

YAVAPAI COUNTY
Self-Service Center

REQUESTING A CHANGE IN CHILD SUPPORT AMOUNT
Simplified Process

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 Modify Child Support	2
* Parent's Worksheet for Child Support Amount	2

STEP 2: Separate your documents into three sets.

SET 1 - ORIGINALS

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

SET 2 - COPIES FOR YOU

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

SET 3 - COPIES FOR THE OTHER PARTY (for you to serve)

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

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 child(ren) 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 86303-4737

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/clerksupct.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 2 sets of copies. These are called **conformed copies**. The original documents will be placed in your court file.

STEP 4: Serve the documents on the other party.

Service of the following documents is required by Arizona law:

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

See the **SERVICE PACKET**, available from Yavapai County Self-Service Center, if you are unsure about how to complete service.

File the original document which shows service of the other party.

WHAT THE CLERK WILL DO: The Clerk will count the time limit for the other party to file a Request for Hearing. If no Request is filed by the other party by that time, the Clerk will send your Request to Modify Child Support and Parent's Worksheet to the judge. If a Request for Hearing is filed by the other party within the time limits, the Clerk will send the documents to the judge at that time.

WHAT THE JUDGE MAY DO: You and the other party will hear by mail the judge's decision regarding the Request to Modify. The judge may deny the Request, grant the Request and change the child support amount or set a hearing to have both parties appear and testify about the child support amount. It may take a few weeks for you to hear about a decision after the documents are sent to the judge. If you have not heard in that time, please call or come in to the Clerk's office to check on the status of the case.

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 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.**