## INSTRUCTIONS

**Filing Deadline:** You must file the hearing request by 20 days after you were served with the Request, or 30 days if you were served outside of Arizona.

### STEP 1: FILL OUT THE REQUEST FOR A HEARING ON A REQUEST TO ADJUST OR TERMINATE AN ORDER OF ASSIGNMENT

(1) Enter your name; street address; city, state, and zip code; and phone number.
(2) Enter Petitioner's and Respondent's names and the case number as they appear on the Petition that started this case.
(3) Enter your ATLAS number.
(4) Check the box indicating whether you are the Petitioner or the Respondent.
(5) Read the Request for a Hearing and make sure that you understand everything in it and that everything in it is true. Date and sign.

### STEP 2: FILL OUT THE ORDER SETTING A HEARING ON A REQUEST TO ADJUST OR TERMINATE AN ORDER OF ASSIGNMENT

(1) Enter your name; street address; city, state, and zip code; and phone number.
(2) Enter Petitioner's and Respondent's names and the case number as they appear on the Petition that started this case.
(3) Enter your ATLAS number.
(4) Check the box indicating whether you are the Petitioner or the Respondent.

### STEP 3: 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 a Hearing on a Request to Adjust or Terminate an Order of Assignment
[ ] Order Setting a Hearing on a Request to Adjust or Terminate an Order of Assignment

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: $266
Paternity and Child Custody: $261
Child Custody: $196

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 4: DELIVER THE FORMS TO THE OTHER PARTY**

Mail or hand-deliver a copy of the forms you filed to the other party on the day you file them. If the other party has an attorney, deliver them to the attorney.

**STEP 5: THE COURT WILL NOTIFY YOU OF THE HEARING DATE**

**STEP 6: 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.