

YAVAPAI COUNTY
Self-Service Center

REQUESTING A CHANGE IN SUPPORT AMOUNT
Standard Process

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

FOR CHILD SUPPORT (SEE PAGE 2 FOR SPOUSAL SUPPORT INSTRUCTIONS)

STEP 1: Make copies of the following documents:

DOCUMENT

NUMBER OF COPIES

- | | |
|---|---|
| * Request to Modify Support | 2 |
| * Parent's Worksheet for Child Support Amount | 2 |

STEP 2: 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/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 two sets of copies. These are called "conformed" copies. The Clerk will forward your original Request to Modify Support, Parent's Worksheet for Child Support Amount, Affidavit of Financial Information and Order to Appear to the judge's office. The judge's office may set a hearing date based upon your documents. When a hearing date is set, the Clerk will mail you two copies of the Order to Appear: one for your records, one to serve on the other party with the copies of the Request and other documents you made in STEP 2. It may take up to a week or 10 days for a hearing to be set and for you to receive the Order to Appear in the mail.

STEP 3: Serve the documents on the other party and file Proof of Service with the court. The Service packet is available at the Yavapai County Self-Service Center.

Service of the following documents is required by Arizona Statutes and/or Rules of Family Law Procedure:

- * Request to Modify Support
- * Parent's Worksheet for Child Support Amount
- * Your completed Affidavit of Financial Information
- * Order to Appear **signed by judge**
- * **Blank copy of Affidavit of Financial Information**

STEP 4: 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.**

FOR SPOUSAL SUPPORT:

STEP 1: Make copies of the following documents:

DOCUMENT	NUMBER OF COPIES
* Request to Modify Support	2
* Affidavit of Financial Information	2

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