

**YAVAPAI COUNTY**  
**Self-Service Center**

**INSTRUCTIONS: COMPLETING THE PETITION TO MODIFY (CHANGE) A SUPPORT ORDER, either Child Support or Spousal Maintenance**

**(STANDARD PROCESS)**

**IF YOUR ORDER IS FOR CHILD SUPPORT FROM ANOTHER COUNTY IN ARIZONA AND YOU WANT TO MODIFY CHILD SUPPORT AND HAVE THE MATTER DECIDED IN YAVAPAI COUNTY, YOU MUST FIRST REQUEST A TRANSFER OF THE CASE FROM THE CURRENT COUNTY TO YAVAPAI. The Request for Transfer and Request to Modify Support are filed in the other county.**

**TO COMPLETE THIS FORM YOU WILL NEED:**

- A copy of your current support order from Yavapai County **OR**
- A copy of the order of assignment/income withholding order for this case, if there is one.
- A completed Parent's Worksheet for Child Support Amount if you want to change child support.

**CONFIDENTIAL SENSITIVE DATA SHEET:**

Most court files are open to the public for review. Use this form to keep your sensitive information confidential. By writing your sensitive data on this form and then writing "SEE CONFIDENTIAL SENSITIVE DATA FORM" on the papers you file with the court, the public will not have access to this information.

**REQUEST FOR ORDER FOR PROTECTED ADDRESS:**

You may file this form if your address is not known to the other party and you reasonably believe that physical or emotional harm may result to you or a minor child if your address is not protected. If the court grants this request, the other party will serve you by delivering your copy of any filed documents to the Clerk of the Superior Court. The Clerk will then mail you the papers at the address you provide. **YOU MUST KEEP YOUR ADDRESS CURRENT WITH THE CLERK.**

**TYPE OR PRINT NEATLY USING BLACK INK.**

Use the DO case number on all your court papers. This is the number of the case in which the judge in **Yavapai County** ordered the support you are now trying to modify (change).

**TO COMPLETE THE PETITION TO MODIFY A SUPPORT ORDER**

- A. Make sure your form states PETITION 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, with the case number and ATLAS number.

D. Mark the box(es) describing the support order you want to change. Your choices are (1) Child Support, and/or (2) Spousal Maintenance (Alimony).

1. **INFORMATION ABOUT THE PETITIONER.** Fill in the name, address, county where the Petitioner lives, date of birth, and occupation.
2. **INFORMATION ABOUT THE RESPONDENT.** Fill in the Respondent's name, address, county where the Respondent lives, date of birth, and occupation.
3. **INFORMATION ABOUT THE CURRENT SUPPORT ORDER YOU WANT TO CHANGE.** Fill in the information about your current Child Support and/or Spousal Maintenance Order.
4. **INFORMATION ABOUT OTHER COURT CASES TO ENFORCE OR CHANGE THIS COURT ORDER INVOLVING THE PETITIONER AND THE RESPONDENT.** In Paragraph #4, complete the information about other court cases that either party has filed to enforce or modify/change the court order you are now trying to change. **If you have any CURRENT enforcement or modification cases pending in any court, you cannot file this Petition unless you talk to an attorney and the attorney tells you that you can do it.**
5. **SUBSTANTIAL AND CONTINUING CHANGE.** Describe the changes in your life that entitles you to a change in spousal and or child support.
6. **WHAT YOU BELIEVE THE CHILD SUPPORT AMOUNT SHOULD BE.** Fill in the child support amount from your completed Parent's Worksheet for Child Support Amount.  
  
**6A. DEPARTMENT OF ECONOMIC SECURITY.** Answer Paragraph #7 as follows: If you receive child support enforcement services from the Department of Economic Security or you know the other party does, mark the box "yes". Otherwise, mark the box "no". If you don't know, mark the box for "unknown."

**WHAT YOU BELIEVE SPOUSAL MAINTENANCE SHOULD BE.** Fill in the amount you want the judge to order for spousal maintenance. Tell the judge when spousal maintenance should begin and when it should end.

**REQUESTS TO THE COURT.** Mark the box or boxes that describe the type of support order you want the Court to change.

**DATE AND SIGN HERE 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.

#### **INSTRUCTIONS: PETITION FOR ORDER TO APPEAR**

- (A) Write in your information.
- (B)-(C) Complete using your case information.
  - (1) Write in the Petitioner and Respondent information.
  - (2) Check the box and write in the type of Petition you are filing with this Petition for Order to Appear. Write in any new facts that you believe will help convince the judicial officer that a hearing or conference is required in your case that are not included in the Petition you are filing with this Petition for Order to Appear.
  - (3) Pre-Decree matters are those you have never gone to court over before. If you have gone to Court for the same matter, and are seeking to modify or enforce a current court order, mark the Post-Decree box.

(4)-(9) No instructions needed.

**INSTRUCTIONS: ORDER TO APPEAR**

Complete your name, Petitioner, Respondent and Case number information only. The Judicial Officer will complete the rest of the form if the Order to Appear is issued.

**INSTRUCTIONS: AFFIDAVIT OF FINANCIAL INFORMATION**

Instructions included on form.

**INSTRUCTIONS: ORDER MODIFYING CHILD/SPOUSAL SUPPORT ORDER**

Complete only if you are seeking to change the current order. Complete your name, Petitioner, Respondent and Case number information only. The Judicial Officer will complete the rest of the form if the Order is issued.

**INSTRUCTIONS: ORDER TERMINATING CHILD/SPOUSAL SUPPORT ORDER**

Complete only if you are seeking to terminate the current order. Complete your name, Petitioner, Respondent and Case number information only. The Judicial Officer will complete the rest of the form if the Order is issued.

**INSTRUCTIONS: ORDER STOPPING ORDER OF ASSIGNMENT/INCOME WITHHOLDING ORDER**

Complete only if you are seeking to terminate the current order. Complete your name, Petitioner, Respondent and Case number information only. The Judicial Officer will complete the rest of the form if the Order is issued.

**RESOLUTION STATEMENT**

This form is not needed unless the Court requests it or the other party files a response. If this happens, follow the instructions provided with the form.

**PARENT'S WORKSHEET FOR CHILD SUPPORT**

Instructions included with form.

**GO ON TO WHAT TO DO NEXT**