

## SELF-SERVICE CENTER

### Instructions: How to Complete a Child Support Order

#### DOMESTIC VIOLENCE AND PROTECTED ADDRESSES AND TELEPHONE NUMBERS:

Court documents request your address and telephone number. If you are a victim of domestic violence, are in a domestic violence shelter, or if you do not want your address known to protect yourself or your children from further violence, you **must** file a *“Request for Protected Address”* and ask that your address **not** be disclosed on court papers. While the application to protect that address **is pending or if the Court grants** your Request, you do not need to put your address and telephone number on court papers. Just write "protected" where the form asks for this information and update the Clerk of the Court with an address and phone number as soon as possible so that the court can reach you. You must tell the Clerk of the Court your address and phone number as soon as possible so the court can get in touch with you. The court will keep your address protected.

#### COMPLETE THE CHILD SUPPORT ORDER FORM IF:

- You are a party to a court action to establish a child support obligation or to modify an existing order for child support.

**Follow these instructions which are numbered to match the identifying numbers on the form. Please type or print neatly using black ink.**

**CHECKBOXES.** Where check boxes are indicated [ ] select the option that pertains to your case or leave blank if it does not apply. Check only the boxes that pertain to your case. **Mark all appropriate boxes and fill in all blanks within each provision that apply to your case.**

#### FORM CAPTION

- (1) Fill in your name; address, city, state, zip code, and telephone number, if not protected; and email address. Indicate whether you are representing yourself or you are a lawyer and which party you are representing. If you are a lawyer, fill in your State Bar Number.
- (2) Fill in the name of the county where your case is being heard.
- (3) Fill in the name of the persons shown as “Petitioner” or “Respondent” on any other case filed in the Superior Court of Arizona where legal decision-making authority, parenting time, support, or paternity of the minor children named here was an issue. If this is the first family court case concerning this petitioner and respondent, list the name of the person who is filing these papers as “Petitioner” and the other party as “Respondent.”
- (4) Enter the case number that was assigned for this case that had issues regarding legal decision-making authority, parenting time, support, or paternity for the minor children named herein. If there is no prior case, leave blank; the Clerk of the Superior Court will provide a case number.
- (5) Enter the ATLAS number if one has been assigned.

## THE COURT FINDS:

1. Enter the name of the Petitioner.

Enter the name of the Respondent.

List the names of the child(ren) and the date of birth for each child. Include the first name, middle initial, and last name.

If you and the other parent **ARE NOT STIPULATING** to the contents of the Child Support Order LEAVE THE REST OF THE FORM BLANK. THE JUDGE OR COMMISSIONER WILL COMPLETE THE REST OF THE INFORMATION AND SIGN THE ORDER.

If you and the other parent **ARE STIPULATING** to the contents of the Child Support Order, continue to complete the form using the following instructions.

3. **CHILD SUPPORT.** Select only one option. Options b, c, and d should *only* be checked when a deviation from the application of the child support guidelines is requested.
  - a. Check the appropriate box indicating which parent will be responsible for paying child support (the obligor) as calculated using the Arizona Child Support Guidelines worksheet. Check the box indicating the parent who will receive child support (the obligee). Include the amount of child support that is indicated on the “Parent’s Worksheet for Child Support Amount.”
  - b. Check the appropriate box indicating which parent will be responsible for paying child support (the obligor) as calculated using the Arizona Child Support Guidelines worksheet. Check the box indicating the parent who will receive child support (the obligee). Include the amount of child support that is indicated on the “Parent’s Worksheet for Child Support Amount.” Enter the “**rounding adjustment**” child support amount in the blank field.
  - c. If the parties request a deviation from the application of the child support guidelines, check the appropriate boxes indicating which parent will be responsible for paying child support (the obligor) and which parent will receive child support (the obligee) as calculated using the Arizona Child Support Guidelines worksheet. Enter the deviated amount of child support to be paid per month. Provide a full explanation of the reason(s) why a **deviation** is appropriate in the blank lines below (d).
  - d. If the parties request a deviation from the application of the child support guidelines and they have entered into a **written agreement**, check the appropriate boxes indicating which parent will be responsible for paying child support (the obligor) and which parent will receive child support (the obligee) as calculated using the Arizona Child Support Guidelines worksheet. Enter the deviated amount of child support to be paid per month. Provide a full explanation of the reason(s) why a deviation is appropriate in the blank lines below.
4. **SUPPORT ARREARS.** Select only one option.
  - a. Check the appropriate boxes and enter information in the “Support Arrears” section of the child support order if **child support arrearages exist** in this matter.
  - b. Check this box if **no child support arrearages** are owed.

c. Check this box if **no evidence** was presented in support of child support arrears.

**5. PAST SUPPORT.** Select the appropriate boxes regarding past support (a, b, d, and e) and temporary support or voluntary/direct support (c, f, and g). Option c may be selected in combination with a or b if temporary support or voluntary/direct support should be taken into account when calculating past support.

a. Enter information in the “Past Support” section of the child support order if past support pertains to the case and one of the parties is requesting a judgment for past support for the period **between the filing of the petition** and the date current child support is ordered to begin.

Check the appropriate boxes indicating which parent is awarded an additional judgment for past support and the amount of the judgment that is ordered.

b. Enter information in the “Past Support” section of the child support order if past support pertains to the case and one of the parties is requesting a judgment for past support owed **from the date of separation**, but not more than three years before the date of filing the petition.

Check the appropriate boxes indicating which parent is awarded an additional judgment for past support and the amount of the judgment that is ordered.

c. Enter information in the “Past Support” section of the child support order if past support pertains to the case, one of the parties is requesting a judgment for past support, and the other party has paid **temporary support or voluntary/direct support**.

Enter the amount of **temporary support or voluntary/direct support** that has been paid and the adjusted judgment amount that is ordered.

d. Check this box if **no past child support** is owed.

e. Check this box if **no evidence was presented in support of past child support**.

f. Check this box if **no temporary support or voluntary/direct support payments** were paid.

g. Check this box if **no evidence is presented in support of temporary support or voluntary/direct support payments**.

**IT IS ORDERED THAT:**

**A. CHILD SUPPORT JUDGMENT.** Check the appropriate boxes indicating which parent is ordered to pay child support, which parent will receive child support, the amount of child support that is ordered, and the date the payment will start.

**B. SUPPORT ARREARAGES JUDGMENT.** If applicable, check the appropriate boxes indicating the parent who is granted a judgment for support arrearages, the parent who is ordered to pay the judgment, the amount owed, the time period involved (i.e. “March 1, 2008 through August 31, 2011”), and the amount owed for additional accrued interest along with the date the interest is calculated thru.

If applicable, check the appropriate boxes indicating which parent will be ordered to pay an additional monthly amount towards the judgment, the monthly amount, and the month and year the payment will start.

- C. PAST SUPPORT JUDGMENT.** If applicable, check the appropriate boxes indicating the parent who is granted a judgment for past support, the parent who will be ordered to pay past support, the amount owed, the monthly amount ordered to be paid toward the judgment, and what month and year the payment will start.
- D. PAYMENTS AND CLEARINGHOUSE.** Check the appropriate box to inform the obligor that payment must include the obligor's name and ATLAS number.
- E. TOTAL MONTHLY PAYMENTS.** Check the appropriate boxes indicating which parent is ordered to pay child support, which parent will receive child support, the amount of child support that is ordered, and the date the payment will start. Enter amount information for current child support payment, past due child support (arrearage payments), current cash medical support payment, past-due cash medical support payment, current spousal maintenance payment, and past due spousal maintenance payment, if applicable. Total the monthly payment amount, including the Clearinghouse handling fee and enter in the "Total monthly payment" field.
- F. MEDICAL, DENTAL, VISION CARE INSURANCE FOR MINOR CHILDREN.**
1. Check the appropriate box(es) indicating the parent who is responsible for providing and paying the premiums for medical, dental, and vision care insurance policies that have been included in the "Parent's Worksheet for Child Support Amount."
  2. Check the appropriate box to indicate which parent will provide medical insurance for the minor children when medical insurance becomes accessible and available at a reasonable cost.
- G. NON-COVERED MEDICAL EXPENSES.** Check the appropriate boxes and enter the proportionate percentages from the child support worksheet indicating each parent's responsibility for the non-covered medical expenses.
- H. TRAVEL EXPENSES.** Enter the percentages that each parent is ordered to share for costs of travel to parenting time that are over 100 miles away.
- J. TAX EXEMPTIONS.** Enter information in the tax allocation table based upon parent's gross monthly incomes, number of children, and dates of children's birth. Select only one option.
1. Check the appropriate box to indicate which parent may claim the allocated tax exemptions **only if all** child support and arrears ordered for the year have been paid by December 31 of that year.
  2. Check the appropriate box to indicate which parent may **unconditionally** claim the tax exemptions allocated to him or her.
- M. OTHER FINDINGS AND ORDERS.** If applicable, enter other findings and orders not already covered in the child support order.
- O.** If the parties stipulate to the contents of the child support order, date and sign the order.