

PROCEDURES: HOW TO FILE YOUR AGREEMENT (STIPULATION) TO MODIFY LEGAL DECISION MAKING, PARENTING TIME, and CHILD SUPPORT

1. COMPLETE THE FOLLOWING DOCUMENTS: (Make 2 copies of each form)

- ***“Stipulation to Modify the Prior Court Order”***
 - ***“Order Modifying Legal decision making, Parenting Time and Child Support”***
 - ***“Parenting Plan”***
 - ***“Child Support Worksheet”***
 - ***“Current Employer Information Sheet” (“CEI”) (for the parent currently paying)***
 - ***“Order Stopping Order of Assignment” (if applicable)***
 - ***“Current Employer Information Sheet.” (if this agreement changes who pays the child support, include a second CEI for the parent who will now pay.)***
- Originals go to the Clerk of Superior Court. (The Clerk will stamp the copies and return them to you.)
 - 1 set of copies for you
 - 1 set of copies for the other party
(Make 1 extra set of copies if the Division of Child Support Enforcement (DCSS) is involved in your case)

2. TAKE ORIGINALS AND COPIES OF PAPERS TO THE CLERK OF THE SUPERIOR COURT FILING COUNTER: The Clerk will stamp the copies and return them to you. You may file your papers at any of the following Superior Court locations:

Clerk of Superior Court
401 E. Spring St.
Kingman, AZ 86401
(928) 753-0713
Monday-Friday
8:00a-5:00p

Clerk of Superior Court
2225 Trane Road
Bullhead City, AZ 86442
(928) 758-0730
Monday-Friday
8:30a-12:00p, 1:30p-4:30p

Clerk of Superior Court
2001 College Drive
Lake Havasu City, AZ 86404
(928) 453-0701
Monday-Friday
8:30a-12:00p, 1:30p-4:30p

FEES: There are fees for filing petitions, responses, requests, motions, objections, and various forms with the court. Cash, VISA/MasterCard debit or credit cards, money order, or personal in-state checks made payable to the “Clerk of the Superior Court” are acceptable forms of payment. Go online to www.mohavecourts.az.gov for a list of current fees.

- File the original ***“Stipulation to Modify the Prior Court Order”*** with the Clerk of the Court.
- Have the clerk stamp your 2 copies of the Stipulation and return the copies to you.

NOTE: If the Division of Child Support Services (DCSS) is involved in your case, you must mail one more copy of all of the documents to: Attorney General, Child Support Services, 519 E. Beale, Suite 110, Kingman, AZ 86401.

3. WAIT FOR THE JUDGE TO REVIEW AND DECIDE WHETHER TO SIGN THE ORDER:

- A. If the judge agrees with you, he or she will sign the ***“Order Modifying Child Legal Decision Making, Parenting Time and Child Support,”*** and if applicable the ***“Order of Assignment,”*** and ***“Order Stopping Order of Assignment.”***
- B. The judge might not agree, or might want both parents to come to court for a hearing. If so, you will receive an Order from the judge in the mail.

3. MAIL A COPY TO THE OTHER PARTY: Mail or hand-deliver one copy to the other party.

- If an attorney represents the other party, mail or hand-deliver the copy to the attorney.