INSTRUCTIONS

STEP 1: DETERMINE IF THE CHILDREN'S PATERNITY HAS BEEN LEGALLY ESTABLISHED

Paternity has been legally established if either of the following is true.

1. A court order names Father as the children's father.
2. Mother and Father signed an Acknowledgment of Paternity through the Hospital Paternity Program or other means provided by law after July 18, 1996, and a birth certificate listing Father as the father was issued as a result.

STEP 2: IF YOU WANT JOINT CUSTODY: FILL OUT THE JOINT CUSTODY AGREEMENT

If a Joint Custody Agreement has already been filed and you agree on everything in it: Skip this step, but make sure both parents have signed the Joint Custody Agreement you agree on.

STEP 3: FILL OUT THE CHILD SUPPORT FORMS

If a Parent's Worksheet, Child Support Order, and Order of Assignment have already been filed and you agree on everything in them: Skip this step.

Otherwise, fill out new versions of these forms listing your and the other party's agreements.

You can find the forms at the Law Library, or online at http://www.coconino.az.gov/uploadedFiles/Courts/Legal_Services/7.pdf.

STEP 4: FILL OUT THE STIPULATION TO PROCEED BY CONSENT DECREE

STEP 5: FILL OUT THE CONSENT DECREE OF CUSTODY, PARENTING TIME, AND CHILD SUPPORT

List your and the other party's agreements on the Consent Decree.

STEP 6: IF EITHER PARENT RECEIVES TANF BENEFITS OR TITLE IV-D SERVICES FROM THE DIVISION OF CHILD SUPPORT ENFORCEMENT ("DCSE"): GET THE ATTORNEY GENERAL'S SIGNATURE ON THE CONSENT DECREE

1. Fill out the Letter: Attorney General's Approval of Child Support Amount

   (1) Enter your name; street address; city, state, and zip code; and phone number.
   (2) Enter the date.
   (3) Read the Letter and make sure that you understand everything in it and that everything in it is true. Sign your name.

2. Mail or hand-deliver the following to the Attorney General's Office:

[ ] Letter: Attorney General's Approval of Child Support Amount
[ ] Consent Decree
[ ] A self-addressed, stamped envelope with enough postage for the return of the Consent Decree

Keep copies of everything for your records.

3. The Attorney General's Office will mail you the signed Consent Decree.

STEP 7: CHECK THAT YOUR CERTIFICATES OF COMPLETION OF PARENT INFORMATION CLASS HAVE BEEN FILED WITH THE COURT

If you or the other party have not already filed your certificate of completion of parent information class with the court, call the Clerk's Office (928-679-7600) and ask whether your case file includes a certificate for both parties. The Guidance Center or other class provider may have filed it for you. If either party's certificate has not been filed, file it with the Stipulation.

STEP 8: 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.

[ ] Stipulation to Proceed by Consent Decree
[ ] Consent Decree of Child Custody, Parenting Time, and Child Support
[ ] Joint Custody Agreement, if applicable
[ ] Parent's Worksheet for Child Support Amount, if applicable
[ ] Child Support Order, if applicable
[ ] Order of Assignment, if applicable
[ ] Current Employer Information, if applicable
[ ] Certificate of completion of parent information class for both spouses, if applicable

If Respondent has not already paid or deferred it, also take or mail Respondent's filing fee listed below beside your case type. 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*.

Child Custody, paternity has not been legally established yet: $261
Child Custody, paternity has already been legally established: $196

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 9: WAIT FOR THE COURT TO CONTACT YOU

If the court approves your Consent Decree, the court will sign it and mail a copy to both parties.

If the court does not approve your Consent Decree, the court will contact both parties to tell you how to proceed.