

**YAVAPAI COUNTY**  
Self-Service Center

**CHECKLIST**

**INSTRUCTIONS AND FORMS: TO ESTABLISH CHILD SUPPORT**

**USE THE FORMS AND INSTRUCTIONS in this packet only if the following factors apply to your situation:**

- ✓ You and the other parent in this case were married to each other when the child(ren) were born or conceived **OR**
- ✓ You have an Order of Paternity **from Yavapai County OR**
- ✓ You have a **CERTIFIED COPY** of an Order of Paternity **from another state AND**
- ✓ You know or will be able to find a specific address or location where the other parent can be served with completed forms from this packet. **(The address cannot be a post office box number.)**

**AND**

- ✓ You want a court order setting the amount of child support and the Court to order the other parent to pay it.

**DO NOT USE THESE FORMS AND INSTRUCTIONS IF:**

- × **THERE IS ALREADY A CASE INVOLVING THE PARENTS AND CHILD(REN) IN ANOTHER COUNTY IN ARIZONA.**

**You must file, in that county, the Request to Establish Child Support along with a Request to Transfer the case to Yavapai County if you want the issue decided in Yavapai County. If the transfer is granted, the file will be sent to Yavapai County.**

If you are not sure whether these forms and instructions apply to your situation, you may want to see an attorney for help.