

**YAVAPAI COUNTY
Self-Service Center**

**INSTRUCTIONS AND FORMS
TO MODIFY (CHANGE) CHILD SUPPORT AMOUNT
(Simplified Process)**

CHECKLIST

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

- ✓ You have a **Yavapai County child support order** and believe the amount of support should be changed **AND**
- ✓ You **HAVE ALREADY COMPLETED** the Parent's Worksheet for Child Support Amount in the **INFORMATION (Packet #30) AND**
- ✓ Item 31 on the Worksheet indicates the amount of child support you believe should be paid will change by at least 15% from the amount of your current order.

DO NOT USE THE FORMS AND INSTRUCTIONS in this packet if the following factors apply to your situation

- ✗ If your order is from an Arizona County other than Yavapai and you and/or the child(ren) now live in Yavapai County and you want to have the issue of changing child support decided in Yavapai County, **YOU MUST TRANSFER YOUR CASE TO YAVAPAI COUNTY.** File a Request for Transfer in the other Arizona County along with a Request to Modify Child Support.
- ✗ You **HAVE ALREADY COMPLETED** the Parent's Worksheet for Child Support Amount in the **INFORMATION (Packet #30) AND** the amount of the change is not at least 15%. **YOU MUST USE THE "STANDARD PROCESS PACKET."**