

INSTRUCTIONS CHILD SUPPORT ORDER

COMPLETE THE CHILD SUPPORT ORDER 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.

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

CHECKBOXES

Where check boxes are indicated [] select the option that pertains to your case, or leave blank if it does not apply. Check only the boxes that pertain to your case. **MARK ALL APPROPRIATE BOXES AND FILL IN ALL BLANKS WITHIN EACH PROVISION THAT APPLY TO YOUR CASE.**

- (1) Fill in the name, address, and phone number of the person filing the form. **DO NOT INCLUDE MAILING ADDRESS ON THIS FORM IF YOU ARE REQUESTING ADDRESS PROTECTION.** Do not disclose a new address protected under Rule 7 of the Arizona Rules of Family Law Procedure (ARFLP) or other state law, or while an application to protect that address is pending. 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) Fill in the name of the county that has jurisdiction of this matter.
- (3)(4) Fill in the name of the persons shown as "Petitioner" or "Respondent" on any other case filed in the Superior Court of Arizona where legal decision-making authority, parenting time, support, or paternity of the minor children named here was an issue. If this is the first family court case concerning this petitioner and respondent, list the name of the person who is filing these papers as "Petitioner" and the other party as "Respondent."
- (5) Enter the case number that was assigned for this case that had issues regarding legal decision-making authority, parenting time, support, or paternity for the minor children named herein. If there is no prior case, leave blank; the Clerk of the Superior Court will provide a case number.
- (6) Enter the ATLAS number if one has been assigned.
- (7) Enter the name of the father.
- (8) Enter the name of the mother.
- (9) List the names of the child(ren) and the date of birth for each child. Include the first name, middle initial and last name.

Select only one option from (10a), (10b), (11a), or (11b). Options available in (11a) and (11b) should *only* be checked when a deviation from the application of the child support guidelines is requested.

- (10a) Check the appropriate box indicating which parent will be responsible for paying child support (the obligor) as calculated using the Arizona Child Support Guidelines worksheet. Check the box indicating the parent who will receive child support (the obligee). Include the amount of child support that is indicated on the "Parent's Worksheet for Child Support Amount."
- (10b) Check the appropriate box indicating which parent will be responsible for paying child support (the obligor) as calculated using the Arizona Child Support Guidelines worksheet. Check the box indicating the parent who will receive child support (the obligee). Include the amount of child support that is indicated on the "Parent's Worksheet for Child Support Amount." Enter the "rounding adjustment" child support amount in the blank field.
- (11a) If the parties request a deviation from the application of the child support guidelines, check the appropriate boxes indicating which parent will be responsible for paying child support (the obligor) and which parent will receive child support (the obligee) as calculated using the Arizona Child Support Guidelines worksheet. Enter the deviated amount of child support to be paid per month. Provide a full explanation of the reason(s) why a deviation is appropriate in the blank lines below (11b).
- (11b) If the parties request a deviation from the application of the child support guidelines and they have entered into a written agreement, check the appropriate boxes indicating which parent will be responsible for paying child support (the obligor) and which parent will receive child support (the obligee) as calculated using the Arizona Child Support Guidelines worksheet. Enter the deviated amount of child support to be paid per month. Provide a full explanation of the reason(s) why a deviation is appropriate in the blank lines below (11b).

Select only one option from (12a), (12b), or (12c).

- (12a) Check the appropriate boxes and enter information in the "Support Arrears" section of the child support order if child support arrearages exist in this matter.
- (12b) Check this box if no child support arrearages are owed.
- (12c) Check this box if no evidence is presented in support of child support arrears.

Select only one option from (13a), (13b), (13c), or (13d).

- (13a) Enter information in the "Past Support" section of the child support order if past support pertains to the case and one of the parties is requesting a judgment for past support for the period between the filing of the petition and the date current child support is ordered to begin.
- (13b) Enter information in the "Past Support" section of the child support order if past support pertains to the case and one of the parties is requesting a judgment for past support owed from the date of separation, but not more than three years before the date of filing the petition.
- (13c) Check this box if no child support arrearages are owed.
- (13d) Check this box if no evidence is presented in support of past child support.

- (14) Check the appropriate boxes indicating which parent is ordered to pay child support, which parent will receive child support, the amount of child support that is ordered, and the date the payment will start.

Select only one option from (15a) or (15b).

- (15a) If applicable, check the appropriate boxes indicating the parent who is granted a judgment for support arrearages, the parent who is ordered to pay the judgment, the amount owed, the time period involved (i.e. "March 1, 2008 through August 31, 2011"), and the amount owed for additional accrued interest along with the date the interest is calculated thru. If applicable, check the appropriate boxes indicating which parent will be ordered to pay an additional monthly amount towards the judgment, and the month and year the payment will start.
- (15b) Check this box if a judgment for child support arrears will not be ordered.

Select only one option from (16a) or (16b).

- (16a) If applicable, check the appropriate boxes indicating the parent who is granted a judgment for past support, the parent who will be ordered to pay past support, the amount owed, the monthly amount ordered to be paid toward the judgment, and what month and year the payment will start.
- (16b) Check this box if a judgment for past support will not be ordered.
- (17) Check the appropriate box to inform the obligor that payment must include the obligor's name and ATLAS number.
- (18) Check the appropriate box to indicate which parent is the obligor and when this child support order is to begin. Enter amount information for current child support payment, past due child support (arrearage payments), current spousal maintenance payment, and past due spousal maintenance payment, if applicable. Total the monthly payment amount and enter in the "Total monthly payment" field.
- (19) Check the appropriate boxes and enter the proportionate percentages from the child support worksheet indicating each parent's responsibility for the non-covered medical expenses.

Select only one option from (20a) or (20b).

- (20a) Check the appropriate box indicating the parent that's responsible for providing and paying the premiums for health insurance policies that have been included in the "Parent's Worksheet for Child Support Amount."
- (20b) Check the appropriate box to indicate which parent will provide medical insurance for the minor children when medical insurance becomes accessible and available at a reasonable cost.
- (21) Enter the percentages that each parent is ordered to share for costs of travel to parenting time that are over 100 miles away.
- (22) If applicable, enter other findings and orders not already covered in the child support order.

- (23) Enter information in the tax allocation table based upon parent's gross monthly incomes, number of children, and dates of children's birth.

Select only one option from (23a) or (23b).

- (23a) Check the appropriate box to indicate which parent may claim the allocated tax exemptions only if all child support and arrears ordered for the year have been paid by December 31 of that year.
- (23b) Check the appropriate box to indicate which parent may unconditionally claim the tax exemptions allocated to him or her.
- (24) If the parties stipulate to the contents of the child support order, date and sign the order.