

CHANGING OR STOPPING AN INCOME WITHHOLDING ORDER RESPONSE

YOU CAN USE THIS PACKET IF ALL THIS IS TRUE:

- You have been served with a Request to Adjust or Terminate an Income Withholding Order.
- You want to object.

Before signing a court document or getting involved with a court case, it's important to see an attorney to make sure you understand your legal rights and responsibilities. The Self-Help Center has information on finding an attorney.

INSTRUCTIONS

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| 1. | Look at your deadline You must file these forms by 20 calendar days after you were served with the Request, or 30 days if you were served outside of Arizona. |
| 2. | Fill out the forms They're in this packet. <ul style="list-style-type: none">• Request for a Hearing on a Request to Adjust or Terminate an Income Withholding Order• Order Setting a Hearing on a Request to Adjust or Terminate an Income Withholding Order |
| 3. | File them with the court File the original and two copies, all single-sided. The Clerk will give you back your copies with the filing date stamped on them. If you have not already paid an appearance fee in this case, also take or mail the fee beside the type of case that first created your child support order. Divorce or Legal Separation: \$289 Paternity and Parenting Time: \$284 Parenting Time: \$219 File in person or by mail. Clerk of Superior Court 200 N. San Francisco St. Flagstaff, AZ 86001 If you file by mail, include a self-addressed stamped envelope. |

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| 4. | Deliver a copy to the other party Do this on the day you file. Mail or hand-deliver the copies. If the other party has an attorney, deliver them to the attorney. |
| 5. | The court will mail you a signed Order |

Person Filing: _____
Mailing Address: _____
City, State, Zip: _____
Phone Number: _____
Email: _____
Representing Self _____

COCONINO COUNTY SUPERIOR COURT

Petitioner's Name on the Petition for divorce,
legal separation, or parenting time: _____ Case Number: DO _____

REQUEST FOR A HEARING ON A
REQUEST TO ADJUST OR
TERMINATE AN INCOME
WITHHOLDING ORDER

Respondent's Name: _____ ATLAS Number: _____

I am the Petitioner or Respondent in this case. I request a hearing on the other party's Request to Adjust or Terminate an Income Withholding Order.

Certificate of Service: I will mail or hand-deliver a copy of this document to the other party on the day I file it.

Date: _____ Signature: _____

Person Filing: _____
Mailing Address: _____
City, State, Zip: _____
Phone Number: _____
Representing Self

COCONINO COUNTY SUPERIOR COURT

Petitioner's Name on the Petition for divorce,
legal separation, or parenting time: _____ Case Number: DO _____

**ORDER SETTING A HEARING ON A
REQUEST TO ADJUST OR
TERMINATE AN INCOME
WITHHOLDING ORDER**

Respondent's Name: _____ ATLAS Number: _____

Petitioner or Respondent filed a Request for Hearing.

The court schedules a hearing on the other party's Request to Adjust or Terminate an Income Withholding Order as follows:

Hearing Date: _____ Time: _____ Division: _____
(All Divisions are in the Coconino County Courthouse, 200 N. San Francisco St., Flagstaff.)

If you know in advance that you can't attend the hearing on the date scheduled, you may ask the court to reschedule, or "continue", the hearing. Asking for a continuance involves multiple steps and deadlines that the court will expect you to know and follow. See the Self-Help Center packet *Moving a Court Date to a Later Date*.

Date: _____ Superior Court Judge: _____