

Procedures: How to get your order to establish legal decision-making, parenting time and child support signed by the judge

Step 1: Complete the Child Support Worksheet and Current Employer Information Sheet online via

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

Print out 1 copy of the completed Child Support Worksheet and Current Employer Information Sheet.

Step 2: Make two (2) copies of the following documents:

- Order Establishing Legal Decision-making, Parenting Time and Child Support
- Parenting Plan
- Child Support Worksheet
- Child Support Order

Step 3: Separate your documents into three (3) sets: (1) one original set, and (2) two sets of copies (If DES (State of Arizona) is a party to your case, make (1) additional copy of documents):

<p>Set 1 (Originals for Clerk):</p> <ul style="list-style-type: none">• Order Establishing Legal Decision-making...• Parenting Plan• Child Support Worksheet• Child Support Order <p>Current Employer Info. Sheet (for new payor)</p>	<p>Set 2 (Copies for you):</p> <ul style="list-style-type: none">• Order Establishing Legal Decision-making...• Parenting Plan• Child Support Worksheet• Child Support Order
<p>Set 3 (Copies for Other Party):</p> <ul style="list-style-type: none">• Order Establishing Legal Decision-making...• Parenting Plan• Child Support Worksheet• Child Support Order	<p>Set 4 (Copies for State of Arizona):</p> <ul style="list-style-type: none">• Order Establishing Legal Decision-making...• Parenting Plan• Child Support Worksheet• Child Support Order

Step 4: Take the documents to your court hearing or to your trial for the Judge to review and sign all 3 sets if he or she approves them.

Step 5: If the Judge signs the 3 sets of orders (including the Child Support Order, if applicable) and the other Party was served personally (No publication) you must either:

- ✓ Mail one Judge-signed copy to the other Party, or
- ✓ Give one Judge-signed copy to the other Party.

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