

**YAVAPAI COUNTY**  
**Self-Service Center**

**REQUEST TO MODIFY ORDER OF ASSIGNMENT**  
**\*\*PARTIES AGREE\*\***

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

**STEP 1:** Make copies of the following documents:

<b>DOCUMENT</b>	<b>NUMBER OF COPIES</b>
* Request to Modify Order of Assignment/Income Income Withholding Order	2
* Stipulation (Agreement) to Modify	2

**STEP 2:** Separate your documents into three sets.

**SET 1 - ORIGINALS:**

- \* Request to Modify Order of Assignment/Income Withholding Order
- \* Stipulation (Agreement) to Modify
- \* Order Modifying Order of Assignment/Income Withholding Order
- \* Income Withholding Order
- \* Order Terminating Support

**SET 2 - COPY FOR YOU:**

- \* Request to Modify Order of Assignment/Income Withholding Order
- \* Stipulation (Agreement) to Modify

**SET 3 - COPY FOR THE OTHER PARTY: (to keep for his/her records)**

- \* Request to Modify Order of Assignment/Income Withholding Order
- \* Stipulation (Agreement) to Modify

**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/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 copies. These are called "conformed" copies.

**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 modify the Order of Assignment/Income Withholding Order or set a hearing to have both parties appear and testify about the matter. 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.