

LAW LIBRARY RESOURCE CENTER

Instructions to Complete a “*Request for Hearing*” (Simplified Procedure)

To request a hearing you will need:

- A copy of the “*Request for Hearing*”
- A completed “*Child Support Worksheet*” (see *DRS12h*)

NOTE: There may be fees for filing this Petition. If this is the first time you have “appeared” (filed papers) in this case, there may also be an “Appearance Fee.” If you cannot pay the fees at this time, you may request to defer (delay) payment by submitting an application for fee deferral or waiver, which is available for free from the Law Library Resource Center and Clerk of Superior Court.

FOLLOW THESE INSTRUCTIONS WHICH ARE NUMBERED TO MATCH THE IDENTIFYING NUMBERS ON THE FORM. TYPE OR PRINT NEATLY USING BLACK INK.

1. Fill in the name, address, and phone number of the person filing the form. (The space marked “state bar number” is used only if an attorney is preparing this form.)
2. Fill in the name of the persons shown as the Petitioner / Party A and the Respondent / Party from the “*Petition to Modify (Change) Child Support.*”
3. Fill in the case number and ATLAS number (if applicable) that appears on the “*Petition to Modify Child Support.*”
4. Check this box IF you also want the Child Support Order changed, but to an amount different from that requested by the other party.
5. Date and sign in front of a Notary Public or bring to the Clerk of Court’s filing counter and have your signature witnessed by a Deputy Clerk. Be prepared to show photo identification. By signing your name, you are stating under oath or affirmation that the contents of this Request are true and correct to the best of your knowledge. The Notary Public or Deputy Clerk will complete the signature and date information requested at the bottom of the first page. Next, file the original form along with two copies at the Clerk of Superior Court’s filing counter. The Clerk will keep the original and one copy, date-stamp and return the other to you. You will receive notice of the time, date, and location of the hearing.

Notice of Request for Hearing. Upon filing the Request for Hearing, the filing party must immediately mail or deliver a copy of the Request to the other party or his/her attorney. *The State of Arizona may be involved* if any parent received public assistance for the children or used the services of the State in establishing or collecting child support. If the State is involved, notice of this action must also be given to the Attorney General’s Office, which can be mailed to:

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