

YAVAPAI COUNTY
Self-Service Center

REQUEST TO ESTABLISH CHILD SUPPORT

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

STEP 1: Make copies of the following documents:

DOCUMENT	NUMBER OF COPIES
* Request to Establish Child Support	2
* Parent's Worksheet for Child Support Amount	2
* Child Support Order	2

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

SET 1 - ORIGINALS

- * Request to Establish Child Support
- * Parent's Worksheet for Child Support Amount
- * Child Support Order
- * Income Withholding Order

SET 2 - YOUR COPIES:

- * Request to Establish Child Support
- * Parent's Worksheet for Child Support Amount
- * Child Support Order

SET 3 - COPIES FOR THE OTHER PARTY: (to be served)

- * Request to Establish Child Support
- * Parent's Worksheet for Child Support Amount
- * Child Support Order
- * Blank Request for Hearing form

STEP 3: File the papers at the Court:

GO TO: THE SUPERIOR COURT TO FILE YOUR PAPERS. The court is open from 8:00 a.m. – 5:00 p.m., 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:

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

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

FEES: When you file with the court, there are fees for petitions, responses, requests, motions, objections and various other actions. The court will accept payment in the form of cash, VISA/MasterCard debit or credit cards, money orders, or personal checks made payable to "Clerk

of Superior Court". Personal checks will be accepted with current picture ID. To check out the current fees go online to <http://www.co.yavapai.az.us/clerkstupct.aspx> and find the link to the fees schedule on the top of the page, or call the Clerk's Office in either Prescott at (928) 771-3312, or Camp Verde at (928) 567-7741.

If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, you may request a **deferral or waiver** (delay or completely waive fees and/or costs) when you file your papers with the Clerk of the Court. The **Deferral or Waiver of Court Fees and/or Costs and Consent to Entry of Judgment Application** is available at **no charge** from the Clerk's Office, though a fee for applying for the deferral will be added to your costs.

WHAT THE CLERK WILL DO: The Clerk will file and keep the original documents and stamp the two sets of copies. These are called "conformed" copies. The clerk will place all your original documents in your court file.

STEP 4: Serve the documents on the other party.
Service of the following documents is required by A.R.S. § 25-502 (J)

- * Request to Establish Child Support
- * Parent's Worksheet for Child Support Amount
- * Child Support Order

See "**SERVICE**" packet, available from Yavapai Count Self-Service Center, if you are unsure about how to complete STEP 4.

After you have served the required documents on the other parent and filed proof of service, the clerk will count the time the other parent has in which to file a Request for Hearing. If no Request for Hearing is filed within the time limits, the Request to Establish Child Support will be sent to the Judge for review and ruling. If a Request for Hearing is filed within the time limit, it will be sent to the Judge and a hearing will be set.

- STEP 5: THE COURT HEARING.** If you are to appear in court, please remember the following:
- Be sure to write down the date, time, and place of the court hearing, and come to the hearing.
 - Be on time (10 to 15 minutes early is best).
 - Dress neatly.
 - Be prepared to show the Judge why you believe you are entitled to the relief for which you are asking.
 - Unless you have been ordered by the judge to bring your child(ren) to court, **do not bring any child(ren) to court.**