

SELF- SERVICE CENTER

**PROCEDURES: WHAT TO DO AFTER YOU HAVE COMPLETED  
THE FORMS TO STOP AN INCOME WITHHOLDING ORDER  
by Agreement**

- STEP 1: MAKE TWO COPIES OF THE:**
- *“Agreement to Stop Income Withholding Order” (“Agreement to Stop”)*
  - *“Order Stopping Income Withholding Order” (“Order Stopping”)*

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

<b>Set 1 – ORIGINALS &amp; Copies to file with Clerk</b> Agreement to Stop (1 original) Order Stopping (1 original + 2 copies) Current Employer Information Sheet (1 original) +2 Self-Addressed, Stamped Envelopes: One Addressed to you; One Addressed to the Other Party	<b>Set 2 – COPIES for Other Party</b> (1) Agreement to Stop
	<b>Set 3 – COPIES for You</b> (1) Agreement to Stop

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

**GO TO THE CLERK OF THE 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 a.m. to 5 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 40<sup>th</sup> Street  
Phoenix, Arizona 85032

**FEES:** There is no filing fee for filing an Agreement to Stop an ***Income Withholding Order*** (A.R.S. §25-504), but there may be an ***“appearance fee”*** if this is the first time one of the parties or your attorneys has “appeared” (filed any papers) in this case. A list of current fees is available from the Self Service Center and from the Clerk of Court’s website.

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: 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.

- 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 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?