

YAVAPAI COUNTY
Self-Service Center

**INSTRUCTIONS: REQUESTING A HEARING ON THE OTHER
PARENT'S REQUEST TO MODIFY (CHANGE)
CHILD SUPPORT AMOUNT**
(Simplified Process)

TYPE OR PRINT NEATLY USING BLACK INK.

REQUEST FOR HEARING

1. Make sure your form is titled REQUEST FOR HEARING--Modification of Child Support (Simplified Process) in the upper right hand part of the first page.
2. In the top left hand corner of the first page, fill in your name, mailing address and daytime phone number.
3. Fill in the name of the person shown as the Petitioner on the Request to Modify Child Support.
4. Fill in the name of the person shown as the Respondent on the Request to Modify Child Support.
5. Fill in the case number and ATLAS number that appear on the Request to Modify Child Support.
6. You are required to mail a copy of the Request for Hearing and the Parent's Worksheet for Child Support Amount that you complete to the other party. List the name and current mailing address of the other party to this action, **OR** the other party's attorney if he/she has one, to tell the Court where you mailed the copies and the date you mailed them.
7. Date and sign here before a Notary Public. By signing, you are stating under oath that the contents of this Request for Hearing are true and correct to the best of your knowledge.

NOTICE OF HEARING

To complete this form, follow the directions in numbers 3, 4 and 5 above. **DO NOT FILL IN ANY OTHER INFORMATION. THE COURT WILL COMPLETE THE REST OF THE FORM.**

**GO ON TO: PARENT'S WORKSHEET FOR CHILD SUPPORT AMOUNT, then
CHILD SUPPORT ORDER**