

Instructions: How to fill out the judgment (order) for your paternity case

Information about the Judgment/Order

1. The Judgment is the legal document relating to the paternity action. It is important because it determines the rights and responsibilities of both you and the other party. If either party does not follow the terms of the Judgment, then the other party can ask the Court for help.

Instructions:

1. When filling out any court forms, type or print clearly using black ink only!
2. Your paternity judgment should repeat as closely as possible what you requested in your Petition, unless the other party has provided written consent to any changes. If you want to change your requests to the Court, you must file an amended Petition. It is a good idea to have your Petition handy when you follow the instructions to fill out the Judgment.
3. Fill in the caption as you have previously done. Include your name, address, phone number, whether you are representing yourself, the name of the Petitioner (Party A) and the Respondent (Party B), and the case number. Then check the box to describe the type things you want in addition to paternity: Legal Decision-making (legal custody), parenting time and support. Check all the boxes that apply. Then if your minor child(ren) were born in Arizona and you want the father's name to be added and/or the child's last name to be changed on the birth certificate, check the box marked "vital records."

Section: The Court Finds:

1. This states that the Court has all information necessary to enter a Judgment and Order.
2. This states that this Court is able to make the Orders relating to you and the other party.
3. This states that the Court will make only those Orders that are legally proper under the circumstances of your case.
4. Print or type the full name of the children for whom paternity was established, and their dates of birth.
5. Information about legal parents: Print or type the full name of the legal parents in the space provided, including the Father's date and place of birth.

6. Parent Information Program:
 - A. Check the box to say whether you have or have not attended the parent information program class.
 - B. Check the box to say whether the other party has or has not attended the parent information program class.
7. Child Support: This states that the parties have a duty to support the minor children listed in #5 above and that the Court has determined child support pursuant to the Arizona Child Support Guidelines.
8. Deviation from child support: Leave this section blank
9. Physical custody adjustment: Leave this section blank
10. Domestic Violence. Check the box if it applies to you. If domestic violence has occurred between the parties and you are requesting joint legal decision-making, you must write in why joint legal decision-making (legal custody) is still in the best interests of the children.
11. Supervised or no parenting time. If you are asking for supervised or no parenting time for the other party, you must have a very good reason. Check the boxes that apply and write that reason in here.
12. Drug conviction within the last twelve months. Check this box if it applies to you.

Section: The Court Orders:

1. Paternity. Print or type the full name of the father of the minor child(ren).
2. Birth Certificate. Mark this box if you want father's name to appear on the birth certificate.
3. Minor child(ren)'s Last Name: Mark this box if you want to legally change the minor children's last name to the father's last name and put in the new last name.
4. Primary Residence, Parenting Time, and Legal Decision-making (legal custody):
 - A. Primary Residence: Mark the box for which party's home will be the primary residence for the minor child(ren).
 - B. Parenting Time: Mark only one of the three types of parenting time: reasonable, supervised, or no parenting time. If parenting time is supervised, write in the

restrictions on parenting time, mark who will be paying for costs of supervision and who will be doing the supervising. Be sure to attach the Parenting Plan.

- C. Mark the box for either sole or joint legal decision-making (sole or joint custody). The legal decision-making box you mark should be the same as you did in your Petition for Paternity, unless you and the other parent have signed a Joint Legal Decision-making (custody) agreement, which will be attached to the Order.
- 1) For sole legal decision-making of the minor child(ren), check the first box and mark who is to have sole legal decision-making.
 - 2) For joint legal decision-making authority for the minor child(ren), mark the second box.
5. Child Support: Mark who is to pay the child support. If there is a previous Child Support Order still in effect from a court in another state or county, do not mark this box. If the Petition was served by publication, mark the second box.
 6. Medical, Dental, and Vision Care Insurance: Mark who will be responsible for medical, dental, and vision care insurance, based on the request made in your Petition for Paternity or the Agreement of the parties. Also mark the box indicating who will pay for past medical expenses.
 7. Other costs. Mark first who is to be awarded money for any costs related to the birth of the minor children, then the total amount owed for those costs, and finally who should pay the money for the costs related to the birth of the children. Be prepared to tell the Judge what amount is fair.
 8. Financial information: Both parents must exchange financial information every 2 years.
 9. Other matters: If there are other things you have asked for in the Petition that have not already been covered in the Judgment and Order, list them here. Be specific and be sure you use the same or similar language to that used in your Paternity Petition.

Judge's signature and copy for other party: You do not have a valid court order until the judge signs and dates the original order. If the other party does not have a copy, mail a copy of the signed and dated order to him or her.

Other Important Papers in This Packet:

Parenting Plan

Fill out the Parenting Plan to let the Court know details about what you want for legal decision-making authority and parenting time. It is important to be specific when filling out the Parenting

Plan. You may refer to the “Planning for Parenting Time: Arizona’s Guide for Parents Living Apart” to help make your parenting plan.

The Guide is available for purchase at all Superior Court Law Library Resource Center locations or may be viewed online and downloaded for free from the State Courts’ webpage.

After completing the Parenting Plan, include it with your Judgment.

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, Child Support Order, and Current Employer Information Sheet.

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

To complete the Child Support Worksheet, Child Support Order, and Current Employer Information sheet you will need to know:

- Your case number.
- 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 calculator, print out the Child Support Worksheet, Child Support Order, and Current Employer Information Sheet and include them with your Judgment.