

YAVAPAI COUNTY
Self-Service Center

**TRANSFER OF CASE TO ANOTHER COUNTY:
CHILD SUPPORT ONLY**

**WHAT TO DO WITH THE COURT DOCUMENTS
AFTER I HAVE COMPLETED THEM**

STEP 1: Make copies of the following document:

DOCUMENT	NUMBER OF COPIES
* Request for Transfer and Notice to Parties	2

STEP 2: Separate your documents into three (3) sets.

SET 1 - ORIGINALS:

- * Request for Transfer and Notice to Parties
- * Order Regarding Request for Transfer
- * Transmittal Certification

SET 2 - COPY FOR YOU

- * Request for Transfer and Notice to Parties

SET 3 - COPY FOR YOU TO SERVE ON THE OTHER PARENT

- * Request for Transfer and Notice to Parties

STEP 3: GO TO: The filing counter at the CLERK OF THE SUPERIOR COURT to file your papers. The court is open from 8am-5pm, Monday -Friday. **You should go to the court at least two hours before it closes. It is recommended that you not bring your children with you.** You may file your court papers at either of the following Superior Court locations:

The Clerk of Superior Court
YAVAPAI COUNTY COURTHOUSE
120 S. Cortez Street
Prescott AZ 86303

The Clerk of Superior Court
YAVAPAI COUNTY SUPERIOR COURT
2840 N. Commonwealth Drive
Camp Verde AZ 86322

FEES: Check with the Clerks' Office for the current filing fee. Payment is expected at the time of filing. The Clerk has forms to complete if you want to request a deferral or waiver of the fees.

WHAT THE CLERK WILL DO: The Clerk will file and keep the original documents. Ask the clerk to stamp the 2 copies for you also. These are called conformed copies. The clerk will place your original documents in your court file.

STEP 4: Serve the documents on the other party.

Service of the following document is required by Arizona Statute and/or the Rules of Civil Procedure

* Request for Transfer and Notice to Parties

YOU ARE ALSO REQUIRED TO SERVE THE OTHER REQUEST (TO ESTABLISH CHILD SUPPORT OR TO MODIFY CHILD SUPPORT) YOU ARE FILING, ALONG WITH ANY OTHER FORMS AS DESCRIBED IN THE WHAT TO DO FOR THAT PACKET.

Although it is not required that you serve the two Requests (for Transfer and to Establish Child support or to Modify Child Support) together, if you do, you will save the extra expense of serving the other party twice.

See **HOW TO SERVE LEGAL PAPERS** packet, available from Yavapai County Self-Service Center, if you are unsure about how to complete service or need forms for service.

AS SOON AS POSSIBLE, FILE THE ORIGINAL DOCUMENT SHOWING SERVICE ON THE OTHER PARENT

STEP 5: WAIT

The other parent has a certain amount of time, after being served, to file a written Objection to your Request. This means there is a disagreement about whether the case should be transferred. The time limits are described in the SERVICE PACKETS and depend on how and where the other parent was served.

Once you have filed the document showing how and when the other parent was served, the **Clerk's Office** will track the time. If no response is filed within the time limit, the Clerk will forward the Request for Transfer to the judge. Generally, under those circumstances, the judge will make a decision based only on the information you provided in the Request. However, if the Court has questions or concerns, a hearing may be set.

If an Objection is filed within the time limits and a hearing is requested, the Court will set a hearing date at which time the parties may appear and the Court may take testimony and review evidence. Then a decision will be made.

STEP 6: IF A HEARING IS SET

DRESS PROPERLY in neat, clean clothing. **DO NOT** wear cutoffs, sleeveless T-shirts or other very casual clothing.

DO NOT bring food or drinks or chew gum in the courtroom. **DO NOT** wear a hat in the courtroom.

DO NOT bring your children with you to Court.

BE ON TIME. 10 or 15 minutes early is best.