

## Instructions: How to complete the petition to modify spousal maintenance (alimony) or spousal maintenance and child support (standard process)

To complete this form you will need:

- A copy of your current spousal maintenance or spousal maintenance and child support order.
- A copy of the Income Withholding Order for this case, if there is one.
- A completed Affidavit of Financial Information.

Fees to file:

There will be a charge for filing this Petition. There may be other charges including an “appearance fee” if this is the first time you have filed papers in this case. If you cannot pay these amounts, they may be deferred or waived. The Law Library Resource Center and the Clerk of Superior Court have the necessary forms to ask for a waiver or deferral.

Instructions for filling out the petition for change of a support order:

Write neatly. Use **black** ink. Match the lettered or numbered instruction below to the matching letter or number on the form.

- (A) Fill in the information requested at top left for the person who is filing this form. Write in the ATLAS number if you have one. If there is a current court order declaring your address is protected, simply write “protected” on the line provided for your address and make sure the Clerk of Superior Court has valid contact information on file. The spaces marked “representing” and “state bar number” are used only if an attorney is preparing this form.
- (B) Fill in the names of the persons shown as the “Petitioner/Party A” and the “Respondent/Party B” on the order that established the child support (such as a divorce, paternity, or child support order). If your original case was a Paternity case, note that the Plaintiff is now called the Petitioner and the Defendant is now called the Respondent.
- (C) Fill in your Maricopa County case number.
- (D) Mark the box(es) about the court order(s) you want to change. Your choices are (1) Spousal Maintenance (Alimony) only or (2) Spousal Maintenance and Child Support.

- (1) Information about the Petitioner/Party A. Fill in the information requested about the Petitioner/Party A. If you were the Petitioner/Party A in the original case, put your information in the spaces provided for the Petitioner/Party A. If not, put the information about the other party here and your information in the spaces provided for the Respondent/Party B.
- (2) Information about the Respondent/Party B. Fill in the information requested about the Respondent/Party B. If you were the Respondent/Party B in the original case, put your information in the spaces provided for the Respondent/Party B. If not, put the information about the other party here and put your information in the spaces provided for the Petitioner/Party A.
- (3) Information about the current support order I want to change. Fill in the information about your current Spousal Maintenance/Support Order or Spousal Maintenance and Child Support
- (4) Information about other court cases to enforce or change this court order. Complete the information about other court cases that either party has filed to enforce or modify/change the court order you are trying to have changed. If you have any current modification cases pending in any court, you cannot file this Petition unless you talk to an attorney and the attorney tells you that you can do it.

Note: If you signed an agreement that said spousal maintenance/support could not be changed, the Court cannot change your spousal maintenance/support amount.

- (5) What spousal maintenance/support should be. Fill in the amount you want the judge to order for spousal maintenance/support. Tell the judge when spousal maintenance/support should begin and when it should end.
- (6) Spousal maintenance/support should be changed, or I am entitled to have the payments continue for the following reasons: Describe the reasons and the substantial and continuing change in your circumstances that justifies the change in spousal maintenance/support.

Fill in (7), (8), and (9), only if you are also requesting a change in child support in addition to requesting a change in spousal maintenance.

- (7) What child support should be.
- (8) Describe the reasons and the substantial and continuing change in your circumstances that require a change in child support.

- (9) Department of Economic Security. If you receive services from the Department of Child Support Enforcement (DCSE) or you know the other party does, mark the box “yes.” Otherwise, mark the box “no.” If you don’t know, mark the box for “unknown.”
- (10) Date and sign. By signing, you are stating that the information you have provided on this document is true and correct to the best of your knowledge – under penalty of perjury.

After you have completed the petition:

- Complete one copy of the Affidavit of Financial Information (AFI).
- When you have completed all forms: Go to the Procedures and follow the instructions on what to do next.

Do not copy  
or file this page