

Procedures: What to do after you have completed the petition to modify spousal maintenance or spousal maintenance and child support (standard process)

After you have completed the "Petition to Modify Support Order", *and* the:

- ✓ "Affidavit of Financial Information" (The second copy is for the other party to complete.)
- ✓ "Current Employer Information Sheet"

1. Make 3 copies of the papers you completed:
 - "Petition to Modify Support Order"
 - "Affidavit of Financial Information"

Separate your papers into four (4) sets: one set of originals, and three (3) sets of copies.

Set 1: ORIGINALS to file with the Clerk of Superior Court <ul style="list-style-type: none">• "Petition to Modify Support Order"• "Affidavit of Financial Information"• "Current Employer Information Sheet"	Set 3: One set of COPIES for you: <ul style="list-style-type: none">• "Petition to Modify Support Order"• "Affidavit of Financial Information"
Set 2: One set of COPIES for the Judge <ul style="list-style-type: none">• "Petition to Modify Support Order"• "Affidavit of Financial Information"	Set 4: One set of COPIES for the other party: <ul style="list-style-type: none">• "Petition to Modify Support Order"• "Affidavit of Financial Information"• BLANK "Affidavit of Financial Information"

FEES: There are fees for filing petitions, responses, requests, motions, objections, and various forms with the Court. Cash, AMEX/VISA/MasterCard debit or credit cards, money order, or check made payable to the "Clerk of Superior Court" are acceptable forms of payment.

A list of current fees is available from the Law Library Resource Center website or from the Clerk of Superior Court's website.

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.

2. File the papers with the Clerk of Superior Court: File the original Petition to Modify, Affidavit of Financial Information, and Current Employer Information Sheet, with the Clerk of Superior Court at the filing counter.

Ask the Clerk to stamp the extra copies for you to show that you have filed these papers with the Clerk. These are called "conformed" copies.

3. Hand-deliver the following papers to the Judges' in-box as indicated below.
- Copy of "Petition to Modify" and "Affidavit of Financial Information"
 - A self-addressed envelope with enough postage so an "Order to Appear" may be mailed to you.

Central Court Building
201 West Jefferson, 3rd floor
Phoenix, Arizona 85003

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

Northwest Court Complex
14264 West Tierra Buena Lane
Surprise, Arizona 85374

Northeast Court Complex
18380 North 40th Street
Phoenix, Arizona 85032

Wait to hear back from the judge about your court hearing: Wait two weeks and if you have not received the completed "Order to Appear" or any other document from the Judge, contact Family Administration at (602) 506-1561.

4. Serve the papers on the other party: You must arrange for service of the following papers on the other party:
- "Petition to Modify Support" and
 - "Affidavit of Financial Information" (a copy of the one you completed), and
 - a blank copy of the "Affidavit of Financial Information" for the other party to complete, and
 - "Order to Appear."

You must make good faith efforts to complete service promptly and within 10 days after receipt of the issued "Order to Appear." You must complete service no later than 20 days before the hearing.

Serving papers on the State: If you are asking to change child support *and* one of the parties is using the child support enforcement services of DES (Department of Economic Security), notice must be given to that office. Mail a copy of the "Petition to Modify Support," "Affidavit of Financial Information," and "Order to Appear" to:

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

5. Go to the court hearing: Be on time. Dress neatly. Be prepared to tell the judge why the order for support should be changed. Do not bring children to court. You should bring the following things to the court hearing:
- A copy of the "Petition to Modify"
 - An "Affidavit of Financial Information" completed by you
 - A copy of the proof of service on the other party(ies).