

# PROCEDURES: WHAT TO DO AFTER YOU HAVE COMPLETED THE PETITION TO MODIFY CHILD SUPPORT ("Simplified Process")

- STEP 1:**        **Make 3 copies\* (4, if DES or DCSE is involved) of the:**
- **Petition to Modify – Simplified Process**
  - **Parent’s Worksheet**
  - **Child Support Order**
  - **Current Employer or Other Payor Information Sheet**

\* If DES or DCSE is involved, you will also need an extra copy of the Petition and the Parent’s Worksheet to serve on the State, as described in STEP 5 on next page.

- STEP 2:**        **Separate your documents into 3 or (\*4 sets id DES is involved).**

**Set 1 – Originals & copies to file with clerk**

- **“Petition to Modify”** (original + 1 copy)
- **“Parent’s Worksheet”** (original)
- **“Child Support Order”** (original + 2 copies)
- **“Current Employer Information Sheet”** (original)
- **Two Self-Addressed Stamped Envelopes:**  
(1 addressed to you, and 1 addressed to the other party so the Court can mail the decision)

**Set 2 – Your Copy:**

- **“Petition to Modify”** (1 copy)
- **“Parent’s Worksheet”** (1 copy)

**Set 3 – Other Party’s Copy:**

- **“Petition to Modify”** (copy for process server)
- **“Parent’s Worksheet”** (copy for process server)
- **Blank “Petition for Hearing”** (Clerk will give you one of these when you file your documents)

**Set 4\* – To serve on the State if DES or DCSE is involved:**

- **“Petition to Modify”** (1 copy)
- **“Parent’s Worksheet”** (1 copy)
- **“Acceptance of Service”** (original) (See **Step 5** on next page for more information on serving the State)

- STEP 3:**        **File the Papers at the Court:** Take the original and copies to the Clerk of the Court’s filing counter. Hand over the originals and the appropriate number of sets of copies to the clerk and pay the filing fee. The clerk will keep the originals, stamp the copies to show that these are copies of papers you have filed with the Court, and return the stamped copies to you. These stamped sets of copies are now called “conformed” copies.

**You may file your papers at any of the following Superior Court locations:**

**Clerk of the Court**  
Mohave County Superior Court  
401 E Spring Street  
Kingman, AZ 86401  
(928) 753-0713

**Clerk of the Court**  
Mohave County Superior Court  
2225 Trane Road  
Bullhead City, AZ 86442  
(928) 758-0730

**Clerk of the Court**  
Mohave County Superior Court  
2001 College Drive  
Lake Havasu City, AZ 86403  
(928) 453-0701

**FEES:** There are fees for filing petitions, responses, requests, motions, objections, and various forms with the Court. Cash, VISA/MasterCard debit or credit cards, money order, or personal in-state check made payable to the "Clerk of Superior Court" are acceptable forms of payment. You may go online at [www.mohavecourts.com](http://www.mohavecourts.com) for our current list of fees.

If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, you may request a **deferral** (payment plan) when you file your papers with the Clerk of the Court.

**STEP 4: Make sure you get back the following from the clerk:**

- Your copy
- The Other Party's Copy with a blank "Request for Hearing/Notice of Hearing" attached
- The copy for DES/DCSE\* (if required)

**STEP 5: Serve the papers on the other party(ies).** The papers may be delivered by the Sheriff's Department, a licensed private process server, commercial delivery service or mail by which you can obtain an original or copy of the other party's signature confirming delivery, or by **Acceptance of Service**. (Forms may be found on-line at [www.mohavecourts.com](http://www.mohavecourts.com))

**\* SERVE PAPERS ON THE STATE: If the State of Arizona is a party to your case, you must also serve notice on the Attorney General's ("AG") Office with notice of any proceeding that may affect child support.** The State of Arizona may be involved if any party received public assistance for the children or used the services of the State in establishing or collecting child support. If so, you may serve notice on the State as follows:

- (a) You may mail or personally deliver to the Office of the "AG" assigned to your case:
- a copy of the "**Petition to Modify Child Support,**"
  - a copy of the "**Parents Worksheet for Child Support,**"
  - "**Acceptance of Service**" AND
  - a self-addressed, stamped envelope (addressed back to you).

The address of the Attorney General for Mohave County is:

**Office of the Attorney General  
519 East Beale #120  
Kingman, Arizona 86401**

- (b) There is also a "drop-box" in the Clerk of Court's filing counter area at which you may leave the above listed documents and the envelope for the "AG."

The "AG" staff will accept service by signing the "Acceptance of Service" and returning or sending it back to you to file with the Court. You will not be required to pay any fees for service by this method. If you do not know what office your case is assigned to, you may mail the above forms to:

**Office of the Attorney General  
Child Support Enforcement Section  
P.O. Box 6123 – Site Code 775C  
Phoenix, AZ 85005**

**The state is not considered served until the AG's signed Acceptance of Service is filed with the Court.**

**Note:** A party who is served with the papers in Arizona, whether a person or the State of Arizona (the AG / DCSE), has 20 days from the date of service to file a request for a hearing. A party who is served with the papers outside Arizona has 30 days from the date of service to file a request for hearing.

**STEP 6:**      **WAIT** for the Court to let you know whether the Order was signed or the matter was set for a hearing. If the other party requests a hearing, either a hearing or a conference will be scheduled. If no party requests a hearing, the Judge may grant or deny your request or may still schedule a hearing to obtain further information. If a hearing is scheduled, you will receive written notice of when and where to appear (date, time, and location).