Procedures: What to do after you have completed the petition to modify parenting time and child support

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.

- ✓ If applicable (required prior to January 1, 2025): Education Order (Choose only one: Sole Education Order or Joint Education Order. The Education Order you choose must match the type of legal decision-making you are asking for in your Parenting Plan.)

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Step 2: Make copies and file the papers with the Clerk of Superior Court: Make three (3) copies of the paperwork you completed. If the State of Arizona (DES/DCSE) is a party, make a 4th copy to serve on the Attorney General's Office. See Step 3 and 4 on next page for more information on serving notice on the State.

If you will eFile your forms, you may not need as many paper copies. You will need a paper set of the filed forms to serve on the other party, Division of Child Support Services if they are involved in your case, and one for your judge or Family Administration (when required). For more information about how to eFile your papers, read the eFiling instructions:

https://superiorcourt.maricopa.gov/media/7448/dref93i.pdf.

Step 3: Separate your documents into 4 sets (5, if DES or DCSE is involved)

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Set 1: Originals for the Clerk of Superior Court: • Petition to Modify • Parenting Plan • Education Order (if applicable) • Child Support Worksheet • Current Employer Information Sheet • Affidavit of Financial Information • Affidavit Regarding Minor Children (if applicable)	Set 3: Copies for you: • Petition to Modify • Parenting Plan • Education Order (if applicable) • Child Support Worksheet • Current Employer Information Sheet • Affidavit of Financial Information • Affidavit Regarding Minor Children (if applicable)
Set 2: Copies for the Judge: • Petition to Modify • Parenting Plan • Education Order (if applicable) • Child Support Worksheet • Current Employer Information Sheet • Affidavit of Financial Information • Affidavit Regarding Minor Children (if applicable) 1 Self-addressed, stamped envelope (to be mailed back to you by the Judge's staff)	Set 4: Copies for other party: • Petition to Modify • Parenting Plan • Education Order (if applicable) • Child Support Worksheet • Current Employer Information Sheet • Affidavit of Financial Information • Affidavit Regarding Minor Children (if applicable)
* Set 5 for the Attorney General's Office (<u>only</u> <u>if</u> <u>required</u> – see Step 3 and 4 on next page) • Petition to Modify • Parenting Plan • Education Order (if applicable) • Child Support Worksheet • Current Employer Information Sheet • Affidavit of Financial Information • Affidavit Regarding Minor Children (if applicable) • Acceptance of Service (original) and 1 self-addressed stamped envelope (addressed back to you)	

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Step 4: Go to the Clerk of Superior Court filing counter to file your papers. You may file your papers from 8 a.m. to 5 p.m., Monday through Friday, at the following Superior Court locations:

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Central Court Building
201 West Jefferson, 1st floor
Phoenix, Arizona 85003

Southeast Court Complex
222 East Javelina Avenue, 1st floor
Mesa, Arizona 85210

Northwest Court Complex
14264 West Tierra Buena Lane
Surprise, Arizona 85374

Northeast Court Complex
18380 North 40th Street
Phoenix, Arizona 85032

Hand the originals and all sets of copies to the Clerk at the filing counter and pay the filing fee. The Clerk will keep the originals, stamp the extra copies to show that these are copies of papers you have filed with the Court, and return the stamped copies to you. The stamped sets of copies are now called "conformed" copies.

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

If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, you may request a 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.

Make sure you get back the following from the Clerk:

All sets of copies with the Clerk's stamp on them (which shows they are "conformed" copies – meaning they are duplicates of papers filed with the Court).

Step 5: Take Set 2 of the documents to the Judge assigned to your case along with 1 self-addressed, stamped envelope (from Step 2) for the Judge's staff to mail an Order to Appear to you.

- If you are not sure which Judge is assigned to your case, have your case number at hand and call Family Department at 602-506-1561 to ask.
- Hand-deliver the documents as indicated below (depending on the location of the court facility at which you choose to file):

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

Southeast Court Complex
222 East Javelina Avenue, 1st floor
Mesa, Arizona 85210
(Deliver to Court Administration)

Northwest Court Complex
14264 West Tierra Buena Lane
Surprise, Arizona 85374
(Deliver to Judge's in-box)

Northeast Court Complex
18380 North 40th Street
Phoenix, Arizona 85032
(Deliver to Judge's in-box)

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Step 6: Serve the papers on the other party (ies). If the Judge decided to set a hearing, you must arrange for service (delivery by a court-approved method) of the documents listed above on the other party.

Is the State of Arizona a party to your case? The State of Arizona may be involved if any party received public assistance for the children or used the services of the State in establishing or collecting child support. If either party already has a case with the State (DCSE or DES) involving the same children as in this case, notice of this action must also be given to the Attorney General's Office (the "AG").

Serving papers on the State (if required): The Attorney General will accept service by signing an Acceptance of Service form and returning the form for you to file with the Court. There are no court fees for serving the State with an Acceptance of Service, as described below:

a) You may mail or personally deliver the documents listed above to the AG assigned to your case. Include an Acceptance of Service form and a self-addressed, stamped envelope (addressed back to you). A list of addresses for the regional AG's offices is available from the Law Library Resource Center or from the Internet.

b) There may also be a "drop-box" in the Clerk of Superior Court's filing counter area at which you may leave the above listed documents and the envelope for the AG. Ask the Clerk at the filing counter, or

c) You may mail all listed documents and the envelope to:

Office of the Attorney General
Child Support Services Section
2005 N. Central Avenue – Mail Drop 7611
Phoenix, AZ 85004-2926

Note: The State is not considered served until the AG's signed Acceptance of Service is filed with the Court!

Step 7: Go to the court hearing and bring the Court Order papers.

- Write down the date, time, and location.
- Attend.
- Be on time.
- Dress neatly.
- Do not bring children to Court.

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