

YAVAPAI COUNTY
Self-Service Center

INSTRUCTIONS: COMPLETING THE REQUEST TO ESTABLISH CHILD SUPPORT

TYPE OR PRINT NEATLY USING BLACK INK.

TO COMPLETE THE REQUEST:

- A. Make sure your form is titled REQUEST TO ESTABLISH SUPPORT in the upper right hand part of the first page.
- B. In the top left corner of the first page, fill in the following: your name, mailing address and daytime phone number.
- C. Fill in the lines that say "Petitioner" and "Respondent". Complete this caption exactly the same way as it was in the original case, even if it was outside of Yavapai County.
- D. Fill in your case number. If you do not know your case number or do not have one yet, the clerk will help you when you file the Request.
- E. Fill in the name, date of birth for each child for whom support is requested. Use extra paper if there are more than two children.
- F. Date and sign the Request in front of a Notary Public to affirm that the information stated is true and correct to the best of your knowledge.

The next form in this packet is a **REQUEST FOR HEARING** form. It is to be left blank and **must be served** to the other parent along with a copy of your Request and Parent's Worksheet for Child Support Amount. (See "What to Do After I Have Completed all the Forms")

GO ON TO THE FOLLOWING INSTRUCTIONS AND FORMS:

- 1. PARENT'S WORKSHEET FOR CHILD SUPPORT AMOUNT
- 2. CHILD SUPPORT ORDER
- 3. INCOME WITHHOLDING ORDER

AFTER COMPLETING THE ABOVE FORMS, GO TO "WHAT TO DO AFTER I HAVE COMPLETED ALL THE FORMS."