

# REQUEST TO MODIFY CHILD SUPPORT

A *Request to Modify Child Support* is filed as a result of a 15%, or greater, difference on your current Child Support Order, which is calculated by completing a Parent's Worksheet for Child Support form.

## REQUEST TO MODIFY CHILD SUPPORT

1. Original Request to Modify Child Support \*\* (requires a notary)
2. Original Parent's Worksheet \*\*

*Forms for future use:*

3. Request for Hearing and Notice of Hearing \*\* (requires a notary)
4. Child Support Order
5. Income Withholding Order/Notice for Support
6. Employer Information Sheet

## FEES

### **WHEN FILING**

Originals get filed with the Clerk's Office

\*\* 2 copies get conformed, one for the petitioner and the other for the respondent (post notarization). A self addressed stamped envelope must be submitted for the mailing of conformed copies.

If the County Attorney Child Support Division has been involved with your case, you **MUST** also serve the County Attorney's Office with conformed copies and an *Acceptance of Service*.

Pinal County Attorney  
Division of Child Support Enforcement  
P.O. Box 608  
Florence, AZ 85132

### METHODS OF SERVICE

Acceptance of Service  
Restricted Registered Mail  
Private Process Server  
Sheriff Officer

### **SERVICE**

Once the respondent is served, the respondent has 20 days to file a Request for Hearing if he/she lives in AZ and 30 days if he/she lives out of state. Petitioner may file for Request for Hearing any time after.

### **POSSIBLE OUTCOMES**

- If a Request for Hearing is filed and a hearing is set, you will receive written notice of the date, time and location to appear for Court.
- After time has lapsed and no party requests a hearing, the Judge may grant your request and sign the Income Withholding Order/Notice for Support.
- The Judge may schedule a hearing to obtain further information and all parties will receive written notice of the date, time and location to appear for Court.