

Instructions: How to fill out the forms to establish child support

Type or print neatly in large clear letters using black ink.

Form: Family Department Sensitive Data/Coversheet:

- Write in the information requested about Party A, Party B, and any children under the age of 18.
- Do not include mailing address on this form if requesting address protection.
- Case Type: Mark only one box that matches the legal procedure for which you are filing the documents in this packet: [x] Child Support
- Interpreter: Check “yes” or “no” to indicate whether an interpreter is needed. If “yes,” write in what language(s).

No additional copies needed. Do not serve this document on the other party.

Form: Petition to Establish Child Support:

- (1) Fill in the name, address, and phone number of the person filing the form. (An attorney must also list the name of the person represented and the attorney’s State Bar Number.)
- (2) Fill in the name of the persons shown as “Petitioner/Party A” or “Respondent/Party B.”
- (3) Fill in the case number that was assigned for any prior case concerning the legal decision-making, parenting time, or paternity of the minor children named here was an issue. If there is no prior case, leave this blank; the Clerk of Superior Court will provide a case number when you file the Petition.

Statements to the Court.

1. Fill in the information about yourself, including your relationship to the child(ren).
2. Fill in the information for the other Party. You may have to do some research for the address, occupation, and birthdate – but try your best. The Court requires a complete set of facts before it can proceed.
3. Venue: means the specific court where a case may be brought. Mark the box if Maricopa County is the correct venue for your case.
4. Jurisdiction: Place a mark in the box next to a statement if the statement is true. If none of the statements are true, you may not be able to establish child support in the State of Arizona. You can discuss whether you can establish child support in the State of Arizona with an attorney.

5. Children: Write in the information requested about each child. If more than four (4) children are involved in this case, mark the box that states, "Continues on attached pages." Then, get a blank piece of paper, and write the title on that paper "#5 Information about Minor Children, continued." For each additional child, write the required information on the separate paper.
6. Paternity: Check the appropriate box(es) to show how paternity was established for the minor child(ren) for whom you are asking the Court to order support. If the choices listed here do not apply, stop! You should not use these forms unless or until paternity has been established or unless an attorney has advised you to proceed.
7. Child Support: Place a mark in the box(es) that are presently true. If you are providing support for or the minor children live with you, write their name(s) and birthdates on the lines provided.

Requests to the Court.

- A. Child Support: Mark the box or boxes you are asking the Court to consider.
- B. Medical, Dental, Vision Insurance and Health Care for the Minor Child(ren): Mark the box or boxes you are asking the Court to consider in the Child Support Order.
- C. Oath and Affirmation: Do not sign and date this Request until you are told to do so by a Clerk of Superior Court or a Notary Public. Your notarized signature states to the Court that the information you have provided is true and correct to the best of your knowledge, under penalty of law.

Other important papers to be completed not in this packet

Child Support Worksheet

You can use the free online Child Support Calculator at the website listed below to complete a child support worksheet.

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

To complete the child support worksheet you will need to know:

- 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 Petition.

When you have completed all forms: go to the “Procedures” page and follow the instructions on what to do next.

Do not copy
or file this page