

# PROCEDURES: WHAT TO DO AFTER COMPLETING ALL DOCUMENTS TO ESTABLISH CHILD SUPPORT

**STEP 1:** Complete the ***“Family Court Cover Sheet”*** and the ***“Sensitive Data Sheet.”***  
(Do not copy these 2 documents)

Make 2 copies of the following documents after you have filled them out:

- *“Petition to Establish Child Support”*
- *“Parent’s Worksheet for Child Support”*
- *“Order to Appear”*

**STEP 2:** **Separate your documents into three (3) sets:**

**SET 1 – ORIGINALS FOR CLERK OF COURT:**

- *“Family Court Cover Sheet”*
- *“Sensitive Data Sheet”*
- *“Petition to Establish Child Support”*
- *“Parents Worksheet for Child Support”*
- *“Order to Appear”* (original plus two copies)

**SET 2 – COPIES FOR OTHER PARTY:**

- *“Petition to Establish Child Support”*
- *“Parents Worksheet for Child Support”*

**SET 3 – COPIES FOR YOU:**

- *“Petition to Establish Child Support”*
- *“Parents Worksheet for Child Support”*

**STEP 3:** **FILE THE PAPERS AT THE COURT:** Take the original and 2 sets of copies to the Clerk of the Court filing counter. The Clerk will keep the originals, stamp the extra copies to show that these are copies of papers you have filed with the court, and return the stamped (now called “conformed”) copies to you.

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

<p><b>Clerk of the Court</b>  <b>Mohave County Superior Court</b>  <b>415 E Spring Street</b>  <b>Kingman, AZ 86401</b>  <b>(928) 753-0713</b>          Monday-Friday          8:00a-5:00p</p>	<p><b>Clerk of the Court</b>  <b>Mohave County Superior Court</b>  <b>2225 Trane Road</b>  <b>Bullhead City, AZ 86442</b>  <b>(928) 758-0730</b>          Monday-Friday          8:30a-12:00p, 1:30p-4:30p</p>	<p><b>Clerk of the Court</b>  <b>Mohave County Superior Court</b>  <b>2001 College Drive</b>  <b>Lake Havasu City, AZ 86403</b>  <b>(928) 453-0701</b>          Monday-Friday          8:30a-12:00p, 1:30p-4:30p</p>
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- If you cannot or do not want to file the documents in person, you can also mail the documents to the Clerk of the Court. Provide a self-addressed, stamped envelope with proper postage so that the Clerk can return your “conformed” (stamped by Court staff) copies to you.

**Mail to:** Clerk of Superior Court  
P.O. Box 7000  
Kingman, AZ 86402

**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 checks made payable to the “Clerk of Superior Court” are acceptable forms of payment.

Go online to [www.mohavecourts.az.gov](http://www.mohavecourts.az.gov) for a list of current 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.

**PAPERS:** Hand all three 3 sets of your court papers to the Clerk along with the correct filing fee.

**MAKE SURE YOU GET THE FOLLOWING BACK FROM THE CLERK:**

- Your set of **copies**
- The other party's set of **Copies**

**STEP 4:** You will receive from the court, by mail, an “**Order to Appear.**”

**THE DATE, TIME, AND LOCATION OF THE HEARING WILL BE LISTED ON THE “ORDER TO APPEAR.”**

Make copies of the “**Order to Appear**” as needed to:

- Serve the “**Order to Appear**” (and other papers) on the other party.
- Serve the “**Order to Appear**” (and other papers) on the state (if required)
- Keep a copy of the “**Order to Appear**” for your own records.

**SERVE THE PAPERS ON THE OTHER PARTY.** The papers may be delivered by the Sheriff’s Department, by a licensed private process server, or by one of the other methods described in the “**Service**” packet found at the Clerk of Superior Court filing counter. This will explain how to serve the other party.

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 either party already has a case with the State (DCSS or DES) involving the same children as in this case, notice of this action must also be given to the Attorney General’s Office.

**SERVING PAPERS ON THE STATE:** (if required). The Office of the Attorney General (the “AG”) will accept service by signing an “**Acceptance of Service**” form and returning the form for you to file with the Court. There are no court fees for serving the State with an Acceptance, as described below:

- (a) You may mail or personally deliver to the Office of the “AG” assigned to your case:
- a copy of the “**Petition to Establish Child Support**”
  - “**Parent’s Worksheet**”
  - “**Order to Appear**”
  - original “**Acceptance of Service**” and
  - a self-addressed, stamped envelope (addressed back to you).

The AG’s Office is located: 2400 Airway Ave, Suite A  
Kingman, AZ 86409,  
(928) 753-5070

- (b) The State is not considered served until the AG’s signed Acceptance of Service is filed with the Court.

**STEP 5:** **GO TO THE COURT HEARING.** If a hearing has been scheduled, be sure to write down the date, time and place of the court hearing, and come to the hearing.

- Be on time
- Dress neatly
- Do not bring children to court
- Be prepared to tell the judge why there should be an order for child support