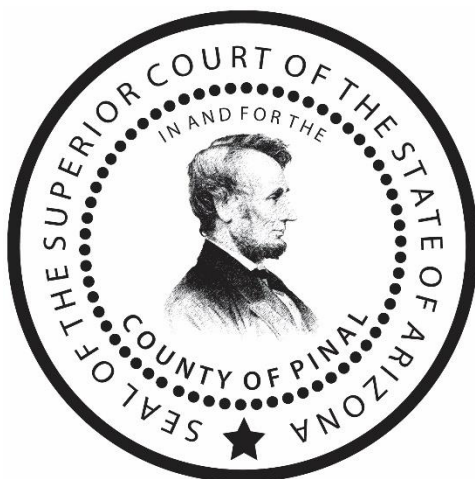


REQUEST FOR HEARING AND NOTICE OF HEARING (SIMPLIFIED PROCEDURES)



PINAL COUNTY

INSTRUCTIONS AND FORMS

**Provided as a Public Service by
AMANDA STANFORD
Clerk of the Superior Court**

INSTRUCTIONS AND FORM

How to Complete Request for Hearing and Notice of Hearing (Simplified Modification)

COMPLETE THIS FORM IF:

A Request to Modify Child Support Pursuant to Guidelines' Simplified Procedure has been filed, **AND**
You want to have a hearing to explain your position.

TO REQUEST A HEARING YOU WILL NEED:

- A copy of the Request for Hearing and Notice of Hearing, **AND**
- A completed "Parent's Worksheet for Child Support Amount."

FOLLOW THESE INSTRUCTIONS NUMBERED TO MATCH THE IDENTIFYING NUMBERS ON THE FORM. TYPE OR PRINT NEATLY USING BLACK INK.

- (1) Fill in the name, address, and phone number of the person filing the form. (The spaces marked representing and state bar number is used only if an attorney is preparing this form).
- (2) Fill in the name of the county that appears in this space on the Request to Modify Child Support. (This may already be printed on the form).
- (3) Fill in the name of the person shown as the petitioner on the Request to Modify Child Support.
- (4) Fill in the name of the person shown as the respondent on the Request to Modify Child Support.
- (5) Fill in the case number that appears on the Request to Modify Child Support.

STOP!

**You Must Wait to Sign the Request & Notice Until you are
before a Notary Public or Deputy Clerk of the Court**

- (6) Date and sign here before a Notary Public or a Deputy Clerk of the Court. By signing, you are stating under oath that the contents of this Request for Hearing are true and correct to the best of your knowledge.
- (7) Leave this area blank; it will be completely by personnel at the Office of the Clerk of the Superior Court when you file these documents.
- (8) List the name and current mailing address of the other party to this action. If you are using the child support services of the Department of Economic Security (DES). You **MUST** also mail a copy of this Request for Hearing and Notice of Hearing to the Department of Economic Security.
- (9) Sign and date the form to indicate that you will mail the Request for Hearing and Notice of Hearing as indicated.

WHEN YOU HAVE COMPLETED THIS FORM GO TO THE OFFICE OF THE CLERK OF THE SUPERIOR COURT TO FILE YOUR PAPERS:

You should arrive at the Clerk's Office at least two hours before it closes. You may file your court papers at the following locations:

**Visit our website for office locations or feel free to give us a call.
Contact Information for all Offices**

Toll Free: 888.431.1311 • Local: 520.509.3555 or 311 • Fax: 520.866.5320
www.coscpinalcountyz.gov/office.html

Give the form and your completed Parent's Worksheet to the Clerk of the Superior Court. The Clerk's office will fill in the date, time and place of the Hearing and have the notice signed.

PAPERS: Hand the originals and all set of copies of your court papers to the deputy clerk. The clerk will file stamp and retain the originals and conform stamp your copies.

MAKE SURE YOU PROVIDE (1) STAMPED ENVELOPES IN ORDER TO RECEIVE THE FOLLOWING FROM THE CLERK:

- Your set of Copies – Conformed Stamped
- The other parties Set of Copies – Conformed Stamped
- Copies for DES/Department of Child Support Services (if required)

IMMEDIATELY AFTER THE COURT SETS THE HEARING & FILLS IN THE INFORMATION IN NUMBER 7:

All the conformed copies (including the copies for the other parties) will be returned to you. You must mail a copy of the Request for Hearing and Notice of Hearing as indicated in item 8 to the appropriate parties.

PROCEDURES

What to Do After You Have Completed Request for Hearing and Notice of Hearing

STEP 1: **MAKE TWO COPIES*** (or 3, if the State DES/ Dept of Child Support Enforcement is involved) of the:

❖ **Request for Hearing and Notice of Hearing and Parent Worksheet**

STEP 2: Separate your papers into three sets* (4, if DES or Dept of Child Support Enforcement is involved)

Set 1 – ORIGINALS for the Clerk of Superior Court: (1) Original Request for Hearing & Notice of Hearing (2) Original Parent's Worksheet AND (1) 1 Self Addressed, Stamped envelopes	Set 2 – COPY for the Other Party (1) Request for Hearing & Notice of Hearing (2) Parent's Worksheet
Set 3 – COPY for You (1) Request for Hearing & Notice of Hearing (2) Parent's Worksheet	Set 4 – COPY for State (*if required) (1) Request for Hearing & Notice of Hearing (2) Parent's Worksheet (3) Acceptance of Service

STEP 3: **FILE THE PAPERS WITH THE CLERK OF THE COURT.**

Visit our website for office locations or feel free to give us a call.

Contact Information for all Offices

Toll Free: 888.431.1311 • Local: 520.509.3555 or 311 • Fax: 520.866.5320

www.coscpinalcountyaz.gov/office.html

STEP 4: **IMMEDIATELY AFTER THE COURT SETS THE HEARING AND FILLS IN THE INFORMATION IN ITEM 7:**

You must send the Request for Hearing and Notice of Hearing as indicated in item 8.

For more information review the Rules of Family Law Procedures.

Forms can be found at: <http://www.coscpinalcountyaz.gov/forms.html>

(1)

Name of Person Filing: _____
 Street Address: _____
 City, State, Zip Code: _____
 Telephone Number: _____
 Email Address: _____
 ATLAS Number (if applicable) _____
 Representing Self (No Attorney) or Represented by Attorney
 If Attorney, Bar Number: _____

SUPERIOR COURT OF ARIZONA
(2) PINAL COUNTY

(3) _____
 Name of Petitioner

(5) CASE NUMBER: S1100

**REQUEST FOR HEARING AND
 NOTICE OF HEARING**
 (Simplified Procedure)

(4) _____
 Name of Respondent

HONORABLE: _____

A Request to Modify Child Support Pursuant to Guidelines' Simplified Procedures, has been filed.

The information provided in the Parent's Worksheet that was the basis for the Request to Modify Child Support is not accurate. I am attaching the required completed Parent's Worksheet that shows what I believe to be accurate information. I request that a hearing be set so that I can explain to the judge or commissioner my position. I further request that costs and fees incurred in responding to the Request for Modification be ordered to be paid by the opposing party.

I Have Read This Document And The Information Given Here Is True And Correct To The Best Of My Knowledge.

(6)

 Date

 Signature

State of Arizona)
)
 County of _____)

SUBSCRIBED AND SWORN TO before me
 this _____ day of _____, 20____
 by _____
 Name of Signer

 Commission Expires

 Notary Public

NOTICE OF HEARING

The above verified Request for Hearing having been filed, this matter shall be heard:

(7) DATE AND TIME:

_____ at _____ a.m. / p.m.
(Date) (Time)

PLACE: **PINAL COUNTY SUPERIOR COURT
971 N. JASON LOPEZ CIRCLE BLDG. A
FLORENCE, AZ 85132**

If either party fails to appear at the hearing after proper notice, the court will take evidence from the party who does appear and make a decision based on the information provided in the Request to Modify Child Support, Request for Hearing and any oral testimony.

_____ (Date) _____ (Judicial Officer)

Upon receipt of the hearing date, I will immediately mail a copy of this Request for Hearing and Notice of Hearing to the other parent or such person's attorney as follows:

(8) NAME: _____
ADDRESS: _____

If one of the parties is using the child support services of the Department of Economic Security, I will also immediately mail a copy of this Request for Hearing and Notice of Hearing to:

Attorney General's Office/IV-D Attorneys
555 W Main Ave
Casa Grande, AZ 85122

(9)
_____ (Date) _____ (Requesting Party)