

Procedures: What to do after you have completed all documents to establish child support

Step 1: Complete the Child Support Worksheet online using ezCourtForms, (<https://www.superiorcourt.maricopa.gov/ezcourtforms2/>).
Print out 1 copy of the completed Child Support Worksheet.

Step 2: Make 2 copies* of the following documents:

- Petition to Establish Child Support
- Child Support Worksheet

Step 3: Separate your documents into three (3)* sets:

Set 1 – Originals for Clerk of Superior Court <ul style="list-style-type: none">• Family Department Sensitive Data/Coversheet (do not copy)• Petition to Establish Child Support• Child Support Worksheet	Set 2 – Copies for other party <ul style="list-style-type: none">• Petition to Establish Child Support• Child Support Worksheet (Include an “Order to Appear” with set delivered to other party. See next page, Step 5.)
Set 3 – Copies for you <ul style="list-style-type: none">• Petition to Establish Child Support• Child Support Worksheet	Set 4 – Copies for “State of Arizona” <ul style="list-style-type: none">• Petition to Establish Child Support• Child Support Worksheet

* If either party already has a DES case involving the same children, make another set (4 copies instead of 3; a 4th set) of copies for service on the Attorney General as instructed in Step 5 on next page.

Step 4: File the papers at the Court:

Go to the Clerk of Superior Court’s filing counter: Hand over the originals and all three 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. These stamped sets of copies are now called “conformed” copies. The Court is open from 8am to 5pm, Monday through Friday.

You may file your papers at any of the following Superior Court locations:

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

Fees: There are fees for filing petitions, responses, requests, motions, objections, and various forms with the Court. Cash, AMEX/VISA/MasterCard debit or credit cards, or money order made payable to the “Clerk of Superior Court” are acceptable forms of payment.

A list of current fees is available from the Law Library Resource Center website or 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 a private process server, the Sheriff or by publication, you may request a waiver/deferral (payment plan) when you file your papers with the Clerk of Superior Court. Waiver/Deferral Applications are available at no charge from the Law Library Resource Center.

Step 5: Go to the “Family Department Conference Center”

Central Court Building
201 West Jefferson, 3rd floor
Phoenix, Arizona 85003

Southeast Court Complex
222 East Javelina Avenue, Suite 1300
Mesa, Arizona 85210

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

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

Important:

Deliver one set of Clerk-stamped copies and pick up an Order to Appear.

The date, time, and location of the conference/hearing will be listed on the Order to Appear. Make copies of the Order to Appear as needed to:

- Serve the Order to Appear (and other papers) on the other party.
- Serve the Order to Appear (and other papers) on the State (if required: see #6).
- Keep a copy of the Order to Appear for your own records.

The Family Department Conference Center will schedule a conference and hearing. You and the other party will meet with a conference officer to talk about the case to try to reach agreement on as many issues as possible. For those matters on which you are unable to reach full agreement, a hearing will be held just after your conference to decide the case.

Step 6: Serve the papers (including the Order to Appear) on the other party. The papers may be served by the Sheriff's Department, by a licensed private process server, or by one of the other methods listed in the "Service" packet available for purchase from the Law Library Resource Center or for free online.

Serving papers on the State: If either party already has a case with the Department of Economic Security (DES), involving the same children as in this case, notice of this action must also be given to the Office of the Attorney General, Division of Child Support Enforcement (DCSE).

You may mail or personally deliver a copy of the Petition, the Child Support Worksheet, Order to Appear, and an Acceptance of Service to the Office of the Attorney General (AG) assigned to your case. The AG staff will accept service by signing the Acceptance and returning it to you. You will not be required to pay any fees for service by this method. If you do not know what office your case is assigned to, mail documents and envelope to:

Office of the Attorney General
Child Support Services Section
2005 N. Central Avenue – Mail Drop 7611
Phoenix, AZ 85004-2916

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

Or: 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.

Step 7: Go to the Family Department Conference/Hearing. If a conference and hearing have been scheduled, be sure to write down the date, time and place of the court hearing, and come to the hearing.

- Be on time.
- Dress neatly.
- Do not bring children to court.
- Be prepared to tell the judge why the order should be entered