

INSTRUCTIONS CHILD SUPPORT ORDER

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.

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.** 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 custody, 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.) Fill in the case number that was assigned for any prior case concerning the custody, support or paternity for the minor children named here was an issue. If there is no prior case, leave blank; the Clerk of Court will provide a case number.
- (6.) Fill in the ATLAS number if one has been assigned.
- (7.) Fill in the name of the petitioner.
- (8.) Fill in the name of the respondent.
- (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.
- (10.) Fill in the name of the parent who will be responsible for paying child support (the obligor) as calculated using the Arizona Child Support Guidelines worksheet. Fill in the name of the parent who will receive child support (the obligee) in the next field. Include the amount of child support that is indicated on the “Parent’s Worksheet for Child Support Amount.”

- (11.) If the parties request a deviation from the application of the child support guidelines, check the box . Enter the amount of child support to be paid per month, the name of the party to pay child support, and a full explanation of the reason why a deviation is appropriate.
- (12.) Enter information in the “Past Support” section of the child support order if past support pertains to the case. Select the box that states “No evidence was presented in support of any past child support” if past support is not an issue.
- (13.) Enter information in the “Arrears” section of the child support order if arrears exist in this matter. Select the box that states “No evidence was presented in support of any child support arrearage” if arrears are not an issue.
- (14.) Enter the total sum of past care expenses in the “Past Care Expenses” section of the child support order if past care expenses exist in this matter. Select the box that states “The evidence does not support a judgment for pregnancy, childbirth, or past care expenses” if past care expenses are not an issue.
- (15.) Fill in the name of the parent who is ordered to pay **child support** (the obligor). Fill in the name of the parent who will receive child support (the obligee) in the next field and the amount of child support that is ordered and the date the payment will start.
- (16.) Fill in the name of the parent who is granted a judgment for **past support**, if applicable. Fill in the name of the parent who is ordered to pay past support, the amount owed, the time periods involved (i.e. “March 1, 2006 through August 31, 2006”), the monthly amount ordered to be paid toward the judgment, and what month and year the payment will start. Select the box that states “No judgment for past support is entered” if past support amounts have not been ordered.
- (17.) Fill in the name of the parent who is granted a judgment for arrearages, if applicable. Fill in the name of the parent who is ordered to pay the judgment, the amount owed, the time periods involved (i.e. “March 1, 2006 through August 31, 2006”), the monthly amount to be paid toward the judgment, and what month and year the payment will commence. Select the box that states “No judgment for child support arrears is entered” if child support arrears have not been ordered.
- (18.) Fill in the name of the parent who is granted a judgment for **past care expenses**, if applicable. Fill in the name of the parent who is ordered to pay the judgment, the amount owed, the time periods involved (i.e. “March 1, 2006 through August 31, 2006”), the monthly amount to be paid toward the judgment, and what month and year the payment will commence. Select the box that states “No judgment for past care and support is entered” if past care expenses have not been ordered.
- (19.) Check the boxes indicating whether petitioner or respondent will provide insurance and whether it is medical, dental, or vision insurance. If neither parent has the ability to obtain medical insurance for the minor children that is accessible and available at a reasonable cost, check the appropriate box.
- (20.) Fill in the proportionate percentages from the child support worksheet for the non-covered medical expenses for each parent.
- (21.) Cash medical support orders are applicable to Title IV-D cases only. Select the box if this is a Title IV-D matter in which DCSE is involved.

- (22.) If this is a Title IV-D matter, check the box if the petitioner or respondent is to provide private insurance within the next 90 days. Fill in the amount of cash that will be ordered to provide monthly medical support and the first of the month in which payments are ordered to begin, if the parent ordered to provide private insurance fails to do so.
- (23.) Fill in the percentages that each parent is ordered to share for costs of travel to parenting time over 100 miles away.
- (24.) Fill in other findings and orders not already covered in the child support order.
- (25.) Fill in the tax allocation table based upon parent's gross monthly incomes, number of children, and dates of children's birth.
- (26.) If the parties stipulate to the contents of the child support order, date and sign the order.