

SELF-SERVICE CENTER

**INSTRUCTIONS FOR “PETITION FOR HEARING”  
(Simplified Process Modification)**

**TO REQUEST A HEARING YOU WILL NEED:**

- A copy of the “*Petition to Modify (Change) Child Support.*”
- A completed “*Parent’s Worksheet for Child Support*” (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 Clerk of the Superior Court and the Self-Service Center.

**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 and the Respondent on 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 the 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 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 PETITION for HEARING.** Upon filing the Petition for Hearing, the filing party must immediately mail or otherwise deliver a copy of this Petition 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:

**Attorney General, Child Support Enforcement  
P. O. Box 6123, Site Code 775 C  
Phoenix, Arizona 85005**