

SELF-SERVICE CENTER

**PROCEDURES: WHAT TO DO AFTER YOU HAVE COMPLETED THE FORMS TO MODIFY CURRENT CHILD SUPPORT by AGREEMENT**

**STEP 1: AFTER YOU HAVE COMPLETED ALL OF THESE DOCUMENTS, MAKE TWO COPIES OF DOCUMENTS NUMBERED "1" AND "2"**

1. "Agreement to Modify Child Support" ("Agreement to Modify")
2. "Parents Worksheet for Child Support" ("Parents Worksheet")
- "Current Employer Information Sheet"\* (may refer to sources of money *other than* employers)
- 2<sup>nd</sup> "Current Employer Information Sheet"\* (if applicable)\*
- "Order Stopping Income Withholding Order" (if applicable)\*

**STEP 2: SEPARATE YOUR DOCUMENTS INTO THREE SETS:**

<b>Set 1 – ORIGINALS to file with Clerk</b> Agreement to Modify (1 original) Parents Worksheet Child Support Order (if child support still to be paid) Order Stopping Income Withholding Order* (if applicable)* Current Employer Information Current Employer Information* (for other parent, if applicable)* <b>+2 Self-Addressed, Stamped Envelopes:</b> One Addressed to you; One Addressed to the Other Party	<b>Set 2 – COPIES for Other Party</b> Agreement to Modify Parents Worksheet
	<b>Set 3 – COPIES for You</b> Agreement to Modify Parents Worksheet

\* IF the agreement results in the parent who is currently paying NO LONGER having to pay, include an "Order Stopping Income Withholding Order" to be sent to that parent's employer.

\* IF the Agreement changes which parent pays child support, include a "Current Employer Information" sheet for that parent, the one who will now pay child support, also.

**STEP 3: FILE THE PAPERS AT THE COURT. Take all originals and copies.**

**GO TO THE CLERK OF THE COURT'S FILING COUNTER:** Present the originals, the envelopes and all sets of copies to the Clerk at the filing counter. The Clerk will keep the originals and the envelopes, and stamp the extra copies to show that these are copies of papers filed with the Court, and return the conformed (stamped) copies to you.

You may file your papers from 8am to 5pm, 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 40<sup>th</sup> 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.

**An Agreement** (or "Stipulation") is a filing by **BOTH parties**. If one of the parties has not previously "made an appearance", that is he and/or she have not previously filed a response or other papers and paid a filing fee under this case number, **there will be a substantial appearance fee due from that party in addition to the filing fee for the modification itself.**

If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff's Office, 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: 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 MAY DO:**

- Grant the relief you requested;
- Schedule a hearing for you and the other party if the Judge needs additional information;
- Return your paperwork because you did not show good reason for the change requested or the paperwork was incomplete; OR
- Enter other orders the Judge thinks proper.

- STEP 5: 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 (to the Clerk)** 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