

# MODIFICATION OF CHILD SUPPORT



## Packet # 24



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.

## 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 645 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.

# 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 for Modification of Child Support?**

A petition is a written, legal request for the court to change the amount of child support.

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

Even if you are the one asking and filing for the change in child support, the Petitioner and the Respondent will always be the same as in your original child support order.

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

You Should file a Petition to Modify Child Support if:

- your child(ren) were born or conceived during the marriage or paternity has been established,
- there has been a substantial and continuing change of circumstances since the last Child Support Order was entered, and,
- you are requesting a modification of a Child Support Order which is currently in effect.

## **What is Child Support?**

Child Support is a monthly amount that the court orders one parent to pay to the other parent or to a person acting as a residential 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/Portals/31/Child%20Support/2015CSGuidelinesRED.pdf>

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

Either the Petitioner or the Respondent as part of a Dissolution (Divorce), Paternity or a separately filed Petition to Establish Child Support, can use this packet to have child support modified. If you do not have an existing child support order, DO NOT use this packet, go to the packet entitled *Petition to Establish Child Support*, or to Packet #8, *Child Support*, if you have an existing Dissolution or Paternity matter.

### **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 Modify 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 Modify Child Support
- Order to Appear
- Financial Affidavit for Child Support
- Parent's Worksheet for Child Support Amount

Make 3 copies of financial information documents.

**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 Modify 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 on waivers and deferrals, 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 Modify*, 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*. File the proof of service with the court.

For proper service include:

- 1 copy of the Petition to Modify Child Support

- 1 copy of the Order to Appear
- 1 copy of the Financial Affidavit for Child Support
- 1 copy of the Parent's Worksheet for Child Support Amount

### **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 Modify. 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 the required documents you must bring to the hearing can be 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:  
<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.

## 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 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 to complete this packet?**

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

- Each parent’s name
- Your case number (You can find this on your original pleadings filed with the court.)
- 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 amount of child support ordered in the last Child Support Order.
- 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 Modify Child Support located in this packet. There are instructions for completing this form located in this packet starting on page eleven (11). Make two copies of the original; one copy is for you, one copy will be served on the other party, and the original will be filed with the Court.
2. Fill out the Financial Affidavit located in this packet. There are instructions for completing this form located in this packet starting on page eighteen (18). 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.
3. Assemble the additional financial information documents, following the required list. Make three copies of each document.
4. Make a copy of a blank financial affidavit for the other party to fill out.
5. Follow the link provided on page twenty-nine (29). Use the instructions beginning also on page twenty-nine (29) 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.
6. 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.
7. 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>

### **What to do after I have completed this Packet?**

1. Take the Petition for Modification, the Order to Appear and the Financial Affidavit forms and the copies of these forms to the Clerk of the Court for filing. There is a fee for filing this form. The Clerk will tell you the amount of the fee. The fee must be paid by cash or money order. No personal checks are accepted. If you believe that you are entitled to a waiver or deferral of this fee, you may request the forms to waive or defer your filing fee, etc.
2. The Clerk will process the forms, obtain a Court date from the Judge and return copies to you for service on the other party. The other party must be served with all the forms, the blank financial affidavit and the financial information documents 10 days prior to the day set for hearing.

3. The forms, along with a copy of the financial documents and a blank financial affidavit must be served on the other party. You must take care of service. The Clerk of the Court does not take care of service of the documents. Service of Process may be accomplished as follows:
  - a. In or out of Arizona, personal service directly on the other party by a licensed process server or sheriff's deputy. You may not personally deliver the forms to the other person. An affidavit of service will be provided by the process server/sheriff's deputy. You should file the affidavit with the Court.  
OR
  - b. In or out of Arizona the forms may be sent through the United States Postal Service, return receipt requested. The registered mail receipt must be signed only by the other party. Alternatively, the forms may be sent by a national courier service which provides delivery and signature confirmation. If you use this method, you must file an affidavit with the Court, attaching the return receipt card/delivery service proof of receipt to the affidavit.  
OR
  - c. The other party may acknowledge receipt of the forms in writing, filed with the Court. If you have questions about the way to serve these forms, you should seek legal advice from an attorney.
4. Attend Court on the day and time set for hearing. At that time, you should bring your copy of the above documents and a copy of all documents you need to show proof of income, proof of expenses and so forth. You will not be allowed to send information to the judge later. If you believe that other witnesses are necessary, they should attend the hearing with you. You will not be allowed to give written testimony from other witnesses to the judge. You should dress appropriately for Court. You may not be allowed to participate in the hearing if you are not dressed appropriately. Do not bring children to Court.



## Instructions for Completing the Petition for Modify Child Support



Make sure your form states PETITION TO MODIFY 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, Paternity Order or any other case filed in the Superior Court where the child support, or paternity of the children named on the petition was an issue.
- **Petitioner** – The Petitioner will always be the same as in the earlier orders.
- **Respondent** – Enter the name of the other parent as the Respondent in both spaces.

### 2. GENERAL INFORMATION

- Type or print the name, mailing address, daytime and evening telephone numbers of the person submitting this form.
- Type or print the name of the person shown as the Plaintiff/ Petitioner and Defendant/ Respondent in the same order as is shown on the last Child Support Order. (Note: the order that the parties are listed does not change from the original, regardless of which party is filing this form.)
- Type or print the case number and the ATLAS number.
- Check the box of the party who is requesting the modification of child support.
- Check the box of the party who is currently ordered to pay child support.
- Fill in the amount of the current child support order.
- Fill in the number of child/ren for whom child support should be ordered.
- **Prepare a child support worksheet which shows how much you believe the child support should be. You can calculate child support by going to <http://www.azcourts.gov/familylaw/2015-Child-Support-Calculator> to use the Arizona Supreme Court Child Support Calculator. Attach the child support worksheet to the Petition to Modify Child Support.**

### 3. REQUESTS I MAKE TO THE COURT

Check all of the boxes that apply as reasons you believe that child support should be modified and/or fill in the line at other reason, if the reason you are requesting a modification is not shown in one of the other boxes.

### 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.
- Make two copies of the Petition for Modification form.

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

## ARIZONA SUPERIOR COURT, PIMA COUNTY

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

\_\_\_\_\_  
Petitioner  
and

### PETITION FOR MODIFICATION OF CHILD SUPPORT:

\_\_\_\_\_  
Respondent

#### GENERAL INFORMATION

THE  PETITIONER  RESPONDENT states as follows:

1. The most recent Child Support Order in this case was entered on \_\_\_\_\_.
2. The  Petitioner  Respondent was ordered to pay child support in the amount of \$ \_\_\_\_\_ per month in the above matter.
3. Following entry of the most recent child support order, there has been a substantial and continuing change of circumstances, and child support and/or spousal maintenance should be modified.

The change(s) of circumstance(s) is/are as follows:

- My income has changed
- The other parent's income has changed
- Expenses for the child or children have changed
- One or more child has reached age 18 and graduated from high school
- One or more child is no longer entitled to support because the child is emancipated due to marriage or enlistment in the armed services
- One or more child has been adopted by another party
- A child is deceased
- Other \_\_\_\_\_

4. I have attached a worksheet which calculates the correct child support amount.
5. I have attached an Affidavit of Financial Information.
6. The estimated time for the entire hearing is \_\_\_\_\_ minutes.

**REQUESTS I MAKE TO THE COURT:**

1. That child support be modified pursuant to A.R.S. §25-320, as set forth on the child support worksheet, which is attached.
2. That the  Petitioner  Respondent be ordered to provide medical, dental and/or vision insurance for the minor children of the parties, and to pay for any non-insured health expenses in proportion to his or her income.
3. That the  Petitioner  Respondent be ordered to appear to determine if the above requests should be granted.
4. That the  Petitioner  Respondent be ordered to pay my Court costs and costs of service, if any.

**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 Modify 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.
- **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.*
- **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.*

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**

\_\_\_\_\_ Case No. \_\_\_\_\_  
Petitioner  
and  
\_\_\_\_\_ ORDER TO APPEAR RE:  
PETITION TO MODIFY  
CHILD SUPPORT  
Respondent POST JUDGEMENT/DECREE

**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 Modify 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 Child Support Financial Affidavit

You should complete this form if you are **ONLY** requesting orders—temporary or final—for child support. If you are requesting orders for spousal maintenance or attorney’s fees, complete the longer financial affidavit.

This financial affidavit helps the court determine whether to grant child support. It does not guarantee the court will grant the request.

When you give the other party a blank copy of this form, you may also provide a copy of these instructions.



Failing to provide the information that this form requires could result in sanctions against you. Sanctions can include dismissal of your claim, assignment of court costs and attorney fees, and a charge of contempt.

### 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 Petition.
- **Petitioner** – Enter the Petitioner’s name.
- **Respondent** – Enter the Respondent’s name.
- **Prepared By** – Check whether you are “Petitioner” or “Respondent.”
- **Current As Of** – Write the date you completed the form. This tells the court that all information you provide below is an accurate description of your financial status up to and including that date.

### **NECESSARY MONTHLY EXPENSES** (left column)

Many of the amounts on this form will be the same as those you will include in the *Parent’s Worksheet for Child Support Amount*. See Packet # 8, *Child Support*.

For each item, write the amount you pay monthly. These amounts should only include expenses for minor children involved in this case. Some categories will require you to estimate an average

amount. Your amounts must be accurate statements of actual expenses. Proof may be required to verify the expenses (for example, your childcare bill), and you should bring those document with you to the hearing.

Write the amount you spend monthly on:

- Child(ren)'s Medical & Dental Insurance
- Childcare/Sitter
- Other Spousal Maintenance (not connected to this case)
- Child Support for Other Child(ren) (not connected to this case)
- Children's Education (tuition and other necessary expenses)
- Extraordinary Child Expenses (expenses for gifted or handicapped children).
  - List exactly what these expenses are and the monthly amounts.

**Total Monthly Expenses** (left column)

- Add the expense amounts and write the total on the line.

**INCOME** (right column)

- Write the total amount of money you make in each paycheck, before any deductions. This is your "GROSS PAYCHECK."
- Check how often you receive this paycheck.

**OTHER GROSS MONTHLY INCOME** (right column)

Write how much monthly income, if any, you receive from:

- Pension or retirement fund
- Social security
- Dividends or interest
- GA/TANF
- Any other monthly income not already mentioned (write the source on the line)

The term "gross income" DOES NOT have the same meaning here as it does when used for tax purposes.

Note: any child support payments you receive should not be included in income.

**Total Other Gross Income** (right column)

- Add the amounts of your other gross monthly income and write the total on the line

**ANNUAL PARENTING TIME DAYS:**

Write on the lines how many parenting time days you have with the child(ren) each year during:

- Summer periods
- Holidays and school breaks

- Weekends
- Weekdays
- Other (please explain this “other” time)
  
- Add the days and write the total on the line.

**Present Occupation**

- Write your current occupation, the date you started, and the name, address, and telephone number of your current employer.
- If you are not currently employed, write “N/A” on the first line.

**Prior Occupation**

- Write your prior occupation, the date you started working, your monthly income at that job, the date the job ended, and the name, address, and telephone number of your prior employer.
- If you do not have a prior occupation, write “N/A” on the first line.

**Not Employed** (if you are currently employed, leave this section blank)

- If you are not currently employed, explain why.
- Check “Yes” if you expect to work and “No” if you do not expect to work in the future.
- If you expect to work in the future, write the date you plan to start working.
- Write the occupation you anticipate having in the future.

**All Minor Children**

- Write the full name(s) and age(s) of your biological and adopted minor children who live with you. This includes children not connected to this case, but does not include stepchildren. You may attach an additional page, if needed.
- If there are no minor children living with you, write “N/A” on the line.

**Pregnancy**

- Check “Yes” if you or your spouse is pregnant. Check “No” if neither of you are pregnant.
- If you or your spouse is pregnant, write the expected delivery date on the line.

**Physical Defects or Diseases**

- If you or any of your minor children suffer from any physical defects or diseases, explain the situation on the lines. You may attach an additional page, if needed.
- If not, write “N/A.”

Such situations can affect your finances, so the court needs to take this information into account when determining whether or not to grant temporary orders for spousal maintenance and attorney's fees.

### **Bank Accounts**

Here you will tell the court about all bank accounts (1) in your name, (2) in the names of you and your spouse, and (3) in which you have an interest, meaning you have a right, claim, or legal share in the account but it isn't in your name.

The court wants to know about your checking and savings accounts, money market accounts, accounts at credit unions, any certificates of deposit you might have, and any other accounts. If you need more room, attach an additional sheet of paper.

For each account write the:

- Name of the bank and the branch location you use
- Kind of account (for example, checking, savings, money market, etc.)
- Last four digits **ONLY** of the account number
- Account's average balance. This information can often be found on monthly statements.

On the lines, list information for:

- All cash, stocks, shares, and bonds that are in your name (either alone or with your spouse) or in which you have an interest.

### **Attorney's Fees & Court Costs**

- Write how much you have paid an attorney for assistance with this case.
- Write how much you have paid for court costs (such as filing fees).

### **Date & Signature**

- **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" beneath the second line, but do not sign.

### Additional Documentation

In order to show the court that the numbers you wrote on the form are accurate, bring to the hearing:

- Proof of past income (past two years of completed tax returns, W-2 forms, 1099 forms,

and K-1 forms).

- Up-to-date income information for current year (a pay stub showing year-to-date earnings, and proof of any other source of income—including but not limited to salaries, wages, commissions, bonuses, dividends, severance pay, pensions, interest, trust income, annuities, capital gains, social security benefits, disability insurance benefits, recurring gifts, prizes, and spousal maintenance).
- Proof of payments for court-ordered child support or spousal maintenance NOT connected to this case.
- Proof of all medical, dental, and vision insurance premiums paid for you and any child connected to this case.
- Proof of any child care expenses paid for any child connected to this case.
- Proof of any payments for private or special schools or other particular education needs for any child connected to this case.
- Proof of payments for a child with special needs connected to this case.
- Proof of payments for necessary monthly expenses (bills for mortgage/rent, home & car repairs, utilities, food & household supplies, lunches, insurance, clothing & laundry, childcare, licenses, etc.).

After completing the form, you **must** give it to the clerk for it to be filed. You **do not** have to give the clerk the other financial documents listed above. **Do not attach** the other financial documents listed above to the original affidavit that you file with the clerk.



Family law court files are public records. That means that if you give copies of your pay stubs, income tax returns, etc., to the clerk of the court to be filed, **all** of that paperwork will be available for the public to see.

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

**ARIZONA SUPERIOR COURT, PIMA COUNTY**

\_\_\_\_\_  
 Petitioner

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

v.

**CHILD SUPPORT  
 FINANCIAL AFFIDAVIT**

Prepared By Petitioner Respondent

\_\_\_\_\_  
 Respondent

Current As Of \_\_\_\_\_

**INSTRUCTIONS: Prepare this form following the instructions on the attached instruction sheet. Failure to provide the information required may result in the Court imposing sanctions against you pursuant to Rule 71 and/or 76D, Arizona Rules of Family Law Procedure.**

**NECESSARY MONTHLY EXPENSES** (For minor children in this case)

Child(ren)'s Medical &  
 Dental Insurance \$ \_\_\_\_\_  
 Childcare/Sitter \$ \_\_\_\_\_  
 Other Spousal Maintenance \$ \_\_\_\_\_  
 Child Support for  
 Other Child(ren) \$ \_\_\_\_\_  
 Child(ren)'s Education \$ \_\_\_\_\_

**INCOME**  
 GROSS PAYCHECK \$ \_\_\_\_\_  
weekly twice mo.\*  
monthly every 2 weeks  
 \*For example, the 1<sup>st</sup> and 15<sup>th</sup>

Extraordinary Child Expenses (please list)  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

**OTHER GROSS MONTHLY INCOME**  
 Pension/Retirement \$ \_\_\_\_\_  
 Social Security/SSI \$ \_\_\_\_\_  
 Dividends/Interest \$ \_\_\_\_\_  
 GA/TANF \$ \_\_\_\_\_  
 Spousal Maintenance \$ \_\_\_\_\_  
 Other \_\_\_\_\_ \$ \_\_\_\_\_

**Total Monthly Expenses** \$ \_\_\_\_\_

**Total other gross income** \$ \_\_\_\_\_

**ANNUAL PARENTING TIME DAYS**

Summer periods: \_\_\_\_\_ Holidays, school breaks: \_\_\_\_\_  
 Weekends: \_\_\_\_\_ Weekdays: \_\_\_\_\_  
 Other: \_\_\_\_\_ Please explain: \_\_\_\_\_

**Total Annual Parenting Time Days:** \_\_\_\_\_

**Present Occupation** \_\_\_\_\_ Starting Date: \_\_\_\_\_

Name of present employer \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_

**Prior Occupation** \_\_\_\_\_ Starting Date: \_\_\_\_\_

Monthly Pay: \_\_\_\_\_ Ending Date: \_\_\_\_\_  
 Name of prior employer \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_

**If not currently employed**, why? \_\_\_\_\_  
 Do you expect to work?  yes  no When? \_\_\_\_\_ Anticipated Occupation \_\_\_\_\_

Full name(s) and age(s) of **ALL minor child(ren)** residing with YOU (attach an additional page, if needed):  
 \_\_\_\_\_  
 \_\_\_\_\_

Are you or your spouse **pregnant**?  yes  no If yes, estimated delivery date: \_\_\_\_\_

**Physical defect** or organic disease suffered by you or your minor children: \_\_\_\_\_  
 (attach an additional page, if needed):  
 \_\_\_\_\_  
 \_\_\_\_\_

List all **bank accounts** in your name, in the names of both spouses, or in which you have an interest, including checking, savings, credit union, and certificates of deposit.

Bank and Branch Location	Type of Account	Account # (last 4 digits)	Average Balance

List all cash under your control and any stocks, shares, and/or bonds in your name, in the names of both spouses, or in which you or both you and your spouse have an interest.

\_\_\_\_\_

**Attorney fees** paid to date \$ \_\_\_\_\_ **Court costs** paid to date \$ \_\_\_\_\_

STATE OF ARIZONA            )  
  ) ss.  
County of Pima                )

\_\_\_\_\_, being first duly sworn, deposes and says that he/she has read the foregoing Financial Affidavit and knows the contents thereof, and understands that providing false information may constitute perjury and the judge may order sanctions including fees or fines under Rule 31, Arizona Rules of Family Law Procedures for failure to provide the required information or falsifying information.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature: \_\_\_\_\_  
Petitioner Respondent

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public; **Pleading and Practice**

**Rule 8.5 Affidavits Required;**

**(A) Financial Affidavits; Production of Documents.**

**(1) Forms of Financial Affidavits.** There shall be two forms of financial affidavits: a) a child support financial affidavit and, b) a spousal maintenance financial affidavit as permissible alternatives to the Affidavit of Financial Information in the Appendix to Rule 97, Arizona Rules of Family Law Procedure. Wherever the term financial affidavit is used in this rule, it shall refer to the relevant court-approved financial affidavit. In any proceeding where the establishment or modification of child support or a request for an award of attorney fees and/or expenses is in issue, but not spousal maintenance, a child support financial affidavit shall be filed. In all other proceedings where the establishment or modification of spousal maintenance alone, or in combination with child support or a request for an award of attorney fees and/or expenses is in issue, a spousal maintenance financial affidavit shall be filed. No filing or appearance fee shall be charged for the filing of the opposing party's financial affidavit, unless otherwise provided by law. In all cases a party may choose to use the Affidavit of Financial Information in the Appendix to Rule 97, Arizona Rules of Family Law Procedure.

**(2) Duty to Document Change in Financial Circumstances in the Financial Affidavit.** In any proceeding for establishment or modification of child support or spousal maintenance, a request for an award of attorney fees and/or expenses, or a proceeding for failure to pay any of the foregoing, a party may not present testimony regarding any change in his or her financial circumstances between the date of the most recent financial affidavit and the date of the hearing or trial, unless an amended financial affidavit setting forth the changes has been filed or good cause is shown.

**(3) Documents to Be Provided to the Other Party.** The documents listed below shall not be filed with the Clerk of the Court, or attached to any papers filed with the Clerk of the Court, but must be provided to the other party. In any proceeding for establishment or modification of child support, spousal maintenance or attorney's fees and expenses, within the time provided by this Rule, each party shall provide to the other party, copies of the following documents:

- (a) that party's most recently filed federal and state income tax returns;
- (b) that party's four most recent consecutive wage statements from all employment;

(c) that party's most recent W-2, 1099, and K-1 forms;

(d) for establishment or modification of child support proceedings, employer provided statement of cost of health and dental insurance coverage for the parties' minor children.

The Order to Appear shall specifically direct both parties to comply with this rule. The Order to Appear shall not require the production of any additional documents, but this does not preclude the applicant from requesting additional documents through discovery procedures.

**(B) Time.** Whenever this rule requires a party to provide documents or the relevant financial affidavit, a copy shall be provided to the other party no later than 4 court days prior to the date set for hearing or 2 court days after service of the Order to Appear, whichever is later.

**(C) Order to Appear for Temporary Orders.** When a request for an Order to Appear is made for temporary spousal maintenance, child support, or a request for an award of attorney fees and/or expenses, the applicant shall file the original petition and the required financial affidavit with the Clerk of the Court. A copy of the petition and required financial affidavit shall be provided to the assigned division at the time of the request for issuance of the Order to Appear. A copy of each shall also be served upon the opposing party, along with a blank copy of the required financial affidavit and a copy of Pima County Local Rule 8.5. The opposing party shall file the required financial affidavit, a copy of which shall be provided to the applicant's attorney, or, if unrepresented, to the applicant within the time provided by this rule.

**(D) Petition for Modification of Spousal Maintenance or Child Support.**

**(1) Petition for Modification of Spousal Maintenance.** A petition for modification of a prior order for spousal maintenance shall set forth verbatim in the body of the petition the order sought to be modified, or shall comply with Pima County Local Rule 8.2(C). The applicant shall file the original of the petition and two required spousal maintenance financial affidavits. The first financial affidavit shall demonstrate the current financial circumstances of the party seeking the modification. The second financial affidavit shall demonstrate the financial circumstances of the party seeking the modification as of the date of the order sought to be modified. If a financial affidavit reflecting a party's financial circumstances at that time was previously filed with the Court a copy shall be attached to the petition for modification. A copy of the petition and the financial affidavits shall be provided to the assigned division at the time of the request for issuance of the Order to Appear. A copy of each financial affidavit shall be served upon the opposing party, along with blank copies of the required financial affidavits and a copy of Pima County Local Rule 8.5. The opposing party shall file the required financial affidavits, and provide a copy to the applicant's attorney, or if unrepresented, the applicant, within the time provided by this rule.

**(2) Petition for Modification of Child Support.** A petition for modification of child support shall set forth the amount of child support currently in effect or shall set forth verbatim in the body of the petition the order sought to be modified, or shall comply with Pima County Local Rule 8.2(c). The applicant shall file the petition to modify and a child support financial affidavit, which reflects the current circumstances of the party seeking a modification. A copy of the petition and the financial affidavit shall be provided to the assigned division at the time of the request for issuance of the Order to Appear. A copy of each shall be served upon the opposing party, along with a blank copy of the required financial affidavit and a copy of Pima County Local Rule 8.5. The opposing party shall file the required financial affidavit, and provide a copy to the applicant's attorney, or if unrepresented, the applicant, within the time provided by this rule. This provision

does not apply to modifications filed pursuant to the Simplified Procedure set forth in the Arizona Child Support Guidelines. An agency authorized by law to request a modification of an existing Order on behalf of the State of Arizona shall not be required to strictly comply with the provisions of this local rule requiring a child support financial affidavit if the information is not reasonably available to the agency prior to filing the petition.

**(3) Stipulation to Modify Child Support.** Should the parties reach an agreement and submit a stipulation to the court to modify child support they shall submit a proposed form of Child Support Order, Order of Assignment and a worksheet containing detailed information supporting compliance with or a deviation from the Child Support Guidelines.

**(E) Failure to Pay Child Support, Spousal Maintenance, or Attorney Fees and Expenses.**

In an action for failure to pay child support, spousal maintenance, or attorney fees and expenses, the opposing party shall file with the Court the required financial affidavit and provide a copy to the applicant's attorney, or if unrepresented, the applicant, within the time provided by Pima County Local Rule 8.5. The documents listed below shall not be filed with the Clerk of the Court or attached to any papers filed with the Clerk of the Court but must be provided to the other party. The opposing party shall also provide the applicant's attorney, of if unrepresented, the applicant, copies of the following documents:

- (1) that party's most recently filed federal and state income tax returns;
- (2) that party's four most recent consecutive wage statements from all employment;
- (3) that party's most recent W-2, 1099, and K-1 forms.

These documents shall not be filed with the Clerk of the Court.

The Order to Appear shall specifically direct the respondent to comply with Pima County Local Rule 8.5. The Order to Appear shall not require the production of any additional documents, but this does not preclude the applicant from requesting additional documents through discovery procedures.

**(F) Failure to Comply with Pima County Local Rule 8.5.** If either party fails to comply with any part of Pima County Local Rule 8.5, upon the complying party's request or the court's own motion and in the absence of good cause, the court may:

- (1) vacate or continue the hearing;
- (2) enter an interim award of relief in favor of a complying party and against a non-complying party based on the complying party's financial affidavit;
- (3) award a complying party his or her attorney fees and expenses incurred in preparing for and attending the hearing;
- (4) enter other appropriate relief.

For purposes of making an interim award the court may, on its own motion, examine either party if it deems such examination necessary. The non-complying party may be precluded from introducing any evidence and/or cross-examination for purposes of making an interim award.

**(G) Petitions to Modify Legal Decision-Making.**

(1) A party seeking and a party responding to a Petition for Modification of Legal Decision-Making shall file with the Clerk of the Court an Affidavit Regarding Minor Children required by A.R.S. § 25-1039.

(2) Five days after expiration of the time permitted for the filing of the response and/or the controverting affidavits, either party or attorney shall provide the approved form for a Request for Order Granting or Denying Legal Decision-Making Hearing, and a separate Order Granting or Denying Request for Legal Decision-Making Hearing to the Presiding Judge of the Family Law Bench.

(3) The Presiding Judge of the Family Law Bench shall rule on the Request for Order Granting or Denying Legal Decision-Making Hearing or refer the matter to the assigned division for a ruling.

(4) Copies of the Petition, Response, or Controverting Affidavits shall not be provided to the Presiding Judge of the Family Law Bench or the assigned division.

A trial for modification of a legal decision-making order or decree shall not be set unless there is compliance with A.R.S. § 25-411 and Rule 91(d), Arizona Rules of Family Law Procedure.

**(H) Hearings.** Matters set for hearing shall proceed by oral argument only, without testimony or other evidence, unless notice has been given that testimony or other evidence will be presented.



# 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 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 the Confidential Sensitive Data Form



About the Confidential Sensitive Data Form:

**The Petition to Modify 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 #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

# CHECKLIST 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

- 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 prepare a Job Log or 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.