

LAW LIBRARY AND RESOURCE CENTER

**INSTRUCTIONS FOR THE
REQUEST FOR HEARING AND NOTICE OF HEARING**

COMPLETE THIS FORM IF:

- A Request to Modify Child Support Pursuant to Guidelines Simplified Procedure has been filed, AND
- You want to have a hearing to explain your position.

TO COMPLETE THIS FORM YOU WILL NEED:

- A copy of the Request to Modify Child Support, AND
- A completed “Parent’s Worksheet for Child Support Amount.”

NOTE: There may be a charge for filing this Request. There may be other charges including an appearance fee if this is your first appearance in this case. If you cannot pay these fees, you may request the fees be waived or deferred. The Clerk of the Superior Court has the necessary forms to ask for waiver or deferral.

WHEN YOU HAVE COMPLETED THIS FORM:

Give the form and your completed worksheet to the Clerk of the Superior Court. The Clerk’s office will fill in the date, time, and place of the hearing and have the notice signed.

IMMEDIATELY AFTER THE COURT SETS THE HEARING AND FILLS IN THE INFORMATION IN ITEM 7: You must send the Request for Hearing and Notice of Hearing as indicated in item 8.

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

1. Fill in the name, address, and phone number of the person filing the form. Indicate if the petitioner or the respondent is the person filing, and whether or not the person is self-represented or represented by an attorney.
2. Fill in the name of the county that appears in this space on the Request to Modify Child Support.
3. Fill in the name of the person shown as the petitioner on the Request to Modify Child Support. Fill in the name of the person shown as the respondent on the Request to Modify Child Support.
4. Fill in the case number that appears on the Request to Modify Child Support.
5. Check this box if you are requesting the court to modify the child support to an amount that is different from the amount requested by the other party.

6. You must date and sign here in person before a Notary Public or a clerk of court. By signing, you are stating under oath, or affirming, that the contents of this request for Hearing are true and correct under penalty of perjury.
7. Leave this area blank; it will be completed by personnel at the Office of the Clerk of the Superior Court when you file these documents.
8. List the name and current mailing address of the other party to this action, if you are using the child support enforcement services of the Division of Child Support Services (DCSS), or if the other party answered “yes” to item 14 on the Request to Modify Child Support, you MUST also serve a copy of this Request for Hearing and Notice of Hearing to a DCSS office.
9. Sign and date the form to indicate that you will mail the Request for Hearing and Notice of Hearing as indicated.

Person Filing: _____
 Address (if not protected): _____
 City, State, Zip Code: _____
 Telephone: _____
 Email Address: _____
 ATLAS Number: _____
 Lawyer's Bar Number: _____
 Representing Self, without a Lawyer or
 Attorney for Petitioner OR Respondent

ARIZONA SUPERIOR COURT, PIMA COUNTY

Case No. _____

 Petitioner
 and

 Respondent

REQUEST FOR HEARING AND NOTICE OF HEARING (SIMPLIFIED PROCEDURE)

A Request to Modify Child Support Pursuant to Guidelines Simplified Procedure has been filed.

The information provided on the "*Parent's Worksheet*" that was the basis for the request to modify child support is not accurate. I am attaching the required completed "*Parent's Worksheet*" that shows what I believe to be accurate information. I request that a hearing be set so that I can explain to the judge or commissioner my position. I further request that costs and fees incurred in responding to this Request for Modification be ordered to be paid by the opposing party.

I have read this document and the information is true and correct to the best of my knowledge.

COUNTER PETITION: I further request the child support be modified to an amount different from the amount requested by the other party.

 Date

 Requesting Party's Signature

Subscribed and sworn to before me this _____ day of _____, 20____

By _____.

 Notary Public

My Commission Expires:

NOTICE OF HEARING

The above verified Request for Hearing having been filed, this matter shall be heard:

DATE AND TIME: _____

PLACE: _____

If either party fails to appear at the hearing after proper notice, the court will take evidence from the party who does appear and make a decision based on the information provided in the Request to Modify Child Support, Request for Hearing, and any oral testimony.

Date

Judicial Officer

Upon receipt of the hearing date, I will immediately mail a copy of this Request for Hearing and Notice of Hearing to the other parent or such person’s attorney as follows:

Name: _____
Address: _____

If one of the parties is using the child support services of the Department of Economic Security, I will also immediately mail a copy of this Request for Hearing and Notice of Hearing to:

Division of Child Support Services
ATTN: Modification
1455 S Alvernon Way
Tucson, AZ 85711

Date

Requesting Party’s Signature