

Procedures: How to get your order for paternity signed by the judge

Requirements

A Judgment/Order of Paternity is your final court order that states you are the legal father, and requires the parties comply with the Court Orders about legal decision-making, parenting time, and child support. Before you get the Judgment/Order, the following requirements must be completed.

- ✓ Parent Information Program: The court must have a copy of your “Certificate of Completion” showing that you attended the Parent Information Program.
- ✓ Fees: Your court fees must be paid. This includes all filing fees. If you were granted a deferral (Payment plan), the payments must be current. Please note: You must attach to the Judgment/Order, proof of payment for fees in the form of a receipt, or a copy of the Order for initial Deferral of fees.

If you completed the above requirements, follow the steps below.

Procedures

Step 1: Complete the Forms in the packet: Remember your original forms are the papers you wrote on, or printed from the computer:

- Judgment/Order Establishing Paternity, Legal Decision-making, Parenting Time and Child Support.
 - Add to the last page of the Judgment, the fee receipt or a copy of the order for Initial Deferral to show the “Paid” status of your case.
- Parenting Plan, signed by you.

Step 2: Complete the Child Support Worksheet, Child Support Order, and Current Employer Information online via

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

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

Step 3: Copy - Make two (2) copies of the set of original forms listed above.

Step 4: Separate - Make three (3) sets of the papers you copied:

| Set 1 (Originals) | |
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| <ul style="list-style-type: none">• Judgment/Order of Paternity• +Attached <u>Fee Receipt</u>, or a copy of the <u>Order</u> for initial fee deferral• Parenting Plan• Child Support Worksheet• Child Support Order• Current Employer Information Sheet (for new payor) | |
| Set 2 (Copies for you) | Set 3 (Copies for other party) |
| <ul style="list-style-type: none">• Judgment/Order of Paternity• + Attached <u>Fee Receipt</u>, or a copy of the <u>Order</u> for initial fee deferral• Parenting Plan• Child Support Worksheet• Child Support Order | <ul style="list-style-type: none">• Judgment/Order of Paternity• + Attached <u>Fee Receipt</u>, or a copy of the <u>Order</u> for initial fee deferral• Parenting Plan• Child Support Worksheet• Child Support Order |

Step 5: Take the documents to your trial or default hearing. If you are using the default process and you wish to proceed without a hearing, see the procedures and forms to proceed by Motion.

Step 6: (For Default Hearing Only) IF the Judge signs the 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.