

## Instructions: How to fill out forms to respond to a petition to establish paternity, legal decision-making (legal custody), child support and parenting time

### Important Notice to Victims of Domestic Violence:

All court documents will request your address and phone number. If you are a victim of domestic violence and are in a domestic violence shelter, or if you do not want your address known to protect yourself or your children from further violence, you must file for a Request for Protected Address 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. Write “protected” where asked for this information and update the Clerk of Superior Court with an address and phone number as soon as possible so that the Court can reach you.

Make sure you use a computer or print clearly using **black** ink only.

### Response to Petition to Establish

- A. Make sure your form states “Response to petition for paternity, legal decision-making parenting time and child support” in the upper right-hand part of the page.
- B. Fill in the name of “Petitioner” (Party A) and “Respondent” (Party B) exactly the same way as it looks on the Petition. Do that for every document you ever file with the court from now on in this case.
- C. Use the DR, FC, or FN case number that is stamped in the upper right-hand corner of the Petition. Do that for every document you ever file with the court from now on in this case.
- D. Important information regarding past child support:
  - Check box to designate the party who owes past support.
  - Choose the starting date of when the calculation of past support should begin.
    - The first option elects that child support should be claimed at the starting point of when this Petition was filed.
    - The second option chooses the starting point to begin from the date the parties started living apart, if that date falls within three years of the Petition being filed.
    - The third option chooses the starting point to begin from the date the parties started living apart, if that date falls MORE than three years from the date the

Petition was filed. (If you choose the third option, you will need to explain why the Court should award you past support for this time period as it is only awarded under certain circumstances. *See* A.R.S. §25-809(B)).

Wait to sign this form until you are in front of the Deputy Clerk of Superior Court or a Notary.

Other important papers in this packet:

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 the “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 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 Response.

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

Child Support Worksheet

You can use the free online Child Support Calculators at the website 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 case number.
- 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 Response.

**Next Step:** Read the document in the instructions packet called Procedures: How to file a response to a petition to establish paternity.