

**YAVAPAI COUNTY  
Self-Service Center**

**ENFORCING CHILD OR SPOUSAL SUPPORT  
TYPE OR PRINT IN BLACK INK ONLY.**

**PAYMENTS MUST BE AT LEAST 30 DAYS LATE TO REQUEST ENFORCEMENT ON THEM**

**CONFIDENTIAL SENSITIVE DATA SHEET:**

Most court files are open to the public for review. Use this form to keep your sensitive information confidential. By writing your sensitive data on this form and then writing "SEE CONFIDENTIAL SENSITIVE DATA FORM" on the papers you file with the court, the public will not have access to this information.

**REQUEST FOR ORDER FOR PROTECTED ADDRESS:**

You may file this form if your address is not known to the other party and you reasonably believe that physical or emotional harm may result to you or a minor child if your address is not protected. If the court grants this request, the other party will serve you by delivering your copy of any filed documents to the Clerk of the Superior Court. The Clerk will then mail you the papers at the address you provide. **YOU MUST KEEP YOUR ADDRESS CURRENT WITH THE CLERK.**

**TO COMPLETE THE PETITION:**

Provide all information requested above the **STATEMENTS TO THE COURT UNDER OATH** section.

Be sure to mark the Expedited box if you believe your case should be expedited.

1. Write in the Petitioner information.
2. Write in the Respondent information.
3. **CURRENT ORDER.** Mark the box in front of the statement that is true in your case and provide the information requested in that section.
4. Mark this box if no other support enforcement or modification cases are pending.
5. Provide the requested information if there are, or have been, any other court cases involving the Petitioner and Respondent.
6. Fill in the total amount of support that is past due. To determine the past due support amount:
  - a. **Multiply** the monthly support amount ordered by the number of months since the order. This is the **total amount due**.
  - b. **Add** together the amount of support you have received (including direct payments) till now. This is the **total amount received**.
  - c. **SUBTRACT** the total amount received from the total amount due. This will give you the amount of support which is currently past due (this amount does not include the amount of interest to which you are entitled).
  - \* An arrearage calculation is required to be attached or a statement from you as to how the total amount due was determined.
7. No instructions needed.
8. If your situation is listed below, your case **may** be expedited. Mark this box and explain why your case should be expedited.
  - \* A Yavapai County Court Order requiring payment of support or medical insurance coverage
  - \* A certified copy of the Order (unless the order is from Yavapai County Superior Court)

- \* A certified copy of your payment record
  - \* The non-paying parent or former spouse (if alimony) must be behind at least one month or not providing medical insurance as ordered by the Court.
9. No instructions necessary.
  10. Write in any other facts that you believe are necessary for the judicial officer to know in deciding your case.

### REQUESTS TO THE COURT

Circle the letter in front of any of the statements you are requesting the judicial officer to issue an order. Date and sign your name **IN FRONT OF A NOTARY PUBLIC**. By signing your name, you are stating under oath that the contents of this **PETITION** are true and correct to the best of your knowledge.

### INSTRUCTIONS: PETITION FOR ORDER TO APPEAR

- (A) Write in your information.
- (B)-(C) Complete using your case information.
- (1) Provide the Petitioner and Respondent information.
- (2) Check the box and write in the type of Petition you are filing with this Petition for Order to Appear. Write in any new facts that you believe will help convince the judicial officer that a hearing or conference is required in your case that are not included in the Petition you are filing with this Petition for Order to Appear.
- (3) Pre-Decree matters are those you have never gone to court over before. If you have gone to Court before, and are seeking to modify or enforce a current court order, mark the Post-Decree box.
- (4)-(9) No instructions needed.

### INSTRUCTIONS: ORDER TO APPEAR

Provide all information requested above the READ THIS NOTICE box. Leave the rest of the form blank for the judicial officer to complete.

### INSTRUCTIONS: ORDER TO ENFORCEMENT SUPPORT

Provide all information requested above the COURT FINDS section. Leave the rest of the form blank for the judicial officer to complete.

***Self-represented persons are required to know and follow proper procedures, just like an attorney. The Arizona Rules of Family Law Procedure, which are found in the Law Library, contain the rules you are required to follow. No allowance is made for a person who does not understand or is unaware of things that must be done.***

**WARNING! IF YOU IGNORE A COURT ORDER, FAIL TO ADEQUATELY PREPARE FOR A SCHEDULED CONFERENCE OR HEARING, OR FAIL TO ATTEND A CONFERENCE OR HEARING, THE JUDICIAL OFFICER MAY ORDER SANCTIONS AGAINST YOU, INCLUDING HOLDING YOU IN CONTEMPT OF COURT OR REQUIRING YOU TO PAY THE OTHER PARTY'S ATTORNEY FEES.**

**IF YOU DO NOT HEAR FROM THE COURT WITHIN A REASONABLE AMOUNT OF TIME, CONTACT THE COURT TO SEE IF THERE IS SOMETHING ELSE YOU MUST DO.**