

# PETITION TO ESTABLISH CHILD SUPPORT



**Read this before you complete any forms**

## in your packet.

Sensitive data, or sensitive information, is information that you might not want other people to see. Sensitive data includes your social security number, bank account number, credit card number, and other financial account numbers.

Court documents, for the most part, can be seen by anyone. If you need to include any of types of information listed above, you should write “SEE CONFIDENTIAL SENSITIVE DATA FORM” on the document. Then you need to fill out the Confidential Sensitive Data Form. This is where you will include the actual sensitive information.

This is important because the “Confidential Sensitive Data Form” will not be seen by the public.

If you ever need to give the court new information, then you should file an updated sensitive data form. Include all other sensitive data forms that you have already given the court, plus any new sensitive information that you need to tell the court.



**If you include “sensitive data” in documents filed with the court, other than on a Confidential Sensitive Data Form, you do so at your own risk.**

*See Instructions on Completing the Sensitive Data Form near the end of this packet.*



These forms must not be used to engage in the unauthorized practice of law. The court is not responsible for (1) actions taken by the users of these forms or (2) the users’ reliance upon the instructions or information provided.

# GENERAL INFORMATION & Frequently Asked Questions

This packet contains general information, instructions, and court forms for you to complete and file with the court.



## **What is a Petition to Establish Child Support?**

A petition is a written, legal request for the Court to order child support.

## **What do “Petitioner” and “Respondent” mean?**

Because you are asking and filing to establish child support, you are called the PETITIONER. The other parent is the RESPONDENT on all your paternity documents.

## **Why would I need to file this Petition to Establish Child Support?**

You Should file a Petition to Establish Child Support if:

- your child(ren) were born or conceived during the marriage or paternity has been established; and
- you are providing support for or have residential care of the child(ren) of the other party; and
- you wish to establish a support obligation for the natural or adoptive parent of the child(ren) in your care; and
- you know the name and address of the other party, or where the person can be found.

## **What is Child Support?**

Child Support is a monthly amount that the court orders one parent to pay to the other parent in order to help with the costs of supporting their child. The amount of child support is based on many factors. These factors include how much money each parent earns, the typical cost of raising a child, how much parenting time each parent has, who pays for medical insurance and childcare and how much, as well as several other factors.

As long as you know the information, or can estimate the information, the online Child Support Calculator will do the math for you.

Determining who should pay child support and how much is complicated, but a careful reading of these instructions will help guide you through the process.



This symbol is a warning. It can mean a few different things:

- The topic can be confusing and you may need to ask a lawyer for help
- You need to make sure that something is done

Whenever you see this symbol, **make sure** you read the information carefully and completely understand it.

Child Support Guidelines: These guidelines establish a standard across the state of Arizona. The Guidelines provide for child support which reflects children's reasonable needs and parents' ability to pay. Under the guidelines, the court must calculate child support for *each case* involving minor children. The court will ask for your relevant information even if both parents have agreed not to pay child support. This assures that the arrangement serves the children's best interests.

To see the full Guidelines for yourself, visit: <https://www.azcourts.gov/familylaw/Child-Support-Family-Law-Information/Arizona-Child-Support-Guidelines>

### **Who can file a Petition to Establish Child Support?**

Either the Petitioner or the Respondent as part of a Dissolution (Divorce), or a Paternity case, or as a separate Petition to Establish Child Support can use this packet to have child support established.

### **Do I need a lawyer's help?**

Legal problems often seem complex and difficult to understand on your own. You may want to seek the advice of a lawyer. There are lawyers who will help you help yourself. This means that they will only charge you for giving you the help that you need: you may complete the court forms on your own or ask a lawyer for help.

For more information, call the **Pima County Bar Association Lawyer Referral Service at (520) 623-4625** or visit <http://www.pimacountybar.org/lawyer-referral-service-lrs>

### **How do I file a Petition to Establish Child Support?**

Step 1: Follow the instructions in this packet to fill out the necessary forms.

Step 2: Make 2 copies of: (so you will have originals and 2 copies)

- Petition to Establish Child Support
- Order to Appear
- Parent’s Worksheet for Child Support Amount
- Child Support Order

**Step 3:** File the papers with the court. Take all of the copies to the Clerk of the Court, located on the first floor of the Superior Court Building [110 West Congress, Tucson, AZ 85701. Open 8 am to 5 pm, Monday through Friday, except legal holidays]. Arrive at the court at least an hour before it closes.

The clerk will take your original forms and one set of copies and will stamp your originals.

**What if I can’t afford the filing fee?**

You have to pay fees to file the Petition to Establish Child Support. If you can’t afford the court fees, you may be able to get a deferral or waiver. You must request this *BEFORE* you file the petition.



For more information about deferrals and waivers, see Packet # 12, *Deferral – Waiver of Fees & Costs*.

**What do I do now?**

After you file your original forms, a judge will review your forms, schedule a hearing, and issue an *Order to Appear*. The hearing will be scheduled for the earliest available date, which may be in 4 to 6 weeks. Approximately 10 days after you file, if a judge has signed your *Order to Appear Re: Petition to Establish*, you can pick up the forms at Superior Court. You will receive two copies of the Order to Appear: one for your records and one to serve on the other parent.

**Do I need to let the other party know I filed a Petition?**

**Yes!** You are responsible for making sure the other parent receives copies of all the paperwork you file. This is called “service” and helps assure that the other party knows what is going on with the case. The court usually requires that you serve the other party at least 10 days before a scheduled hearing. For more information, see Packet # 10, *Service on the Other Party*.

For proper service include:

- 1 copy of the Petition to Establish Child Support
- 1 copy of the Order to Appear
- 1 copy of the Parent’s Worksheet for Child Support Amount
- 1 copy of the Child Support Order

### **What should I expect at my hearing?**

At the hearing you and the other parent will tell the court about the case and why a child support order is necessary. Be prepared to give testimony and present evidence (documents, photos, etc.) about why the court should order what you requested in your Petition to Establish Child Support. If you believe witnesses are necessary, they must attend the hearing in order to give testimony.

**The court cannot read letters or “affidavits” from people who are not in court.**

A "Checklist of Required Documents" you must bring to the hearing is found at the end of this Packet.

After the hearing the judge will make a decision—either right then from the bench and tell you about it or by sending you a written decision later.

### **Other things to know:**

- Dress neatly and appropriately. Do not wear shorts, halter tops, “suggestive” clothing, or hats to court.
- DO NOT bring children to court.
- If you need an accommodation due to a disability or an interpreter for any language other than spoken English, you must request it more than 5 days before a hearing
- Allow time for parking and bring money for parking fees.
- Court hearings CANNOT be continued or rescheduled with a phone call. If you cannot attend your scheduled court date, you must file a written request to change the hearing. This request is called a *Motion to Continue* and is available online and in the self-service center.
- The order of the parties DO NOT CHANGE from what they were in the original decrees. Even if you are filing the Petition to Establish, if you were the Respondent for the divorce or paternity case, you are still the Respondent now.

# General Instructions for Completing this Packet



You may type or write on the forms, but you must use black ink.

## How do I ask for Child Support?

- Use the online Child Support Calculator and the instructions in this packet to calculate each parent's child support obligation (the monthly amount that he or she should pay). The calculator can be accessed at: <https://www.sc.pima.gov/law-library/child-support-calculator/>
- If you do not have internet access or a printer, visit the Self-Service Center located in the Law Library, 2nd Floor, Arizona Superior Court in Pima County, 110 W. Congress, Tucson, AZ.

## Are there free Child Support Services I can request?

Yes. The Arizona DES Division of Child Support Services can help you with your child support case. This service is either free, or available for a small cost of \$35.00 each year, depending upon how much child support you will receive. The fee is assigned for matters where a parent receives \$500.00 or more in child support.

The child support services available include:

- Establishment of a child support order
- Enforcement of a child support order
- Modification of an existing child support order
- Enforcement of a court order for spousal maintenance, but **ONLY** when there is also a child support order

Child Support Services are for child support issues, not for Legal Decision-Making and Parenting Time. If you have questions about these matters, please look at the packet for ***Petition to Establish Legal Decision-Making and Parenting Time***. To contact the Child Support Services for assistance with your child support case, please call the Customer Service line at: 602-252-4045, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. You may also wish to visit a Division of Child Support Services Office location. There is one office location in Pima County:

DCSS Pima Tucson Office  
1455 S. Alvernon Way  
Tucson, AZ 85711  
1-800-882-4151  
Hours 8 a.m. - 5 p.m.

For complete information, as well as to obtain a copy of the “Request for Title IV-D Child Support Services” application, visit: <https://des.az.gov/sites/default/files/cs167en22.pdf>

### **What information is needed for the Child Support Calculator?**

In order to complete the Parent’s Worksheet through the Child Support Calculator, you will need:

- Each parent’s name
- Your case number (this will be assigned by the clerk when you file your Petition)
- Information on whether your case is IV-D (Remember this means that the Division of Child Support Services is involved in establishing or enforcing child support orders.)
- Your ATLAS number, *if you have one*
- The parenting time arrangement
- The children’s names and dates of birth
- Each parent’s income (hourly, monthly, or yearly), *before deductions*
- How much court-ordered spousal maintenance each party pays or receives
- How many other children each party has, *not as part of this case*
- How much child support each party pays, *for children from other relationships*
- How many children in this case are at least 12 years old
- How much each parent pays for:
  - Children’s medical, dental, and vision insurance
  - Childcare
  - Children’s extra educational expenses
  - Extraordinary expenses for a gifted or handicapped child



## How Do I Complete This Packet?

1. Fill out the Petition to Establish Child Support located in this packet. There are instructions for completing this form located in this packet starting on page ten (10). Make two copies of the original Child Support Order; one copy is for you, one copy will be served on the other party, and the original will be filed with the Court.
2. Follow the link provided on page seventeen (17). Use the instructions beginning also on page seventeen (17). Print the form by clicking "Print Worksheet" near the top right-hand side of the calculator. Your printed sheet will include your information and read "Parent's Worksheet for Child Support Amount" along the top.
3. Make two (2) copies of the original Worksheet; one copy is for you, one copy will be served on the other party, and the original will be filed with the Court.
4. Fill out the Child Support Order located in this packet. There are instructions for completing this form located in this packet starting on page twenty-four (24). Make two copies of the original Child Support Order; one copy is for you, one copy will be served on the other party, and the original will be filed with the Court.
5. Fulfill personal responsibilities to the Department of Child Support Services (DCSS) once DCSS takes legal action on your behalf. This is only necessary if you file the *Request for Title IV-D Child Support Services* application available at:  
<https://des.az.gov/sites/default/files/cs167en22.pdf>



## Instructions for Completing the Petition for Establishing Child Support

Use this form if you want a court order that establishes child support for the first time.



Make sure your form states PETITION TO ESTABLISH CHILD SUPPORT in the upper right-hand part of the page.

### 1. THE CAPTION

- **Personal information** – Fill in your name, street address, city, state, ZIP code, telephone number.
- **Case No.** – Enter your Superior Court Number, as found on the Decree for Dissolution or any other case filed in the Superior Court where the custody, support, or paternity of the children named on the petition was an issue, the clerk will provide this number if this is the first Petition filed.
- **Petitioner** – Enter your name as the Petitioner.
- **Respondent** – Enter the name of the other parent as the Respondent in both spaces.

### 2. GENERAL INFORMATION

- Check if you are the Petitioner or Respondent.
- Check if you are the Mother or Father of the minor children in the case.
- Write the names, ages, and current addresses of the minor children. Attach an additional page, if needed.

### 3. REQUESTS I MAKE TO THE COURT

- Check if you are requesting that the other party pay child support (based on the Parent's Worksheet for Child Support Amount).
- Attach a Parent's Worksheet for Child Support Amount
- Check if you are requesting payment of costs and attorney fees if the court finds it appropriate.
- Check if you are asking the court for anything else you want ordered that has not been

covered already in your Petition.

#### **4. OATH AND VERIFICATION OF PETITIONER**

- **DO NOT SIGN** the form except in front of a notary. When you file the papers with the court, sign the form in front of the clerk. The clerk will notarize your signature for free. You must bring a valid, government-issued picture ID (such as a driver's license) so the clerk knows whose signature is being verified.
- You can write your name on the first line and check whether you are "Petitioner" or "Respondent," but do not sign.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Daytime Telephone No: \_\_\_\_\_  
Representing Self, Without a Lawyer

**ARIZONA SUPERIOR COURT, PIMA COUNTY**

Case No. \_\_\_\_\_

\_\_\_\_\_  
Petitioner

and

**PETITION TO ESTABLISH  
CHILD SUPPORT**

\_\_\_\_\_  
Respondent

**GENERAL INFORMATION**

I am the  Petitioner  Respondent.

I am the  Mother  Father.

I am providing support for, or have primary residential care of, the following child(ren):

Name of Child: \_\_\_\_\_ Age: \_\_\_\_\_

Current Address: \_\_\_\_\_

Name of Child: \_\_\_\_\_ Age: \_\_\_\_\_

Current Address: \_\_\_\_\_

(attach an additional page, if needed)

The other party is the natural or adoptive parent of the child(ren) listed above and has a legal duty to provide support pursuant to A.R.S. § 12-2451.

**REQUESTS I MAKE TO THE COURT:**

Order the other party to pay Guideline child support and provide other relief as requested in the attached Parent's Worksheet.

Order payment of costs and attorney fees, if appropriate.

Order such other relief as deemed necessary and appropriate by the court.

**OATH AND VERIFICATION**

**STATE OF ARIZONA**       )  
  )  
**County of Pima**            )

I, \_\_\_\_\_ being duly sworn and under oath, state that I have read this Petition. All the statements in this Petition are true and correct and complete to the best of knowledge and belief.

\_\_\_\_\_  Petitioner         Respondent

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

By \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_



## Instructions for Completing Order to Appear RE: Petition to Establish Child Support

### The Caption

- **Personal information** – Fill in your name, street address, city, state, ZIP code, telephone number.
- **Case No.** – Enter your Superior Court Number, as found on the Decree for Dissolution or Paternity Judgment, or as directed by the clerk.
- **Petitioner** – Enter the Petitioner’s name. *This will be the same person who was the Petitioner in the original Decree for Dissolution or Paternity Judgment, unless this is the first filed document, then you are the Petitioner.*
- **Respondent** – Enter the Respondent’s name. *This will be the same person who was the Respondent in the original Decree for Dissolution or Paternity Judgment, or the other party.*

This is all that you need to write on this form.

The judge’s administrative assistant will complete the rest of the form after the hearing is scheduled.

You can pick up the completed and signed form from the clerk of the court.

This is the form that you serve on the other parent to let him or her know there is a hearing. See, Packet #10, *Service on the Other Party*.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Daytime Telephone No: \_\_\_\_\_  
Representing Self, Without a Lawyer

**ARIZONA SUPERIOR COURT, PIMA COUNTY**

\_\_\_\_\_  
Petitioner

Case No. \_\_\_\_\_

and

**ORDER TO APPEAR RE:  
PETITION TO ESTABLISH  
CHILD SUPPORT**

\_\_\_\_\_  
Respondent

**Based on documents filed and pursuant to Arizona Law,**

**IT IS ORDERED THAT YOU,** \_\_\_\_\_, appear at the time and place stated below so the court can determine whether the requests in the Petition or Motion should be granted.

**INFORMATION ABOUT COURT HEARING TO BE HELD:**

NAME OF JUDICIAL OFFICER: \_  
\_\_\_\_\_

DATE AND TIME OF HEARING: \_  
\_\_\_\_\_

PLACE OF HEARING: 110 W. Congress, Tucson, Arizona Courtroom:  
\_\_\_\_\_

TIME ALLOTTED FOR HEARING: \_  
\_\_\_\_\_

**WARNING:** All parties, whether represented by attorneys or not, MUST be present. If there is a failure to appear, the court may make such orders as are just, including granting the relief requested by the party who does appear.

FAILURE TO APPEAR AT THE HEARING MAY RESULT IN THE COURT ISSUING A CIVIL OR CHILD SUPPORT ARREST WARRANT WHERE APPLICABLE. If you are arrested, you may be held in jail for no more than 24 hours before a hearing is held.

This is an important court order that affects your rights. If you do not understand this order, contact an attorney for help.

IT IS FURTHER ORDERED that a copy of this “Order to Appear re: Petition to Establish Child Support” and a copy of the documents filed with the Petition shall be served by the moving party on the parties who are required to appear and a copy of these documents shall be mailed immediately to parties who have appeared in this action, in accordance with the Arizona Rules of Family Law Procedure, Rule 43.

IT IS FURTHER ORDERED that the parties and counsel shall meet and confer, comply with the disclosure requirements of Rule 49 of the Arizona Rules of Family Law Procedure, and complete a Financial Affidavit on a form approved by the court. At least 3 days before an evidentiary hearing, the parties shall exchange any exhibits to be presented at the hearing and a list of the names, addresses, and telephone number of ALL witnesses who may testify.

Requests for reasonable accommodation for persons with disabilities must be made to the office of the assigned judicial officer 5 days before your scheduled court date.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Judicial Officer





## Instructions for Completing Parent Worksheet for Child Support Amount (Child Support Calculator)



The Child Support Calculator is only available online at

<http://www.azcourts.gov/familylaw/2015-Child-Support-Calculator>

If you do not have internet access or a printer, you may complete the form at the Self-Service Center (Law Library, 2<sup>nd</sup> Floor, Arizona Superior Court in Pima County, 110 W. Congress).

As you work through this online form, information will be calculated for you by the website.

### Complete the Worksheet as Follows

Prepared by:

- Click the small black down arrow to the right of “-Select Preparer Type-”
- In the drop-down menu, click whether you are “Petitioner” or “Respondent” (Refer to your original petition if you can’t remember.)

Name of person filing:

- Type your full name

### ENTER CASE DETAILS

- Petitioner name: Type Petitioner’s full name
- Respondent name: Type Respondent’s full name
- IV-D case: *If your case was filed as a IV-D case by the State of Arizona*, click the box to check it. If your case is not IV-D, do not click to check the box.
- Case number: Type your case number (found on the Petition).
  - If you have not yet filed a Petition, you can write in the number later, after a case number is assigned to you.
- ATLAS number: Type your ATLAS number, if you have one.

## ENTER CHILD DETAILS

Time-sharing arrangement (Parenting Time schedule):

- Click the small black down arrow to the right of “-Select One-”
- In the drop-down menu, click to select the parenting time schedule that most closely resembles your parenting plan:
  - Essentially equal
  - Mostly with Father
  - Mostly with Mother
  - Third-party caregiver (like a grandparent)

### Children's Names

- *Beginning with the oldest child*, type each child's:
  - First Name
  - Middle Initial (MI)
  - Last Name
  - Date of Birth, two digits for month / two digits for day / four digits for year, for example, 02/14/2015

The children's ages will automatically be calculated and shown on the lines.

### Presumptive Termination Date:

This is the date when child support payments will end. The date shown is automatically calculated and as the *last day of the month* that the *youngest* child turns 18 years old.

### Actual Termination Date:

If the youngest child will still be in high school when he or she turns 18 years old, Arizona Child Support Guidelines require child support payments to continue until the child graduates high school or turns 19 years old (whichever comes first). If this is your situation, the Actual Termination Date will be the *last day of the month* that the child graduates high school or turns 19 years old, whichever comes first.

**Example A:** If the child's 18<sup>th</sup> birthday is February 17, 2025 and she will graduate on May 25, 2025, the Actual Termination Date is May 31, 2025 (the end of the graduation month).

**Example B:** If the child turned 19 years old on February 17, 2025 and will not graduate until May 25, 2025, the Actual Termination Date is February 28, 2025 (the end of the 19<sup>th</sup>

birthday month).

If the Actual Termination Date and Presumptive Termination Date are not the same:

- Type the Actual Termination Date, two digits for month/ two digits for day/ four digits for year, for example-05/31/2025. Remember the date will be either the last day of the youngest child's birthday month when the child turns 19, or the last day of the month the youngest child graduates, whichever comes first.

Youngest Child's Grade Estimated:

The youngest child's grade will automatically be calculated and shown on the line based on the dates of birth you previously entered. The child is considered to be entering the next grade on June 1 of each year.

Actual Grade:

If the youngest child's actual grade is different from the estimated grade, type the Actual Grade.

Number of Minor Children & Children Age 12 or Over:

Based on the information you previously entered, these numbers will be calculated and shown for you.

**ENTER FINANCIAL DETAILS**

Income:

- In the **first** column, type **Father's** gross hourly, monthly, or yearly income (*before* deductions)



The term "gross income" DOES NOT have the same meaning here as it does when used for tax purposes. Here, you need to enter the amount each person is paid before anything is subtracted. For example, if Father makes \$15.00 per hour, the amount to enter would be the full \$15.00 per hour.

- Below that, click the small black down arrow to the right of "hr" to select whether the gross income you entered above is
  - Hourly (hr)
  - Monthly (mn)

- Yearly (yr)
- In the **second** column, type **Mother's** gross hourly (hr), monthly (mn), or yearly (yr) income (*before* deductions)
- Below that, click the small black down arrow to the right of "hr" to select whether the gross income you entered above is
  - Hourly (hr)
  - Monthly (mn)
  - Yearly (yr)

**NOTE:** There is no option for gross income received *every two weeks*. "Every two weeks" is not the same as "monthly." If you are paid every two weeks, use the following calculation:

- (1) Multiply the amount received every two weeks (*before deductions*) by 26 (to get a gross annual income)
- (2) Divide that amount by 12 (to get a gross monthly income)
- (3) Type in this amount and select (mn) from the box located below to show the amount typed in is earned monthly.

**Gross Monthly Income:**

Based on the information you previously entered, these amounts will be calculated and shown for you.

**Court-ordered spousal maintenance (paid):**

- In the **first** column, type how much **Father** *pays monthly* in court-ordered spousal maintenance (if any)
- In the **second** column, type how much **Mother** *pays monthly* in court-ordered spousal maintenance (if any)

**NOTE:** This refers to spousal maintenance from previous relationships as well as spousal maintenance that may already be ordered in the current case.

**Court-ordered spousal maintenance (received):**

- In the **first** column, type how much **Father** *receives monthly* in court-ordered spousal maintenance (if any)
- In the **second** column, type how much **Mother** *receives monthly* in court-ordered spousal maintenance (if any)

**NOTE:** This refers to spousal maintenance from previous relationships as well as spousal maintenance that may already be ordered in the current case.

Other children subject to court orders:

This section refers to minor children from *other relationships* that *live with the party* and **ARE** covered by other court orders (such as parenting time or child support).

- Under “Custodial parent to other child(ren) subject of court order(s)” click the small black down arrow to the right of “0” to select:
  - In the **first** column, how many of these children **Father** has
  - In the **second** column, how many of these children **Mother** has

On the lines below this section, the website will calculate and show changes to each parent’s Gross Monthly Income. These changes reflect each parent’s responsibility to support others (a former spouse or other children).

Court-ordered child support paid for children of other relationships:

- In the **first** column, type how much **Father** actually *pays monthly* in court-ordered current child support for children from *other relationships* (if any)
- In the **second** column, type how much **Mother** actually *pays monthly* in court-ordered current child support from *other relationships* (if any)

Other natural or adopted children

This section refers to minor children, biological or adopted, from *other relationships* that *live with the party* and are **NOT** covered by other court orders (such as parenting time or child support).

- Click the small black down arrow to the right of “0” to select:
  - In the **first** column, how many of these children the **Father** has
  - In the **second** column, how many of these children the **Mother** has

Deductions

Leave the next box (Alternate Deduction) in each column blank. On the next lines (Standard Deduction), the website will calculate and show additional changes to each parent’s Gross Monthly Income. These changes reflect each parent’s responsibility to support minor children from other relationships.

Adjusted Gross Monthly Income:

Beneath each column, the website will calculate and show each parent's Adjusted Gross Monthly Income.

Combined Adjusted Gross Monthly Income:

The website will add the parents' Adjusted Gross Monthly Income and show the amount on the line.

Basic Child Support Obligation:

Based on the number of minor children in this case, the website will calculate the parents' Basic Support Obligation based on the parents' combined incomes and outside spousal and child obligations.

**ADDITIONS – This section only refers to minor children of this relationship**

The next section of the form will adjust the Basic Child Support Obligation by adjusting for the increased costs for teenaged children, children's insurance, childcare, and other extraordinary expenses.

Adjustment for children over the age of 12:

Typically, it costs more to raise teenaged children. Arizona Child Support Guidelines allow for an increase in the Basic Child Support Obligation for each minor child of the relationship who is 12 and older. The website automatically fills this portion out based on the dates of birth typed in for each child at the top of the worksheet.

- The **first** box shows the number of children age 12 and older.
- The **second** box shows the maximum percentage that will be added to the Basic Child Support Obligation. Leave the amount at 10%.

The website will calculate and show the adjustment on the line.

Medical, dental, and vision insurance paid: This refers to the insurance premiums paid for *only the children's* insurance.



**If you have combined family coverage, you must find out how much of the premium covers the children's portion of the insurance. If you receive insurance through an employer, the Human Resources department will be able to provide you this information. You can**

**also contact your insurance provider to get the information.**

- In the **first** column, type how much **Father** *pays monthly* for the children’s medical, dental, and vision insurance (if any)
- In the **second** column, type how much **Mother** *pays monthly* for the children’s medical, dental, and vision insurance (if any)

Monthly childcare costs paid:

If there are younger children of this relationship who attend childcare

- Click the small black down arrow to the right of “0” to select the number of children in childcare
- In the **first** column, type how much **Father** *pays monthly* for childcare (if any)
- In the **second** column, type how much **Mother** *pays monthly* for childcare (if any)

Less federal tax credit:

Leave the drop down box at “-default-”. The website will calculate these amounts automatically based on the parents’ gross monthly incomes, the parenting time schedule, and how much each parent pays for insurance and childcare. The lines may remain at “0.”



Extra education expenses paid:

This refers to expenses for the children to attend a private or special school and other expenses to meet the child’s particular education needs. The parents **must** agree to these extra expenses.

- In the **first** column, type how much **Father** *pays monthly* for the children’s extra education expenses (if any)
- In the **second** column, type how much **Mother** *pays monthly* for the children’s extra education expenses (if any)

Extraordinary child expenses paid:

This refers to expenses for the special needs of gifted or handicapped children.

- In the **first** column, type how much **Father** *pays monthly* for the children’s extraordinary expenses (if any)
- In the **second** column, type how much **Mother** *pays monthly* for the children’s extraordinary expenses (if any)

## CHILD SUPPORT OBLIGATION

### Total Child Support Obligation:

This amount will be calculated for you based on the information you previously entered.

### Each parent's proportionate percentage of combined income & Each parent's proportionate share of total support obligation

This section of the form shows how much of the total Child Support Obligation each parent is responsible for. The amount is calculated based on each parent's share of the Combined Adjusted Gross Monthly Income. This amount is then decreased by any "Additions" such as medical insurance or childcare costs as provided in the section above. After the decrease (if any) the **Preliminary Child Support Obligation** amount is provided.



**COMPLETING THE REST OF THIS FORM WILL DEPEND ON THE TYPE OF PARENTING TIME SCHEDULE YOU PLAN TO FOLLOW. At the top of the form you either selected "Essentially Equal," "Mostly with Father," "Mostly with Mother," or "Third-Party Caregiver." Each designation effects the total child support obligation.**

### **If you selected "Essentially Equal" parenting time:**

- There are no other parts of the form for you to complete. The amounts in this section will be calculated and shown for you based on the information you previously entered.
- If there is a Child Support Obligation to be paid by either parent, it will be shown on the last line of the worksheet.

### **If you selected "Mostly with Father" parenting time:**

- Because the children reside mostly with Father, Mother will receive a child support adjustment for her parenting time. This is done by adding up the total number of days each year that Mother will have parenting time to include holidays and vacations.
- Using the Parenting Plan, count how many parenting time days Mother has in a year.
  - 12 hours or more is counted as one full day
  - 6-11 hours is counted as one half of a day
  - 3-5 hours is counted as a quarter of a day
  - If less than 3 hours, it may count as a quarter of a day if the parent pays for a



meal such as lunch or dinner.

- Make sure the first drop-down menu, after Parenting Time Table says “A”
- Enter the number of annual parenting time days in the first box.
- The website will automatically calculate the percent adjustment in the second box and fill in the amounts on the lines.
- If there is a Child Support Obligation for the Mother to pay, it will be shown on the last line of the worksheet.
- You have completed the worksheet and need to hit the print button located at the top.

**Closing the window will erase all the data you have entered.**

**If you selected “Mostly with Mother” parenting time:**

- Because the children reside mostly with Mother, Father will receive a child support adjustment for his parenting time. This is done by adding up the total number of days each year that Father will have parenting time to include holidays and vacations.
- Using the Parenting Plan, count how many parenting time days Father has in a year.
  - 12 hours or more is counted as one full day
  - 6-11 hours is counted as one half of a day
  - 3-5 hours is counted as a quarter of a day
  - If less than 3 hours, it may count as a quarter of a day if the parent pays for a meal such as lunch or dinner.
- Make sure the first drop-down menu, after Parenting Time Table says “A”
- Enter the number of annual parenting time days in the first box.
- The website will automatically calculate the percent adjustment into the second box and fill in the amounts on the lines.
- If there is a Child Support Obligation for the Father to pay, it will be shown on the last line of the worksheet.
- You have completed the worksheet and need to hit the print button located at the top.

**Closing the window will erase all the data you have entered.**

**If you selected “Third-party caregiver” parenting time:**

- Because the children reside mostly with a third party caregiver, Mother and Father will receive a child support adjustment for any parenting time. This is done by adding up the total number of days each year that Mother and Father will have parenting time to

include holidays and vacations.

- Using the Parenting Plan, count how many parenting time days Mother and Father have in a year.
  - 12 hours or more is counted as one full day
  - 6-11 hours is counted as one half of a day
  - 3-5 hours is counted as a quarter of a day
  - If less than 3 hours, it may count as a quarter of a day if the parent pays for a meal such as lunch or dinner.
- Make sure the first drop-down menu, after Parenting Time Table says “A”
- Enter the number of annual parenting time days in the first box.
- The website will automatically calculate the percent adjustment into the second box and fill in the amounts on the lines.
- If there is a Child Support Obligation to be paid by either parent, it will be shown on the last line of the worksheet
- You have completed the worksheet and need to hit the print button located at the top before you close the window. **Closing the window will erase all the data you have entered.**

**The calculator is just a tool and the amount it gives is only a guideline.** The amount determined by the calculator for “child support obligation” is at the bottom of the form. You should write this amount in the appropriate sections of your Petition, Response, Motion, or Default Decree. During the hearing, **the judge may increase or decrease the calculated child support obligation** for either or both parents in order to serve the children’s best interests.



**DO NOT close the Child Support Calculator window until you have completed the Child Support Order, the instructions for which are on the next page.**

# INSTRUCTIONS FOR COMPLETING CHILD SUPPORT ORDER

(To be completed after using the Child Support Calculator to create Parent Worksheet for Child Support Amount.)

The Child Support Order form is available online at

<http://www.azcourts.gov/familylaw/2015-Child-Support-Calculator>

If you do not have internet access or a printer, you may complete the form at the Self-Service Center (Law Library, 2<sup>nd</sup> Floor, Arizona Superior Court in Pima County, 110 W. Congress).

## How do I complete the form?

- On the Child Support Calculator webpage, click on the “Forms” tab, next to the calculator tab. Fill in the following information.

## SELECT FORMS TO CREATE

- Click to check the box named “Child Support Order.”
- If you do not wish to provide “Current Employee Information” or “Confidential Sensitive Data”, uncheck the corresponding box.



If at any point, you do not understand what the form is asking for, click on the question mark next to the number on the form that you want more information on.

## ENTER FORM DATA

- Choose from the dropdown list “select one” whether you are filing as the Petitioner or Respondent. Select which parent is the Petitioner.
- Select the party that owes child support as shown on the bottom of the worksheet you just completed.
- Enter your primary contact email.
- If you are filing without an attorney, leave the “No Attorney” box checked.
- Select the county you are filing in. (Tucson is located in Pima County.)
- If your case is IV-D, check the “IV-D case” box. Remember that IV-D means that the

Attorney General's office is involved with your case.

- Enter your case number from your original petition.
- Enter your case's ATLAS number if it has one.

Information about the Mother and Father:

- Name
- Date of Birth
- Social Security Number
- Check the box for "Protect Mailing Address" if you would like it to be kept private.
- Mailing Address
- Phone number(s)
- Email Address

Employer's information

- Current Employer's Name
- Current Employer's Address
- Current Employer's Telephone Number
- Current Employer's Fax Number

Children's information:

Some of this information will automatically be filled in based on your responses on the worksheet. For each child you are requesting child support for provide the following:

- Fill in the first, middle, and last name.
- Select each child's gender from the dropdown list.
- Provide the date of birth and social security number.

Child Support

The Child Support amount should be automatically inserted into the form if you have already completed the Child Support Calculator.

- Provide the month in which payments should start
- Optional Rounding Adjustment: Check here and provided rounded amount if you wish the court to round the support amount to an even dollar amount with no cents. For example the Child Support box states an amount of \$591.74. You could request the court round the amount to \$590.00 in the space.

- Deviation Exists: Use this space only if you wish to depart from the Guidelines.
  - Provide the amount of support that will be paid.
  - Check the box if the amount was agreed to either in court or in a separate writing.
  - Explain briefly why the deviation is appropriate or preferred and if such a deviation is in the children’s best interests.

Spousal Maintenance

The Spousal Maintenance amount should be automatically inserted into the form if you have already completed the Child Support Calculator and supplied an amount on that form.

- If a Judgment was entered regarding a failure to pay court ordered spousal maintenance, type in the Judgment amount. In the box above that, provide the amount you would like paid each month toward the Judgment.

Support Arrears:

“Support Arrears” are court ordered child support that have not been paid and are currently past due.

- Select from the “Support Arrears” dropdown list, the circumstance that matches your case.
- Select from the “Past Support” dropdown list, the circumstance that matches your case.

Medical:

- “Non-covered medical expenses” refers to co-pays, deductibles, etc. This will be automatically filled in for you and is based on the income amounts provided on the other worksheet.
- On the dropdown list choose which parent is responsible for providing medical, dental, or vision insurance. Select the first circle if the current coverage is to continue or select the second circle if insurance will be found and provided.

Travel Expenses:

- Check the box if you or the other parent lives more than 100 miles away from the

children, and you would like to share the costs of travel related to parenting time.

#### Tax Deductions and Child Support Payments

- Checking this box will give the parent paying child support the ability to claim a tax deduction for the dependent child. The first box will only allow the parent to claim the child as long as they have made all support payments and arrearages. The second box allows the child to be claimed regardless of a failure to pay.

#### Other Findings and Orders

Insert other orders regarding non-covered medical expenses, etc.

#### Payment Summary

At the bottom of the form you will see an automatically generated summary of your Child Support Order.

### **GENERATE FORMS**

Click "GO" to generate your forms to save or print.

**After completing the Parent Worksheet for Child Support and the Child Support Order, bring three copies of this sheet with you to court: one for the judge, one for the other parent, and one for yourself.**



## Instructions for Completing the Confidential Sensitive Data Form



About the Confidential Sensitive Data Form:

**The Petition to Establish Child Support and the supporting documents are public records.** This means the public can see them in person or electronically.

Sensitive data includes:

- Social security numbers
- Bank account numbers
- Credit card numbers
- Other financial account numbers

**The Confidential Sensitive Data Form is not made available to the public.**

- **Personal information** – Fill in your name, street address, city, state, ZIP code, telephone number.
- **Case No.** – Leave this blank. The clerk will fill in this information for you when you file your Petition.
- **Petitioner** – Enter your name as the Petitioner.
- **Respondent** – Enter the name of the other parent as the Respondent in both spaces.
- Provide all other information pertaining to you, the other parent, and your children to the best of your ability.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Daytime Telephone No: \_\_\_\_\_

Representing Self, Without a Lawyer

## ARIZONA SUPERIOR COURT, PIMA COUNTY

\_\_\_\_\_

Case No. \_\_\_\_\_

Petitioner

and

\_\_\_\_\_

Respondent

**CONFIDENTIAL**

**SENSITIVE DATA FORM**

### A. Personal Information

Number	Name	Date of Birth	Social Security
Petitioner:	_____	_____	_____
Respondent:	_____	_____	_____
Child:	_____	_____	_____
Child:	_____	_____	_____
Child:	_____	_____	_____
Child:	_____	_____	_____



B. Financial Account Numbers (including credit cards, financial institution accounts, investments, debts):

Financial Institution	Type of Account	Name(s) of Account Owner	Account #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

C. Pension and Retirement Accounts

Financial Institution	Type of Account	Name(s) of Account Owner	Account #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

D. Life Insurance Policies:

Financial Institution	Type of Account	Name(s) of Account Owner	Account #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

# CHECK LIST OF NECESSARY DOCUMENTS FOR YOUR CHILD SUPPORT HEARING



HELP US HELP YOU! When you go to your hearing, it is important that you bring the required documents used to figure child support. Bringing your paperwork will help make sure the Court calculates the correct child support. When there is inaccurate paperwork, the Court may make assumptions and rely on amounts that may not work in your favor. Help us determine the right child support for all parties by bringing your necessary documents.

**YOUR NAME:** \_\_\_\_\_

## INCOME TAX RETURNS FOR LAST YEAR

- |  |   |
|--|---|
| <input type="checkbox"/> W-2s                    | <input type="checkbox"/> FORM 1099s                 |
| <input type="checkbox"/> INCOME TAX RETURN 1040s | <input type="checkbox"/> ATTACHMENTS TO TAX RETURNS |

## WAGE INFORMATION FOR 6 MONTHS

- PAYSTUBS FOR 6 MONTHS
- NAME OF YOUR EMPLOYER: \_\_\_\_\_
- ADDRESS OF YOUR EMPLOYER: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## PROOF OF OTHER BENEFITS

- |  |   |
|--|---|
| <input type="checkbox"/> SOCIAL SECURITY           | <input type="checkbox"/> WORKER'S COMPENSATION  |
| <input type="checkbox"/> SSI/SSD                   | <input type="checkbox"/> RETIREMENT BENEFITS    |
| <input type="checkbox"/> AFDC/TANF                 | <input type="checkbox"/> OTHER SIMILAR BENEFITS |
| <input type="checkbox"/> UNEMPLOYMENT COMPENSATION |   |

## INSURANCE INFORMATION

- MEDICAL AND DENTAL INSURANCE CARDS
- COST OF AVAILABLE COVERAGE FOR YOUR CHILD OR CHILDREN

## DIRECT PAYMENTS

- ANY MONEY ORDERS, CANCELLED CHECKS, AND OTHER RECEIPTS OF SUPPORT MADE TO RESIDENTIAL PARENT
- PAYMENTS FOR SUPPORT OF THE CHILD(REN) OF THE RELATIONSHIP MADE TO AUTHORITIES IN ANY OTHER STATE

**REMEMBER:** If the Court ordered you to bring proof of medical treatment or diagnosis – bring it along, as well.

**Do you have everything you need for your hearing?**  
**Bring this Checklist and your documents with you to the hearing.**