

PROCEDURES: WHAT TO DO AFTER YOU HAVE COMPLETED THE FORMS TO STOP THE INCOME WITHHOLDING ORDER

by Agreement

- STEP 1:** Make 2 copies of the:
- “Agreement to Stop the Income Withholding Order” (“Agreement to Stop”)
 - “Order Stopping the Income Withholding Order” (“Order Stopping”)

STEP 2: Separate your documents into 3 sets

Set 1 – Originals & copies to file with clerk

- Agreement to Stop (1 original)
- Order Stopping (original + 2 copies)
- Income Withholding Data Form (1 original)
- Plus 2 self-addressed, stamped envelopes (1 addressed to you and 1 addressed to the other party)

Set 2 – Copies for other party

- (1) Agreement to Stop

Set 3 – Copies for you

- (1) Agreement to Stop

STEP 3: **File the Papers at the Court:** Take the original and copies to the Clerk of the Court’s filing counter. Hand over the originals and all sets of copies to the clerk at the filing counter. 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 copies to you. These stamped sets of copies are now called “conformed” copies.

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 Superior Court” are acceptable forms of payment. You may go online at www.mohavecourts.az.gov for our current list of 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.

- STEP 4:** **Make sure you get back the following from the clerk:**
- Your sets of copies with the clerk’s stamp on them (the “conformed” copies).

WHAT THE COURT WILL DO:

- Grant the relief you requested;
- Schedule a hearing for you and the other party to come talk to the judge about the case (if the judge has questions);

- Return your paperwork because you did not show good reason for the change requested ;
OR
- Other orders the judge thinks proper.

STEP 5: **WAIT** for the court to let you know whether the Order was signed or the matter was set for a hearing. If a hearing is scheduled, you will receive written notice of when and where to appear (date, time, and location).

REMINDER:

Did you provide two self-addressed, stamped envelopes so the staff can mail the decision to both parties (as listed in STEP 3, above)?

- one addressed to you
- one addressed to the other party