

YAVAPAI COUNTY  
Self-Service Center

## TRANSFERRING A CASE TO ANOTHER COUNTY

### IMPORTANT INFORMATION

- ✓ Transferring a case from one Arizona County to another is possible **ONLY** for the purposes of establishing child support or modifying (changing) child support.
- ✓ The child(ren) must live in the new county or must live out of state and the person requesting the transfer must live in the new county.
- ✓ The Request for Transfer must be filed in the county where the most recent order concerning the child(ren) was issued.
- ✓ There is a fee to file the Request for Transfer.
- ✓ **YOU MUST FILE A REQUEST TO ESTABLISH CHILD SUPPORT OR A REQUEST TO MODIFY CHILD SUPPORT AT THE SAME TIME YOU FILE THE REQUEST FOR TRANSFER.**
- ✓ There is a fee to file the child support request. There may also be an appearance fee due if you are the Respondent and have never filed anything in the case before.
- ✓ Although the child support request (for establishment or for modification) must be filed at the same time and in the same place as the Request for Transfer, the only fee due at the time of filing is the fee for the Request for Transfer. **You will not pay the other fees at the time you file the child support request.** If the case is transferred, you will pay that filing fee to the new county. If the Request for Transfer is denied, the case will remain in Yavapai County and the filing fee for the child support request will be paid to Yavapai County.