

CHILD SUPPORT



Packet # 8



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

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. Child Support is calculated from 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 these instructions should 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 rules construct child support to reflect 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/Portals/31/GuideSched10072011.pdf>

When can I ask for Child Support?

This packet can be used to establish child support as part of a Dissolution (Divorce), or a Paternity case, or as a separate child support request.

You can also use this packet to modify existing child support after there has been a substantial and continuing change in the parent's circumstances. You must also complete Packet #24, *Modification of Child Support*.

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: <http://www.azcourts.gov/familylaw/2015-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.

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 **Self-Service Center at (520) 724-8456**. Or visit <http://www.azcourts.gov/selfservicecenter/Home.aspx>

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 \$25.00 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. Please note: the \$25.00 annual fee is for each case.

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 Packet #23, *Petition for Modification of 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://www.azdes.gov/InternetFiles/InternetProgrammaticForms/pdf/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
- 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. Follow the link provided on page six (6). Use the instructions beginning also on page six (6) 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.
2. Make two 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.
3. Fill out the Child Support Order located in this packet. There are instructions for completing this form located in this packet starting on page sixteen (16). 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.
4. 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://www.azdes.gov/InternetFiles/InternetProgrammaticForms/pdf/cs167en22.pdf>



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, 2nd 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 18th 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 19th 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 the Father makes minimum wage, the amount to enter would be \$8.05 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/2011ChildSupportCalculator.aspx>.

If you do not have internet access or a printer, you may complete the form at the Self-Service Center (Law Library, 2nd 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.