

YAVAPAI COUNTY
Self-Service Center

**INSTRUCTIONS: COMPLETING THE REQUEST TO MODIFY (CHANGE)
CHILD SUPPORT--SIMPLIFIED PROCESS**

TO COMPLETE THIS FORM YOU WILL NEED:

- A copy of your current Yavapai County child support order. **(If your current child support order is from another county in Arizona, and you and/or the child(ren) live in Yavapai County, and you want to have the issue of changing the child support amount decided in Yavapai County, you must request a transfer of the case to Yavapai County. This Request for Transfer must be filed in the Arizona county where your child support order is now.) OR**
- A **CERTIFIED COPY** of your current support order if it is from another state.
- A copy of the Order of Assignment for this case, if there is one.
- A **COMPLETED PARENT'S WORKSHEET FOR CHILD SUPPORT AMOUNT with proof of current income attached.**

TYPE OR PRINT NEATLY USING BLACK INK.

TO COMPLETE THE REQUEST

- A. Make sure your form is titled REQUEST TO MODIFY CHILD 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** telephone number.
- C. Fill in the lines that say 'Petitioner' and 'Respondent'. Complete this caption exactly the same way as it was in the case in Yavapai County, or as on the support order if it is from another state, adding date of birth (DOB). **Use your existing DO case number. If you do not know your existing case number, ask the clerk for the number when you file your petition.** Use the DO case number on all your court papers.
- D. In the first paragraph, fill in your name and circle the correct word to identify yourself as the **Obligor (person paying support)** or **Obligee (person receiving support)**, the date on which the judge or commissioner signed your current child support order, and the name of the judge or commissioner who signed your current child support order.
- E. Fill in the name of the obligor (person ordered to make child support payments) and the amount and payment due date of your current child support order as it was ordered by the Court. (EXAMPLE: \$150 per month payable on the 1st day of the month or \$150 per month payable one-half on the first and one-half on the 15th of the month).

- F. Fill in the amount from **Item 31** of your **completed** Parent's Worksheet for Child Support Amount.
- G. Calculate the percentage of change between your current support amount and the amount calculated pursuant to the Parent's Worksheet for Child Support. To determine the percentage, subtract the larger amount from the smaller amount. Divide that number by the current support amount. (You have already done this if you used the IMPORTANT INFORMATION REGARDING CHANGING CHILD SUPPORT [Packet #30].)
1. Fill in the difference between the amount of child support currently ordered and the amount you are requesting be ordered.
 2. Fill in the amount of the child support currently ordered.
 3. Enter the percentage change calculated by dividing the amount for "a" by the amount for "b".

For example, the current child support order is \$225. The Parent's Worksheet calculation result is \$270.

$$\$270 - \$225 \text{ (b)} = 45 \text{ (a)} / \$225 \text{ (b)} = 20\% \text{ (c)}$$

- H. If there is an Order of Assignment or Income Withholding Order for automatic withholding of child support payment, fill in the date of that order. If other amounts are withheld, list the other amounts included in the total amount ordered on the Order of Assignment or Income Withholding Order.
- I. Fill in the amount from #2 on the first page of this Request.
- J. Date and sign in front of a Notary Public. By signing, you are stating under oath that the contents of this Request are true and correct to the best of your knowledge.
- K. **Read the NOTICE TO PARTY BEING SERVED** on Page 3 of the Request. It contains important information that you should know even though you are the party serving, not the party being served.

**GO ON TO: COMPLETING THE CHILD SUPPORT ORDER then on to
COMPLETING THE INCOME WITHHOLDING ORDER**