

## Procedures: How to file a response to a petition to establish paternity, legal decision-making (legal custody), child support and parenting time

Step 1: Complete the following documents:

- Family Department Sensitive Data / Coversheet
- Response
- Parenting Plan

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 Originals of the following documents:

- Response
- Parenting Plan
- Child Support Worksheet

Step 4: Separate your documents into three (3) sets (4 sets if the State of Arizona is a party in your case):

<p>SET 1 – <u>Originals</u> for Clerk of Superior Court:</p> <ul style="list-style-type: none"><li>• Family Department Coversheet</li><li>• Response</li><li>• Child Support Worksheet</li><li>• Parenting Plan</li></ul>	<p>SET 2 -- <u>Copies</u> for other party:</p> <ul style="list-style-type: none"><li>• Response</li><li>• Child Support Worksheet</li><li>• Parenting Plan</li></ul>
<p>SET 3 – <u>Copies</u> for you:</p> <ul style="list-style-type: none"><li>• Response</li><li>• Child Support Worksheet</li><li>• Parenting Plan</li></ul>	<p>SET 4 – to serve on the State if DES/DECSE is involved:</p> <ul style="list-style-type: none"><li>• Response</li><li>• Child Support Worksheet</li><li>• Parenting Plan</li></ul>

Step 5: Take the papers to the Clerk of Superior Court's filing counter:

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 papers at any of the following Superior Court locations:

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

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

Northeast Court Center (40<sup>th</sup> Street & Union Hills)  
18380 North 40<sup>th</sup> Street  
Phoenix, AZ 85032

Northwest Court Facility  
4264 West Tierra Buena Lane  
Surprise, Arizona 85374

File response and pay the filing fee: (also known as "response" or "answer" fee)

- File the Family Department Sensitive Data / Coversheet, the original and both copies of your Response, Child Support Worksheet and Parenting Plan with the Clerk of Superior Court, and pay your filing fee.
- The Clerk of Superior Court will keep the originals, stamp and return the copies to you.
- Make sure you receive both (2) copies back from the Clerk of Superior Court and they have been stamped.

Fees:

- A list of current fees is available from the Law Library Resource Center and from the Clerk of Superior Court's website.
- If this is the first time one of the parties or his or her attorney has "appeared," that is, filed papers in this case, a substantial "appearance fee" (also known as a "response" or "answer" fee) will be due from that party at the time of filing.
- 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.

Step 6: Mail a copy to the other party.

- Mail or hand-deliver the other copy of your Response, Child Support Worksheet and Parenting Plan to the other party (or the party's attorney, if he/she is represented by an attorney.
- If the person is represented by an attorney, the attorney's name and address may be found on the Petition in the upper left hand corner.)

If DES is already involved in child support matters regarding any of the children in this case, send a copy to DES at:

Office of the Attorney General  
Child Support Services Section  
2005 N. Central Avenue – Mail Drop 7611  
Phoenix, AZ 85004-2926

Step 7: Keep the last copy for your records.

Step 8: What will happen next? You will receive notice to attend either a hearing or a conference.