

YAVAPAI COUNTY
Self-Service Center

**INSTRUCTIONS: ASKING THE COURT TO TRANSFER YOUR
CASE TO ANOTHER COUNTY IN ARIZONA--
CHILD SUPPORT: ESTABLISHMENT
OR MODIFICATION ONLY**

IMPORTANT NOTE: Cases can only be transferred for purposes of child support establishment or modification.

TYPE OR PRINT NEATLY USING BLACK INK.

REQUEST FOR TRANSFER AND NOTICE TO PARTIES:

1. Make sure your form is titled REQUEST FOR TRANSFER AND NOTICE TO PARTIES 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 names of the Petitioner and Respondent as they appear on the Yavapai County domestic relations case involving the child(ren). The Petitioner and Respondent must remain the same in all proceedings under this case number. Your case may say Plaintiff and Defendant instead of Petitioner and Respondent. That's all right. Just put the names in the same place.
4. Fill in your ATLAS number and the DO number of your case in Yavapai County involving the child(ren). If you don't know the number, the filing clerk will help you.
5. Put your name on the first line as the person requesting the transfer, and fill in the name of the Arizona county to which you want the case transferred.
6. Mark the box that correctly describes your situation: Either the child(ren) live(s) in the other county (with or without you), or you do and the child(ren) live(s) out of state.

REMEMBER YOU MUST FILE A REQUEST TO ESTABLISH CHILD SUPPORT OR A REQUEST TO MODIFY CHILD SUPPORT ALONG WITH THIS REQUEST FOR TRANSFER.

Mark the box that identifies the request you are also filing. Packets to request modification or establishment of child support are available at the Self-Service Center.

7. At the bottom of the page is a box titled **NOTICE TO PARTIES**. Read this carefully and fill in the name of the county to which you want the case transferred.
8. Sign the form in front of a notary public.
9. Make 2 copies of this Request. Take all 3 to the Clerk of Superior Court along with your completed Request to Establish Child Support or your completed Request to Modify Child Support and all the forms you completed that go with whichever Request you are making, plus any copies of those documents you were instructed to make. There is a cost to file the Request for Transfer, which is paid at the time of filing.
10. You will not pay the filing fee for the Request to Establish or the Request to Modify Child Support to Yavapai County at this time. If no objection is filed by the other party to your Request for Transfer, the Court may order the transfer and the case will be transferred to the other county and you will pay the filing fee for the Request to Modify or Request to Establish to that county. If an objection is filed, a judge will decide at a hearing whether to transfer the case. If it is transferred, you will pay the filing fee for the Request to Modify or the Request to Establish to the other county. If the case is not transferred, the filing fee will be paid to Yavapai County.
11. You must serve a copy of the Request for Transfer, and copies of the other documents you file, on the other party in the case so that person will know what you are doing. This must be done by a private process server, a sheriff's deputy, by certified mail (**out of state only**) or by the party signing an Acceptance of Service saying the papers were received. If you do not understand how to do this, packets for the different types of service are available at the Self-Service Center. The other party has certain time limits in which to file an objection to the Request for Transfer and/or a Request for Hearing on the other Request you filed.

INSTRUCTIONS FOR ORDER REGARDING REQUEST FOR TRANSFER:

COMPLETE ONLY THE TOP HALF OF THE FORM: The names of the parties as on the Request, the DO case number and ATLAS number. The Court will complete the rest of the form.

INSTRUCTIONS FOR TRANSMITTAL CERTIFICATION:

COMPLETE ONLY THE TOP HALF OF THE FORM: The names of the parties as on the Request, the DO case number and ATLAS number. The Court will complete the rest of the form.

GO ON TO: WHAT TO DO WITH THE FORMS AFTER I HAVE COMPLETED THEM.