

# LEGAL DECISION MAKING (CUSTODY), PARENTING TIME and CHILD SUPPORT

# 4

## THE COURT ORDER FOR PETITIONER OR RESPONDENT

(Part 4: Forms Only)

**NOTICE:** This process requires calculation of child support. To calculate child support, you may use the online calculator through ezcourtforms, the packet titled “C17”, or you may make an appointment with the Clerk of Court to calculate support for you for a fee.

## SELF-SERVICE CENTER INSTRUCTIONS

# HOW TO FILL OUT THE ORDER FOR YOUR LEGAL DECISION MAKING (CUSTODY), PARENTING TIME and CHILD SUPPORT or LEGAL DECISION MAKING (CUSTODY) AND PARENTING TIME CASE

## I. GENERAL INFORMATION

**What this Order means to you.** A signed court Order is important because it determines the rights and responsibilities of both you and the other party. If either party does not obey the Order, then the other party can ask the court for help in enforcing the terms of the Order.

**Purpose.** This order is designed for parties who want to get a court order for:

- ✓ Legal Decision Making (custody) and parenting time –or–
- ✓ Legal Decision Making (custody), parenting time and support.

**A Reflection of the Petition.** This Order should repeat as closely as possible what you requested in your Petition. You should not write or mark something different in the Order from what you wrote in the Petition unless the other party has provided written consent to any changes, and unless the change clearly benefits the other party. If you try to make the Order different from the Petition, the judge will not sign the Order.

- ✓ If you want to change your requests to the court, you must file an amended petition and serve that petition on the other party.
- ✓ It is a good idea to have your petition handy when you follow the instructions to fill out this Order.

**Reminder.** When filling out any court forms, type or print with **black ink only**.

## II. INSTRUCTIONS FOR COMPLETING THE ORDER:

### A. CASE IDENTIFICATION

- Top left corner of the first page: Write in your name, mailing address, phone number for day and evening. Check the box of the person you represent. If you have an attorney, write in the attorney State Bar Number.
- Write in the name of the Petitioner, the name of the Respondent and the case number in the appropriate spaces provided. These names should be written the same as they are written on the *original* Petition.

- Put only one check mark in the appropriate box on the right side of the page. If you are seeking child support in addition to Legal Decision Making (custody), parenting time, put a mark in the first box. If you are seeking only Legal Decision Making (custody) and parenting time, check the box which states so.

## **B. COURT FINDINGS SECTION:**

- This section generally mirrors the information in your Petition. Each number recites facts the Court uses to create the final court.
- **Item Number 5:** Write in the name(s) and birthdate(s) of the children to whom this court Order applies.
- **Item Number 6 A and 6B:** Mark one box for Mother and one box for Father, indicating whether each have attended the Parent Information Program.
- **Item Numbers 7 and 8:** The Court will complete these item numbers.
- **Item Number 9 - Supervised Parenting Time:** Mark the appropriate box indicating the same information that you wrote in the Petition. If you are requesting supervised parenting time –or- no parenting time for the other party, you must have a very good reason. Write that reason in the space provided.
- **Item Number 10:** If either party has been convicted of an alcohol or drug offense within the last twelve months, mark the box indicating this, which should be the same information that you wrote in the Petition. If you or the other party has been convicted of a drug or alcohol crime within the last 12 months, the court must make sure that the Legal Decision Making (custody) and/or parenting time order or agreement is in the best interests of the minor child(ren).
- **Item Number 11:** Regarding domestic violence, mark the appropriate box and explain if necessary, in the space provided.

## **C. COURT ORDERS SECTION:**

- 1A. PRIMARY RESIDENTIAL PARENT:** Mark the appropriate box indicating the same information that you wrote in the Petition.
- 1B. PARENTING TIME:** Mark the appropriate box indicating the same information that you wrote in the Petition.
  - If the Parenting time is supervised, write the name of the person who will supervise, on the space provided.
  - Also, mark the box to show who will pay the costs of the supervised parenting time.
  - NOTE: the Custody (Joint Legal Decision Making) Agreement and Parenting Plan must be approved by the Court. IF approved, the Agreement and the Plan will be included as part of the Court Order.
- 1C. LEGAL DECISION MAKING (Legal Custody):** Mark the appropriate box indicating the same information that you wrote in the Petition. If you mark the “Sole Authority” box, be sure to also mark one box indicating Mother or Father.

2. **CHILD SUPPORT:** Mark the box that shows who will pay child support. On the same line, write in the dollar amount that person will pay. **NOTE: If there is a previous child support Order still in effect FROM A COURT IN ANOTHER STATE OR COUNTY, DO NOT MARK THIS BOX.**
  3. **MEDICAL AND DENTAL INSURANCE:** Mark who will be responsible for medical and dental insurance, based on the request made in your Petition. Be sure to write in the percentage of the non-covered expenses that each parent will pay.
  4. **FINANCIAL INFORMATION:** both parents must exchange ongoing financial information every 2 years.
  5. **LIMITATION ON JURISDICTION:** Make a check mark in the box if you served your spouse by publication. The Court has jurisdiction to order a party to make payments only if that party has been personally served. *If you served your spouse by publication, you may not be able to get child support, health insurance or reimbursement for medical and other expenses related to the child's birth unless you find and personally serve the other party. You will be able to get the Legal Decision Making (custody) and parenting time orders without personal service.*
  6. **OTHER ORDERS:** If you requested other issues in the Petition that have not yet been addressed in this order, write the issue(s) in this space if you would like the judge to address the issue(s). Be specific and be sure you use the same or similar language to that used in your Petition.
  7. **FINAL APPEALABLE ORDER:** This Decree/Order/Judgment is a final order and may be appealed.
  8. **JUDGE'S SIGNATURE:** You do not have a valid court order until the Judge signs and dates the original order, which will occur at or after the default hearing or at the trial on the case. Be sure to get a certified copy of the signed order for your records.
  9. **COPY FOR OTHER PARTY:** If you are the Petitioner and you have a Default Hearing, and the Respondent was *personally* served with the court papers, (meaning that service was *not* done by "publication") you must mail or give a copy of this Court Order to the Respondent after the Judge has signed it.
- ✓ You must tell the Court you will do this by signing your name and date at the end of the court Order.
  - ✓ After you get a certified copy of the signed order, make a copy for the other party (if the other party does not have a copy).
  - ✓ Then, mail a copy of the signed and dated order to him or her.

## Self-Service Center (SSC)

# HOW TO COMPLETE A PARENTS WORKSHEET FOR CHILD SUPPORT

Use the **FREE** online child support calculator at the Superior Court's Web page to produce the *Parents Worksheet for Child Support* that **MUST** be turned in along with your other court papers.

Using the online calculator is FREE (access to the Internet and a printer required).

If you do not have access to the Internet and/or a printer, you may use the computers at all Superior Court Self-Service Center locations for free and print out the Parents Worksheet produced by the online calculator as well. There is a small, per-page charge for printing.

- Go to the Superior Court's ezcourtform Web page
- Click "**Child Support Calculator**" on right side of the web page.
- Fill in the information requested and print out the Worksheet.

### Advantages of Using the Online Child Support Calculator

- The online calculator is free.
- The online calculator does the math for you
- The online calculator produces a neater, more readable worksheet.
- The online calculator produces a more accurate child support calculation, **AND**
- **You don't have to go through 37 pages of Guidelines and Instructions**

*If you want to perform the calculations yourself*, you will need an additional 39 pages of guidelines, instructions, and the Parents Worksheet itself. These are available for separate purchase from the SSC as part of the "**How to Calculate Child Support**" packet, or may be downloaded for free from the Superior Court's Web page.

You may also attend the free "*How to Complete Papers to Modify Child Support*" workshop described in the flyer that appears at the beginning of this packet.

**You may also call 928-428-3100 for an appointment for assistance (in English or Spanish) at the Phoenix courthouse. Ask for the "Calculations Department". There is a FEE for this**

**WHEN YOU HAVE COMPLETED ALL NEEDED FORMS, GO TO THE "PROCEDURES" PAGE  
AND FOLLOW THE STEPS LISTED THERE.**

## PARENT'S WORKSHEET INSTRUCTIONS

This worksheet provides the information the court needs to determine child support amounts in accordance with Arizona's Child Support Guidelines. You may get a copy of the Child Support Guidelines for a fee from any of the four Self-Service Center or you can download it free from the Internet.

### COMPLETE THIS WORKSHEET IF:

- You are a party to a court action to establish child support **or** to modify an existing order for child support.

**Need help with calculations? Use the free Online Child Support Calculator at the Superior Court's website to perform the calculations for you. Click "Child Support Calculator and Worksheet" (on the right side of the page). You may print and use the worksheet produced by the calculator in place of the form included in this packet.**

**You may also call 928-428-3100 for an appointment for assistance (in English or Spanish) at the Phoenix courthouse location. Ask for the "Calculations Department". There is a fee for this service.**

### TO COMPLETE THIS WORKSHEET YOU WILL NEED TO KNOW:

- Your case number.
- Your monthly gross income and that of the other parent.
- The monthly cost of medical insurance for the minor children who are the subject of this action.
- Monthly childcare amounts paid to others.
- The number of days the minor child(ren) spend with the non-primary residential (custodial) parent.
- Monthly obligations of yourself and the other parent for child support or court-ordered spousal maintenance/support.

**FOLLOW THESE INSTRUCTIONS WHICH ARE NUMBERED TO MATCH THE IDENTIFYING NUMBERS IN PARENTHESES ON THE FORM. TYPE OR PRINT NEATLY USING BLACK INK.** The number *in brackets* after the instructions tells you where to look in the **Guidelines** for this item, for example, [Guidelines 5].

### **BASIC INFORMATION**

- (1) Type or print the information requested at top left for the person who is filing this form. Check the appropriate box to indicate whether you are the Petitioner or Respondent in this case, and also whether you are represented by an attorney. (The spaces marked "for "Attorney Name", "Bar No.", etc, are used **only** if an attorney is preparing this form.)
- (2) Type or print the name of the county in which this worksheet is being filed. (This may already be printed on the form.)
- (3) Type or print the name of the persons shown as the Petitioner and the Respondent on the original petition to establish support or on the Order that established support.
- (4) Type or print your case number and the ATLAS number. If you do not have a case number, leave this item blank. If you do not have an ATLAS number, leave this item blank.

- (5) Enter the number of minor children from this relationship for whom support is being sought in this court action.
- (6) Check the box to indicate which parent is the "primary residential parent". If not stated directly in a Court Order, who does (do) the minor children) live with most of the time?
- (7) Check the box to indicate which parent is completing this form.
- (8) Where did you get the figures you are supplying for the other party? Check the box to indicate whether those numbers are Actual, Estimated or Attributed. [See Guidelines 5.E.] Examples of ESTIMATED income: He was promoted to supervisor and I know that position pays more; she has the same job as my sister, who works at the same place and makes this amount. Example of ATTRIBUTED income: My ex-wife was a secretary earning \$1500/month. Now she has remarried and is staying home as a homemaker.

### **MONTHLY GROSS INCOME**

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- Terms such as "gross income" and "adjusted gross income" as used here do not have the same meaning as when they are used for tax purposes.
  - "Gross Income" is not your "take home pay", it is the higher amount shown before any deductions are taken out of your check.
  - If you are converting a weekly "gross income" figure to a "monthly gross income" figure, multiply the weekly amount by 4.33 (52 weeks divided by 12 months = 4.33 average weeks in a month).
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- (9) Type or print the total amount of your Gross Income each month. Gross income means the amount before taxes and other deductions are taken out. For income from self-employment, rent, royalties, proprietorship of a business, joint ownership of a partnership or closely held corporation, gross income means gross receipts minus ordinary and necessary expenses required to produce income. What you include as "ordinary and necessary expenses" may be adjusted by the court, if deemed inappropriate for determining gross income for child support. Ordinary and necessary expenses include one-half of the self-employment tax actually paid.

#### **Gross Income includes monies from:**

- |   |   |
|---|---|
| • Salaries  | • Self-employment                         |
| • Bonuses   | • Severance Pay                           |
| • Worker's Compensation Benefits                              | • Unemployment Insurance Benefits         |
| • Wages   | • Income from a Business                  |
| • Dividends   | • Pensions                                |
| • Disability Insurance (including Social Security disability) | • Rental Income                           |
| • Annuities   | • Prizes                                  |
| • Royalties   | • Social Security Benefits                |
| • Commissions   | • Trust Income                            |
| • Capital Gains   | • Recurring Gifts                         |
| • Interest  | • Spousal Maintenance (alimony) (Item 11) |

Gross Income **does not include** benefits from public assistance programs such as Temporary Assistance for Needy Families (TANF), Supplemental Social Security Income (SSI), Nutrition Assistance (food stamps/EBT or WIC), and General Assistance (GA); and, it **does not include** child support payments received.

Also type or print the total monthly gross income for the other parent, to the best of your knowledge. If a parent is unemployed or underemployed, you may ask the court to attribute income to that parent by entering the amount of what you think that parent would be earning if he or she worked at full earning capacity. The court shall presume, in the absence of contrary testimony, that a non-primary residential parent (custodial parent) is capable of full-time employment at least at the federal adult minimum wage. [Guidelines 5.E.] This

presumption **does not** apply to non-primary residential parents under the age of eighteen who are attending high school. If gross income is attributed to the parent receiving support, appropriate childcare expenses may also be attributed at Item 18.

If you are completing this Parent's Worksheet as part of a modification proceeding and your income is different from the court's most recent findings, you must attach documentation to verify your current income. The documentation should include: your most recent tax return, W-2, or 1099 forms and your most recent paycheck stub showing year-to-date information. If these are not available, provide other documentation such as a statement of earnings from your employer showing year-to-date income.

If you are completing this Parent's Worksheet as part of a modification proceeding and the income you show for the other party is different from that listed on the court's most recent findings regarding income of that parent, you must attach documentation of the amount or mark the box in Item 8 to show that the income amount is estimated or attributed and explain the basis for the amount shown.

### **ADJUSTMENTS TO MONTHLY GROSS INCOME**

- (10-11) Type or print the total monthly amount of court-ordered spousal maintenance/alimony you and/or the other parent actually **pay to** a former spouse **or receive from** a former spouse. Also, the amount that is paid or received or *will be* paid or received in this court case each month. Spousal maintenance/alimony paid is a deduction from gross income. Spousal maintenance/alimony received is an addition to gross income. [Guidelines 2.C. and 6.A.]
- (12) Type or print the total amount of court-ordered child support you and/or the other parent actually pay [Guidelines 6.B.] each month for children of other relationships, And/Or, if you and/or the other parent are the primary residential parent of minor child(ren) of other relationships, based on a "simplified application of the Guidelines", determine an adjustment to enter based on the amount of court-ordered child support you "contribute". [Guidelines 6.C.] Court-ordered *arrearage* payments are not included in either case.

#### **EXAMPLE** (copied directly from the Guidelines):

A parent having gross monthly income of \$2,000 supports a natural or adopted minor child who is not the subject of the child support case before the court and for whom no child support order exists. To use the Simplified Application of the Guidelines, locate \$2,000 in the Combined Adjusted Gross Income column of the Schedule. Select the amount in the column for one child, \$415. The parent's income may be reduced up to \$415, resulting in an Adjusted Gross Income of \$1,585.

- (13) You may ask the court to consider the financial obligation you have to support other natural or adopted minor children for whom there is no court order requiring you to pay support. If you choose to do this, the adjustment amount you may request is determined by a "simplified application of the guidelines". On the Schedule of Basic Child Support Obligations, find the amount that is closest to the adjusted gross income amount of the parent requesting an adjustment. Go to the column for the number of children in question. Enter the amount shown there in Item 13. [Guidelines 6.D.]
- (14) **Adjusted Gross Income.** For each parent, add or subtract the numbers in Items 10 through 13 from the number in Item 9. Write the results for each parent on the line in Item 14. This is the Adjusted Monthly Gross Income for each parent. [Guidelines 7]

### **COMBINED ADJUSTED MONTHLY GROSS INCOME**

- (15) Add the two numbers in Item 14 together (the one for the father and the one for the mother). This total is the Combined Adjusted Monthly Gross Income.

**BASIC CHILD SUPPORT OBLIGATION** You **MUST** view the "*Schedule of Basic Child Support Obligations*" in order to answer (16). You can download the entire document free from our website.

**OR you can use the online child support calculator to calculate the amount for you automatically.**



The online calculator can be found at the Superior Court's [ezcourtforms Web page](#) OR you can call 602-506-3762 for an appointment to have someone help you calculate child support. There is a fee for this service.

- (16) On the “***Schedule of Basic Child Support Obligations***” locate the amount that is closest to the Combined Adjusted Monthly Gross Income listed in Item 15. Go to the column for the number of minor children listed in Item 5. This amount is your Basic Child Support Obligation; enter this amount for Item 16. [Guidelines 8]

**PLUS COSTS FOR NECESSARY EXPENSES**

Place in the column for the parent paying the expenses.

- (17) Type or print the monthly dollar amount of that portion of the insurance premium that is or will be paid for court-ordered medical, dental and/or vision care insurance for the minor child(ren) who is/are the subject(s) of this order. [Guidelines 9.A.]
- (18) If the parent with primary residential parent status is working or if you have attributed income to that parent in Item 9, type or print the monthly cost of work-related child care that parent pays. If these costs vary throughout the year, add the amounts for each month together and divide by 12 to annualize the cost. [Guidelines 9.B.1.] (See Guidelines for rules and chart concerning income).
- If the non-primary residential parent pays for work-related childcare, during periods of physical custody, the amount paid by that parent may also be included here (each month's amount added together and divided by 12 to annualize the cost)..
- (19) Type or print the monthly costs of reasonable and necessary expenses for special or private schools and special educational activities. These expenses must be agreed upon by both parents or ordered by the court. [Guidelines 9.B.2.]
- (20) If any of the children for whom support is being ordered are gifted or handicapped and have special needs that are not recognized elsewhere, the additional monthly cost of meeting those needs should be entered here. [Guidelines 9.B.3.]
- (21) **MINOR CHILDREN 12 AND OVER.** If there are no minor children 12 or over, enter “0” or “N/A” and SKIP to Item 22. Average expenditures for minor children age 12 or older are approximately 10% higher than those for younger children, therefore the Guidelines call for an adjustment of up to a maximum of 10% to account for these higher costs. If support is being determined for minor children 12 or older, in the first blank, enter the number of minor children 12 or older. In the next blank enter how many percent (one, to a maximum of ten percent) you think the amount of child support should be adjusted (increased) due to the child or children being 12 or older.

**If all minor children are 12 or over:**

- Multiply the dollar amount from (16), the Basic Child Support Obligation, by the (up to 10) percent increase, which results in the monthly dollar amount of increase.
- Enter this amount for Item 21. The highest possible increase would be 10% of the basic child support obligation. [Guidelines 9.B.4.]

**If at least one, but not all minor children are 12 or older:**

- Divide the basic support obligation (Item 16) by the total number of children.
- Multiply that figure by the number of minor children 12 or over.
- Then multiply the result by the adjustment percentage (up to 10%), and enter this amount for Item 21. [Guidelines 9.B.4.]

**EXAMPLE A: All minor children 12 or older, Basic Child Support Obligation \$300, and 10% Adjustment:**  
Multiply Basic Child Support Obligation by % Adjustment:  $\$300 \times .10 = \$30.00$

**EXAMPLE B: Three children, Two 12 or older, Basic Child Support Obligation \$300, 10% Adjustment:**  
Divide Basic Child Support Obligation by total number of children:  $\$300 / 3 = \$100$   
Multiply answer by the number of children 12 and older:  $\$100 \times 2 = \$200$   
Multiply result by the Adjustment Percentage:  $\$200 \times .10 = \$20.00$

- (22) Add the amounts from Items 17, 18, 19, 20 and 21, including both the amounts for you and the amounts for the other parent. Enter the total amount on the line in Item 22.

**TOTAL CHILD SUPPORT OBLIGATION**

- (23) Add the amounts from Items 16 and 22. Enter the total amount on the line in Item 23. This is the Total Child Support Obligation amount.

**EACH PARENT'S PERCENTAGE (%) OF COMBINED INCOME** [Guidelines 10]

- (24) For each parent, **divide** the amount written in Item 14 (Adjusted Gross Income) by the amount written in Item 15 (Combined Adjusted Gross Income). This will probably give you a decimal point answer less than 100%. However, if one parent earns all of the income for the family, this number will be 100%.

EXAMPLE: Item 14 = \$600  
Item 15 = \$1000      \$600 divided by \$1,000 = .60 or 60%

**EACH PARENT'S SHARE OF THE TOTAL CHILD SUPPORT OBLIGATION**

- (25) For each parent, multiply the number in Item 23 by the number for that parent in Item 24. This equals the dollar amount of each parent's share of the total child support obligation.

EXAMPLE: Item 23 = \$189  
Item 24 = 60% \$189 x .60 = \$113.40

**ADJUSTMENT FOR COSTS ASSOCIATED WITH PARENTING TIME (VISITATION) (for NON-Primary Residential Parent)**

- (26) If time with each parent is essentially equal, *neither* party receives a parenting time adjustment and you may SKIP to Item 27. [Guidelines 11, 12]

Based on the information below, check the box to indicate whether "Parenting Time Table A" or "Parenting Time Table B" applies to the situation regarding the parent who does not have PRIMARY RESIDENTIAL PARENT, that is, the parent that the children do **NOT** live with – or live with the LEAST amount of time.

To adjust for costs associated with parenting time, first determine the total number of parenting time days indicated in a court order or parenting plan or by the expectation or past practice of the parents. Using the definitions below, add together each block of parenting time to arrive at the total number of parenting time days *per year*. Only the time spent by a child with the non-primary residential parent is considered. Time that the child is in school or in childcare is not considered.

For purposes of calculating parenting time/visitation days: [Guidelines 11.C]

- A. A period of 12 hours or more counts as one day.
- B. A period of 6 to 11 hours counts as a half-day.
- C. A period of 3 to 5 hours counts as a quarter day.
- D. Periods of less than 3 hours may count as a quarter day if, during those hours, the non-primary residential parent pays for routine expenses of the child, such as meals.

"**Parenting Time Table A**" assumes that as the number of visitation days approaches equal time sharing (143 days and above), certain costs usually incurred only in the custodial household are assumed to be substantially or equally shared by both parents. These costs are for items such as the child's clothing and personal care items, entertainment, and reading materials.

PARENTING TIME TABLE A			
Number of Visitation Days	Adjustment Percentage	Number of Visitation Days	Adjustment Percentage
0 – 3	0	116 - 129	.195
4 – 20	.012	130 - 142	.253
21- 38	.031	143 – 152	.307
39 - 57	.050	153 – 162	.362
58 - 72	.085	163 - 172	.422
73 - 87	.105	173 – 182	.486
88 - 115	.161		

**Parenting Time Table B:** If, however, the assumption that such costs are duplicated and shared nearly equally by both parents, is proved *incorrect*, use “**Parenting Time Table B**” to calculate the visitation adjustment for this range of days (and check the box for “Table B” for item (26).

PARENTING TIME TABLE B	
Number of Visitation Days	Adjustment Percentage
143 - 152	.275
153 – 162	.293
163 – 172	.312
173 - 182	.331

(27)

- For *your* entry for Item (27), add up the total parenting time days for the non-primary residential parent.
- Determine whether Table A or Table B applies.
- Look at the appropriate table (“A” or “B”) and find the “Percentage Adjustment” that applies to the number of parenting time days.
- Multiply that percentage by the amount listed for Item (16)

**EXAMPLE:**

If the total amount of parenting time for the NON-PRIMARY RESIDENTIAL PARENT amounts to 75 days and Table A applies, and the amount listed for Item (16), the Basic Child Support Obligation, is \$1000: Look at Table A to see where “75” fits in. “75” falls between 73 and 87 days, and the Adjustment Percentage listed for that range of numbers is .105. You would then take the dollar amount listed for Item (16), and multiply it by that percentage.

In this example that would be:	Amount from Item (16)	\$1000
	<u>x Adjustment Percent from Table</u>	<u>x .105</u>
	Answer for Item (27)	105.00 or \$105.00

This is the amount you would enter as your answer for Item (27) for either the Father *or* the Mother (ONLY), whichever parent the children ***don't*** live with the majority of the time.

#### **MEDICAL INSURANCE PREMIUM ADJUSTMENT**

- (28) If the parent who will be ordered to make the child support payment is the same parent who will pay the minor children's health, dental and/or vision care insurance premiums, enter the amount from Item 17 here.

#### **NON-CUSTODIAL CHILD CARE ADJUSTMENT**

- (29) If the parent who will be ordered to make the child support payments pays for work-related child-care during periods of visitation, enter the amount from Item 18.

#### **EXTRA EDUCATION ADJUSTMENT**

- (30) If the parent who will be ordered to make the child support payment is the same parent who will pay the children's reasonable and necessary expenses for attending private or special schools, enter the amount from Item 19 here.

#### **EXTRAORDINARY/SPECIAL NEEDS CHILD**

- (31) If the parent who will be ordered to make the child support payment is the same parent who will pay the special needs of gifted or handicapped child(ren), enter the amount from Item 20 here.

#### **ADJUSTMENTS SUBTOTAL**

- (32) For the non-primary residential parent, add the amounts entered in Items 27, 28, 29, 30 and 31. Enter the total in Item 32.

#### **PRELIMINARY CHILD SUPPORT AMOUNT**

- (33) For non-primary residential parent: Subtract the amount in Item 32 from Item 25.  
For primary residential parent: Write in the amount from Item 25 for that parent.

#### **SELF SUPPORT RESERVE TEST for Parent Who Will Pay Support**

- (34) To calculate the amount to enter in the column for this item:
- Enter *the paying parent's* adjusted gross income from Item 14.
  - Subtract **\$1115** (the self-support reserve amount).
  - Enter the remainder in the appropriate column for either the Father or the Mother, for Item 34. [Guidelines 15]

If the resulting amount is less than the preliminary child support amount, the court may reduce the current child support order to the resulting amount after first considering the financial impact the reduction would have on the primary residential parent household. The test applies only to the current support obligation, but does not prohibit an additional amount to be ordered to reduce an obligor's (the person obligated to pay) arrears. Absent a deviation, the preliminary child support amount or the result of the self-support reserve test is the amount of the child support to be ordered in Item 35  
[Guidelines 15]

Payor's Adjusted Gross Income from Item 14: \_\_\_\_\_

**SUBTRACT** the Self Support Reserve Test Amount of \$903: - \$ 1115.00

Enter the number remaining as your answer for Item 34: \_\_\_\_\_

**(35) Who pays and how much?** Check the appropriate box to indicate which parent should be ordered to pay child support. If the amount shown in Item 33 is *less than* the amount shown in Item 34, write in the amount shown for Item 33. **OR**, If the amount shown in 33 is *greater than* the amount from 34, you may write in the amount from 34 *if you believe child support should be ordered for the smaller amount*.

#### **RESPONSIBILITY FOR VISITATION-RELATED TRAVEL EXPENSES**

**(36)** For this Item, list the percentage you think each parent should pay toward the travel/transportation costs for expenses involving travel of more than 100 miles, one-way. The court will decide how to allocate the expense, but you may use the percentages listed in Item 24 for each parent's share of combined income as a guide. The allocation of expense does not change the amount of the support ordered in Item 35. [Guidelines 18]

#### **RESPONSIBILITY FOR MEDICAL EXPENSES NOT PAID BY INSURANCE**

**(37)** For this Item, list the percentage you think each parent should pay toward uninsured medical, dental and/or vision care expenses for the minor children. The court will decide how to allocate the expense, but you may use the percentages listed in Item 24 for each parent's share of combined income as a guide. [Guidelines 9.A.]

#### **WHEN YOU HAVE COMPLETED THIS WORKSHEET:**

If you have completed this worksheet to establish a child support obligation:

- Make a copy of the worksheet for your records;
- Make a copy to send or deliver to the other party and/or the state prior to the hearing;
- Take the original to court at the time of your hearing; and
- Take financial documentation to provide proof of the numbers you have given.

If you have completed this worksheet to modify a child support obligation:

- Attach any documentation required;
- Make a copy of the worksheet for your records;
- Make a copy of the worksheet to serve on the other party and/or the state; and
- Attach the original worksheet to the Request for Modification of Child Support and file it with the Clerk of Superior Court.

#### **NOTE: DEVIATION FROM THE GUIDELINES AMOUNT**

If you believe the amount of child support shown by this worksheet is too low or too high, the Court has the power to deviate from the guidelines (order support in a different amount), if an order would be unjust or inappropriate. A deviation can only be ordered if the court makes appropriate findings based upon evidence presented by either party or agreement of the parties. [Guidelines 20]

#### **SIGN THE DOCUMENT BEFORE FILING IT**

SELF-SERVICE CENTER

**LEGAL DECISION MAKING (Custody),  
PARENTING TIME, and CHILD SUPPORT**

**PART 4: THE COURT ORDER**

**(For Petitioner or Respondent)**

CHECKLIST

***You may use the forms and instructions in this packet if . . .***

- ✓ You or the other party filed a petition to establish who has custody (now called “legal decision making” in Arizona), parenting time, and child support, **AND**
- ✓ You have attended the Parent Information Program (PIP) and have filed your certificate of attendance with the Clerk of the Court, **AND**
- ✓ You are going to a default hearing, or you both agree on the settlement terms of the court case, or you are going to a trial on what you disagree about, **AND**
- ✓ You are ready to complete the court papers about the final order.

**READ ME:** Consulting a lawyer before filing documents with the court may help prevent unexpected results. A list of lawyers you may hire to advise you on handling your own case or to perform specific tasks, as well as a list of court-approved mediators can be found on the Self-Service Center website.

Person Filing: \_\_\_\_\_  
Address (if not protected): \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
ATLAS Number: \_\_\_\_\_  
Lawyer's Bar Number: \_\_\_\_\_

For Clerk's Use Only

Representing ☐ Self, without a Lawyer or ☐ Attorney for ☐ Petitioner OR ☐ Respondent

## SUPERIOR COURT OF ARIZONA IN GRAHAM COUNTY

\_\_\_\_\_  
Name of Petitioner

Case Number: \_\_\_\_\_

**ORDER FOR** (Check one box only)

☐ **LEGAL DECISION MAKING (CUSTODY),  
PARENTING TIME, and CHILD SUPPORT, or**

\_\_\_\_\_  
Name of Respondent

☐ **LEGAL DECISION MAKING (CUSTODY) AND  
PARENTING TIME (ONLY)**

### THE COURT FINDS:

1. This case has come before this court for a final order, and if necessary the court has taken all testimony needed to enter a final Order.
2. This court has jurisdiction over the parties under the law.
3. Where it has the legal power to do so and where it is applicable to the facts of this case, this court has considered, approved, and made an Order relating to Legal Decision Making (Custody), Child Support, Parenting Time and expenses related to the births of the minor child(ren).
4. **SERVICE BY PUBLICATION:**  
If Respondent was served by publication and was not personally served, this court cannot make a legal order, with respect to issues of child support, medical, dental and vision care insurance and expenses, and expenses for the minor child(ren).

The court reserves jurisdiction until personal service is made upon Respondent to consider the child support, and any other relief requested in the Petition or orders deemed necessary by the court.

5. **This order applies to the following child(ren):**

**NAME(s)**

**DATE(s) OF BIRTH(s)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. PARENT INFORMATION PROGRAM.**

**A. Mother** ☐ **has attended** the Parent Information Program as evidenced by the Certificate of Completion in the Court file, **OR**

**Mother** ☐ **has not attended** the Parent Information Program and ☐ shall be denied any requested relief to enforce or modify this Order until Mother has completed the class.

**B. Father** ☐ **has attended** the Parent Information Program as evidenced by the Certificate of Completion in the Court file, **OR**

**Father** ☐ **has not attended** the Parent Information Program and ☐ shall be denied any requested relief to enforce or modify this Order until Father has completed the class.

**7. DEVIATION FROM CHILD SUPPORT.** The Court, having considered the best interests of the child(ren), deviates from the guidelines for the following reasons:

- ☐ Application of the guidelines is inappropriate.
- ☐ Application of the guidelines is unjust.
- ☐ The parties have signed a written agreement with knowledge of the amount of support that would have been ordered by the guidelines but for the agreement.

**THE COURT MAKES THE FOLLOWING FINDING REGARDING THE DEVIATION:**

- ☐ The child support order *would have been*: \$ \_\_\_\_\_
- ☐ The child support order after deviation is: \$ \_\_\_\_\_
- ☐ All parties have signed the agreement free of duress and coercion.

**8. PHYSICAL CUSTODY ADJUSTMENT, COURT APPROVED DISCRETIONARY PARENTING TIME ADJUSTMENT AND/OR OTHER ADJUSTMENTS. (THE COURT MUST MAKE WRITTEN FINDINGS IF ANY OF THESE ADJUSTMENTS ARE MADE.)**

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**9. SUPERVISED OR NO PARENTING TIME.** (Check, if applicable, and explain.)

☐ Supervised parenting time or No parenting time between minor child(ren) and

☐ Mother OR ☐ Father is in the best interests of the minor child(ren) for the following reasons:

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**10. DRUG CONVICTION WITHIN LAST TWELVE MONTHS:**

- ☐ If either party has been convicted of driving under the influence of alcohol or drugs, or was convicted of any drug offense within 12 months of filing the request for legal decision making (custody), the legal decision making (custody), and or parenting time arrangement ordered by this court appropriately protects the minor child(ren).



If joint legal decision making (joint custody) is ordered below, check box "A" or "B". If "B", explain.

**11. DOMESTIC VIOLENCE.** If the court enters an order for joint authority for legal decision making concerning the child(ren):

- A. ☐ There have been no significant acts of Domestic Violence under A.R.S. 13-3601 by either parent, OR
- B. ☐ Domestic violence has occurred, but the domestic violence has not been "significant". Explain why joint custody is in the best interest of the minor child(ren) even though domestic violence has occurred:

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**THE COURT ORDERS:**

**1. PRIMARY RESIDENCE, PARENTING TIME, and LEGAL DECISION MAKING (Custody)**

**A. PRIMARY RESIDENTIAL PARENT:**

- ☐ Mother's home as primary residence for following named child(ren):

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- ☐ Father's home as primary residence for following named child(ren):

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**B. SUBJECT TO PARENTING TIME AS FOLLOWS:**

- ☐ Reasonable parenting time rights to the non-primary residential parent as described in the Parenting Plan attached as Exhibit B and made a part of this decree, OR

- ☐ NO PARENTING TIME RIGHTS to ☐ Mother OR ☐ Father, OR

- ☐ SUPERVISED PARENTING TIME to ☐ Mother OR ☐ Father according to the terms of the Parenting Plan attached as Exhibit B and made part of this Decree.

Parenting time may only take place in the presence of another person, named below or otherwise approved by the court.

(IF supervised) Name of person to supervise (Optional):

---

The cost of supervised parenting time shall be paid by the:

- ☐ the Mother, ☐ the Father, OR ☐ Shared equally by the parties

**THE COURT FURTHER ORDERS:****Restrictions on parenting time** (if applicable):

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**C. LEGAL DECISION-MAKING (LEGAL CUSTODY):**

1. ☐ **SOLE AUTHORITY FOR LEGAL DECISION MAKING** (SOLE CUSTODY) over the minor children is awarded to: ☐ **Mother** ☐ **Father**,

**OR**

2. ☐ **JOINT AUTHORITY FOR LEGAL DECISION MAKING** (JOINT CUSTODY) is awarded to **Mother and Father** who agree to act as joint legal decision makers regarding the minor child(ren), as set forth in the Joint Legal Decision-Making (Custody) Agreement and Parenting Plan signed by both parties and attached to this Decree as **"Exhibit B."** There having been no significant acts of Domestic Violence by either parent, or the court having found it in the best interests of the minor child(ren), the court adopts the terms of the Joint Legal Decision-Making (Custody) Agreement and Parenting Plan, which is attached to and made part of this Decree.

**2. CHILD SUPPORT:**

☐ **Mother** or ☐ **Father** shall pay child support to the other party in the amount of \$\_\_\_\_\_ per month, beginning THE FIRST DAY OF THE MONTH following the signing of this Order, according to the Child Support Worksheet attached to and made part of this order. All child support payments shall be made through the **Support Payment Clearinghouse, P.O. Box 52107, Phoenix, Arizona 85072-2107**, and shall include an additional applicable statutory fee. Payments shall be in equal installments made on the **1st** and **15th** of each month thereafter through an automatic income withholding order.

**3. MEDICAL, DENTAL, VISION CARE FOR MINOR CHILDREN:**

- ☐ **Mother is responsible for providing:** ☐ **medical** ☐ **dental** ☐ **vision care insurance.**  
☐ **Father is responsible for providing:** ☐ **medical** ☐ **dental** ☐ **vision care insurance.**

Medical, dental, and vision care insurance, payments and expenses are based on the information in the Parent's Worksheet for Child Support attached to and made part of this order. The party ordered to pay must keep the other party informed of the insurance company name, address and telephone number, and must give the other party the documents necessary to submit insurance claims.

**Non-Covered Expenses. Mother is ordered to pay** \_\_\_\_\_ **%**, **AND Father is ordered to pay** \_\_\_\_\_ **%** of all reasonable uncovered and/or uninsured medical, dental, vision care, prescription and other health care charges for the minor children, including co-payments.

4. **FINANCIAL INFORMATION EXCHANGES:** The parties shall exchange financial information (tax returns, spousal affidavits, earning statements and/or other related financial statements) every twenty-four months.

5. **LIMITATION ON JURISDICTION:** (check box if applicable)

☐ This court cannot make a legal order, without personal service on the respondent with respect to issues of child support, health insurance for the minor child(ren) or regarding costs relating to birth of the child(ren). The court reserves the right to enter such orders at such time as the court acquires personal jurisdiction over the Respondent.

6. **OTHER ORDERS:** This court makes further Orders relating to this matter as follows:

\_\_\_\_\_  
\_\_\_\_\_

**FINAL APPEALABLE ORDER.** Pursuant to Arizona Rules of Family Law Procedure, Rule 81, this final judgment/decreed is settled, approved, and signed by the court and shall be entered by the clerk.

DONE IN OPEN COURT: \_\_\_\_\_

\_\_\_\_\_  
**JUDGE OR COMMISSIONER**

If you are the Petitioner and you have a Default Hearing, and the Respondent was *personally* served with the court papers, meaning that service was not done by "publication", you must mail or give a copy of this Court Order to the Respondent after the Judge has signed it. You must tell the Court you will do this.

By signing below, Petitioner declares that a copy of the Decree will be mailed to Respondent, at the following address:

Respondent's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State Zip Code: \_\_\_\_\_

Petitioner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Person Filing: \_\_\_\_\_  
Address (if not protected): \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
ATLAS Number: \_\_\_\_\_  
Lawyer's Bar Number: \_\_\_\_\_

For Clerk's Use Only

Representing ☐ Self, without a Lawyer or ☐ Attorney for ☐ Petitioner OR ☐ Respondent

## SUPERIOR COURT OF ARIZONA IN GRAHAM COUNTY

\_\_\_\_\_  
Name of Petitioner

Case Number: \_\_\_\_\_

### PARENTING PLAN FOR:

AND

☐ JOINT LEGAL DECISION MAKING  
(CUSTODY) WITH JOINT LEGAL  
DECISION MAKING (CUSTODY)  
AGREEMENT

**or**

\_\_\_\_\_  
Name of Respondent

☐ SOLE LEGAL DECISION-MAKING  
(CUSTODY)

☐ to Mother

☐ to Father

## INSTRUCTIONS

**This document has 4 parts:** PART 1) General Information; PART 2) Legal Decision Making (Custody) and Parenting Time; PART 3) Danger to Children Notification Statement; and PART 4) Joint Legal Decision Making (Custody) Agreement. Where this form refers to "children" it refers to any and all minor children common to the parties whether one or more.

**One or both parents must complete and sign the Plan as follows:**

- a. If only *one* parent is submitting the Plan: that parent must sign at the end of PART 2 and 3.
- b. If both parents agree to legal decision making (custody) and parenting time arrangements *but not to joint legal decision making (custody)*: Both parents must sign the Plan at the end of PART 2 and 3.
- c. If both parents agree to joint legal decision making (custody) and parenting time arrangements as presented in the Plan: Both parents must sign the Plan at the end of PART 2, 3, and 4.

**PART 1: GENERAL INFORMATION:**

- A. MINOR CHILDREN.** This Plan concerns the following minor children:  
(Use additional paper if necessary)

_____	_____
_____	_____
_____	_____

**B. THE FOLLOWING LEGAL DECISION-MAKING (CUSTODY) ARRANGEMENT IS REQUESTED:**

(Choose ONE of 1, 2, 3, 4.) (If you chose "sole legal decision-making authority" [1 or 2], you have the option of also requesting restrictions on the parenting time of the other party.

- ☐ **1. SOLE LEGAL DECISION-MAKING (CUSTODY) BY AGREEMENT.** The parents agree that sole legal decision-making authority (custody) and primary physical custody should be granted to the ☐ Mother ☐ Father.

The parents agree that since each has a unique contribution to offer to the growth and development of their minor children, each of them will continue to have a full and active role in providing a sound moral, social, economic, and educational environment for the benefit of the minor children, as described in the following pages,

**OR**

- ☐ **2. SOLE LEGAL DECISION-MAKING (CUSTODY) REQUESTED BY THE PARENT SUBMITTING THIS PLAN.** The parents cannot agree to the terms of legal decision making (custody) and parenting time. The parent submitting this Plan asks the court to order sole legal decision-making authority and parenting time according to this Plan.

(Optional, if you marked 1 or 2 above)

- ☐ **RESTRICTED, SUPERVISED, OR NO PARENTING TIME.**

The parent submitting this Plan asks the court for an order restricting parenting time. The facts and information related to this request are described in the Petition.

**OR**

- ☐ **3. JOINT LEGAL DECISION-MAKING (CUSTODY) BY AGREEMENT.** The parents agree to joint legal decision-making (custody) and request the court to approve the joint legal decision-making (custody) arrangement as described in this Plan. Primary physical custody will be with the ☐ Mother ☐ Father,

**OR**

- ☐ **4. JOINT LEGAL DECISION-MAKING AUTHORITY (CUSTODY) REQUESTED BY THE PARENT SUBMITTING THIS PLAN.** The parents cannot agree to the terms of legal decision making and parenting time **or** are unable to submit this plan together at this time. My request for joint legal decision-making authority is deferred for the court's determination.

**PART 2: PHYSICAL CUSTODY AND PARENTING TIME.** Complete each section below. Be specific about what you want the judge to approve in the court order.

**A. (School Year) WEEKDAY AND WEEKEND TIME-SHARING SCHEDULE:**

- ☐ The minor children will be in the care of Father as follows: (Explain).

---

- ☐ The minor children will be in the care of Mother as follows: (Explain).

---

- ☐ Other physical custody arrangements are as follows: (Explain).

---

- ☐ Transportation will be provided as follows:

☐ **Mother** or ☐ **Father** will pick the minor children up at \_\_\_\_\_ o'clock.

☐ **Mother** or ☐ **Father** will drop the minor children off at \_\_\_\_\_ o'clock.

Parents may change their time-share arrangements by mutual agreement with at least \_\_\_\_ days notice in advance to the other parent.

**B. SUMMER MONTHS OR SCHOOL BREAK LONGER THAN 4 DAYS:** The weekday and weekend schedule described above will apply for all 12 calendar months **EXCEPT:**

- ☐ During summer months or school breaks that last longer than 4 days, no changes shall be made. **OR,**

- ☐ During summer months or school breaks that last longer than 4 days, the minor children will be in the care of Father: (Explain)

---

- ☐ During summer months or school breaks that last longer than 4 days, the minor children will be in the care of Mother: (Explain)

---

- ☐ Each parent is entitled to a \_\_\_\_ week period of vacation time with the minor children. The parents will work out the details of the vacation at least \_\_\_\_ days in advance.

**C. TRAVEL**

- ☐ Should either parent travel out of the area with the minor children, each parent will keep the other parent informed of travel plans, address(es), and telephone number(s) at which that parent and the minor children can be reached.
- ☐ Neither parent shall travel with the minor children outside Arizona for longer than \_\_\_\_ days without the prior written consent of the other parent or order of the court.

**D. HOLIDAY SCHEDULE:** The holiday schedule takes priority over the regular time-sharing schedule as described above. Check the box(es) that apply and indicate the years of the holiday access/Parenting time schedule.

Holiday		Even Years				Odd Years			
<input type="checkbox"/>	New Year's Eve	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father
<input type="checkbox"/>	New Year's Day	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father
<input type="checkbox"/>	Spring Vacation	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father
<input type="checkbox"/>	Easter	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father
<input type="checkbox"/>	4th of July	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father
<input type="checkbox"/>	Halloween	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father
<input type="checkbox"/>	Veteran's Day	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father
<input type="checkbox"/>	Thanksgiving	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father
<input type="checkbox"/>	Hanukkah	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father
<input type="checkbox"/>	Christmas Eve	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father
<input type="checkbox"/>	Christmas Day	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father
<input type="checkbox"/>	Winter Break	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father
<input type="checkbox"/>	Child's Birthday	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father
<input type="checkbox"/>	<b>Mother's Day</b> will be celebrated with the Mother every year.								
<input type="checkbox"/>	<b>Father's Day</b> will be celebrated with the Father every year.								
<input type="checkbox"/>	<b>Each parent may have the children on his or her birthday.</b>								
<input type="checkbox"/>	<b>Three-day weekends</b> which include Martin Luther King Day, Presidents' Day, Memorial Day, Labor Day, Columbus Day, the children will remain in the care of the parent who has the minor children for the weekend.								
<input type="checkbox"/>	<b>Other Holidays</b> (Describe the other holidays and the arrangement) :								

- ☐ **Telephone Contact:** Each parent may have telephone contact with the minor children during the children's normal waking hours, **OR:** (Explain) \_\_\_\_\_

- ☐ **Other** (Explain) : \_\_\_\_\_

**E. PARENTAL ACCESS TO RECORDS AND INFORMATION:** Under Arizona law (A.R.S. §25-403.06), unless otherwise provided by court order or law, on reasonable request, both parents are entitled to have equal access to documents and other information concerning the minor children's education and physical, mental, moral and emotional health including medical, school, police, court and other records. A person who does not comply with a reasonable request for these records shall reimburse the requesting parent for court costs and attorney fees incurred by that parent to make the other parent obey this request. A parent who attempts to restrict the release of documents or information by the custodian of the records without a prior court order is subject to legal sanctions.

**F. EDUCATIONAL ARRANGEMENTS:**

- ☐ Both parents have the right to participate in school conferences, events and activities, and the right to consult with teachers and other school personnel.
- ☐ Both parents will make major educational decisions together. (optional) ☐ If the parents do not reach agreement, then:

**OR**

- ☐ Major educational decisions will be made by ☐ Mother ☐ Father after consulting other parent.

**G. MEDICAL AND DENTAL ARRANGEMENTS:**

- ☐ Both parents have the right to authorize emergency medical treatment, if needed, and the right to consult with physicians and other medical practitioners. Both parents agree to advise the other parent immediately of any emergency medical/dental care sought for the minor children, to cooperate on health matters concerning the children and to keep one another reasonably informed. Both parents agree to keep each other informed as to names, addresses and telephone numbers of all medical/dental care providers.
- ☐ Both parents will make major medical decisions together, except for emergency situations as noted above. (optional) ☐ If the parents do not reach an agreement, then: \_\_\_\_\_

**OR**

- ☐ Major medical/dental decisions will be made by ☐ Mother ☐ Father after consulting other parent.

**H. RELIGIOUS EDUCATION ARRANGEMENTS: (Choose ONE)**

- ☐ Each parent may take the minor children to a church or place of worship of his or her choice during the time that the minor children is/are in his or her care.
- ☐ Both parents agree that the minor children may be instructed in the \_\_\_\_\_ faith.
- ☐ Both parents agree that religious arrangements are not applicable to this plan.

**I. ADDITIONAL ARRANGEMENTS AND COMMENTS:**

- ☐ **NOTIFY OTHER PARENT OF ADDRESS CHANGE.** Each parent will inform the other parent of any change of address and/or phone number in advance **OR** within \_\_\_\_\_ days of the change.
- ☐ **NOTIFY OTHER PARENT OF EMERGENCY.** Both parents agree that each parent will promptly inform the other parent of any emergency or other important event that involves the minor children



- ☐ **TALK TO OTHER PARENT ABOUT EXTRA ACTIVITIES.** Each parent will consult and agree with the other parent regarding any extra activity that affects the minor children's access to the other parent.
- ☐ **ASK OTHER PARENT IF HE/SHE WANTS TO TAKE CARE OF CHILDREN.** Each parent agrees to consider the other parent as care-provider for the minor children before making other arrangements.
- ☐ **OBTAIN WRITTEN CONSENT BEFORE MOVING.** Neither parent will move with the minor children out of the Phoenix metropolitan area without prior written consent of the other parent, or a court ordered Parenting Plan. **A.R.S. 25-408 (B)**
- ☐ **COMMUNICATE.** Each parent agrees that all communications regarding the minor children will be between the parents and that they will **not** use the minor children to convey information or to set up parenting time changes.
- ☐ **METHOD OF COMMUNICATION.** Each parent agrees to use the following means of communication:  
\_\_\_\_\_.
- ☐ **FREQUENCY OF COMMUNICATION.** Each parent agrees to communicate regarding the child(ren) on a regular basis. That communication schedule will be:  
\_\_\_\_\_  
and will be by the following methods: ☐ Phone ☐ Email ☐ Other
- ☐ **PRAISE OTHER PARENT.** Each parent agrees to encourage love and respect between the minor children and the other parent, and neither parent shall do anything that may hurt the other parent's relationship with the minor children
- ☐ **COOPERATE AND WORK TOGETHER.** Both parents agree to exert their best efforts to work cooperatively in future plans consistent with the best interests of the minor children and to amicably resolve such disputes as may arise.
- ☐ **NOTIFY OTHER PARENT OF PROBLEMS WITH TIME-SHARING AHEAD OF TIME.** If either parent is unable to follow through with the time-sharing arrangements involving the minor child(ren), that parent will notify the other parent as soon as possible.
- ☐ **PARENTING PLAN.** Both parents agree that if either parent moves out of the area and returns later, they will use the most recent ***"Parenting Plan/Access Agreement"*** in place before the move.

- ☐ **MEDIATION.** If the parents are unable to reach a mutual agreement regarding a legal change to their parenting orders, they may request mediation through the court or a private mediator of their choice.

**NOTICE: DO NOT DEVIATE FROM PLAN UNTIL DISPUTE IS RESOLVED.**

Both parents are advised that while a dispute is being resolved, neither parent shall deviate from this Parenting Plan, or act in such a way that is inconsistent with the terms of this agreement.

Once this Plan has been made an order of the Court, if either parent disobeys the court order related to parenting time with the children, the other parent may submit court papers to request enforcement. See the Self-Service Center packets "To Make Someone Obey a Court Order" for help.

**J. PART 2 SIGNATURE OF ONE OR BOTH PARENTS** (as instructed on page 1)

Signature of Mother: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Father: \_\_\_\_\_ Date: \_\_\_\_\_

**PART 3: STATEMENT REGARDING CONTACT WITH SEX OFFENDERS AND PERSONS CONVICTED OF DANGEROUS CRIMES AGAINST CHILDREN.**

According to A.R.S. §25-403.05, a child's parent or custodian must immediately notify the other parent or custodian if the person knows that a convicted or registered sex offender or someone who has been convicted of a dangerous crime against children may have access to the child.

The parent or custodian must provide notice by first class mail, return receipt requested, by electronic means to an electronic mail address that the recipient provided to the parent or custodian for notification purposes or by another form of communication accepted by the court.

According to A.R.S. § 13-705 (P) (1), "Dangerous crime against children" means any of the following that is committed against a minor who is under fifteen years of age:

- (a) Second degree murder.
- (b) Aggravated assault resulting in serious physical injury or involving the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument.
- (c) Sexual assault.
- (d) Molestation of a child.
- (e) Sexual conduct with a minor.
- (f) Commercial sexual exploitation of a minor.
- (g) Sexual exploitation of a minor.
- (h) Child abuse as prescribed in section 13-3623, subsection A, paragraph 1.
- (i) Kidnapping.
- (j) Sexual abuse.
- (k) Taking a child for the purpose of prostitution as prescribed in section 13-3206.
- (l) Child prostitution as prescribed in section 13-3212.
- (m) Involving or using minors in drug offenses.
- (n) Continuous sexual abuse of a child.
- (o) Attempted first degree murder.
- (p) Sex trafficking.
- (q) Manufacturing methamphetamine under circumstances that cause physical injury to a minor.
- (r) Bestiality as prescribed in section 13-1411, subsection A, paragraph 2.
- (s) Luring a minor for sexual exploitation.
- (t) Aggravated luring a minor for sexual exploitation.
- (u) Unlawful age misrepresentation.

### **PART 3 SIGNATURE OF ONE OR BOTH PARTIES** (as instructed on page 1)

**I/We have read, understand, and agree to abide by the requirements of A.R.S. § 25-403.05 concerning notification of other parent or custodian if someone convicted of dangerous crime against children may have access to the child.**

**Signature of Mother:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Father:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **PART 4: JOINT LEGAL DECISION MAKING (CUSTODY) AGREEMENT** (IF APPLICABLE):

**A. DOMESTIC VIOLENCE:** Arizona Law (A.R.S. § 25-403.03) states that joint legal decision-making authority (custody) shall NOT be awarded if there has been "a history of significant domestic violence".

- ☐ Domestic Violence has **not** occurred between the parties, **OR**
- ☐ Domestic Violence **has** occurred but it has not been "significant" or has been committed by both parties.\*

**B. DUI or DRUG CONVICTIONS:**

- ☐ Neither party has been convicted of driving under the influence or a drug offense within the past 12 months, OR
- ☐ One of the parties HAS been convicted of driving under the influence or a drug offense within the past 12 months but the parties feel Joint Legal Decision-Making (Custody) is in the best interest of the children.\*

**\* IF THERE HAS BEEN DOMESTIC VIOLENCE OR A DUI OR DRUG CONVICTION:  
Attach an extra page explaining why Joint Legal Decision-Making (Custody) is still in the  
best interest of the children.**

**C. JOINT LEGAL DECISION MAKING (CUSTODY) AGREEMENT:** If the parents have agreed to joint legal decision making (custody), the following will apply, subject to approval by the Judge:

1. **REVIEW:** The parents agree to review the terms of this agreement and make any necessary or desired changes every \_\_\_\_\_ month(s) from the date of this document.
2. **CRITERIA.** Our joint legal decision making (custody) agreement meets the criteria required by Arizona law A.R.S. § 25-403.02, as listed below:
  - a. The best interests of the minor children are served;
  - b. Each parent's rights and responsibilities for personal care of the minor children and for decisions in education, health care and religious training are designated in this Plan;
  - c. A practical schedule of the parenting time for the minor children, including holidays and school vacations is included in the Plan;
  - d. A procedure for the exchange(s) of the child(ren) including location and responsibility for transportation.
  - e. The Plan includes a procedure for periodic review;
  - f. The Plan includes a procedure by which proposed changes, disputes and alleged breaches may be mediated or resolved
  - g. A procedure for communicating with each other about the child, including methods and frequency.

**PART 4 SIGNATURES OF BOTH PARENTS REQUESTING JOINT LEGAL DECISION MAKING AUTHORITY (CUSTODY)** (as instructed on page 1)

Signature of Mother: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Father: \_\_\_\_\_ Date: \_\_\_\_\_

Person Filing: (1) \_\_\_\_\_  
Address (if not protected): \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
ATLAS Number: \_\_\_\_\_  
Lawyer's Bar Number: \_\_\_\_\_

For Clerk's Use Only

Representing ☐ Self, without a Lawyer or ☐ Attorney for ☐ Petitioner OR ☐ Respondent

**SUPERIOR COURT OF ARIZONA IN  
GRAHAM COUNTY<sup>(2)</sup>  
PARENT'S WORKSHEET FOR CHILD SUPPORT**

(3) Petitioner: \_\_\_\_\_ (4) Case No. \_\_\_\_\_

(3) Respondent: \_\_\_\_\_ (4) ATLAS: \_\_\_\_\_

(5) Total Number of Children: \_\_\_\_\_

(6) Parent with Primary Physical Custody:

Father ☐ Mother ☐

(7) Parent who is filing this form: Father ☐ Mother ☐

(8) Gross Income figures for the OTHER PARENT are:

☐ **ACTUAL**, with proof, such as a recent W2 or pay stub attached, or other party's signed statement.

☐ **ESTIMATED**, based on facts or knowledge of pay before promotion or of others in similar job.

☐ **ATTRIBUTED**, based on what other party could and should be earning (see Guidelines 5e).

	<u><b>FATHER</b></u>	<u><b>MOTHER</b></u>
<b>Gross Income</b> (Pre-Tax Income. Before deductions.)	\$ _____ (9)	\$ _____
Spousal Maintenance Paid	\$ - (10)	\$ -
Spousal Maintenance Received	\$ + (11)	\$ +
Child Support Paid/Contributed	\$ - (12)	\$ -
Other Support of Children Paid	\$ - (13)	\$ -
<b>Adjusted Gross Income</b>	\$ _____ (14)	\$ _____
Combined Adjusted Gross Income	(15) \$ _____	
<b>Basic Child Support Obligation</b>	(16) \$ _____	
<b>Plus Costs for:</b>		
Medical/Dental/Vision Insurance	\$ _____ (17)	\$ _____
Childcare	\$ _____ (18)	\$ _____
Education Expenses	\$ _____ (19)	\$ _____
Extraordinary/Special Needs Child Expenses	\$ _____ (20)	\$ _____
No. of Children Age 12 or Over _____ Adjustment _____ %	(21) \$ _____	
Total Adjustments for Costs	(22) \$ _____	
Total Child Support Obligation	\$ _____ (23)	\$ _____

Case No. \_\_\_\_\_

	<b>FATHER</b>		<b>MOTHER</b>
<b>Each Parent's % of Combined Income</b>	_____ % (24)		_____ %
<b>Each Parent's Share of Tot. Support Obligation</b>	\$ _____ (25)		\$ _____
<b>Adjustment for Non Custodial Parent's Costs Associated with Parenting Time</b>			
<b>Using Table A</b> <input type="checkbox"/> <b>Table B</b> <input type="checkbox"/>	\$ _____ (26)		\$ _____
<b>No. of Days</b> _____ <b>=</b> _____ <b>% Adjustment</b> (from table)			
<b>x Line (16)</b> \$ _____ (Basic Child Support Obligation)	\$ _____ (27)		\$ _____
<b>Less Noncustodial Parent's Costs for:</b>			
Medical/Dental/Vision Insurance*	\$ _____ (28)		\$ _____
Childcare*	\$ _____ (29)		\$ _____
Education Expenses*	\$ _____ (30)		\$ _____
Extraordinary/Special Needs Child Expenses*	\$ _____ (31)		\$ _____
*Subtract here <u>ONLY</u> if ADDED-IN items 17-20 above			
<b>Adjustments Subtotal</b>	\$ _____ (32)		\$ _____
<b>Preliminary Child Support Amount</b>	\$ _____ (33)		\$ _____
<b>Self Support Reserve Test for Parent Who Will Pay</b>			
Amount from Line (14) _____ (Adj. Gross Inc.)			
Minus Reserve Amount <b>- \$903.00</b>			
<b>Total</b>	<b>= \$ _____ (34)</b>		<b>\$ _____</b>
<b>Child Support to be Paid by: Father</b> <input type="checkbox"/> <b>Mother</b> <input type="checkbox"/>	\$ <span style="border: 1px solid black; padding: 2px 20px;"> </span> (35)		\$ <span style="border: 1px solid black; padding: 2px 20px;"> </span>
<b>Share of Travel Expenses Related to Parenting Time*</b>	_____ % (36)		_____ %
*Only for expenses related to travel over 100 miles, one way.			
<b>Share of Medical/Dental/Vision Costs Not Paid by Insurance</b>	_____ % (37)		_____ %

I declare under penalty of perjury that the foregoing is true and correct.

Executed on: \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent