

PROCEDURES: WHAT TO DO AFTER YOU HAVE COMPLETED ALL DOCUMENTS TO ENFORCE A SUPPORT ORDER

STEP 1. MAKE THREE (2) COPIES (3, IF DES/DCSS is involved*) OF THE:

- “Petition to Enforce a Support Order
- Attachments A, and/or C (if required)
- “Order to Appear”

STEP 2. SEPARATE YOUR PAPERS into 3 sets (4, if DES/DCSS is involved)

SET 1 - ORIGINALS FOR CLERK OF COURT

- “Petition to Enforce a Support Order”
- **Attachments A** and/or **B** and/or **C** - if required
- “Order to Appear”

SET 2 - COPIES FOR OTHER PARTY

- “Petition to Enforce a Support Order”
- **Attachments A** and/or **B** and/or **C** - if required
- “Order to Appear”

SET 3 – COPIES FOR YOU

- “Petition to Enforce a Support Order”
- **Attachments A** and/or **B** and/or **C** - if required
- “Order to Appear”

***If DES or DCSS is involved you will also need an extra copy of the Petition, any Attachments and the Order to Appear to serve on the State as described in STEP 4 on next page.**

STEP 3. FILE THE PAPERS AT THE COURT:

GO TO THE CLERK OF THE COURT’S FILING COUNTER: Hand over the originals and all three sets of copies to the Clerk at the filing counter **and pay the filing fee**. The Clerk will keep the originals, stamp the extra copies to show that these are copies of papers you have filed with the Court, and return the stamped (now called “conformed”) copies to you.

You may file your papers at 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 check made payable to the “Clerk of Superior Court” are acceptable forms of payment.

Go online to <http://mohavecourts.az.gov> and click on forms for a list of the current fees.

If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, you may request a deferral (payment plan) when you file your papers with the Clerk of the Court. **Deferral Applications** are available at no charge.

STEP 4. SERVE THE PAPERS ON THE OTHER PARTY.

The papers may be delivered by the Sheriff's Department, a licensed private process server, commercial delivery service or mail by which you can obtain an original or copy of the other party's signature confirming delivery or by "**Acceptance of Service**".

The State of Arizona may be involved if any party received public assistance for the children or used the services of the State in establishing or collecting child support. If either party already has a case with the Division of Child Support Services (**DCSS**), Department of Economic Security (**DES**), involving the same children as in this case, **notice of this action must also be given to the office of the Attorney General.**

SERVING PAPERS ON THE STATE (If required) The Office of the Attorney General (the "AG") will accept service by signing an "**Acceptance of Service**" and returning the form for you to file with the Court. **There are no court fees for serving the State as described below.**

- (a) You may mail or personally deliver a copy of the "**Petition to Enforce**", "**Order to Appear**", **Attachments A,B,C** (if required) along with an "**Acceptance of Service**" **and a self-addressed, stamped envelope** (addressed back to you), to the Office of the Attorney General, DCSS, assigned to your case.
- (b) There may also be a box in the Clerk of the Court's filing counter area at which you may leave the above listed documents and the envelope for the AG. Ask the clerk at the filing counter **or**
- (c) You may mail all listed documents and the envelope to:

Office of the Attorney General
Division of Child Support Services
519 E Beale Street, Ste.120
Kingman, AZ 86401-5940
(928) 753-5070

STEP 5. HEARING. The Judge will schedule the hearing and you will be notified by mail the date, time and location of the hearing. This information will be listed on your "Order to Appear." Be on time. Do not bring children to court.

PERSON FILING – Make enough copies of the Order to Appear to:

- Serve **Petition, Attachment(s)** **and** the original **Order to Appear** on the other party.
- Keep copy of the **Petition, Attachment(s)** **and** a copy of the **Order to Appear** for your records.
- Serve copy of the **Petition, Attachment(s)** **and** a copy of the **Order to Appear** on the State, if required (see # 4).