

FAMILY LAW PROTOCOL CHECKLIST FOR ATTORNEYS

CONFIDENTIALITY:

1. Do not include reference to the JD number or any information indicating the family is involved in a dependency case in any document filed in a family law case. Use only the numerical portion of the JD case number (i.e. JD20170001 becomes 20170001).
2. Pleadings should not be filed in both JD and family law case.

CONSOLIDATION:

1. Dependency and family law cases **must** be consolidated by the juvenile court upon dependency adjudication to prevent conflicting orders. P.C. Local Rule 6.2(B). Cases **may, after careful consideration and when appropriate**, be consolidated pre-dependency adjudication. Do not automatically request consolidation pre-adjudication. NOTE: Juvenile court judge may *sua sponte* order consolidation pursuant to P.C. Local Rule 6.2(A).
2. If juvenile court judge conducts a hearing and/or makes findings or issues orders in a family law case, they must first consolidate the cases, and any family law orders must be issued before the cases are unconsolidated and before dismissal of the dependency.
3. If pre-adjudication, consider:
 - a. Request to consolidate to allow juvenile court to establish paternity and/or issue first parenting time¹ orders when parenting plan will resolve need for dependency without an adjudication.
4. For all other family law cases, there is a strong preference the family law matter should be set in the assigned family law division if matter is not resolved in mediation. This includes:
 - a. modification of existing D or SP orders pre- or post-adjudication, and
 - b. establishment of first parenting time orders post-adjudication.
5. If the family court judge needs to address an issue in a family law case that has been consolidated, the juvenile judge can order the entire case or certain proceedings thereof be unconsolidated to address limited appropriate issues in the family law matter. P.C. Local Rule 6.2(E); ARFLP Rule 5.1(a)(2).

THREE PRIMARY SCENARIOS

I. ONLY ONE PARENT INVOLVED AND ACTIVELY PARTICIPATING IN DEPENDENCY:

If only one parent is involved in the dependency case where paternity has been established and no parenting time orders are necessary to protect the child, consider request for legal decision-making with the present parent pursuant to ARS § 25-803(D), which states: “In any case in which paternity is established, the parent with whom the child has resided for the greater part of the last six months, shall have LDM unless otherwise ordered by the court.”

II. IF PARENTING PLAN WILL RESOLVE DEPENDENCY, AND NO EXISTING SP/D CASE:

- A. Request order to provide assistance for parent to resolve family law matter.

¹ The term “parenting time” when used in this document also can encompass legal decision-making.

- B. If no SP or D case exists, and both parents present at the PPH (or a future hearing), the juvenile court judge will refer attorneys to Superior Court website family law forms:
 - 1. If paternity not established, have parents complete and file appropriate acknowledgement of paternity (married versus unmarried mother) to establish paternity and obtain SP case number [\(See Attachment A: Acknowledgment of Paternity\)](#)
 - 2. A Paternity Petition ([Packet #18 on Superior Court website](#)) for never-married parents. If the parties agree, packet #18 has a section where the parents may attach an acknowledgement of paternity; or parents may establish paternity through stipulation on the record in family law case.
 - 3. A Divorce with Children Petition ([Packet #2](#)) for married couples seeking divorce.
 - C. Court may order a parent to file an action to obtain legal decision-making/parenting time and/or establish paternity by date certain, and attorneys for parents shall provide parent(s) with acknowledgement of paternity and/or appropriate packet, and information and support to parents to effectuate service of process, including instructing them about option for fee waiver in packet 12.²
 - D. Attorney shall provide to parent to be served an Acceptance of Service [online packet #21 \(for never-married parents\)](#) or [packet #10 \(for married couples seeking divorce\)](#) and facilitate acceptance of service, if appropriate. If acceptance of service is not appropriate or feasible, counsel providing advice to petitioner shall assist them with identifying appropriate method of service in the service instructions packet and advise them to complete service: [online packet #21 \(for never-married parents\)](#) or [packet #10 \(for married couples seeking divorce\)](#).
 - E. **Make sure paternity is established by court order in SP case.**
 - F. Make sure parties complete DREC ([link to DREC section](#)) and attend mediation ([link to mediation section](#)). Counsel assisting parents do not appear at mediation unless both attorneys agree to appear.
 - G. When family law case number is established consider whether appropriate to request consolidation order from juvenile court judge.
- III. **IF PARENTING PLAN WILL RESOLVE DEPENDENCY AND PIMA COUNTY SP/D CASE EXISTS, OR IF EXISTING PARENTING ORDERS NEED MODIFICATION TO PROTECT CHILD PRIOR TO DISMISSAL OF DEPENDENCY:**
- A. Request order to provide assistance for parent to resolve family law matter, if order has not been issued by juvenile court.
 - B. **Find out of paternity is established.** If establishment of paternity is all that is necessary to dismiss dependency and issue of paternity is uncontested, attorneys will provide to parents

² Application and Order for Deferral of Court Fees and Costs may be submitted to court in family law case. See [Online Packet #12: "Application for Deferral Waiver Affidavit and Order."](#)

The form also provides the judge the ability to waive or defer the fee for the Microsoft Teams or online Domestic Relations Education Class (hereinafter "DREC") provided by Conciliation Court. A parent needs a receipt number issued by the Clerk's office to register for the DREC, and will receive the receipt number even if the parent receives a fee waiver or deferral. If the judge grants the fee waiver or deferral at a hearing such that the waiver/deferral is identified only in the Minute Entry, then the party will need to take that Minute Entry to the Clerk's Office downtown and have a receipt generated.

acknowledgement of paternity form and assist parents to establish paternity, (See Attachment A "Acknowledgement of Paternity")

- C. Domestic Relations Education Class:
1. Confirm that both parties have completed the mandatory Domestic Relations Education Class (DREC).
 2. If a parent(s) has/have not completed the DREC:
 - a. Attorney shall advise the parent to complete the required DREC within 30 days of court date and immediately register by calling (520)724-5590 and providing receipt number issued by the Clerk of the Court's Office (receipt number is also provided on fee waiver/deferral order).

MANDATORY MEDIATION

I. REQUIREMENTS TO SET A PARENTING PLAN MEDIATION SESSION:

Counsel assisting parents in family law case do not appear at parenting plan mediation unless both attorneys agree to appear.

- A. **Pre-Dependency Adjudication:** Pre-adjudication mediation to be scheduled only if the **parenting plan agreement would resolve the need for dependency without an adjudication.** Due to time sensitive nature of pre-dependency adjudication, fewer requirements exist to set mediation:
1. Cases do not need a SP/D case in advance to schedule the Parenting Plan Mediation, although an SP/D case number will be required to enter orders.
 2. Child does **not need** to be placed with a parent before setting the mediation.
 3. Neither parent required to complete the parent education course prior to attendance. However, the parents will still need to complete, so encourage completion.
- B. **Post-Dependency Adjudication:** Setting a Parenting Plan Mediation session requires:
1. An SP/D case must already exist and must be consolidated with the open JD case. Request court consolidate cases, if not yet completed.
 - a. If no SP/D case exists, a parenting plan mediation cannot be scheduled or it will be immediately vacated.
 2. A child in the case must be placed with at least one parent before setting the mediation.
 3. At a minimum, the parent with whom the child is placed must have **completed** the required DREC prior to attending parenting plan mediation.

II. SETTING THE PARENTING PLAN MEDIATION SESSION:

- A. Mediation sessions can be requested by the parties, attorneys, or the judge at a hearing, or by self-referral.
- B. If scheduled at a hearing:
1. The post-adjudication mediation will be set not less than 60 days from date of hearing if required parent has not completed DREC.

2. Court will order detailed position statements from the child/ren's attorney and the Department, and order that they be submitted to the assigned mediator **not less than 5 business days prior to the session.** (See Attachment B, "Position Statement for Parenting Plan.")
 - a. **REMINDER:** Position statements are not to be filed with the clerk.
3. Schedule the session for no less than two hours (for cooperative parents with no other issues).
 - a. Dependency counsel for the parents **do not** attend mediation unless both agree to do so.
4. For all post- adjudication parenting plan mediations, Court will set non-appearance hearing to review outcome of DREC compliance:
 - a. If, at the time of the non-appearance hearing, both parents completed the DREC, then the mediation can go forward as scheduled.
 - b. If, at the time of the non-appearance hearing, the parent with whom the child is placed has completed the DREC, then the mediation can go forward as scheduled. Court may sanction non-compliant parent, such as denying that party relief pursuant to A.R.S. § 25-353 (e.g. denying award of joint legal decision-making), finding the parent in contempt of court, and/or ordering the non-compliant parent to complete the DREC within 30 days.
 - c. If, at the time of the non-appearance status hearing, no parent completed the DREC, then the mediation must be vacated to recapture the time set aside for use with another family. Parties may request to reset the mediation once they are compliant with the DREC.

ISSUANCE OF FINAL ORDERS

I. FINAL ORDERS BASED ON AGREEMENT OF PARTIES:

- A. Court can issue appropriate final orders based on agreement of the parties made in open court, in mediation, or through stipulation. Final parenting time and legal decision-making orders pursuant to ARFLP Rule 78(b) and 78(c) are **strongly** preferred, as temporary orders will be vacated if the parent(s) fail to obtain final orders in a timely fashion. A.R.S. 25-817(C)(governing SP cases) and 25-314(F)(4)(governing D cases). ARFLP, Rule 46(b).
 1. Confirm the primary residential parent(s) has/have completed the mandatory Domestic Relations Education Course (DREC).
 2. Request the SP/D case be consolidated with the JD case, if not yet completed.
 3. Ensure appropriate paternity findings/orders made either prior to or during hearing, See Attachment A, "Acknowledgement of Paternity" **OR** as provided in written agreement submitted by the mediation department.
 4. In SP/D case, the Court will review and if appropriate sign the:
 - a. Order approving the Parenting Plan reached in mediation. Order is supplied by mediation department.
 - b. **Child Support Reminder: Every parenting plan order entered, whether original or modified, requires the court to determine an amount of child support. See ARS § 25-403.09(A).** ARFLP Rule 47(c)(3) provides "court must determine an amount of

child support” for any temporary parenting time hearing entered under Rule 47.

Reminder: All IV-D child support cases must be set before the assigned IV-D division.

- i. If submitted and appropriate in non-IV-D case, Court will sign child support worksheet, child support order, and Income Withholding Order. If not submitted, court will set child support hearing as set forth below.
- ii. If no child support order has been submitted but all parenting time and legal decision-making issues have been resolved through issuance of a *final* order in an SP case (whether IV-D or not), the Court shall:
 - A. Schedule a thirty-minute status hearing to address child support in IV-D division on a date and time approved by the IV-D division’s JAA.
 - a) Issue an order in SP case containing hearing date and ordering parties to appear at hearing. If possible, Court shall supply hearing date to parents in open court, and attorneys shall remind parents of requirement to attend.

See Attachment C: “Order Setting Child Support Hearing”
- iii. If the juvenile court judge issues any parenting time/legal decision-making orders in a D case or temporary orders in any SP case, before cases are unconsolidated Court will set a date and time for a thirty-minute status hearing in the family law division to address determination of child support, completion of remaining dissolution issues and entry of decree in a D case, or additional scheduling to obtain final orders in an SP case.
- iv. **IMPORTANT: In all cases where hearing is set downtown, attorney shall obtain current address for parent in the SP/D case and have party provide to Clerk of Court so the Minute Entry Order (MEO) will be sent to them directly.**

II. IF PARTIES UNABLE TO REACH AGREEMENT IN MEDIATION OR THROUGH STIPULATION TO BE ADOPTED BY THE COURT:

For modification of existing D or SP orders pre- or post-adjudication, or to establish first parenting time orders post- adjudication in any case type, there is a strong preference the family law matter be set in the assigned family law division. However, the juvenile judge may elect to retain and resolve the family law parenting time and/or legal decision-making issues, if appropriate.

If parties are unable to resolve necessary issues related to parenting time and/or legal decision-making in mediation, and if the parties filed appropriate pleadings, the court may appoint either counsel or a best interests attorney for the minor(s) in the family law case:

- A. If Office of Children’s Counsel represents minor(s) in JD case: Court may order that attorney for the minor(s) is appointed as attorney for the minor(s) in the independent family law matter.” ARFLP, Rule 10(f).
- B. If contract counsel represents minor(s) in JD case: Court may order that Office of Children’s Counsel is appointed as best interest attorney **OR** attorney for the minor(s) in the independent family law matter.” ARFLP, Rule 10(f).

There are two options below regarding scheduling of the family law hearing:

1. Juvenile judge will schedule the appropriate hearing to address legal decision-making and/or parenting time and child support in the family law division. If possible, the juvenile court judge shall supply hearing date to parties in open court.
 - a. Attorney should confirm a party has filed appropriate pleadings in the family law case requesting orders for parenting time, legal decision-making, etc., and they have served the other party in a method permitted under ARFLP. (See [Online Packet #2](#) and [Online Packet #18](#)). Encourage Acceptance of Service. ([Link to Acceptance of Service](#)).
 - b. Attorney provides parents with information and instructions for pretrial statements, if ordered, and information regarding parenting plans. ([Online Packet #9](#)). Ensure DREC and mediation requirements have been met as previously addressed.
 - c. Separate SP/D Trial: Parents are self-represented unless they have retained private counsel. Minor(s) represented by attorney or best interest attorney, if appointed by court.

OR

2. The juvenile court may elect to retain and resolve the parenting time and/or legal decision-making orders in the SP/D case (preferred primarily for pre-adjudication cases when establishment of paternity and/or issuance of first parenting time orders will resolve need for dependency).

Attorneys must follow steps 1(a) through (c) above to assist parent.

3. **IMPORTANT: In all cases where hearing is set downtown, attorney shall obtain current address for parent in the SP/D case and have party provide to Clerk of Court (ideally in open court) so the Minute Entry Order (MEO) will be sent to them directly and attorney shall remind parent of the requirement to attend the hearing.**

CASE CLOSURE

- I. Unconsolidation order:
 - A. Obtain issuance of any necessary family law/parenting orders in SP/D case **prior to** requesting unconsolidation.
 - B. Attorney shall obtain current addresses for each party in the SP/D case and ensure they provide the addresses to the Clerk of the Court so the Minute Entry Order (MEO) will be sent to them directly.
 - C. Court will order the SP/D unconsolidated from the JD case when ready to dismiss the dependency.
 - D. Remind parents of need to be prepared for and to attend any remaining hearings scheduled in family law or IV-D division.

Attachment A: Acknowledgement of Paternity (Unmarried Mother)

(1) Person Filing: _____

Mailing Address: _____

City, State, Zip Code: _____

Daytime Phone: _____

Evening Phone: _____

Representing: Self Petitioner Respondent

State Bar Number (if applicable) _____

ARIZONA SUPERIOR COURT, COUNTY OF PIMA

(2) _____
Person Filing

(3) Case No. _____

ATLAS No. _____

Other Parent

**VOLUNTARY PETITION FOR
ORDER OF PATERNITY
A.R.S. § 25-812**

The Clerk is requested to issue an order establishing paternity for the following child(ren):

(4) Full Name on Birth Certificate	Date of Birth	Place of Birth (City, County, State, and Country)
_____	_____	_____
_____	_____	_____
_____	_____	_____

The natural mother of the child[ren] was not married when the child[ren] was born or at any time throughout the 10 months immediately preceding such birth.

(5) This petition is based on, (Check one box only)

Affidavit of Acknowledgement: By signing this, we agree and acknowledge that _____ is the natural father of the child(ren) named above.

Genetic Testing and Laboratory Affidavit: Attached is an affidavit from a certified laboratory indicating that _____ has not been excluded as the natural father of the child(ren) and we agree to be bound by the results of this genetic test.

Case No. _____

Both parties must sign this form or an attached notarized affidavit to change a child(ren)'s name

(6) The parents request the Office of Vital Records amend the birth certificate(s) to change the child(ren)'s name(s) from: _____ to: _____

(7) The following information is required:

Mother's Full Name

Date of Birth

Mother's Maiden Name

Mother's Address

Father's Full Name

Date of Birth

Place of Birth (City, County, State, and Country)

Father's Address

Case No. _____

**IMPORTANT NOTICE READ
THIS BEFORE YOU SIGN**

Arizona state law requires that before voluntarily acknowledging paternity, you be given notice of the alternatives to, the legal consequences of and the rights and responsibilities that result. Here are some of the things you should know.

- No one is required to voluntarily acknowledge paternity
- You have the right to seek legal advice before signing this document
- If you are unsure who the father is, an alternative is to have genetic testing done.

After you have agreed to voluntarily acknowledge paternity, the Clerk of the Court or authorized court personnel will issue an order legally establishing the father. This Order is the same as a judgment of the Superior Court. After the Order is issued, both parents will have all the rights and responsibilities of parents as required under Arizona Law. This Order does not decide issues about child support, parenting time or legal decision-making. However, the Order includes a statement of Arizona Law that the parent with whom the child has resided for the greater part of the last 6 months shall have legal decision-making, unless otherwise ordered by the Court.

Arizona Law allows either parent to rescind the acknowledgment of paternity if certain requirements are met. You may have up to 60 days to do this. See § 25-812(H) of the Arizona Revised Statutes.

Do not sign this form until you are before the Clerk of the Superior Court or Notary Public.

I swear or affirm that the information in this Voluntary Petition for Order of Paternity is true and correct to the best of my knowledge and belief.

Date

Mother's Signature

State of Arizona)
) §

Subscribed and sworn to or affirmed
before on:

County of _____)

My Commission Expires:

Clerk of the Superior Court or Notary Public

Case No. _____

I swear or affirm that the information in this voluntary petition for Order of Paternity is true and correct to the best of my knowledge and belief.

Date

Father's Signature

State of Arizona)
) §

Subscribed and sworn to or affirmed
before on:

County of _____)

My Commission Expires:

Clerk of the Superior Court or Notary Public

Copy mailed on: _____

[] Petitioner

[] Respondent

Attachment A: Acknowledgment of Paternity (Married Mother)

(1) Person Filing: _____

Mailing Address: _____

City, State, Zip Code: _____

Daytime Phone: _____

Evening Phone: _____

Representing: Self Petitioner Respondent

State Bar Number (if applicable) _____

ARIZONA SUPERIOR COURT, COUNTY OF PIMA

(2) _____
Person Filing

(3) Case No. _____

ATLAS No. _____

Other Parent

**VOLUNTARY PETITION FOR
ORDER OF PATERNITY**
(With Affidavit of Legally Presumed
Father)
A.R.S. § 25-812

The Clerk is requested to issue an order establishing paternity for the following child(ren):

(4) Full Name on Birth Certificate	Date of Birth	Place of Birth (City, County, State, and Country)
_____	_____	_____
_____	_____	_____
_____	_____	_____

The natural mother of the above named child(ren) was married at the time the child(ren) was born, at a time throughout the 10 months immediately preceding such birth or the child(ren) was born during the 10 months after the marriage was legally terminated.

Attached is the legally presumed father’s acknowledgement stating he is not the natural father of the minor child(ren).

(5) This petition is based on; (Check one box only)

Affidavit of Acknowledgement: By signing this, we agree and acknowledge that _____ is the natural father of the child(ren) named above.

Case No. _____

[] **Genetic Testing and Laboratory Affidavit:** Attached is an affidavit from a certified laboratory indicating that _____ has not been excluded as the natural father of the child(ren) and we agree to be bound by the results of this genetic test.

Both parties must sign this form or an attached notarized affidavit to change a child(ren)'s name

(6) The parents request the Office of Vital Records amend the birth certificate(s) to change the child(ren)'s name(s) from: _____ to: _____

(7) The following information is required:

Mother's Full Name

Date of Birth

Mother's Maiden Name

Mother's Address

Father's Full Name

Date of Birth

Place of Birth (City, County, State, and Country)

Father's Address

Case No. _____

**IMPORTANT NOTICE READ
THIS BEFORE YOU SIGN**

Arizona state law requires that before voluntarily acknowledging paternity, you be given notice of the alternatives to, the legal consequences of and the rights and responsibilities that result. Here are some of the things you should know.

- No one is required to voluntarily acknowledge paternity
- You have the right to seek legal advice before signing this document
- If you are unsure who the father is, an alternative is to have genetic testing done.

After you have agreed to voluntarily acknowledge paternity, the Clerk of the Court or authorized court personnel will issue an order legally establishing the father. This Order is the same as a judgment of the Superior Court. After the Order is issued, both parents will have all the rights and responsibilities of parents as required under Arizona Law. This Order does not decide issues about child support, parenting time or legal decision-making. However, the Order includes a statement of Arizona Law that the parent with whom the child has resided for the greater part of the last 6 months shall have legal decision-making, unless otherwise ordered by the Court.

Arizona Law allows either parent to rescind the acknowledgment of paternity if certain requirements are met. You may have up to 60 days to do this. See § 25-812(H) of the Arizona Revised Statutes.

Do not sign this form until you are before the Clerk of the Superior Court or Notary Public.

I swear or affirm that the information in this Voluntary Petition for Order of Paternity is true and correct to the best of my knowledge and belief.

Date

Mother's Signature

State of Arizona)
) §

Subscribed and sworn to or affirmed
before on:

County of _____)

My Commission Expires:

Clerk of the Superior Court or Notary Public

Case No. _____

I swear or affirm that the information in this voluntary petition for Order of Paternity is true and correct to the best of my knowledge and belief.

Date

Father's Signature

State of Arizona)
) §

Subscribed and sworn to or affirmed
before on:

County of _____)

My Commission Expires:

Clerk of the Superior Court or Notary Public

Copy mailed on: _____

[] Petitioner

[] Respondent

AFFIDAVIT OF LEGALLY PRESUMED FATHER

A.R.S. § 25-814 (A) (1), (B)

(8) I, _____, being duly sworn, state:

I was married to the mother (9) _____ when the child(ren) listed below was born, at a time throughout the 10 months prior to the child(ren)'s birth or the child(ren) was born during the 10 months after our marriage was legally terminated.

(10) Full Name on Birth Certificate	Date of Birth	Place of Birth (City, County, State, Country)
_____	_____	_____
_____	_____	_____
_____	_____	_____

I am not the natural father. I consent to the acknowledgment of paternity filed with the Voluntary Petition for Order of Paternity.

Do not sign this form until you are before the Clerk of the Superior Court or Notary Public.

I swear or affirm that the information in this Affidavit of Legally Presumed Father is true and correct to the best of my knowledge and belief.

Date

State of Arizona)

) §

County of _____)

My Commission Expires:

(Legally Presumed Father's Signature)

Subscribed and sworn to or affirmed before on:

Clerk of the Superior Court or Notary Public

Attachment B: Position Statement For Parenting Plan Mediation

Family Name: _____ Case Number: JD _____

Date of Session: _____ Mediator: _____

Position from DCS; Child/ren's Counsel; Other _____

Domestic Violence Concerns? Yes No Please specify other safety issues for mediation participation: _____

I. Legal Decision-Making:

A. MAJOR decisions in the areas of **non-emergency medical/health care; education; religious upbringing; and personal care.** (Please note – each area can be a different choice – see section (B), below.)

Joint

Sole Mother Sole Father If Sole to one parent, Ok to Confer with the other parent?

OR

B. There can be a difference in some areas for LDM. If so, please clearly indicate:

1) In which area(s); and

2) What those differences can be.

C. Additional information you want parties to know about Legal Decision-Making?

II. Parenting Time:

Shared Primary with Mother Primary with Father No Position

Supervision needed for Mother Supervision needed for Father

Who may (or may NOT) supervise? _____

Additional information you want parties to know about Parenting Time? _____

Any specific safety issues for either parent that should be addressed in the Parenting Plan?

Drug testing Mother Drug testing Father

Other (please specify the issue and for whom) _____

III. Confidential Information for Mediator only (NOT to be shared with anyone else):

Attachment C: Order Setting Child Support Status Hearing

This Court has issued parenting time orders, and therefore, pursuant to A.R.S. Section 25-403.09, sets the matter for a status hearing to address resolution of child support.

If IV-D or if child support is only remaining issue in SP case: The Court schedules a status hearing to address scheduling a child support hearing before the Honorable _____, in IV-D division on _____, 202__ at ____ a.m./p.m for _____ minutes.

Both parties **SHALL APPEAR** for the scheduled hearing by calling the teams conference number _____, conference code _____ at the time of the hearing. **If a party fails to appear, the Court can proceed with the child support hearing in their absence.**

At the status hearing, the Court will schedule the final child support hearing, can provide additional information about the child support issues to be addressed at the hearing, and will address questions you have. You may represent yourself at the hearing, you may retain private counsel, or you may request the services of the Arizona Department of Economic Security, Division of Child Support Services (602)252-4045.

TO CALCULATE CHILD SUPPORT, THE COURT WILL NEED THE FOLLOWING INFORMATION, at a minimum: each parent’s current fully completed child support financial affidavit (available at www.sc.pima.gov/law-library/forms/ go to family law, then for all case matters, “Financial Affidavit – Child Support Only”), their last four pay stubs and proof of income for any other source year-to-date, proof of all medical, dental, and vision insurance premiums paid by the party for any child subject to the child support order, and proof of any current daycare expenses to the other party. Please begin gathering these documents. You may represent yourself at the hearing, you may retain private counsel, or you may request the services of the Arizona Department of Economic Security, Division of Child Support Services (602)252-4045.

Ensure current addresses for both parents are obtained.

cc both parents and assigned family law division and/or IV-D division.

cc: Clerk’s Office, Child Support Division