

**INSTRUCTIONS: HOW TO COMPLETE THE
PETITION TO MODIFY A CHILD SUPPORT ORDER
(Standard Process)**

TO COMPLETE THIS FORM YOU WILL NEED:

- A copy of your current Child Support Order.
- A copy of the Order of Assignment for this case, if there is one.
- A completed Affidavit of Financial Information

FEES TO FILE: There will be a charge for filing this Petition. There may be other charges including an “appearance fee” if this is the first time you have filed papers in this case. If you cannot pay these amounts, they may be deferred or waived. You may obtain the necessary form “Application for Deferral of Court Fees and/or Costs and Consent to Entry of Judgment,” from the office of the Clerk of Superior Court or download it from the internet at: <http://www.mohavecourts.az.gov>.

INSTRUCTIONS FOR FILLING OUT THE PETITION FOR CHANGE OF A SUPPORT ORDER:

Match the lettered or numbered instruction below to the matching letter or number on the form. Write neatly. Use **black** ink.

- (A) Fill in the information requested at top left for the person who is filing this form. Write in the ATLAS number if you have one. If there is a current Court Order declaring your address is protected, simply write “protected” on the line provided for your address and make sure the Clerk of Court has valid contact information on file. The spaces marked “representing” and “state bar number” are used **only** if an attorney is preparing this form.
 - (B) Fill in the names of the persons shown as the “Petitioner” and the “Respondent” on the Order that established the child support (such as a Divorce, Paternity, or Child Support Order). If your original case was a Paternity case, note that the Plaintiff is now called the Petitioner and the Defendant is now called the Respondent.
 - (C) Fill in your Mohave County case number.
1. **INFORMATION ABOUT THE PETITIONER.** Fill in the information requested about the Petitioner. If you were the Petitioner or Plaintiff in the original case, put your information in the spaces provided for the Petitioner.
 2. **INFORMATION ABOUT THE RESPONDENT.** Fill in the information requested about the Respondent. If you were the Respondent in the original case, put your information in the spaces provided for the Respondent.
 3. **INFORMATION ABOUT THE CURRENT SUPPORT ORDER I WANT TO CHANGE.** Fill in the information about your current Child Support Order.
 4. **INFORMATION ABOUT OTHER COURT CASES TO ENFORCE OR CHANGE THIS COURT ORDER.** Complete the information about other Court cases that either party has filed to enforce or modify/change the Court Order you are trying to have changed. If you have any current enforcement or modification cases pending in any court, you cannot file this Petition unless you talk to an attorney and the attorney tells you that you can do it.

5. **DEPARTMENT OF ECONOMIC SECURITY.** If you receive services from the Child Support Services Administration (DCSS) or you know the other party does, mark the box “yes”. Otherwise, mark the box “no”. If you don’t know, mark the box for “unknown.”
6. **I AM ENTITLED TO HAVE CHILD SUPPORT CHANGED FOR THE FOLLOWING REASONS:** Describe the reasons and the substantial and continuing change in your circumstances that require a change in child support.
7. **AMOUNT OF CHILD SUPPORT:** Based on the reasons stated in (6) above, write in the (new) amount you want the Court to order for child support and the payment period.

OATH OR AFFIRMATION

DATE AND SIGN HERE BEFORE A NOTARY PUBLIC. By signing, you are stating under oath or affirmation that the contents of this request are true and correct to the best of your knowledge.