INSTRUCTIONS

STEP 1: FILL OUT THE PARENT'S WORKSHEET FOR CHILD SUPPORT AMOUNT

STEP 2: FILL OUT THE REQUEST FOR HEARING AND NOTICE OF HEARING

(1) Enter your name; street address; city, state, and zip code; and phone number.
(2) Enter the Petitioner's name as it appears on the Request to Modify Child Support.
(3) Enter the Respondent's name as it appears on the Request to Modify Child Support.
(4) Enter the case number as it appears on the Request to Modify Child Support.
(5) Enter the other party's name; street address; and city, state, and zip code. (If the other party has an attorney, enter the attorney's information instead.)
(6) Sign in front of a notary. Notaries are at the Self-Help Center in the Courthouse and at most banks or listed in the Yellow Pages. The person signing must bring photo ID. Notaries usually charge a fee.

STEP 3: FILL OUT THE FOLLOWING FORMS

[ ] Child Support Order
[ ] Order Of Assignment
[ ] Current Employer Information Form

STEP 4: FILE THE FOLLOWING WITH THE COURT

Take or mail the original and two copies of the following to the Clerk's Office in the Coconino County Courthouse at 200 N. San Francisco St., Flagstaff, AZ 86001.

[ ] Request for Hearing and Notice of Hearing
[ ] Parent's Worksheet for Child Support Amount
[ ] Child Support Order
[ ] Order of Assignment
[ ] Current Employer Information Form

If you have not already paid an appearance fee in this case, also take or mail the filing fee beside the type of case that first created your support order.

Divorce or Legal Separation: $246
Paternity and Child Custody: $241
Child Custody: $176

The Clerk's Office accepts cash, money orders, and cashier's checks payable to "Clerk of Superior Court". If you can't afford the fee, see the Self-Help Center packet *Paying a Filing Fee in Installments*.

The Clerk will stamp your copies with the filing date and return them to you for your records. If

you file by mail, include a self-addressed, stamped envelope and a note asking the Clerk to return the date-stamped copies to you.

STEP 5: THE COURT WILL MAIL YOU THE SIGNED NOTICE OF HEARING

STEP 6: BY 10 WORK DAYS BEFORE THE HEARING:
DELIVER THE FORMS TO THE OTHER PARTY

Mail or hand-deliver a copy of the following to the other party. If the other party has an attorney, deliver them to the attorney.

[ ] The Notice of Hearing with the hearing date filled in
[ ] Request for Hearing and Notice of Hearing
[ ] Parent's Worksheet for Child Support Amount

STEP 7: IF EITHER PARENT IS A CLIENT OF CHILD SUPPORT ENFORCEMENT:
MAIL THE SIGNED NOTICE OF HEARING TO CHILD SUPPORT ENFORCEMENT

Mail or hand-deliver a copy of the signed Notice of Hearing to Assistant Attorney General, Child Support Enforcement, 2323 N. Walgreen St., Ste. 100, Flagstaff, AZ 86004.

STEP 8: GO TO THE HEARING

Bring your witnesses, three copies of your evidence, and a copy of every document you filed with the court in this case. Be prepared to tell the judge why you think the court should grant your requests.

Before the court date, watch the courts video *How to Represent Yourself in Court* online at http://www.coconino.az.gov/courts.aspx?id=267 to learn about procedures in court.