

Procedures: Completing your papers and what to do next

(Consent Judgment for Legal Decision-Making, Parenting Time and Child Support with or without Paternity)

I. Requirements

- ✓ **Paperwork and Signatures:** Both Party A and Party B must sign the Consent Judgment before a Clerk of Superior Court or a Notary Public to show that both Party A and Party B have read, approved and agreed to the items in the Judgment. If either party is represented by a lawyer or if the Attorney General's Division of Child Support Enforcement (DCSE) is involved in this case, the lawyer(s) and a representative of DCSE must also sign the Judgment. You must also file all other required paperwork.
- ✓ **Parent Information Program:** Both parties must attend the Parent Information Program (PIP) and receive a Certificate of Completion. A copy of your Certificate of Completion will be sent to the Clerk of Superior Court by the provider who runs the class.
- ✓ **Fees:** Both parties must pay the court fees. Currently, that includes the filing fee paid by the party filing the Petition at the beginning of the case, and the other party's Response or Answer fee, in order for the Consent Judgment to be accepted. Both parties must attach a receipt to prove payment or attach a copy of the Order for initial deferral of fees.

A list of current fees is available from the Law Library Resource Center or the Clerk of Superior Court's website.

If you cannot afford the filing fees or the fee for having the papers served by the Sheriff or by publication, you may request a fee deferral (payment plan) when you file your papers with the Clerk of Superior Court. Deferral Applications are available at no charge from the Law Library Resource Center.

II. Procedures

- A. Read and complete all paperwork.
- B. Complete the Child Support Worksheet and Current Employer Information online via ezCourtForms (<http://www.superiorcourt.maricopa.gov/ezcourtforms2/>)

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

C. Copies required. After you complete the forms, photocopy the original forms. You will need:

1. Two photocopies of the original signed Consent Judgment form. *Three copies if the Attorney General's Division of Child Support Enforcement is involved in your case.
2. One photocopy of filing fee payment receipt from you, plus one photocopy of the filing fee payment receipt from the other party –OR- A photocopy of the initial Order Deferring Fees and Costs for each party who has not paid the filing fees.
3. Two copies of the original completed Parenting Plan signed by both parties.
4. Two copies of the original completed Child Support Worksheet.
5. Two copies of the original completed Child Support Order.

D. Compile paperwork

1. Address two 9"x12" envelopes: a) to you, or your attorney, and b) to the other party or his or her attorney.
2. Place into each 9" x 12" envelopes one photocopy of each item in Part C above.
3. Postage: Be sure you put enough postage on both 9" x 12" envelopes.
4. Combine Originals into a third set of documents.

E. Deliver to the Judge:

1. The original set plus the two envelopes containing copies as compiled above.
2. Hand-deliver or mail your documents to the Judge assigned to your case as indicated below. Court hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.

Central Court Building
201 West Jefferson, 3rd floor
Phoenix, Arizona 85003
(To Family Department
Administration)

Southeast Court Complex
222 East Javelina Avenue, 1st floor
Mesa, Arizona 85210
(To Family Department
Administration)

Northwest Court Complex
14264 West Tierra Buena Lane
Surprise, Arizona 85374
(To Family Conference Center)

Northeast Court Complex
18380 North 40th Street
Phoenix, Arizona 85032
(To Family Conference Center)

F. What happens next? It is within the Judge's discretion whether to accept or reject the Consent Judgment, or to schedule a court hearing.

1. If your consent judgment is accepted: The Judge will sign the original Consent Judgment and have it filed with the Clerk of Superior Court. The Court will send a copy of the signed Consent Judgment to each party using the envelopes you provided. This is your notification that your legal decision-making/paternity action is now final. Your order is not effective until the Judge signs the Consent Judgment.
2. If your consent judgment is rejected: The Court will send you a Correction Notice informing you of the mistakes with the documents. Follow the instructions on the Correction Notice. If the mistakes cannot be corrected, see a lawyer for help.
3. If the Judge schedules a hearing: The Court will send notice of a scheduled date, time and location for a hearing which both parties must attend to answer any questions the Judge may have.

* All forms referenced in these instructions may be purchased from the Law Library Resource Center website or obtained for free via the Internet.