

# **CHILD SUPPORT**

## **Packet #8**

*Separate forms from packet before filing.*

# SOUTHERN ARIZONA LEGAL AID, INC.

## ESTABLISHING AN ORDER FOR CHILD SUPPORT OR SPOUSAL MAINTENANCE AND WAGE ASSIGNMENT

### GENERAL INFORMATION

#### **USE AND DISCLAIMER**

These forms shall not be used to engage in the unauthorized practice of law. Court cases can be very complicated, and even if you are representing yourself you should see a lawyer for legal advice as to how the law applies to you, and what is best in your particular situation. This might save you time, money, trips to the courthouse, and avoid serious mistakes. There are lawyers who will help you help yourself. This means that they will only charge you for giving you the help you need, and you can complete the court papers on your own or ask the lawyer for help with your papers.

There are professional mediators in the community who can help you with your problems. They help you solve your present problem, and anticipate future problems and how to solve them. Mediators work with both parties in a dispute to help resolve areas of disagreement or trouble.

#### **HOW TO ASSEMBLE THESE DOCUMENTS**

This packet contains general information, instructions and court forms to complete and file, including the divorce Petition and other court papers. Be sure the documents are in the following order. Look at the lower right hand corner of the document for the document number. Documents that end with "info" are instructions and/or general information. Documents that end with "form" are court forms that MUST be completed and filed with the court. The Arizona Child Support Guidelines and other important documents will also be available at the Self-Service Center and other locations.

<b>Title</b>	<b>Form</b>
Use and Disclaimer (1 page)	childsupport-use and disclaimer.info
Instructions for completing The Parents Worksheet For Child Support Amount (8 pages)	childsupport-instructions for completing parents worksheet.info
Parents Worksheet for Child Support Amount (1 pages)	childsupport-parents worksheet for child support amount.form
Instructions For Completing Child Support Order (1 page)	childsupport-instructions for completing the child support order.info
Child Support Order (4 pages)	childsupport-child support order.form
Instructions for Completing Order of Assignment (1 page)	childsupport-instructions for completing order of assignment.info
Order of Assignment (1 page)	childsupport-order of assignment.form
Instructions for Completing Obligee/Obligor Fact Sheet (1 page)	childsupport-instructions for obligee obligor fact sheet.info
Obligee/Obligor Fact Sheet (1 page)	childsupport-obligee obligor fact sheet.form

# SOUTHERN ARIZONA LEGAL AID, INC.

## INSTRUCTIONS FOR COMPLETING THE PARENT'S WORKSHEET FOR CHILD SUPPORT AMOUNT

This worksheet provides the information the court needs to determine child support amounts in accordance with Arizona's Child Support Guidelines. You may download a copy of the Guidelines from the Internet at <http://supreme.state.az.us/nav2/divorce.htm> or see your county Clerk of Superior Court or Self Service Center for a copy.

An automated child support calculator is also available on the Supreme Court's website at <http://www.supreme.state.az.us/childsup.htm>. Assuming your computer is connected to a printer, the online calculator will provide you with a printout that you may use in place of this form.

### COMPLETE THIS WORKSHEET IF:

- You are a party to a court action to establish a child support obligation or to modify an existing order for child support.

### TO COMPLETE THIS WORKSHEET YOU WILL NEED TO KNOW:

- Your case number and the ATLAS number, if known.
- The monthly gross income of both parents (actual, estimated or attributed).
- The monthly cost of medical, dental and vision insurance for the children who are the subject of this action.
- Monthly childcare amounts paid to others by each parent.
- The number of days the child(ren) spends with the non-custodial parent.
- Monthly obligations of each parent for child support or court-ordered spousal maintenance/support.

### DEFINITIONS:

- Custodial Parent – The parent designated by the court as having primary physical custody of the child(ren) or if a custody order has not been established, the parent with whom the child lives with most of the time.
- Non-custodial Parent - The parent that has not been granted physical custody of the child(ren) or if a custody order has not been established, the parent who is not the primary caretaker of the child(ren).
- Physical Custody - Rights and responsibilities to determine where the child lives and who cares for the child.

### HOW TO COMPLETE THIS FORM:

TYPE OR PRINT NEATLY USING **BLACK INK**. Match each numbered item in the instructions with the same numbered item on the Parent's Worksheet for Child Support Amount. The number in brackets after the instructions tells you where to look in the Guidelines for this item, for example, [Guidelines 5].

- (1) Type or print the name of the person shown as the Petitioner/Plaintiff on the original petition to establish support or on the Order that established support.
- (2) Type or print the name of the person shown as the Respondent/Defendant on the original petition to establish support or on the Order that established support.
- (3) Type or print the case number assigned to your case. If you do not have a case number, leave this item blank. Type or print the ATLAS number, if one has been assigned to your case; otherwise leave this item blank.
- (4) Check the box indicating the custodial parent. [See definition above].
- (5) Check the box indicating which parent is preparing this form.
- (6) Enter the number of children from this relationship for whom support is being requested.
- (7) Type or print the date this Parent's Worksheet for Child Support Amount is being completed.

## **MONTHLY GROSS INCOME**

**(8)** Type or print the exact, estimated or attributed gross monthly income for each parent. [See Guidelines 5]

Example of estimated income: The father was promoted to supervisor. Before this promotion he was making \$2,000 per month and I believe he received a 20% increase, so I am estimating his income at \$2,400 per month.

Example of attributed income: My ex-wife was a secretary earning \$1,500 per month. Now she has remarried and is staying home as a homemaker. She could be making \$1,500 per month, so I am attributing her income at \$1,500 per month.

If you are estimating or attributing, check the appropriate box(es) in **(8)**.

- 
- Terms such as “gross income” and “adjusted gross income” as used here do not have the same meaning as when they are used for tax purposes.
  - “Gross Income” is not your “take home pay”, it is the total amount before any deductions.
  - To convert weekly “gross income” to “monthly gross income”, multiply the weekly amount by 4.33 (52 weeks divided by 12 months = 4.33 average weeks in a month).
  - To convert bi-weekly “gross income” to “monthly gross income” multiply the bi-weekly amount by 2.165 (26 weeks divided by 12 months = 2.165 average pay periods in a month).
- 

Gross Income includes monies from:

- Salaries
- Bonuses
- Worker’s Compensation Benefits
- Wages
- Dividends
- Disability Insurance (including Social Security disability)
- Annuities
- Royalties
- Commissions
- Capital Gains
- Interest
- Self-employment
- Severance Pay
- Unemployment Insurance Benefits
- Income from a Business
- Pensions
- Rental Income
- Prizes
- Social Security Benefits [Guidelines 26]
- Trust Income
- Recurring Gifts

For income from self-employment, rent, royalties, proprietorship of a business, joint ownership of a partnership or closely held corporation, gross income means gross receipts minus ordinary and necessary expenses required to produce income. What you include as “ordinary and necessary expenses” may be adjusted by the court, if deemed inappropriate for determining gross income for child support. Ordinary and necessary expenses also include one-half of the self-employment tax actually paid.

Gross Income does not include:

- Income of a parent’s new spouse. Only income of persons having a legal duty of support shall be treated as income under the Guidelines.
- Benefits from public assistance programs such as Temporary Assistance for Needy Families (TANF), Supplemental Social Security Income (SSI), Food Stamps and General Assistance (GA).
- Child support payments received.

If a parent is unemployed or underemployed, you may ask the court to attribute income to that parent by entering the amount of what you think that parent would be earning if he or she worked at full earning capacity. The court shall presume, in the absence of contrary testimony, that a non-custodial parent is capable of full-time employment at least at the federal adult minimum wage. [Guidelines 5.E.] This presumption does not apply to non-custodial parents under the age of eighteen who are attending high school. If gross income is attributed to the parent receiving support, appropriate childcare expenses may also be attributed in **(17)**.

If you are completing this Parent's Worksheet as part of a simplified modification proceeding and your income is different from the court's most recent findings, you must attach documentation to verify your current income. The documentation should include: your most recent tax return, W-2, or 1099 forms and your most recent paycheck stub showing year-to-date information. If these are not available, provide other documentation such as a statement of earnings from your employer showing year-to-date income.

If you are completing this Parent's Worksheet as part of a simplified modification proceeding and the income you show for the other party is different from that listed on the court's most recent findings regarding income of that parent, you must attach documentation or explain the amount shown or mark the box in **(8)** to show that the income amount is estimated or attributed.

**ADJUSTMENTS TO MONTHLY GROSS INCOME** [Guidelines 2.C., 6 and 6.A.]

- (9)** Type or print the total monthly amount of court-ordered spousal maintenance/alimony each parent actually pays from any previous marriage and/or pays or will pay from this marriage.
- (10)** Type or print the total monthly amount of court-ordered spousal maintenance/alimony each parent actually receives from any previous marriage and/or receives or will receive from this marriage.
- (11)** If either parent has a child(ren) from another relationship who is the subject of a child support order, s/he is entitled to an adjustment as follows:

For the non-custodial parent, the adjustment will be the amount of the court order if being paid. No adjustment will be made for court-ordered arrearage payments.

For the custodial parent, the adjustment will be based upon a "simplified application" of the Guidelines as described below.

Example of the "Simplified Application":

The parent has a gross monthly income of \$2,000, and one child who is the subject of a child support order. To use the Simplified Application of the Guidelines, locate \$2,000 in the Combined Adjusted Gross Income column of the Schedule of Basic Child Support Obligation. Select the amount in the column for one child, \$420. The parent's income will be reduced by \$420, resulting in an Adjusted Gross Income of \$1,580.

Type or print the adjustment.

- (12)** If either parent has a natural or adopted child(ren) from another relationship who is not the subject of a child support order, s/he may ask the court to consider the financial obligation. If you choose to do this, the adjustment amount you may request is determined by a "simplified application of the Guidelines".  
Example of the "Simplified Application":

The parent has a gross monthly income of \$3,000, and two children who are not the subject of a child support order. To use the Simplified Application of the Guidelines, locate \$3,000 in the Combined Adjusted Gross Income column of the Schedule of Basic Child Support Obligation. Select the amount in the column for two children, \$817. The parent's income may be reduced by up to \$817, resulting in an Adjusted Gross Income of \$2,183.

Type or print the adjustment.

**ADJUSTED GROSS INCOME** [Guidelines 7]

- (13)** Add the amounts in **(8)** and **(10)**, then subtract the amounts in **(9)**, **(11)** and **(12)** for each parent. Type or print the answer.

**COMBINED ADJUSTED MONTHLY GROSS INCOME** [Guidelines 7]

(14) Add the two numbers in (13) together (the one for the father and the one for the mother). Type or print the amount.

**BASIC CHILD SUPPORT OBLIGATION** [Guidelines 8]

(15) On the Schedule of Basic Child Support Obligation, locate the amount that is closest to the Combined Adjusted Monthly Gross Income in (14). Go to the column for the number of children in (6). Type or print this amount.

**PLUS COSTS FOR:** (Place in the column for the parent paying the expenses.)

Medical/Dental/Vision Insurance [Guidelines 9.A.]

(16) For each parent type or print the monthly dollar amount of that portion of the insurance premium that is or will be paid for court-ordered medical, dental and/or vision care insurance for the child(ren) in this case.

Child Care [Guidelines 9.B.1]

(17) If the custodial parent is working or if income is attributed to the custodial parent in (8), check the box indicating whether childcare is paid for one or more than one child; then type or print the monthly cost of work-related childcare the custodial parent pays. If these costs vary throughout the year, add the amounts for each month together and divide by 12 to annualize the cost. If appropriate, adjust for the federal child care tax credit.

If the non-custodial parent pays for work-related childcare during periods of physical custody, the amount paid by that parent may also be typed or printed here. If these costs vary throughout the year, add the amounts for each month together and divide by 12 to annualize the cost.

Education Expenses [Guidelines 9.B.2.]

(18) Type or print the monthly reasonable and necessary expenses for special or private schools and special educational activities. These expenses must be agreed upon by both parents or ordered by the court.

Extraordinary Child [Guidelines 9.B.3.]

(19) If any of the children for whom support is being requested are gifted or handicapped and have special needs, type or print the monthly costs of meeting those needs.

(20) Add items (16) through (19) for each parent and type or print the answer.

Children 12 and Over [Guidelines 9.B.4.]

(21) If there are no children 12 or over, enter "0" and SKIP to (22). Average expenditures for children 12 or older are approximately 10% higher than those for younger children, therefore the Guidelines allow an adjustment of up to 10% to account for these higher costs. If support is being determined for children 12 or older, type or print the number of children 12 or older; then type or print the percentage of adjustment (1-10 percent) you are requesting.

If all children are 12 or over:

- Multiply the Basic Child Support Obligation (15) by the percentage adjustment (1 – 10%), which results in the monthly dollar amount of increase.
- Type or print this amount in the blank with the "\$".

If one or more, but not all children are 12 or older:

- Divide the Basic Child Support Obligation (15) by the total number of children.
- Multiply that amount by the number of children 12 or over.
- Then multiply that amount by the percentage adjustment (1 – 10%), which results in the monthly dollar amount of increase.
- Type or print this amount in the blank with the "\$".

Example A:

All children are 12 or older, Basic Child Support Obligation is \$300 and a 10% Adjustment is being requested:

Multiply Basic Child Support Obligation of \$300 by the 10% adjustment which equals \$30.  
 $\$300 \times .10 = \$30$

Example B:

Support is being requested for three children, two of those children are 12 or older. The Basic Child Support Obligation is \$300 and a 10% Adjustment is being requested:

Divide Basic Child Support Obligation of \$300 by 3 children which equals \$100.  
 $\$300 \div 3 = \$100$

Multiply the answer of \$100 by 2 children which equals \$200.  
 $\$100 \times 2 = \$200$

Multiply the answer of \$200 by the 10% adjustment which equals \$20.  
 $\$200 \times .10 = \$20$

**TOTAL ADJUSTMENTS FOR COSTS**

(22) Add the amounts for both parents from (20) to the amount from (21). Type or print the answer.

**TOTAL CHILD SUPPORT OBLIGATION**

(23) Add the amounts from (15) and (22). Type or print the total amount.

**EACH PARENT'S PERCENTAGE (%) OF COMBINED INCOME** [Guidelines 10]

(24) For each parent, divide the amount in (13) (Adjusted Gross Income) by the amount in (14) (Combined Adjusted Gross Income). Type or print each parent's percentage. If one parent earns all of the income, this answer will be 100%.

EXAMPLE:	Mother	Father
Adjusted Gross Income (13)	\$600	\$400
Combined Adjusted Gross Income (14)	\$1000	

$\$600 \div \$1,000 = .60$  or 60% is Mother's percentage

$\$400 \div \$1,000 = .40$  or 40% is Father's percentage

**EACH PARENT'S SHARE OF THE TOTAL CHILD SUPPORT OBLIGATION**

(25) For each parent, multiply the amount in (23) by the number for that parent in (24). This equals the dollar amount of each parent's share of the total child support obligation. Type or print each parent's share of the child support obligation.

EXAMPLE:	Mother	Father
Total child support obligation <b>(23)</b>	\$189	
Percentage of combined income <b>(24)</b>	60%	40%

\$189 x .60 = \$113.40 is Mother's share of the total support obligation  
 \$189 x .40 = \$75.60 is Father's share of the total support obligation

**LESS PAYING PARENT'S COSTS**

**(26)** For the parent who is or will be ordered to pay child support type or print the amount from **(20)**.

**ADJUSTMENT FOR COSTS ASSOCIATED WITH PARENTING TIME** [Guidelines 11]

**(27)** If either of the following is true, neither party receives a parenting time adjustment, SKIP to **(28)**:

- Time with each parent is equal.
- The non-custodial parent will not incur costs for the children during parenting time.

To adjust for costs associated with parenting time, first determine the total number of parenting time days indicated in a court order or parenting plan or by the expectation or past practice of the parents. Using the definitions below, add together each block of parenting time to arrive at the total number of parenting time days per year. Only time spent with the non-custodial parent is considered; time that the child is in school or in childcare is not considered.

For purposes of calculating parenting time days:

- A. A period of 12 hours or more counts as one day.
- B. A period of 6 to 11 hours counts as a half-day.
- C. A period of 3 to 5 hours counts as a quarter-day.
- D. Periods of less than 3 hours may count as a quarter day if, during those hours, the non-custodial parent pays for routine expenses of the child, such as meals.

Based on the information below, check the box to indicate whether "Parenting Time Table A" or "Parenting Time Table B" applies.

"Parenting Time Table A" applies when the number of parenting time days approaches equal time sharing (143 days and above) and certain costs usually incurred only in the custodial household are assumed to be substantially or equally shared by both parents. These costs are for items such as the child's clothing and personal care items, entertainment, and reading materials. Parenting Time Table A applies unless the court finds that costs are not substantially or equally shared in each household.

"Parenting Time Table B" applies only when the custodial parent can prove to the court that the costs are not substantially or equally shared in each household.

PARENTING TIME TABLE A			
Number of Visitation Days	Adjustment Percentage	Number of Visitation Days	Adjustment Percentage
0 – 3	0	116 - 129	.195
4 – 20	.012	130 - 142	.253
21- 38	.031	143 – 152	.307
39 - 57	.050	153 – 162	.362
58 - 72	.085	163 - 172	.422
73 - 87	.105	173 – 182	.486
88 - 115	.161		

PARENTING TIME TABLE B	
Number of Visitation Days	Adjustment Percentage
143 - 152	.275
153 – 162	.293
163 – 172	.312
173 - 182	.331

- Type or print total number of parenting time days in **(27)**.
- Check the box to indicate whether Table A or Table B applies.
- Type or print the percentage adjustment from the appropriate table.
- Multiply the percentage by the amount listed for **(15)**. Type or print the answer in the column for the non-custodial parent.

#### EXAMPLE

The Basic Child Support Obligation **(15)** is \$425. The non-custodial parent has parenting time with the children a total of 100 days. On “Parenting Time Table A”, the range of days for this amount of parenting time is 88 to 115 days. The corresponding adjustment percentage is .161. Multiply the \$425 Basic Child Support Obligation by .161 (16.1%). The resulting amount of \$68 is entered in **(27)** in the column for the non-custodial parent.

$$\$425 \times .161 = \$68$$

### **ADJUSTMENTS SUBTOTAL**

(28) For the paying parent, add the amounts in (26) and (27). Type or print the answer.

### **PRELIMINARY CHILD SUPPORT AMOUNT**

(29) For non-custodial parent: Subtract the amount in (28) from (25). Type or print the answer.  
For custodial parent: Type or print the amount from (25).

### **SELF SUPPORT RESERVE TEST FOR PAYING PARENT** [Guidelines 15]

(30)

- Type or print the paying parent's adjusted gross income from (13).
- The court may subtract from the paying parent's adjusted gross income (13) court-ordered arrears on child support for children of other relationships or spousal maintenance, if actually paid. If applicable, type or print that monthly amount.
- Subtract paid arrears and \$775 from (13).
- Type or print the answer in the column for the paying parent.

### **CHILD SUPPORT AMOUNT TO BE PAID**

(31) Check the box indicating which parent will be ordered to pay child support and type or print the dollar amount from (29) or (30) for the paying parent. If the resulting amount is less than the preliminary child support amount (29), the court may reduce the child support amount after considering the financial impact the reduction would have on the custodial household.

### **RESPONSIBILITY FOR TRAVEL EXPENSES ASSOCIATED WITH PARENTING TIME** [Guidelines 18]

(32) Type or print the percentage you think each parent should pay toward the child(ren)'s travel expenses involving travel of more than 100 miles, one-way. The court will decide how to allocate the expense, but you may use the percentages listed in (24) as a guide. The allocation of expense does not change the amount of the support ordered in (31).

### **RESPONSIBILITY FOR MEDICAL EXPENSES NOT PAID BY INSURANCE** [Guidelines 9.A.]

(33) Type or print the percentage you think each parent should pay toward uninsured medical, dental and/or vision expenses for the child(ren). The court will decide how to allocate the expense, but you may use the percentages listed in (24) as a guide. The allocation of expense does not change the amount of the support ordered in (31).

### **NOTE: DEVIATION FROM THE GUIDELINES AMOUNT** [Guidelines 20]

If you believe the amount of child support shown on this worksheet is too low or too high, the court may deviate from the guidelines and order a different amount, if the amount on the worksheet is found to be unjust or inappropriate. A deviation can only be ordered if the court makes appropriate findings based upon evidence presented by either party or agreement of the parties.

**WHEN YOU HAVE COMPLETED THIS WORKSHEET:**

If you are completing this worksheet to establish a child support obligation:

- Make a copy of the worksheet for your records;
- Make a copy to send or deliver to the other party and/or the state prior to the hearing;
- Take the original to court at the time of your hearing; and
- Take financial documentation.

If you are completing this worksheet to modify a child support obligation:

- Attach any documentation required for Item 7 or 8;
- Make a copy of the worksheet for your records;
- Make a copy of the worksheet to serve on the other party and/or the state; and,
- Attach the original worksheet to the Request for Modification of Child Support Pursuant to Guidelines simplified Procedure and file it with the Clerk of Superior Court.

# SOUTHERN ARIZONA LEGAL AID, INC.

## PARENT'S WORKSHEET FOR CHILD SUPPORT AMOUNT

Petitioner (1) \_\_\_\_\_  
 Respondent (2) \_\_\_\_\_  
 Custodial Parent (4): Father  Mother   
 No. of Children (6): \_\_\_\_\_

(3) Case No. \_\_\_\_\_  
 ATLAS No. \_\_\_\_\_  
 Prepared By (5): Father  Mother   
 Date Prepared (7) \_\_\_\_\_

**Gross Income (8)** Estimated Father  Mother   
 Attributed Father  Mother

	Father	Mother
\$ _____	\$ _____	\$ _____
Spousal Maintenance Paid (9)	\$- _____	\$- _____
Spousal Maintenance Received (10)	\$+ _____	\$+ _____
Child Support Paid/Contributed (11)	\$- _____	\$- _____
Support of Other Children (12)	\$- _____	\$- _____
<b>Adjusted Gross Income (13)</b>	<b>\$ _____</b>	<b>\$ _____</b>

Spousal Maintenance Paid (9)  
 Spousal Maintenance Received (10)  
 Child Support Paid/Contributed (11)  
 Support of Other Children (12)

**Adjusted Gross Income (13)**  
**Combined Adjusted Gross Income (14)**  
**Basic Child Support Obligation (15)**

\$ \_\_\_\_\_  
 \$ \_\_\_\_\_

**Plus Costs for:**

Medical/Dental/Vision Insurance (16)  
 Childcare (17) for  One Child  or More Than One Child  
 Education Expenses (18)  
 Extraordinary Child (19)

\$ _____	\$ _____	\$ _____
\$ _____	\$ _____	\$ _____
\$ _____	\$ _____	\$ _____
\$ _____	\$ _____	\$ _____
\$ _____	\$ _____	\$ _____

**Subtotal (20)**  
 No. of Children Age 12 or Over \_\_\_\_\_ Adj. % \_\_\_\_\_ (21)

**Total Adjustments for Costs (22)**

\$ \_\_\_\_\_

**Total Child Support Obligation (23)**

\$ \_\_\_\_\_

**Each Parent=s % of Combined Income (24)**

\_\_\_\_\_ %      \_\_\_\_\_ %

**Each Parent=s Share of the Total Support Obligation (25)**

\$ _____	\$ _____	\$ _____
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**Less Paying Parent=s Costs (26)**

\$ _____	\$ _____	\$ _____
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**Costs Associated with Parenting Time (27):** Table A  Table B

No. of Days \_\_\_\_\_

Line (15) x \_\_\_\_\_ %

\$ _____	\$ _____	\$ _____
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**Adjustments Subtotal (28)**

\$ _____	\$ _____	\$ _____
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**Preliminary Child Support Amount (29)**

\$ _____	\$ _____	\$ _____
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**Self Support Reserve Test for Payor (30)**

Line (13) \$ \_\_\_\_\_ Less Paid Arrears \$ \_\_\_\_\_ Less \$775

\$ _____	\$ _____	\$ _____
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**Child Support Amount to be Paid By (31):** Father  Mother  \$ \_\_\_\_\_ \$ \_\_\_\_\_

**Travel Related to Parenting Time (32)**

\_\_\_\_\_ %      \_\_\_\_\_ %

**Medical/Dental/Vision Costs Not Paid by Insurance (33)**

\_\_\_\_\_ %      \_\_\_\_\_ %

# SOUTHERN ARIZONA LEGAL AID, INC.

## INSTRUCTIONS FOR COMPLETING THE CHILD SUPPORT ORDER

An automated child support calculator is available on the Supreme Court's website at <http://www.supreme.state.az.us/childsup.htm>. Assuming your computer is connected to a printer, the online calculator will provide you with a printout that you may use in place of this form.

### COMPLETE THIS FORM IF:

- You are a party to a court action to establish a child support obligation or to modify an existing order for child support.

### DEFINITIONS

- Custodial Parent – The parent designated by the court as having physical custody of the child(ren) or if a custody order has not been established, the parent with whom the child lives with most of the time.
- Non-custodial Parent - The parent that has not been granted physical custody of the child(ren) or if a custody order has not been established, the parent who is not the primary caretaker of the child(ren).
- Physical Custody - Rights and responsibilities to determine where the child lives and who cares for the child.

### HOW TO COMPLETE THIS FORM:

TYPE OR PRINT NEATLY USING **BLACK INK**. Match each numbered item in the instructions with the same numbered item on the Child Support Order.

- (1) Type or print the name of the county in which this Child Support Order is being filed.
- (2) Type or print the first, middle and last name, date of birth and social security number of the person shown as the Petitioner/Plaintiff on the original petition to establish support or on the Order that established support.
- (3) Type or print the first, middle and last name, date of birth and social security number of the person shown as the Respondent/Defendant on the original petition to establish support or on the Order that established support.
- (4) Type or print the case number assigned to your case. If you do not have a case number, leave this item blank. Type or print the ATLAS number, if one has been assigned to your case; otherwise leave this item blank.
- (5) Type or print the first, middle and last name of the mother of the child(ren).
- (6) Type or print the first, middle and last name of the father of the child(ren).
- (7) Type or print the first, middle and last name and date of birth of each child for whom support is being requested.

The Judicial Officer or Clerk of the Superior Court will complete the remaining items, date and sign the order.

### WHEN YOU HAVE COMPLETED THE CHILD SUPPORT ORDER:

If you are completing the order to establish child support:

- Make a copy of the proposed child support order for your records;
- Take the original to court at the time of your hearing and enough copies for all parties to be confirmed with the judge's signature after the judge signs the order.

If you are seeking an order to modify a child support obligation:

- Provide the original and enough copies for you and all other parties to the judge when you submit the proposed order to the judge.
- After the judge completes and sign the child support order, you must provide a copy to the other parent.

ARIZONA SUPERIOR COURT, COUNTY OF PIMA

(2) \_\_\_\_\_  
Petitioner/Plaintiff

(4) Case No. \_\_\_\_\_

DOB \_\_\_\_\_ SSN \_\_\_\_\_

ATLAS No. \_\_\_\_\_

(3) \_\_\_\_\_  
Respondent/Defendant

**CHILD SUPPORT ORDER**

DOB \_\_\_\_\_ SSN \_\_\_\_\_

**THE COURT FINDS THAT:**

1. (5) \_\_\_\_\_ Mother and (6) \_\_\_\_\_ Father owe a duty to support the following children:

(7) Name	Date of Birth
_____	_____
_____	_____
_____	_____
_____	_____

2. The required financial factors and any discretionary adjustments pursuant to the Arizona Child Support Guidelines are as set forth in the Parent's Worksheet for Child Support Amount, attached and incorporated by reference.

3.  Mother  Father

a. Is obligated to pay support to \_\_\_\_\_

b. In the amount of \$ \_\_\_\_\_ Per Month

**THE COURT FURTHER FINDS THAT:**

**Deviation (only in applicable cases)**

Application of the Arizona Child Support Guidelines in this case is inappropriate or unjust. The Court has considered the best interests of the child(ren) in determining that a deviation is appropriate.

The child support amount before deviation is: \$ \_\_\_\_\_

The child support amount after deviation is: \$ \_\_\_\_\_

The Court finds the guidelines amount is inappropriate or unjust because:

Attached written agreement incorporated

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Arrears**

Child support arrears exist:

- a. In the amount of \$ \_\_\_\_\_
- b. For the period of \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_

**Past Care and Support**

A judgment for past care and support should be entered:

- a. In the amount of \$ \_\_\_\_\_
- b. For the period of \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_

**IT IS ORDERED THAT:**

1.  Mother  Father shall pay child support:

- a. In the amount of \$ \_\_\_\_\_ Per Month
- b. To \_\_\_\_\_
- c. First payment is due on the 1<sup>st</sup> day of \_\_\_\_\_, \_\_\_\_\_
- d. Presumptive termination date \_\_\_\_\_, \_\_\_\_\_

2.  Mother  Father owes child support arrears:

- a. In the amount of \$ \_\_\_\_\_
- b. For the period of \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_

c. Judgment is ordered in favor of \_\_\_\_\_  
And against \_\_\_\_\_  
In the principal amount of \$ \_\_\_\_\_

Mother  Father shall pay \$ \_\_\_\_\_ Per Month toward the child support arrears amount until paid in full.

3.  Mother  Father owes past care and support:

- a. In the amount of \$ \_\_\_\_\_
- b. For the period of \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_

c. Judgment is ordered in favor of \_\_\_\_\_,  
 And against \_\_\_\_\_  
 In the principal amount of \$ \_\_\_\_\_  
 Mother  Father shall pay \$ \_\_\_\_\_ Per Month toward  
 the past care and support amount until paid in full.

4. All payments shall be made through the Support Payment Clearinghouse pursuant to an Order of Assignment signed this date. Any time the full amount of support ordered is not withheld, the obligor (person ordered to pay support) remains responsible for the full monthly amount ordered. Payments not made directly through the Support Payment Clearinghouse shall be considered *gifts* unless otherwise ordered. All payments shall be made payable to and mailed directly to:

**Support Payment Clearinghouse**  
**P.O. Box 52107**  
**Phoenix, AZ 85072-2107**

Payments must include the obligor's name, Social Security Number and the ATLAS number.

5. Pursuant to A.R.S. § 25-322, the parties shall submit current address information in writing to the Clerk of the Superior Court and the Support Clearinghouse immediately. The obligor shall submit the names and addresses of the obligor's employers or other payors within 10 days. The parties shall submit address changes within 10 days of the change.

6.  Mother  Father is responsible for providing medical insurance for the child(ren).

7. The costs of medical/dental/vision expenses not paid by insurance shall be shared as follows:

Mother \_\_\_\_\_ %      Father \_\_\_\_\_ %.

A request for payment or reimbursement must be provided to the obligated parent(s) within 180 days after the services occurred. The obligated parent must pay or make payment arrangements within 45 days after receipt of the request.

8. The costs of travel related to parenting time over 100 miles one way shall be shared as follows:

Mother \_\_\_\_\_ %      Father \_\_\_\_\_ %

9. The parties shall exchange financial information such as copies of tax returns, earnings statements, a Parent's Worksheet for Child Support Amount, residential addresses and the names and addresses of their employers every 24 months.

10. The court allocates the federal tax exemption(s) for the dependent child(ren) as follows:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Each year, the obligor may claim these exemptions only if the obligor has paid all child support and arrears ordered for the year by December 31 of that year.

**IMPORTANT INFORMATION:**

If this is a modification of child support, all other prior orders of this Court not modified remain in full force and effect.

Pursuant to Arizona Revised Statutes § 25-503(I), the right to get a judgment for unpaid child support ends three years after all children included in the Child Support Order have emancipated. To collect the unpaid support, the person owed child support must file a court action to obtain a written judgment for the unpaid amount before the end of the three-year period. (Limited exceptions exist and are found in A.R.S. § 25-320(B).)

Although the obligation to pay support may continue, a child is emancipated:

- On the date of the child's marriage
- On the child's 18<sup>th</sup> birthday
- When the child is adopted
- When the child dies

\_\_\_\_\_  
Date

\_\_\_\_\_  
Judicial Officer

# SOUTHERN ARIZONA LEGAL AID, INC.

## INSTRUCTIONS FOR COMPLETING THE ORDER OF ASSIGNMENT

### COMPLETE THIS FORM IF:

- You have been ordered by the Court to prepare an Order of Assignment.
- You are a party to a case in which the Court may establish or modify a support obligation.
- You are filing a Request to Modify Order of Assignment.

### HOW TO COMPLETE THIS FORM:

TYPE OR PRINT NEATLY USING **BLACK INK**. Match each numbered item in the instructions with the same numbered item on the Order of Assignment.

- (1) Type or print the name of the county in which this Order is being filed.
- (2) Type or print the name of the person shown as the Petitioner/Plaintiff on the order that established/will establish the support.  
Type or print the name of the person shown as the Respondent/Defendant on the order that established/will establish the support.
- (3) Type or print the case number assigned to your case. If the order was issued in a county other than the one where you are filing this Order, leave this item blank.  
Type or print the ATLAS number, if one has been assigned to your case.
- (4) Type or print the first, middle and last name and the social security number of the person ordered/to be ordered to make the support payments.

The Judicial Officer or Clerk of the Superior Court will complete the remaining items, date and sign the order.

ARIZONA SUPERIOR COURT, COUNTY OF (1) \_\_\_\_\_

(2) \_\_\_\_\_  
Petitioner/Plaintiff

(3) Case No. \_\_\_\_\_

ATLAS No. \_\_\_\_\_

\_\_\_\_\_  
Respondent/Defendant

**ORDER OF ASSIGNMENT**  
A.R.S. § 25-504

**TO: Current and future employers or other payors of:**

Name (4): \_\_\_\_\_

SSN: \_\_\_\_\_

**You shall withhold court-ordered monthly payments as follows:**

Current Child Support	\$ _____
Current Spousal Maintenance	\$ _____
Child Support Arrearages/Interest	\$ _____
Spousal Maintenance Arrearages/Interest	\$ _____
Clearinghouse Handling Fee	\$ _____ 2.25 *
<b>Total Amount Per Month</b>	<b>\$ _____ **</b>

\* The \$2.25 Handling Fee is subject to statutory change pursuant to A.R.S. § 25-510. \*\*No more than 50% of the employee's disposable earnings may be taken to satisfy an order issued for support or spousal maintenance. A.R.S. § 33-1131

This Order of Assignment modifies any previously dated Orders of Assignment with the same case number as listed above in (3). This Order of Assignment is effective immediately upon receipt by an employer or other payor, including self-employed persons, and continues until further order, or until a period of 90 continuous days from the last payment to the obligor (person ordered to make support payments). If you are again obligated to pay monies to the obligor within 90 days, you are bound by this Order of Assignment. Payment must be sent to the Clearinghouse within 2 business days after the obligor is paid.

This Order terminates on the last day of \_\_\_\_\_, \_\_\_\_\_ unless it includes an arrearage payment, in which case, the total amount listed above shall continue to be withheld until further order.

**All payments shall be sent to:** Support Payment Clearinghouse  
P.O. Box 52107  
Phoenix, AZ 85072-2107

The ATLAS number above in (3) and the employee's name and social security number in (4) must appear on the transmittal payment form or check. You shall not discharge or otherwise discipline the person named in this assignment because of service of this Order of Assignment.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Judicial Officer or Clerk of the Superior Court

**SOUTHERN ARIZONA LEGAL AID, INC.**  
**INSTRUCTIONS FOR COMPLETING THE OBLIGEE/OBLIGOR FACT SHEET**

Terms you must know:

“Obligee” is a person or agency entitled to receive support payments.

“Obligor” is the person who is ordered to make child support payments.

You must complete this form if a Child Support Order and Order of Assignment have been filed. The Obligee/Obligor Fact Sheet provides information regarding the person who owes child support and, where he or she works, the person entitled to support and the names of the children.

**How to complete this form:**

- (1) Type or print using black ink.
- (2) Obligor: Fill in the full name, date of birth and last known address of the person who is ordered to make support payments.
- (3) Obligee: Fill in the name, date of birth and address, if known, of the person who has been ordered to receive support.
- (4) Employer Information: State the name of the business and address where the obligor (the person ordered to pay support) works.
- (5) Agency: Fill in the name of the agency, only if an agency is entitled to support, such as the Arizona Department of Economic Security.
- (6) Children: State the name and date of birth of each minor child for whom support is paid. Attach additional sheets if there are more than four (4) minor children.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Daytime Telephone No: \_\_\_\_\_

Representing Self, Without a Lawyer

## ARIZONA SUPERIOR COURT, PIMA COUNTY

\_\_\_\_\_  
Petitioner/Plaintiff

Case No. \_\_\_\_\_

and

### OBLIGEE/OBLIGOR FACT SHEET

\_\_\_\_\_  
Respondent/Defendant

#### OBLIGOR

#### OBLIGEE

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

#### EMPLOYER INFORMATION

#### AGENCY (if applicable)

FIRM: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### CHILDREN

NAME

DATE OF BIRTH

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NOTE: THE OBLIGEE/OBLIGOR MUST NOTIFY THE CHILD SUPPORT DIVISION IF ANY CHANGES TO THE ABOVE OCCUR.

