

YAVAPAI COUNTY
Self-Service Center

**FILING A REQUEST FOR HEARING AND PARENT'S WORKSHEET
CHILD SUPPORT MODIFICATION
(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 for Hearing	2
* Parent's Worksheet for Child Support Amount	2

STEP 2: Separate your documents into three sets:

SET 1 - ORIGINALS

- * Request for Hearing
- * Parent's Worksheet for Child Support Amount
- * Child Support Order
- * Notice of Hearing

SET 2 - COPIES FOR YOU

- * Request for Hearing
- * Parent's Worksheet for Child Support Amount

SET 3 - COPIES FOR THE OTHER PARENT (for you to mail)

- * Request for Hearing
- * 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 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 86303-4737

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/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 for you. These are called "conformed" copies. Your original Request for Hearing, Notice of Hearing and Parent's Worksheet for Child Support Amount will be sent to the judge's office. The judge may set a hearing date. It may take a week or 10 days for you to hear from the Court about a hearing date.

STEP 4: YOU MUST mail the following documents to the other parent:

- * Request for Hearing
- * Parent's Worksheet for Child Support Amount

When you receive notice of a hearing, 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.**