Law Library Resource Center

Procedures: What to do after you have completed the forms to modify an income withholding order by agreement

Most court forms can be filed electronically (eFile), and some forms in this packet may be auto generated by the eFiling system. If you will be eFiling your forms, you will not need to complete all forms in this packet. For more information about eFiling and which forms will be auto generated by the eFiling system, read the eFiling instructions first: https://superiorcourt.maricopa.gov/media/7446/dref13i.pdf.

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Step 1: Complete the forms in this packet:

- Agreement to Modify Income Withholding Order
- Notice of Lodging
- Current Employer Information Sheet

Step 2: Copies.

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.

Make 3 copies of the documents listed above.

Step 3: Separate your documents into 4* sets: (Make additional copy if the Arizona Division of Child Support Services (DCSS) is involved in your case.)

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Set 1: To file with Clerk of Superior Court	Set 2: For the Judge
• ORIGINAL Notice of Lodging Attach to Notice of Lodging: o COPY Agreement to Modify Income Withholding Order o COPY Current Employer Information Sheet	• COPY Notice of Lodging • ORIGINAL Agreement to Modify Income Withholding Order • ORIGINAL Current Employer Information Sheet You must also provide 2 (two) 9" x 12" business envelopes, one stamped and addressed to each party.
Set 3: COPIES for You	**Set 4: COPIES for the Other Party**
• Clerk-stamped copy of Agreement to Modify Income Withholding Order • Notice of Lodging • Current Employer Information Sheet	• Clerk-stamped copy of Agreement to Modify Income Withholding Order • Notice of Lodging • Current Employer Information Sheet

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Step 4: File the papers at the court.

Go to the Clerk of Superior Court's filing counter: Hand over the originals and all sets of copies to the Clerk at the filing counter. 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.

You may file your papers from 8:00 a.m. to 5:00 p.m., Monday through Friday, 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: A list of current fees is available from the Law Library Resource Center and from the Clerk of Superior Court's website.

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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.

Step 5: Make sure you get back the following from the clerk:

- Your sets of copies with the Clerk's stamp on them (the "conformed" copies).

What the Court will do:

- Grant the relief you requested;
- Schedule a hearing for you and the other party to come talk to the Judge about the case (if the Judge has questions);
- Return your paperwork because you did not show good reason for the change requested; OR
- Other orders the Judge thinks proper.

If the Court grants your request, a new Income Withholding Order with the new/correct information will be completed by Judicial Officers or court staff.

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Step 6: Wait for the Court to let you know whether the Order was signed, or the matter was set for a hearing. If a hearing is scheduled, you will receive written notice of when and where to appear (date, time, and location).

Reminder: Did you provide two self-addressed, stamped envelopes so the staff can mail the decision to both parties (as listed in Step 3, above)?

- one addressed to you;
- one addressed to the other party

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