

## Service on the State in a IV-D Case

The State of Arizona is entitled to notice of any proceedings that involve, or may involve, child support if the case is a IV-D case in which the DES/Division of Child Support Enforcement is involved. The State may be involved if either parent received public assistance benefits or applied for assistance with their child support case. You may serve the State as follows:

### On the Office of the Attorney General (AG)

You may mail or personally deliver a copy of the documents to the Office of the Attorney General assigned to your case, along with a copy of an Acceptance of Service. The AG staff will accept service by signing the Acceptance of Service and making arrangements to return it to you. You will not be required to pay any fees for service by this method. The various office locations are printed on the reverse side of this paper.

Another way to serve the Attorney General's Office is to use the "AG's drop box" in the Office of Clerk of Superior Court ("Clerk"). After you file the papers at the Clerk, personally hand the Clerk the documents to be served on the AG. Tell the Clerk "Please place these documents in the AG's drop box." The Clerk will take the documents, and place them in the special AG's box behind the counter. The AG's office will receive the documents within the next few days.

You may also arrange for the papers to be served on the Attorney General's Office, at the same locations, by hiring a process server.

You may serve the following documents by these methods on the Attorney General's Office:

- Petitions to Establish, Modify or Enforce a Child Support Order
- Paternity Summons and Petitions
- Petitions for Dissolution of Marriage (if it is a IV-D case)
- Petition to Stop/Modify Order of Assignment

### On the Director of the Department of Economic Security

You may have the Sheriff or a Registered Process Server deliver the documents to the office of the **Director of the Department of Economic Security** located at **1717 W. Jefferson Avenue, Phoenix, Arizona**. You will be required to pay fees associated with this service. The following types of pleadings **must** be served on the Director:

- Subpoenas for records of the Department of Economic Security including the Division of Child Support Enforcement, AHCCCS or the Family Assistance Administration
- Complaints for Judicial Review of Administrative Decision

### **IMPORTANT NOTICE:**

Service upon the State of Arizona by either of the methods above **does not** substitute for service on the other parent or party. The Office of the Attorney General **cannot accept service** for another party to the case (i.e. the mother, father or caretaker).

County/Region	Site Address	Mailing Address
CSE Administration	Capital Center, 15 South 15th Avenue, 2nd Floor, Phoenix	Post Office Box 6123, Site Code: 775-C Phoenix, Arizona 85005
Apache/Coconino Counties	2323 North Walgreens Street #100, Flagstaff	2323 North Walgreens Street #100 Flagstaff, Arizona 86004
Graham/Greenlee Counties	1938 Thatcher Boulevard, Safford	1938 Thatcher Boulevard Safford, Arizona 85546
<b>Maricopa County East Valley</b>	2290 West Guadalupe, #3, Gilbert	2290 West Guadalupe, #3, Gilbert, AZ 85233
<b>Maricopa County North Central</b>	13610 N. Black Canyon, Suite 106, Phoenix, AZ 85029	Post Office Box 82730 Phoenix, Arizona 85071
<b>Maricopa County South Central</b>	515 N. 51 <sup>st</sup> Ave., Phoenix, AZ 85043	Post Office Box 6790 Phoenix, Arizona 85005
<b>Maricopa County West Valley</b>	4425 West Olive, Suite 110, Glendale	Post Office Box 6140 Glendale, Arizona 85312-6140
Mohave County	519 East Beale #120, Kingman	519 East Beale #120 Kingman, Arizona 86401
Pima County	7202 East Rosewood Street, Tucson	7202 East Rosewood Street Tucson, Arizona 85710-1799
Yuma County	1310 South Third Avenue, Yuma	1310 South Third Avenue Yuma, Arizona 85364
Santa Cruz County	1843 North State Drive, 2nd Floor, Nogales	1843 North State Drive, 2nd Floor Nogales, Arizona 85621
Yavapai County Prescott	122 North Cortez Street, Suite 306, Prescott	122 North Cortez Drive, Suite 306 Prescott, Arizona 86301
Yavapai County Cottonwood	1500 East Cherry Street, Suite I, Cottonwood	1500 East Cherry Street, Suite I Cottonwood, Arizona 86326

Note: If you do not know which Maricopa County Office your case is assigned to, you can call the Arizona Attorney General's Office at 602-542-1645.