

SELF-SERVICE CENTER

PROCEDURES: WHAT TO DO AFTER YOU HAVE COMPLETED ALL DOCUMENTS TO ESTABLISH CHILD SUPPORT

STEP 1. MAKE 3 COPIES* OF THE FOLLOWING DOCUMENTS:

- “Petition to Establish Child Support”
- “Parent’s Worksheet for Child Support”

STEP 2. SEPARATE YOUR DOCUMENTS INTO FOUR (4)* SETS:

SET 1 – ORIGINALS FOR CLERK OF COURT <ul style="list-style-type: none">• “Family Court/Sensitive Data Coversheet” (do not copy)• “Petition to Establish Child Support”• “Parents Worksheet for Child Support”	SET 2 – COPIES FOR OTHER PARTY <ul style="list-style-type: none">• “Petition to Establish Child Support”• “Parents Worksheet for Child Support” (Include an “Order to Appear” with set delivered to other party. See next page, Step 4.)
SET 3 – COPIES FOR YOU <ul style="list-style-type: none">• “Petition to Establish Child Support”• “Parents Worksheet for Child Support”	SET 4 – Copies for “Family Court Conference Center” <ul style="list-style-type: none">• “Petition to Establish Child Support”• “Parents Worksheet for Child Support”

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

STEP 3. FILE THE PAPERS AT THE COURT:

GO TO THE CLERK OF THE 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, money order, or check made payable to the “Clerk of Superior Court” are acceptable forms of payment.

Go online or to the Self-Service Center for a list of current fees.

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 the Court. **Deferral Applications** are available at **no charge** from the Self-Service Center.

STEP 4. GO TO “FAMILY COURT 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
Family Court Administration
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 # 5).
- Keep a copy of the “*Order to Appear*” for your own records.

The Family Court 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 5. SERVE THE PAPERS (including the “ORDER TO APPEAR”) ON THE OTHER PARTY.

The papers may be delivered 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 Self-Service 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 “*Parent’s 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 Enforcement Section
P.O. Box 6123 – Site Code 775C
Phoenix, AZ 85005

**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 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 6. GO TO THE COURT 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.**