyond repair and there is no chance of getting back together with your spouse.

“Power to decide legal decision-making and parenting time.” Generally, the children must have lived in Arizona for the past six (6) months, or since birth if younger than 6 months.

4. Venue. You, your spouse or the minor children must live in Maricopa County to use these forms. This must be true, and you must check this box.
5. Children common to the parties who are less than 18 years of age. If there are no children under the age of 18 born to, or adopted by, you and your spouse, you should use the Petition for Legal Separation of a Non-covenant Marriage - without Children Packet. Otherwise, check the second box and provide the name, birth date and current home address including city, state, and zip code for each child born to, or adopted by, you and your spouse. If the child was born before the marriage, mark that box, too.
6. Residency Requirement. This verifies to the Court that you, or your spouse, have lived in Arizona, or been stationed in Arizona while in the Armed Forces, prior to the day you filed the Petition for Legal Separation. Before you file for Legal Separation, this must be true. If it is not true, you cannot file for legal separation with this Court.
7. Domestic Violence. This tells the Court that there was/is domestic violence in the marriage. Domestic violence affects a request for Joint Legal Decision-making (joint legal custody) (if you intend to ask for Joint Legal Decision-making). If you are not sure what “domestic violence” means, see the first page of these instructions “Domestic Violence.” Check the one box that applies to your situation.
8. Pregnancy. If Party A or Party B is not pregnant at this time, check the correct box. If Party A or Party B is pregnant, check the correct box. Fill out the date the baby is due and fill in any information regarding the parents of the unborn child.
9. Spousal Maintenance/Support is the term used to describe money paid by one spouse to the other spouse as part of a divorce, annulment, or legal separation. You may know the term as alimony. Spousal maintenance/support is designed as a safety net for a spouse who cannot provide for his/her needs or a spouse who meets other requirements listed on the Petition under paragraph 8.

The idea behind spousal maintenance/support is that accomplishments during your marriage, including increases in earning potential and living standards, are shared, and earned, by Both parties to a marriage. Look at paragraph 8 to see if spousal maintenance/support applies to you or your spouse. If spousal maintenance/support applies, check the box that most applies to your situation. If none of the boxes apply, or if you do not want spousal maintenance/support, check the first box that says neither party is entitled to spousal maintenance/ support. Check as many boxes as apply to your situation. Spousal maintenance/support is paid separately from child support and is not a substitute for, or a supplement to, child support.

10. Child Support. Place a check mark in the boxes about child support that are true in your situation. Arizona law declares that every person has the duty to provide all reasonable support for that person's natural and adopted minor, unemancipated children - regardless of the presence or residence of the child in this state A.R.S. § 25-501.

Title IV-D program or Temporary Assistance for Needy Families (TANF) recipients NOTE: Mark the box if you or the other party are involved in the TANF or Title IV-D programs. In Part 4, you must obtain the written approval and signature of the Attorney General or county attorney assisting you on your TANF or IV-D case. You must include or attach the signature to the Final Decree before filing it. (Rule 45 (c) (3))

11. Other Expenses. This item concerns health, uninsured medical, or dental expenses for the child(ren). If you want these expenses divided according to the respective incomes of Party A and Party B, place a mark in the box after number 10.

12. Information About Property and Debt: The information you give in the paragraphs below, tells the Court about your property and debts, and how you think your property and debts should be divided. Community property is any property you and your spouse purchased during your marriage, or paid for during the marriage, no matter who uses the property or who paid the money. Unless property was a gift or inheritance, all property acquired during the marriage is community property, and both you and your spouse are entitled to approximately an equal share of this property. Community debts or bills are any debts or bills you and your spouse acquired during your marriage, no matter who incurred the debt. If you have questions, or have a lot of community property or debt, you should speak with an attorney before filing your Petition and other papers.

You should also know that the Judge will order that the community property rights and liabilities acquired by marriage will end with regard to all property, income, debts and/or liabilities received or incurred after the entry of a Decree of Legal Separation, unless both parties agree to the contrary.

- A. Community property. (Property acquired during the marriage). Community property. If you and your spouse do not have any property from the marriage, check the first box. If you and your spouse have property together and acquired during the marriage, check the second box. If you checked the second box, you must tell the Court what property should go to you and what property should go to your spouse. Generally, the Court will divide the property 50-50, unless there are good reasons not to. It is unlikely that the Court will give most, or all, of the property to either spouse, so put some thought into what you think would be a fair division before filling out this section. If you and your spouse cannot decide which spouse should receive what property, the Court will order that the property be sold and any money received, divided between you and your spouse.

First, list the property that you want the Court to award to Party A, and list the property that you want the Court to award to Party B. Put a check in the box that matches the property you want to go to which person. You should describe the property in as specific detail as possible for identification purposes. You can use the brand name and model where applicable, and serial numbers.

Types of property:

- Real Property (property, land or home). Check who you want to get the property. You can ask the Court to give you the property, to give the property to your spouse, or to sell the property and divide the proceeds. You should write the complete address of the property under "Real estate located at." Most property has a legal description such as "LOT 77, Pine Tree Acres, according to Book 111 of Maps," which appears on your deed papers. Use this legal description. A cemetery plot is considered real property.
- Household furniture. This includes sofas, beds, tables, and so forth.
- Household furnishings. This includes things in the house other than furniture, for example: dishes, small appliances, rugs, and so forth.
- Other. List things that you want, or you want your spouse to have, that have not already been listed.
- Pension/retirement fund/profit sharing/stock plans/401K. You and your spouse each generally have a right to about one-half interest in the other spouse's plan, based upon the number of years you were married. The longer your marriage, the greater your financial interest in your spouse's plan. (Your interest usually includes up to 50 percent of the benefits/plan, if you have been married the whole time the plan has existed.) Check this box if you want to divide your interest in a retirement or profit sharing/retirement/401K plan. If you check this box, you must see an attorney about a document called a Qualified Domestic Relations Order or QDRO. A QDRO is a very specialized legal document that requires professional assistance to prepare. The Law Library Resource Center, and the Court, does not have Qualified Domestic Relations Order forms.
- Motor vehicles. List the vehicle identification number (VIN), the year and make of the car (Ford, Honda) and the model (Mustang, Lumina).

B. Separate Property. Property acquired before marriage. If Party A did not have, or bring, any property into the marriage, check the first box. If Party B did not have, or bring, any property into the marriage, check the next box. If you or your spouse brought property into the marriage, check the third and/or fourth box. If you checked the third and/or fourth box, you must tell the Court what property you brought into the marriage and what property your spouse brought into the marriage. List the property that you want the Court to award to Party A and list the property that you want the Court to award to Party B. Put a check in the box that matches the property you want to go to which person. You should describe the property thoroughly for identification purposes. You can use the brand name and model where applicable, and serial numbers.

- C. Community Debt. (Debts incurred during the marriage). If you and your spouse do not owe money on any debts from the marriage, check the first box and go directly to paragraph 11(D). If you and your spouse owe money on any debts from the marriage, check the second box. If you check the second box, tell the Court which debts you should pay and which debts your spouse should pay. The Court will attempt to make a fair division of the debts. If you get property that has a debt on it, you will probably be given the debt as well. Ordering one person to pay all the debts is unusual. Think about what is a fair division of the debts before answering this question. Provide enough information so the Court can properly identify each debt. If you and your spouse have been separated and have acquired new debts on your own before you filed for legal separation, you may want the Court to order that each of you must pay for any new debts incurred after the date you separated. You can make this request on the last page of your Petition under Letter D "Community Debts."
- D. Separate Debts. (Debts incurred before marriage). If you and your spouse did not owe money or did not bring debts into the marriage, check the first box and go on to number 12. If Party A did owe money or if Party A did bring debts into the marriage, check the second box. If Party B owed money or if Party B brought debts into the marriage, check the third box. If either you, or your spouse, owe money on any debts that you or your spouse brought into the marriage, describe the debts, and tell the Court which debts you should pay and which debts your spouse should pay.
13. Tax Returns: Decide what you want to do about any income tax refund you may be entitled to, and how you want to pay your taxes in the future. If you have questions, you should see a lawyer, an accountant, and/or contact the Internal Revenue Service (IRS).
14. Drug/Alcohol Convictions. Place a mark in the box that best describes Party A and Party B's drug/alcohol convictions within the last 12 months.
- A conviction of any drug offense within 12 months of filing of the petition for legal decision-making, creates a rebuttable presumption that awarding either joint or sole legal decision-making to that parent is not in the child's best interest. This is because the Court considers evidence of drug and alcohol convictions as being against the best interest of the child A.R.S. § 25-403.04.
 - If the Court finds evidence of a conviction of any drug/alcohol offense within 12 months of filing of a petition for legal decision-making has occurred, the Court shall make arrangements for parenting time that best protects the child.
15. Written Agreement. Check this box to show the Court whether you and your spouse have a written agreement regarding spousal support, division of property and/or debts, legal decision-making, parenting time and child support that both you and your spouse have actually signed before you filed the Petition for Legal Separation. If you have only discussed these issues and do not have a written agreement, check the second box.

16. Parent Information Program. Mark the boxes that inform the Court whether you or your spouse have completed the Parent Information Program. The Superior Court in Maricopa County offers a Parent Information Program to provide information to divorcing parents, or parents involved in other domestic relations actions, concerning what their children may be experiencing during this emotionally difficult period (Pursuant to Arizona law (ARS § 25-351: “Domestic Relations Education on Children's Issues”).

- Completion of the Parent Information Program is a requirement for all parents involved in a divorce, legal separation, or paternity case in which a party requests that the Court determine Legal Decision-making, Parenting Time, or child support. Parties involved in other types of domestic relations actions, such as modification or enforcement of Legal Decision-making or Parenting Time, as well as child support matters, may also be ordered to attend the Parent Information Program at the Court’s discretion.
- Both Party A and Party B must complete this class within 45 days from the date the Petition for Legal Separation is served. (A.R.S. § 25-352). The responding Party must register for and complete the course whether or not a “Response” or “Answer” to the Petition/Complaint is filed.
- Please be advised that a Certificate of Completion will be e-filed with the Maricopa County Clerk of Superior Court by the approved class provider upon your completion of the class. This certificate will be available to the Court within 5 to 7 business days after your successful completion of the class.
- Approved Parent Information Program classes are offered by a number of community-based providers at various locations throughout Maricopa County as well as online.
- The fee for the Parenting Information Program class is a maximum of \$50.00 per person payable to the community-based provider. For more information about the Parent Information Program in Maricopa County, please call (602) 506-1561.

Requests to the court. This section requests that the Court grant you, and your spouse, a legal separation and tells the Court other requests you are making:

A. Legal Separation. This is your request to the Court to enter an order that Party A and Party B are legally separated. If you have questions about the advantages and/or disadvantages of filing for legal separation as compared to divorce, you should see a lawyer for help.

B. Spousal Maintenance/Support. This section states that you want the Court to either order or not order you or your spouse to pay money to the other spouse on a monthly basis to help with living expenses.

- Check the first box if neither you, nor your spouse, are going to pay spousal maintenance/support.
- Check the second box if either you, or your spouse, will be paying spousal maintenance/support. Then check the box to say who will be paying spousal maintenance/support. You can check a box only if you checked the same box in the spousal maintenance/support, Section, paragraph 8.)
- If you are requesting spousal maintenance/support, use the free online spousal maintenance calculator at the following website to complete a spousal maintenance worksheet:

After completing the Spousal Maintenance worksheet, print it out and file it with your papers.

- C. Community Property. This requests that the Court divide the community property as requested, by you, in your Petition.
- D. Community Debt. This requests that the Court divide the community debts as requested by you in your Petition. If you have been separated from your spouse for enough time that you or your spouse may have additional debts, write the date of separation on the line provided, if you want each spouse to pay the debts incurred after you separated.
- E. Separate Property. This requests that the Court order that each party will keep the property he/she owned before the marriage.
- F. Separate Debt: This requests the Court order each party to pay separate debt and hold the other party harmless from debts incurred before the marriage.
- G. Paternity and Minor Children's Names. Place a mark in the box to indicate the parent of the child(ren) born before the marriage. If you intend to change the name of the child(ren), write the current name(s) on the left, and the new name(s) on the right.
- H. Primary residence, parenting time, and authority for legal decision-making (legal custody)
1. Primary Residence: The physical place where the child is cared for, supervised, and sleeps overnight (physical custody). If you want Party A's home to be the child's primary home, check the first box, and write in the name of the child who will stay there. If you want Party B's home to be the child's primary home, check the second box, and write in the name of the child who will stay there.
 2. Parenting Time: means the schedule of time during which the parents share time with the child. Each parent during their scheduled parenting time is responsible for providing the child with food, clothing and shelter and may make routine decisions concerning the child's care.
- Note: (If you want to know more about physical custody and parenting time, refer to "Planning for Parenting Time: Arizona's Guide for Parents Living Apart," The Guide is available for purchase at all Superior Court Law Library Resource Center locations, or may be viewed online and downloaded for free from the state courts' web page.)
- Reasonable parenting time. This suggests an amount of parenting time appropriate to the age of the child(ren). The Court offers suggested amounts of parenting time, but the amount can vary by agreement of both parents.
 - Supervised parenting time to the non-primary residential parent. You should request supervised parenting time if the non-primary residential parent cannot adequately care for the minor child(ren) without another person present. You may request this if the parent whose home is not the primary residence has a problem with drugs or alcohol; is violent or abusive; or does not have the parenting skills to care for the minor child(ren) without another adult present. Remember, supervised parenting time is not intended to punish the parent, but to protect the minor child(ren).

- No parenting time to the non-primary residential parent. You should mark this option only if the non-primary residential parent has seriously harmed, abused, or otherwise is a serious danger to the minor child(ren)'s physical and/or emotional health, or if there is a criminal court order stating no contact between the minor child and the parent whose home is not the primary residence of the children. You may use this as a last resort to protect the minor child.
 - Check only one of the first three boxes. You can ask that the non-primary residential parent (the parent having less than 50% of the parenting time with the minor child(ren)) have one of the following types of parenting time.
 - If you selected "Supervised" or "No" parenting time, you must write the reasons this choice is in the best interest of the child.
 - If you know the person who will supervise your child during the parenting time, write the name on the line provided.
 - If you want to ask the Court to restrict parenting time, write your suggested time restriction online (b).
 - If you request the Court order a professional "Parenting Time" Service, place a mark in the box to indicate who you want to pay for the Service.
3. Legal Decision-making (legal custody): "Legal decision-making" means the legal right and responsibility to make all nonemergency legal decisions for a child including those regarding education, health care, religious training and personal care decisions. For the purposes of interpreting or applying any international treaty, federal law, a uniform code or the statutes of other jurisdictions of the United States, legal decision-making means legal custody.
- "Sole legal decision-making" means one parent has the legal right and responsibility to make major decisions for a child.
 - "Joint legal decision-making" means both parents share decision-making and neither parent's rights nor responsibilities are superior except with respect to specified decisions as set forth by the court or the parents in the final judgment or order.

Sole Legal Decision-making (legal custody) of minor children and parenting time. If you want sole legal decision-making, check the box that applies. Then mark the box for the Party that shows who you want to be awarded the sole legal decision-making.

or

Joint Legal Decision-making: Mark the box next to "Joint" legal decision-making if you are requesting the Court award this. If you are asking for joint legal decision-making, you must file a Parenting Plan that contains a Joint Legal Decision-making Agreement signed by both parents, which the Court must approve. Remember, there can be no significant domestic violence to request joint legal decision-making (legal custody).

I. Child Support:

1. Tell the Court who you think should pay child support under the Arizona Child Support Guidelines.
2. Past Support is child support after a couple has separated but before any paperwork is filed or court orders issued. Indicate the party who owes past child support, if any is owed. Mark the box to show whether Party A or Party B owes support during this time period.

J. Medical, Dental, Vision Care Insurance and Health Expenses for Minor Children

1. Mark the box to show whether you want Party A or Party B to pay for these expenses.
2. Then choose which expenses (medical, dental or vision) the party should be responsible for.
3. Mark the last box, if both you and your spouse will pay for all reasonable unreimbursed medical, dental, vision and health-related expenses incurred for the child(ren) in proportion to your respective incomes.

K. Tax Exemption: Decide how you and your spouse will declare the tax dependency exemptions, for which minor children, for which years. If you are not sure, see a lawyer or an accountant for help.

- Write in the “starting year” for the exemption to begin.
- For each year (starting the year you wrote in) mark “A” for Party A – if you want Party A to claim the exemption and write the child’s name on that line; Or mark “B” for Party B – if you want Party B to claim the exemption and write the child’s name on that line.

L. Other Orders: Tell the Court anything else you may want ordered that has not been covered in your Petition.

Oath or affirmation and verification of the party filing the petition: Sign this form in front of the Clerk of Superior Court, or a notary public. By doing so, you are telling the Court that everything contained in the Petition is true.

Other important papers in this packet

Affidavit Regarding Minor Children

You must complete this form for all legal decision-making (Legal Custody) issues. Fill all information requested, including that about court cases involving the minor children and where the children have lived for the past five (5) years (or since birth if younger than five).

Order and Notice regarding the Parent Information Program

This is an important document. You and the other parent must attend and complete a class in the Parent Information Program. It was designed to help you. The purpose of the Parent Information Program is to give parents information about the impacts that legal separation, the changes in the family unit, and court involvement have on children involved in a legal separation, paternity, or custody case. This Order and Notice applies to all parents who file an action for dissolution of marriage or legal separation, or any paternity proceeding, in which a party has requested that the court determine legal decision-making or parenting time on or after January 1, 1997, and to all other domestic relations cases if ordered by the Court. Make sure you read this notice and serve this order and notice on the other party.

Notice Regarding Creditors

This is an important document that tells you and your spouse that you are responsible for community debts to creditors even though the Court order or decree says that only one of you (either you or your spouse) are responsible. This notice must be served on your spouse. In addition, read this notice to find out how to obtain information from your creditors about account balances.

Parenting Plan

- Fill out the Parenting Plan to let the Court know details about what you want for legal decision-making authority and parenting time. It is important to be specific when filling out the Parenting Plan. You may refer to “Planning for Parenting Time: Arizona’s Guide for Parents Living Apart” to help make your parenting plan. The Guide is available for purchase at all Superior Court Law Library Resource Center locations or may be viewed online and downloaded for free from the State Courts’ webpage.
- After completing the Parenting Plan, file it with your Petition.

Other important papers to be completed **not** in this packet

1. Child Support Worksheet

- You can use the free online Child Support calculators at the websites listed below to complete a child support worksheet.

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

To complete the Child Support Worksheet, you will need to know:

- Your monthly gross income and that of the other parent.
- The monthly cost of medical insurance for the minor children who are the subject of this action.
- Monthly childcare amounts paid to others.
- The number of days the minor child(ren) spend with the non-primary residential (custodial) parent.
- Monthly obligations of yourself and the other parent for child support or court-ordered spousal maintenance/support.

After completing the child support worksheet, print out the child support worksheet and file it with your Petition.

2. Spousal Maintenance Worksheet (If applicable)

- Use the free online spousal maintenance calculator at the following website to complete a spousal maintenance worksheet:

<https://www.superiorcourt.maricopa.gov/app/selfsuffcalc/>

After completing the worksheet, print it out and file it with your papers.

3. Education Order (If applicable)

(ONLY required prior to January 1, 2025.) After this date, an Education Order is not required unless otherwise ordered by the Court.

You can find this document on the Law Library Resource Center website on the Family Department page.

Use 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.

- Read each numbered paragraph. Fill in the information requested.
- Do not sign or date the judicial officer section at the end of the document.

Next Step: After you fill out all of the forms in this packet, read the form called Procedures: How to file legal separation with minor children papers with the court.