

**INSTRUCTIONS FOR THE
REQUEST TO MODIFY CHILD SUPPORT SIMPLIFIED PROCEDURE**

COMPLETE THIS FORM IF:

- You have an Arizona child support order and believe the amount of support should be changed, AND
- You have completed a “Parent's Worksheet for Child Support Amount” and it results in a child support amount (item 38) that varies 15% or more from the amount of your current order.

TO COMPLETE THIS FORM YOU WILL NEED:

- A copy of your current Arizona Child Support Order
- A completed Parent's Worksheet for Child Support Amount

NOTE: Generally you should file this Request for Modification in the County where the order you are seeking to modify was filed.

NOTE: There will 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 are unable to pay these amounts, they can be waived or deferred. The Clerk of the Superior Court has the necessary forms to ask for a waiver or deferral.

WHEN YOU HAVE COMPLETED THIS FORM:

File the following forms with the Clerk of the Superior Court:

1. Request to Modify Child Support
2. A Completed Parent's Worksheet for Child Support Amount
3. A proposed Child Support Order.
4. An Income Withholding Order completed according to the directions for that form.

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

- (1) Enter 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) Enter the name of the county where you are filing this Request to Modify.
- (3) Enter the name of the person shown as the petitioner on your order for child support.
- (4) Enter the name of the person shown as the respondent on your order for child support.

- (5) Enter the case number that appears on your Arizona Child Support Order.
- (6) Select petitioner or respondent to identify the party requesting the modification.
- (7) Enter the date on which the judge or commissioner signed your current child support order.
- (8) Enter the name of the judge or commissioner who signed your current child support order.
- (9) Check the appropriate boxes indicating whether Mother, Father, or neither party has been ordered to provide medical, dental, and vision care insurance.
- (10) Check whether Mother or Father has been ordered to make child support payments.
- (11) Fill in the amount and payment due date of your current child support order as it was ordered by the court. (EXAMPLE: \$150 per month payable on the 1st day of the month or \$150 per month payable one-half on the first and one-half on the 15th of the month).
- (12) Fill in the amount calculated from the completed Parent's Worksheet for Child Support Amount.
- (13) Calculate the percentage of change between your current support amount and the amount calculated pursuant to the Parent's Worksheet for Child Support Amount. To determine the percentage, subtract the larger amount from the smaller amount. Divide that number by the current support amount.
 - a. Fill in the difference between the amount of child support ordered and the amount requested to be ordered.
 - b. Fill in the amount of the child support currently ordered.
 - c. the percentage change calculated by dividing the amount for "a" by the amount for "b".

EXAMPLE: The current child support order is \$225. The Parent's Worksheet calculation result is \$270. $\$270 - \$225 = 45 \div \$225 = 20\%$.
- (14) If the box for item (13) is marked "yes" indicating that one of the parties is using the child support enforcement services of the Division of Child Support Services (DCSS), notice of this action must be given to that DCSS office. You may drop it off or mail it to your local office, your home or work zip code to find a child support office location nearest to you at: FindOfficeFormazdes.gov. If you live in Maricopa County, mail a copy of the "Request to Modify Child Support" and a copy of the "Parent's Worksheet for Child Support Amount" to:

Division of Child Support Services
ATTN: Modification
P.O. Box 40458, Phoenix, AZ 85067

Serve the following items on the other party:

- A copy of your completed "Request to Modify Child Support," and
- A copy of your completed "Parent's Worksheet for Child Support Amount."

Some counties also **REQUIRE** that you serve these items:

- A blank copy of the Request for Hearing and Notice of Hearing form with instructions, and
- A blank copy of the Parent's Worksheet for Child Support Amount with instructions.

To "serve" means to use the legally required method of delivering notice or documents, pursuant to Rules 40, 41, and 42, of the Arizona Rules of Family Law Procedure. The most common method of service on a party is personal service by a private process server or sheriff. Process servers are listed in the yellow pages and on the internet.

When service has been completed, file proof of service with the Clerk of Superior Court. The Affidavit of Service is usually prepared by the person serving the document, indicating the date and time service was made.

- (15) If there are other court-ordered payments included in the current Income Withholding Order, enter the date the Income Withholding Order was signed, and the amounts and frequency of payments ordered.
- (16) Enter the amount of child support being requested that was calculated in the Parent's Worksheet.
- (17) Check the appropriate boxes indicating responsibility for providing medical, dental, and vision care insurance.
- (18) Enter the amount each parent will contribute for medical/dental/vision care expenses not paid by insurance. Indicate as a percentage.
- (19) The party filing the request for a change in child support order must date and sign this document. By signing, you are stating under oath, or affirming, that the contents of this request are true and correct under penalty of perjury.