

# CONSENT DECREE

## FOR DIVORCE or LEGAL SEPARATION for a NON-COVENANT MARRIAGE

# 3

To get the Decree  
when both parties agree

Forms and Instructions



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

## SELF-SERVICE CENTER

### CONSENT DECREE FOR DIVORCE OR LEGAL SEPARATION IN A NON-COVENANT MARRIAGE WITH OR WITHOUT MINOR CHILDREN CHECKLIST

*You may use these forms if . . .*

- ✓ You or your spouse filed a "***Petition for Divorce or for Legal Separation in a Non-Covenant Marriage With or Without Minor Children***", AND
- ✓ You and your spouse agree to the divorce or legal separation **and** you agree **on all** terms of the divorce or legal separation, including:
  1. Division of property and debt,
  2. Spousal maintenance (alimony) (if any, how much)
  3. Custody, parenting time, and support of any minor children
- ✓ You and your spouse will provide your notarized signatures on the "*Consent Decree*" to indicate your agreement on all terms; **AND**
- ✓ You and your spouse have attended, or will attend, the Parent Information Program before you file a Consent Decree;
- ✓ You understand that **IF both parties are in complete agreement** on **all** terms of the divorce or legal separation as stated in the "*Petition*":
  1. **It is not necessary either:**
    - a) for the Respondent to file a "***Response***", or
    - b) for the parties to file a "***Consent Decree***".
  2. If **no** response has been filed, the Petitioner may apply for a **default** decree *at no extra cost*.
  3. If a response **has** been filed and the parties later come to agreement on all issues, a Consent Decree may be filed *at no extra charge*.

**✗ DO NOT USE THESE FORMS IF:**

- ✗ You disagree on **any** terms of the divorce or legal separation.

**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 at:

[www.superiorcourt.maricopa.gov/SSC](http://www.superiorcourt.maricopa.gov/SSC)

## SELF-SERVICE CENTER

### CONSENT DECREE FOR DIVORCE or LEGAL SEPARATION FOR A NON-COVENANT MARRIAGE

This packet contains court forms and instructions to get a decree divorce or legal separation for a non-covenant marriage when both spouses agree, or consent to, the decree and the terms of the decree. Items listed in **bold** are forms to be filed with the Court. Do NOT copy or file non-bold items. The documents should appear in order as follows.

Order	File Number	Title	# Pages
1	DR7k	Checklist: <i>You may use these forms if . . .</i>	1
2	DR7t	Table of Contents (this page)	1
3	DRSDS10f	<b>Sensitive Data Sheet</b> (for the Respondent <i>if he or she has not already filed this document</i> ) * <b>DO NOT COPY or FILE</b>	1
4	DR71i	Instructions: How to fill out the <b>"Consent Decree"</b>	1
5	DR71f	<b>"Consent Decree"</b> (including "Exhibit A" on property & debt)	14
6	DR71p	Procedures: Completing Your Papers And What To Do Next	2
▪ <b>IF your case involves CHILDREN you will need items 7, 8, 9, 10, and 11.</b>			
7	DRCVG12h	Joint Legal Decision Making (Joint Custody) Information	2
8	DRCVG11f	<b>"Parenting Plan"</b>	7
<p><b>You will need to use the FREE Online Child Support Calculator to produce the <i>Parents Worksheet for Child Support</i> that <u>must</u> accompany this Agreement.*</b></p> <p>Click on <b>"Child Support Calculator and Worksheet"</b>, on right side of the page at:</p> <p style="text-align: center;"><a href="http://superiorcourt.maricopa.gov/ezcourtforms">http://superiorcourt.maricopa.gov/ezcourtforms</a></p> <p><b>* For more information, refer to the "Instructions" document in the packet.</b></p>			
9	DRS10h-b	Schedule of Basic Child Support Obligations	8
10	DRS12h	Helpful Information on How to Complete a Parents Worksheet	1
11	DRS12i	Instructions to Complete Parent's Worksheet	8

The documents you have received are copyrighted by the Superior Court of Arizona in Maricopa County. You have permission to use them for any lawful purpose. These forms shall not be used to engage in the unauthorized practice of law. The Court assumes no responsibility and accepts no liability for actions taken by users of these documents, including reliance on their contents. The documents are under continual revision and are current only for the day they were received. It is strongly recommended that you verify on a regular basis that you have the most current documents.

Name: \_\_\_\_\_

Representing:  Self  Petitioner  Respondent

(If Attorney) State Bar Number: \_\_\_\_\_

FOR CLERK'S USE ONLY

### SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

\_\_\_\_\_  
Petitioner

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

\_\_\_\_\_  
Respondent

ATLAS No. \_\_\_\_\_

### FAMILY COURT / SENSITIVE DATA COVERSHEET WITH CHILDREN (CONFIDENTIAL RECORD)

**Fill out. File with Clerk of Court. Social Security Numbers should appear on this form only and should be omitted from other court forms. Access Confidential pursuant to ARFLP 43(G)(1).**

A. Personal Information:	Petitioner	Respondent
Name	_____	_____
Gender	<input type="checkbox"/> Male or <input type="checkbox"/> Female	<input type="checkbox"/> Male or <input type="checkbox"/> Female
Date of Birth (Month/Day/Year)	_____	_____
Social Security Number	_____	_____

**WARNING: DO NOT INCLUDE MAILING ADDRESS ON THIS FORM  
IF REQUESTING ADDRESS PROTECTION**

Mailing Address	_____	_____
City, State, Zip Code	_____	_____
Contact Phone	_____	_____
Email Address	_____	_____
Current Employer Name	_____	_____
Employer Address	_____	_____
Employer City, State, Zip Code	_____	_____
Employer Telephone Number	_____	_____
Employer Fax Number	_____	_____

B. Child(ren) Information:	Child Name	Gender	Child Social Security Number	Child Date of Birth
	_____	_____	_____	_____
	_____	_____	_____	_____

C. Type of Case being filed - Check only one category. <i>*Check only if no other category applies</i>		Interpreter Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Dissolution (Divorce)	<input type="checkbox"/> Paternity	If yes, what language?
<input type="checkbox"/> Legal Separation	<input type="checkbox"/> *Legal Decision Maker (Custody)/Visitation	_____
<input type="checkbox"/> Annulment	<input type="checkbox"/> *Child Support	_____
<input type="checkbox"/> Order of Protection	<input type="checkbox"/> Other	_____

**DO NOT COPY OR FILE THIS DOCUMENT. DO NOT SERVE THIS DOCUMENT TO THE OTHER PARTY.**

## SELF-SERVICE CENTER

### HOW TO FILL OUT THE CONSENT DECREE FOR DIVORCE OR LEGAL SEPARATION IN A NON-COVENANT MARRIAGE

You may use these instructions ONLY if you and the other party:

- do not have a “covenant” marriage;
- have agreed on all terms of the divorce; AND
- have agreed to file and sign a Consent Decree.

#### INSTRUCTIONS FOR FILLING OUT THE CONSENT DECREE:

- Fill in the information requested at top left for the Petitioner and the Respondent. The spaces marked “representing” and “state bar number” are used **only** if an attorney is preparing this form.
- Fill in the names of the persons shown as the “Petitioner” and the “Respondent” and the case number as on the *“Petition for Dissolution (Divorce) of a Non-Covenant Marriage”*.
- Write the ATLAS number *if* one has been assigned to your case.

**FILL OUT THE REST OF THIS FORM ACCORDING TO THE AGREEMENT AND UNDERSTANDING OF BOTH PARTIES.**

**IF YOUR DIVORCE CASE IS *WITHOUT CHILDREN*, CHECK THE APPROPRIATE BOXES TO INDICATE THAT THE SECTIONS CONCERNING CHILDREN DO NOT APPLY.**

**DO NOT SIGN UNTIL YOU ARE IN THE PRESENCE OF A CLERK OF COURT OR A NOTARY PUBLIC. BE PREPARED TO SHOW PHOTO IDENTIFICATION.**

**SIGNING THIS FORM IS A STATEMENT TO THE COURT THAT YOU HAVE READ, UNDERSTAND, AND AGREE WITH THE CONTENTS OF THIS DOCUMENT.**

**SIGNING THIS FORM IS A REQUEST TO THE COURT TO MAKE THIS DOCUMENT THE COURT ORDER THAT GOVERNS YOUR DIVORCE OR LEGAL SEPARATION.**

**READ CAREFULLY BEFORE YOU SIGN. DO NOT SIGN IF YOU DO NOT UNDERSTAND OR DO NOT AGREE TO ALL TERMS OF THIS CONSENT DECREE.**

**LAWYER SIGNATURES:** If either party is represented by an attorney, the attorney(s) must also sign.

**TIME FRAME:** Do not submit the Consent Decree to the court until at least 60 days have passed since the date the Respondent was served with or signed an “Acceptance of Service” for the divorce or legal separation papers. The Judge cannot sign your decree until 60 days after service. (A.R.S. § 25-329)

**Petitioner Name:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Daytime/Evening Phone: \_\_\_\_\_ / \_\_\_\_\_  
Representing:  Self or  Petitioner  Respondent  
State Bar No. (if attorney): \_\_\_\_\_

**Respondent Name:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Daytime/Evening Phone: \_\_\_\_\_ / \_\_\_\_\_  
Representing:  Self or  Petitioner  Respondent  
State Bar No. (if attorney): \_\_\_\_\_



**SUPERIOR COURT OF ARIZONA  
IN MARICOPA COUNTY**

\_\_\_\_\_  
Petitioner is  Husband  Wife

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

ATLAS No. \_\_\_\_\_

\_\_\_\_\_  
Respondent is  Husband  Wife

**CONSENT DECREE OF**  
 **DISSOLUTION OF MARRIAGE  
(DIVORCE)**  
 **LEGAL SEPARATION**  
 with minor children  without minor children  
in a **Non-Covenant Marriage**

**THE COURT FINDS:**

1. This case has come before this court for a final Decree of Dissolution of Marriage or Legal Separation. The court has taken all testimony needed to enter a Decree, or the court has determined testimony is not needed to enter the Decree.
2. This court has jurisdiction over the parties under the law.
3. Where it has the legal power and where it is applicable to the facts of this case, this court has considered, approved, and made orders relating to issues of spousal maintenance (alimony), the division of property and/or debts, legal decision making (custody), parenting time, and support of any minor children.
4. The provisions of this Decree are fair and reasonable under the circumstances and in the best interests of the minor children, if any, and the division of property and debt is fair and equitable.
5. **Arizona Residency.** The requirements of A.R.S. §25-312 for dissolution of marriage, or A.R.S. § 25-313 for legal separation have been met: At the time this action was filed, the Husband or the Wife was domiciled in Arizona or was stationed in Arizona while a member of the United States Armed Forces. If this is an action for dissolution of marriage (divorce), the Petitioner or the Respondent was domiciled or stationed in Arizona for more than 90 days.
6. **Conciliation Court.** The provisions relating to the Conciliation Court either do not apply or have been met.
7. **Irretrievably Broken or Separate and Apart.** The marriage is irretrievably broken or the parties desire to live separate and apart.
8. **Covenant Marriage.** This is a non-covenant marriage.

9. **Protective Orders.** Following is the effect, if any, of this Consent Decree on any existing protective orders: \_\_\_\_\_

10. **Community Property and Debt.** (Select one.)

The parties did not acquire any community property or debt during the marriage,

**OR**

The parties have agreed to a division of community property and/or debt as evidenced by their signatures on "**Exhibit A**" attached to and incorporated into this Decree.

11. **Pregnancy.** (Select one.)

Wife is not pregnant, **OR**

Wife is pregnant, and the husband  **IS** **OR**  **IS NOT** the father of the child.

12. **Spousal Maintenance/Support.** (Select one.)

**A party is entitled to an award of Spousal Maintenance/Support for the reason that**  
 Husband, **OR**  Wife lacks enough property, including property given to him or her as part of this divorce or legal separation, to provide for his or her reasonable needs, and is unable to support himself or herself through an appropriate job, or he or she is providing the primary care to child(ren) of young age or is of a condition that they should not be required to look for work outside the home, or lacks earning ability necessary to support himself or herself, or contributed significantly to the educational opportunities of the other spouse, or had a marriage that lasted a long time and is of an age that may severely limit the possibility of getting a job to support himself or herself, **OR**

**Neither party is entitled to an award of Spousal Maintenance/Support; OR**

**If spousal maintenance is to be awarded, the parties further agree:** (Select one.)

Spousal maintenance award shall be modifiable in accordance with Arizona law, **OR**

That the circumstances of their futures are unknown, but each desires that the spousal maintenance awarded by their agreement, **not be modifiable in the future for any reason.**

**If there are no minor children, check this box and skip to "The Court Orders" section on page 4.)**

13.  **THERE ARE NO MINOR CHILDREN IN THIS MARRIAGE, therefore statements numbered 13, 14, and 15 below do not apply.**

14. **Parent Information Program.**

A. Father  **has** attended the Parent Information Program class as evidenced by the Certificate of Completion in the court file. **OR,**

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

B. Mother  **has** attended the Parent Information Program class as evidenced by the Certificate of Completion in the court file. **OR**

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

15. **Child Support.** (Select any that apply.)

- a. Child support has been determined in accordance with the Arizona Child Support Guidelines. **OR**
- b. Application of the Arizona Child Support Guidelines in this case is inappropriate or unjust. The Court has considered the best interests of the minor child(ren) in determining that a deviation is appropriate and makes the following findings:
  - 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.
- c. **Physical Custody Adjustment, Court Approved Discretionary Parenting Time Adjustment or other Adjustments.** (The court must make written findings if any of these adjustments are made) : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- d. **Ability to Pay.** The Court finds that the person responsible for paying child support has the ability to pay child support:
  - In the amount entered on Line 34 of the Worksheet of \$ \_\_\_\_\_ **OR**
  - In an adjusted amount calculated using the self-support reserve on the Parent's Worksheet for Child Support Amount of \$ \_\_\_\_\_.

16. **Domestic Violence.**

**IF there has been domestic violence between the parties AND legal decision making (custody) is to be shared with or awarded to a parent who has committed domestic violence, check appropriate box and explain. (A.R.S. § 25-403.03)**

- A. Domestic Violence has not occurred between the parties; OR**
- B. Domestic Violence has occurred between the parties, *but*:**
  1.  **it was mutual** (committed by both parties), (see **A.R.S. § 25-403.03 (D)**) **or**
  2.  **it is otherwise still in the best interests of the minor child(ren) to grant joint or sole legal decision making** (joint or sole custody) **to a parent who has committed domestic violence *because*:** (EXPLAIN)

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



17. **Supervised Or No Parenting Time:**

(Check and complete **only if** supervised or no parenting time is ordered.)

**NO Parenting Time** or  **Supervised Parenting Time with the**  **Father**  **Mother, is in the best interests of the minor child(ren), for the following reasons:**

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

18. **Drug Or Alcohol Conviction Within Last Twelve Months:** (Check box if applicable).

**Father** and/or  **Mother 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), **however** the legal decision making (custody) and/or parenting time arrangement ordered by this Court appropriately protects the minor child(ren).

**THE COURT ORDERS:**

1. **LEGAL SEPARATION OR DISSOLUTION OF MARRIAGE (“Divorce”).**

**THE PARTIES ARE LEGALLY SEPARATED.**

**MARRIAGE IS DISSOLVED:** The marriage of the parties is dissolved and the parties are restored to the legal status of single persons.

2. **NAMES:** (In a divorce case **IF** one *or both* parties changed their last names as a result of the marriage, either spouse may (optionally) have his/her name legally restored to a pre-marital last name.)

Wife's name is restored to \_\_\_\_\_. (Put only the last name here.)

Husband's name is restored to \_\_\_\_\_. (Put only the last name here.)

3. **ENFORCEMENT OF TEMPORARY ORDERS:**

All obligations ordered to be paid by the parties in Temporary Orders dated (fill in dates of ALL temporary orders here) \_\_\_\_\_ are satisfied in full. **OR**

Judgment is awarded against the party with the obligation up to the amount due and owing as of the date of this Decree, with the highest legal interest allowed by law, for the total amount of \$ \_\_\_\_\_.

**4. LEGAL DECISION MAKING (CUSTODY), PARENTING TIME, AND CHILD SUPPORT:**

**DOES NOT APPLY. THERE ARE NO MINOR CHILDREN IN THIS MARRIAGE and THE WIFE IS NOT PREGNANT.** (Skip to number "5" on page 6), **OR**

**A. PREGNANCY:**

A child who is common to the parties is expected to be born \_\_\_\_\_ (Date).

All orders below as to legal decision making (custody), parenting time, support, and medical insurance/expenses include this child and all other children named below.

**OR**

The orders below as to legal decision making (custody), parenting time, support, and medical insurance/expenses do **not** include this child; the court reserves jurisdiction to address these issues regarding this child when the child is born.

**B. CHILDREN:** This Decree includes all minor children common to the parties as follows:

**NAME(S) OF CHILD(REN)**

**Date of Birth** (Month/Day/Yr)

_____	_____
_____	_____
_____	_____
_____	_____

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

**A. PRIMARY RESIDENTIAL PARENT:**

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

\_\_\_\_\_

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

\_\_\_\_\_

**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**

Parenting time shall be restricted as follows: (if applicable):

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

**C. LEGAL DECISION MAKING (Custody):**

Award legal decision making concerning the child(ren) (custody) as follows:

SOLE LEGAL DECISION-MAKING (sole custody) to:  Mother  Father

OR

JOINT LEGAL DECISION MAKING (joint custody) to BOTH PARENTS.

**Mother and Father** will agree to act as joint legal decision makers (joint legal custodians) of the minor children, as set forth in the **Joint Legal Decision Making** (joint custody) **Agreement** contained in the **Parenting Plan**, to be agreed upon and signed by both parties **if** the Court adopts the terms of the **Agreement**. There have been no significant acts of domestic violence, as defined by Arizona law, A.R.S. § 13-3601, by either parent or it is in the best interests of the minor child(ren) to award joint custody despite any violence that occurred.

The court adopts the terms of the Joint Legal Decision Making Agreement/Parenting Plan describing the legal decision making and parenting time agreement between the parties. By attaching the Joint Legal Decision Making Agreement/Parenting Plan to the Decree, the Agreement becomes part of the Decree and carries the same legal weight as the Decree.

**D. CHILD SUPPORT:**  **Father** OR  **Mother** shall pay child support to the other party in the amount of \$ \_\_\_\_\_ per month, beginning THE FIRST DAY OF THE MONTH following the date this Decree is signed by the judge until further order of the court. Child Support is based on the information in the Parent's Worksheet for Child Support Amount attached to and made part of this decree by reference. All child support payments shall be made by Income Withholding Order (if applicable) through the Support Payment Clearinghouse, and must include the statutory fee by the Income Withholding Order signed this date. Payments will be in equal installments made on the 1<sup>st</sup> and 15<sup>th</sup> of each month.

**E. MEDICAL, DENTAL, VISION CARE FOR MINOR CHILDREN**

**(1) INSURANCE.**

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

**Mother** 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 and made part of this decree by reference. 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.

**(2) NON-COVERED EXPENSES.**

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

**6. SPOUSAL MAINTENANCE/SUPPORT:**

- A.  **Neither party shall pay** spousal maintenance/support (alimony) to the other party, **OR**
- B.  **Husband OR**  **Wife** is ordered to pay to the other party the sum of \$ \_\_\_\_\_ per month in spousal maintenance/support BEGINNING THE FIRST DAY OF THE MONTH after this Decree is signed. Each payment shall be made by the first day of each month after that and shall **continue until**  the receiving party is remarried or deceased **OR**  until \_\_\_\_\_ (date)

All payments shall be made through the Support Payment Clearinghouse by Income Withholding Order, until all required payments have been made under this Decree.

Payments made shall be included in receiving spouse's taxable income and is tax deductible from the paying spouse's income as required by law. Spousal maintenance/support payments end when the receiving party is remarried or deceased unless specified otherwise above.

- C. In accordance with the parties' agreements,
  - The spousal maintenance award **shall be modifiable** in accordance with Arizona law, **OR**
  - The spousal maintenance award shall **NOT** be modifiable for any reason.

**7. PROPERTY and DEBTS: (Select any that apply.)**

- A.  Husband is ordered to pay all debts unknown to Wife, AND
  - Wife is ordered to pay all debts unknown to Husband, AND
  - Each party is ordered to pay his or her debts from the following date: \_\_\_\_\_.
- B.  Each party is assigned his or her separate property and Husband must pay his separate debt, and Wife must pay her separate debt.
- C.  This Decree can be used as a transfer of title and can be recorded. Parties shall sign all documents necessary to complete all transfer of title ordered in this Decree, such as motor vehicles, houses, and financial institution accounts. The parties shall transfer all real and personal property as described in Exhibit A to the other party on or before \_\_\_\_\_ by 5:00 p.m.

If the party required to transfer the property has not transferred the property to the party entitled to receive the property on or before the date and time listed above, the party entitled to receive the property is entitled upon application to a Writ of Assistance or Writ of Execution to be issued by the Clerk of the Court commanding the sheriff to put him or her in possession of the property.

Other orders and relief relating to property or debt, if any, are contained in "Exhibit A", which is attached and incorporated into this Decree.

**8. TAX RETURNS**

Each party shall give the other party all necessary documentation to file all tax returns.

**For previous calendar years, pursuant to IRS rules and regulations, the parties will file:**

- joint federal and state income tax returns and hold each other harmless from half of all additional income taxes if any and other costs, and each will share equally in any refunds, **OR**
- separate federal and state income tax returns, **AND**
- This calendar year and continuing thereafter, each party will file separate federal and state income tax returns.

**9. FINANCIAL INFORMATION EXCHANGES:** In cases in which child support or spousal maintenance are ordered, then until such time as those would end under the orders in this Consent Decree, the parties shall exchange financial information (tax returns, spousal affidavits, earning statements and/or other related financial statements) every 24 months or as follows:

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**10. TAX EXEMPTION:**

**DOES NOT APPLY. THERE ARE NO MINOR CHILDREN IN THIS MARRIAGE; OR**

The parties shall claim as income tax dependency exemptions on federal and state tax returns as follows. A party required to pay child support is only entitled to claim (a) minor child(ren) as an income tax dependency exemption if that parent has paid all of the child support due and owing for the year that party is entitled to the exemption:

Parent entitled to claim	Name of child	Tax year
<input type="checkbox"/> Father <input type="checkbox"/> Mother	_____	_____
<input type="checkbox"/> Father <input type="checkbox"/> Mother	_____	_____
<input type="checkbox"/> Father <input type="checkbox"/> Mother	_____	_____
<input type="checkbox"/> Father <input type="checkbox"/> Mother	_____	_____

**11. CHILDREN TO WHOM THIS DECREE DOES NOT APPLY:** It is ordered that  Father, **OR**  Mother has no legal obligation or right to the minor child(ren) born during the marriage but not common to the marriage. These minor children include: (Use additional paper if necessary)

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Child expected to be born this date: \_\_\_\_\_

**12. QUALIFIED DOMESTIC RELATIONS ORDER (QDRO).**

- A QDRO is not necessary;
- A QDRO is submitted herewith, **OR**
- A QDRO will be submitted to the court as soon as practicable or not later than \_\_\_\_\_ (DATE).

The court shall retain jurisdiction over the subject matter of the QDRO.

**13. OTHER ORDERS.** (List any other orders.)

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Judicial Officer

**SIGNATURES OF BOTH PARTIES UNDER OATH OR AFFIRMATION**

**By signing below, in the presence of a Deputy Clerk of Court or Notary Public, I swear or affirm that everything in this document is true and correct to the best of my knowledge, information and belief, including the following:**

1. **NON-COVENANT MARRIAGE.** We do not have a covenant marriage.
2. **RIGHT TO TRIAL IS WAIVED.** I understand that by signing this Consent Decree, I am waiving my right to a trial before a judge.
3. **NO DURESS OR COERCION. COMPLETE AGREEMENT.** I am not under any force, threats, duress, coercion, or undue influence from anyone, including the other party, to sign this Consent Decree. This Decree with any attachments that I have signed is our full agreement. I have not agreed to something different from what is stated in writing in the Decree.
4. **LEGAL ADVICE.** I understand that even if I am representing myself without an attorney, I have the right to be represented by an attorney. I have the right to call an attorney and get legal advice before I sign this Consent Decree.
5. **IRRETRIEVABLY BROKEN MARRIAGE.** I agree that our marriage is irretrievably broken. There is no reasonable prospect of reconciliation *[or we desire to live separate and apart if this is a Legal Separation case].*
6. **DIVISION OF PROPERTY.** The agreement about division of property and debt attached as "**Exhibit A**", signed by both parties and made part of this document by reference, is fair and equitable.

**SIGNATURES**

\_\_\_\_\_  
**Petitioner's Signature**

\_\_\_\_\_  
**Respondent's Signature**

Sworn to/Affirmed before me this: \_\_\_\_\_

Sworn to/ Affirmed before me this: \_\_\_\_\_

\_\_\_\_\_  
Deputy Clerk or  Notary Public

\_\_\_\_\_  
Deputy Clerk or  Notary Public

My Commission Expires (or): \_\_\_\_\_

My Commission Expires (or): \_\_\_\_\_

SEAL below:

SEAL below:

[Empty box for Petitioner's Seal]

[Empty box for Respondent's Seal]

If either party is represented by an attorney or if the Attorney General’s Division of Child Support Enforcement (DCSE) is involved in this case, the attorney(s) and a representative of DCSE must also sign below.

**ATTORNEY SIGNATURES** (if applicable)

If either party is represented by an attorney, the attorney must sign:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by Petitioner’s Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by Respondent’s Attorney

**If the Attorney General’s Office (the “AG”), Division of Child Support Enforcement (DCSE) is involved in this case, a representative of that agency must approve the child support amount and sign below:**

**The approval of the AG’s office as to child support provisions contained in this document is indicated by my signature below:**

\_\_\_\_\_  
Signature of Attorney General / DCSE Representative

\_\_\_\_\_  
Date

**EXHIBIT A: PROPERTY AND DEBTS** (Refer to section "E" in instructions)

**1. DIVISION OF COMMUNITY PROPERTY** (property acquired during the marriage)

- Award each party the personal property in his/her possession.
- Community property is awarded to each party as follows:

**2. LIST OF COMMUNITY PROPERTY** (Be very specific in your description of the property.)

		<b>AWARD TO</b>	
<b>Household Furniture and Appliances</b>	(Be specific)	<b>Husband</b>	<b>Wife</b>
_____		<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>
<b>Video: TV / DVD / DVR / VCR, etc.</b>	(Be specific)		
_____		<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>
<b>Audio: Stereo/ Radio</b> (Household or Portable)	(Be specific)		
_____		<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>
<b>Computers and Related Equipment</b>	(Be specific)		
_____		<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>
<b>Motor Vehicles</b>	(Be specific)		
1. Year, Make, Model:	_____	<input type="checkbox"/>	<input type="checkbox"/>
Last 4 digits of VIN #	_____		
2. Year, Make, Model:	_____	<input type="checkbox"/>	<input type="checkbox"/>
Last 4 digits of VIN #	_____		
3. Year, Make, Model:	_____	<input type="checkbox"/>	<input type="checkbox"/>
Last 4 digits of VIN #	_____		



COMMUNITY PROPERTY - continued	(Be specific)	AWARD TO	
Cash, bonds of \$		Husband	Wife
_____		<input type="checkbox"/>	<input type="checkbox"/>
Other: _____		<input type="checkbox"/>	<input type="checkbox"/>
Other: _____		<input type="checkbox"/>	<input type="checkbox"/>
Other: _____		<input type="checkbox"/>	<input type="checkbox"/>
Other: _____		<input type="checkbox"/>	<input type="checkbox"/>
Other: _____		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Continues on attached page(s).			

**3. DIVISION OF RETIREMENT, PENSION, DEFERRED COMPENSATION**

**WARNING. You should see a lawyer about your retirement, pension, deferred compensation, 401k plans and/or benefits. If you do not see a lawyer regarding these assets, you risk losing any interest you have in these plans and/or benefits. There are certain documents the plan administrator must have. Only a lawyer can help you prepare these documents.**

- Neither party has a retirement, pension, deferred compensation, 401K Plan and/or benefits.
- OR
- Award each party his/her interest in any and all retirement benefits, pension plans, or other deferred compensation described as:  
\_\_\_\_\_
- OR
- Each party **WAIVES AND GIVES UP** his/her interest in any and all retirement benefits, pension plans, or other deferred compensation of the other party:

**4. DIVISION OF REAL PROPERTY (Land and Buildings) Section A is for one piece of property. Section B is for another, separate property.**

**A.** Real property located at (address)\_\_\_\_\_. The **legal description** of this property, **as quoted from the DEED to the property\* is:**  
\_\_\_\_\_  
\_\_\_\_\_

\* If you do not provide a correct legal description, you may have to come back to court to amend the Decree to include the correct legal description.

The real property ("A") described above is awarded as the sole and separate property of:

Husband or  Wife

OR

Shall be sold and the proceeds divided as follows:

\_\_\_\_\_ % or \$\_\_\_\_\_ to Husband

\_\_\_\_\_ % or \$\_\_\_\_\_ to Wife

**B. Real property located at** (address)\_\_\_\_\_  
 The **legal description** of this property, **as quoted from the DEED to the property\* is:**

---



---

\* If you do not provide a correct legal description, you may have to come back to court to amend the Decree to include the correct legal description.

The real property ("B") described above is awarded as the sole and separate property **of:**

- Husband or  Wife  
 OR  
 Shall be sold and the proceeds divided as follows:  
                   \_\_\_\_\_ % or \$ \_\_\_\_\_ to Husband  
                   \_\_\_\_\_ % or \$ \_\_\_\_\_ to Wife

Continues on attached page(s).

**5. DIVISION OF COMMUNITY DEBT** (Debts incurred during the marriage) (You should see a lawyer about how to divide secured and unsecured debts.)

**Community debts shall be divided as follows:**

	Creditor Name	Amount Owed	Amount to be paid by Husband	Amount to be paid by Wife
a.	_____	\$ _____	\$ _____	\$ _____
b.	_____	\$ _____	\$ _____	\$ _____
c.	_____	\$ _____	\$ _____	\$ _____
d.	_____	\$ _____	\$ _____	\$ _____
e.	_____	\$ _____	\$ _____	\$ _____
f.	_____	\$ _____	\$ _____	\$ _____
g.	_____	\$ _____	\$ _____	\$ _____
h.	_____	\$ _____	\$ _____	\$ _____
i.	_____	\$ _____	\$ _____	\$ _____

Continues on attached page.

**6.**  Any debts or obligations incurred by either party before the date of separation, that are not identified in the list above or attached, shall be paid by the party who incurred the debt or obligation and that party shall indemnify and hold the other party harmless from such debts.

**7. SEPARATE PROPERTY.** (Property acquired before the marriage or by gift or bequest to one party.)

Property recognized as the separate property of the Petitioner or Respondent, is assigned below:

Description	Value	To Husband	To Wife
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>

**8. SEPARATE DEBT:** (Debt acquired before the marriage.)

Debt recognized as the separate debt of the Husband or Wife, is assigned below:

Creditor Name	Debt Amount	Husband Pays	Wife Pays
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>

Continued on attached page.

**SIGNATURE OF BOTH PARTIES (for Consent Decree)**

This "Exhibit A" represents the agreement of the parties as to the division of property and debt. The terms of the agreement are fair and equitable and have been reached free of coercion, duress, or threat of force.

By signing below, each of us states to the court under penalty of perjury that we have read and understand this document, and that the information contained in the document is true and correct to the best of our individual knowledge and belief.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Respondent's Signature

\_\_\_\_\_  
Date

If either party is represented by an attorney, the attorney(s) must sign:

\_\_\_\_\_  
Petitioner's Attorney

Date

\_\_\_\_\_  
Respondent's Attorney

Date

## SELF-SERVICE CENTER

### PROCEDURES: COMPLETING YOUR PAPERS AND WHAT TO DO NEXT

(For Divorce or Legal Separation Decree by Consent, for a Non-Covenant Marriage)

#### REQUIREMENTS

- ✓ **PAPERWORK and SIGNATURES:** Both spouses must sign the "**Consent Decree**" before a Clerk of Court or a Notary Public to show that both spouses have read, approved and agreed to the items in the Decree. If either party is represented by a lawyer, the lawyer(s) must also sign the "Decree". Both spouses and their lawyers, if any, must **also sign** the last page of the "**Exhibit A**" attached to the decree to separately indicate agreement with the terms of division of property and debt as contained in that document. You must also file all other required paperwork.
- ✓ **PARENT INFORMATION PROGRAM:** If you filed for a divorce or legal separation *with minor children*, both spouses must attend the Parent Information Program (PIP) and file a "**Certificate of Completion**" with the Clerk of the Court.
- ✓ **FEES: Both parties must pay the court fees.** Currently, that includes the filing fee paid by the Petitioner at the beginning of the case, and the Respondent's "Response" or "Answer" fee, in order for the Consent Decree to be accepted. Both parties must attach a receipt to prove payment **or** attach a copy of the Order for initial **deferral** of fees.

A list of current fees is available from the Self-Service Center and from the Clerk of Court's website at:

<http://clerkofcourt.maricopa.gov/fees.asp>

If you cannot afford the filing fees, you may request a fee deferral (payment plan) of the filing fees at the time you file your papers with the Clerk of the Court. The Self-Service Center and the Clerk's Filing Counter have the deferral forms.

- ✓ **TIME FRAME:** If you filed for divorce or legal separation, the parties must wait at least **60** days after the date the Respondent was personally served with the documents before the parties can file the Consent Decree.

**PROCEDURES: READ AND COMPLETE ALL PAPERWORK. Deliver the original documents and/or number of copies as indicated below:**

- The **original and two copies** of the signed "**Consent Decree**".
- **A copy** of each receipt for payment of the filing fees by *both* the Petitioner *and* the Respondent, **OR** a copy of the initial "**Order Deferring Fees and Costs**" for a Petitioner or Respondent who has not paid the filing fee.
- **Two self-addressed, stamped, 9" x 12" envelopes.** Address one envelope to the Petitioner or his or her attorney. Address the other envelope to the Respondent or his or her attorney. Provide the current addresses on both envelopes, including zip code. **Make sure you put enough postage on the envelopes.**
- **Additional papers included in this packet will be required if:**
  - ◆ The divorce or legal separation involves minor children.
  - ◆ Either party is paying spousal maintenance (alimony) or child support;

**If the divorce or legal separation involves minor children, also include:**

- The **original** and **2 copies** of the completed **"Parenting Plan"** signed by both parties. **If** the parties are also asking for joint legal decision making (*Joint Custody*), complete section 4 of the Parenting Plan, titled **"Joint Legal Decision Making (Joint Custody) Agreement"**, also signed by both, **AND**
- The **original** and **2 copies** of the completed **"Parent's Child Support Worksheet,"**

**If the full agreement about division of property and debt is not in the Consent Decree, also include the original and 2 copies of a signed "Property Settlement Agreement."**

**NOTE: If the Decree must deal with the division of retirement funds, pensions or annuities, etc., you may also need a complex document called a "QDRO," which will require the services of a specialized legal professional. The Self-Service Center does not have a "Property Settlement Agreement" or a "QDRO". See a lawyer if you need these documents.**

**Hand-deliver or mail your documents** as indicated below. Court hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Central Court Building**  
201 West Jefferson, 3<sup>rd</sup> floor  
Phoenix, Arizona 85003  
(To *Family* Court Administration)

**Southeast Court Complex**  
222 East Javelina Avenue, 1st floor  
Mesa, Arizona 85210  
(To *Family* Court Administration)

**Northwest Court Complex**  
14264 West Tierra Buena Lane  
Surprise, Arizona 85374  
(To Judge's in-box)

**Northeast Court Complex**  
18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032  
(To Judge's in-box)

**WHAT HAPPENS NEXT?** It is within the Judge's/Commissioner's discretion whether to accept or reject the Decree, or to schedule a court hearing.

**IF YOUR CONSENT DECREE IS ACCEPTED:** the Judge/Commissioner will sign the original Decree and have it filed with the Clerk of the Court. The Court will send a copy of the signed Decree to each party using the envelopes you provided. This is your notification that your divorce is now final. You are not divorced until the Judge/Commissioner signs the Decree.

**IF YOUR CONSENT DECREE IS REJECTED:** the Court will send you a **"Correction Notice"** informing you of the mistakes with the documents. Follow the instructions on the **"Correction Notice"**. **If the mistakes cannot be corrected, see a lawyer for help.**

**IF THE JUDGE/COMMISSIONER SCHEDULES A HEARING:** the Court will send notice of a scheduled date, time and location for a hearing which both parties must attend to answer any questions the Judge/Commissioner may have.

\* All forms referenced in these instructions may be purchased from the Self-Service Center or obtained for free via Internet at:  
<http://www.superiorcourt.maricopa.gov/ssc>

## SELF-SERVICE CENTER

### PARENTING PLAN INFORMATION

#### **A.R.S. § 25-401 defines legal decision-making and parenting time as follows:**

1. **"Legal Decision-Making"** means the legal right and responsibility to make all nonemergency legal decisions for a child including those regarding education, health care, religious training and personal care decisions.
2. **"Joint Legal Decision-Making"** means both parents share decision-making and neither parent's rights or responsibilities are superior except with respect to specified decisions as set forth by the court or the parents in the final judgment or order.

**PARENTS PLEASE NOTE:** Per A.R.S. § 25-403.09, an award of joint legal decision-making or a substantially equal parenting time plan does not diminish the responsibility of either parent to provide for the support of the child. Also note that joint legal decision-making does not necessarily mean equal parenting time. A.R.S. § 25-403.02(E)

3. **"Sole Legal Decision-Making"** means one parent has the legal right and responsibility to make major decisions for a child.
4. **"Parenting Time"** means the schedule of time during which each parent has access to a child at specified times. Each parent during their scheduled parenting time is responsible for providing the child with food, clothing and shelter and may make routine decisions concerning the child's care.

You may view the "Parenting Time Guidelines" online at the Arizona Supreme Court's website:

(English) <http://www.azcourts.gov/Portals/31/ParentingTime/PPWguidelines.pdf>  
(Spanish) <http://www.azcourts.gov/Portals/31/ParentingTimeSpanish.pdf>

#### **Drafting a Parenting Plan:**

The written parenting plan pays attention to how the parents will make decisions pertaining to the child(ren)'s education, health care, religious training, and personal care; it is a blend of specific information with generalized plans of action. It should reflect what the parents are currently doing or what they actually plan to do. It should reflect a commitment to the minor child(ren)'s needs as predominant.

If the parents cannot agree on a plan for legal decision-making or parenting time, each parent must submit a proposed parenting plan. A.R.S. § 25-403.02(A)

**In order for the court to approve a parenting plan, A.R.S. § 25-403.02 requires the court to make the following findings:**

- a. The best interests of the minor child(ren) are served;
- b. The plan designates legal decision-making as joint or sole;
- c. The plan sets forth each parent's rights and responsibilities for the personal care of the minor child(ren) and for decisions in areas such as education, health care, and religious training;
- d. The plan provides a practical schedule of parenting time for the child, including holidays and school vacations;

- e. The plan includes a procedure for exchanges of the child, including location and responsibility for transportation;
- f. The plan includes a procedure by which proposed changes, disputes and alleged breaches may be mediated or resolved, which may include the use of Conciliation Services or private counseling;
- g. The plan includes a procedure for periodic review (e.g., parents agree to review the terms of the agreement every 12 months.);
- h. The plan includes a procedure for communicating with each other about the child, including methods and frequency;
- i. The plan includes a statement that each party has read, understands, and will abide by the notification requirements of A.R.S. § 25-403.05(B). (A parent must immediately notify the other parent if the parent knows that a convicted/registered sex offender or a person who has been convicted of a dangerous crime against children may have access to the child. Notice must be provided (i) by first class mail, return receipt requested, (ii) by electronic means to an e-mail address the recipient provided to the parent for notification purposes, or (iii) by other communication accepted by the court.)

The following questions may be used as a starting place when drafting a parenting plan:

1. **The geographical location of the parents:** Where do parents live relative to one another? What are their addresses? Permanent or temporary?
2. **Arrangements regarding the residential requirements of the minor child(ren):** How much time will the minor child(ren) spend with each parent? Be as specific as possible, including days and times.
3. **Arrangements for holidays and vacations:** What are your plans for summer vacation and school breaks? List specific details including dates and times.
4. **Arrangements for education:** How will decisions be made for educational matters? For example, if preschool age, what school will the minor child(ren) attend? If private school, who pays what?
5. **Additional transportation arrangements:** Will any additional transportation arrangements be needed? If so, what will be the responsibilities of each parent?
6. **Determinations regarding minor child(ren)'s health care:** For example, how will medical decisions be made? Who will provide insurance? How are non-insured expenses paid? Who decides on seeking non-emergency treatment? Is there a dental plan? If not, who will pay what?
7. **Arrangements regarding extraordinary expenses:** For example, what financial arrangements are made for the minor child(ren) (such as each sharing extraordinary expenditures and the parent with whom the minor child(ren) resides bearing the ordinary ones during the minor child(ren)'s residency)? A fixed amount per month?
8. **Arrangements for minor child(ren)'s religious training, if any:** For example, how will decisions be made for religious training? What, if any, are the plans for religious training?
9. **Any other factors:** What other arrangements (such as music lessons, sports/activity fees, camp or Scouts) are needed?



Name of Person Filing Document: \_\_\_\_\_  
 Your Address: \_\_\_\_\_  
 Your City, State, Zip Code: \_\_\_\_\_  
 Your Telephone Number: \_\_\_\_\_  
 ATLAS Number (if applicable): \_\_\_\_\_  
 Attorney Bar Number (if applicable): \_\_\_\_\_  
 Representing Self (Without Attorney) OR Attorney for  Petitioner  Respondent

For Clerk's Use Only

## SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

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

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

AND

**PARENTING PLAN FOR:**

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

*or*

SOLE LEGAL DECISION-MAKING (CUSTODY)

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

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

- Mother's Day** will be celebrated with the Mother every year
- Father's Day** will be celebrated with the Father every year.
- Each parent may have the children on his or her birthday.**
- Three-day weekends** 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.
- Other Holidays** (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.**

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.

**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.**

**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 \_\_\_\_ months 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: \_\_\_\_\_

## Schedule of Basic Support Obligations

This Schedule is only part of the overall guidelines and must be used together with the accompanying information

Combined Adjusted Gross Income	One child	Two children	Three children	Four children	Five children	Six children
750	184	269	320	357	393	427
800	194	284	337	377	414	450
850	203	297	353	394	433	471
900	212	310	368	411	452	492
950	221	323	383	428	471	512
1000	230	336	399	445	490	532
1050	240	350	415	464	510	555
1100	250	365	432	483	531	577
1150	260	379	449	502	552	600
1200	270	393	466	520	573	622
1250	279	406	481	538	591	643
1300	289	421	498	556	612	665
1350	299	435	515	575	632	687
1400	308	449	531	593	653	710
1450	318	463	548	612	673	732
1500	327	476	563	629	692	752
1550	336	489	579	646	711	773
1600	346	503	594	664	730	794
1650	355	516	610	681	749	814
1700	364	529	625	698	768	835
1750	373	542	641	716	787	856
1800	382	555	656	733	806	876
1850	391	568	672	750	825	897
1900	400	582	687	767	844	918
1950	409	595	702	784	863	938
2000	418	607	717	801	881	958
2050	427	620	732	818	899	978
2100	436	633	747	834	918	997
2150	445	646	762	851	936	1017
2200	454	658	777	867	954	1037
2250	463	671	791	884	972	1057
2300	471	684	806	901	991	1077
2350	480	697	821	917	1009	1097
2400	489	709	836	934	1027	1117
2450	498	722	851	950	1045	1136
2500	507	735	866	967	1064	1156
2550	516	747	881	984	1082	1176
2600	525	760	895	1000	1100	1196
2650	534	773	910	1017	1119	1216
2700	542	786	925	1033	1137	1236
2750	551	798	940	1050	1155	1256
2800	560	811	955	1067	1173	1275
2850	569	824	970	1083	1192	1295
2900	578	837	985	1101	1211	1316
2950	587	850	1001	1118	1230	1337
3000	596	863	1016	1135	1249	1357
3050	605	876	1032	1153	1268	1378
3100	614	889	1047	1170	1287	1399
3150	623	902	1063	1187	1306	1420
3200	632	916	1078	1205	1325	1440

## Schedule of Basic Support Obligations

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Combined Adjusted Gross Income	One child	Two children	Three children	Four children	Five children	Six children
3250	641	929	1094	1222	1344	1461
3300	650	942	1109	1239	1363	1482
3350	659	955	1125	1257	1382	1503
3400	668	968	1141	1274	1401	1523
3450	676	980	1154	1289	1418	1542
3500	684	991	1167	1304	1434	1559
3550	692	1002	1180	1318	1450	1576
3600	699	1013	1193	1333	1466	1594
3650	707	1024	1206	1348	1482	1611
3700	714	1035	1219	1362	1498	1629
3750	722	1046	1232	1377	1514	1646
3800	730	1057	1246	1391	1530	1664
3850	737	1068	1259	1406	1546	1681
3900	743	1075	1267	1416	1557	1693
3950	748	1083	1275	1425	1567	1703
4000	753	1090	1283	1434	1577	1714
4050	758	1097	1292	1443	1587	1725
4100	763	1104	1300	1452	1597	1736
4150	768	1111	1308	1461	1607	1747
4200	773	1118	1316	1470	1617	1757
4250	778	1125	1324	1479	1627	1768
4300	783	1132	1332	1488	1637	1779
4350	789	1140	1340	1497	1647	1790
4400	794	1147	1348	1506	1656	1801
4450	799	1154	1356	1515	1666	1811
4500	804	1161	1364	1524	1676	1822
4550	809	1168	1372	1533	1686	1833
4600	814	1175	1381	1542	1696	1844
4650	819	1182	1389	1551	1706	1855
4700	824	1190	1397	1560	1716	1865
4750	829	1197	1405	1569	1726	1876
4800	835	1204	1413	1578	1736	1887
4850	840	1211	1421	1587	1746	1898
4900	845	1218	1429	1596	1756	1909
4950	850	1225	1437	1605	1766	1919
5000	854	1231	1444	1613	1774	1928
5050	858	1236	1450	1619	1781	1936
5100	861	1241	1456	1626	1789	1944
5150	865	1247	1462	1633	1796	1952
5200	869	1252	1468	1640	1804	1961
5250	872	1257	1474	1646	1811	1969
5300	876	1262	1480	1653	1819	1977
5350	880	1268	1486	1660	1826	1985
5400	884	1273	1492	1667	1833	1993
5450	887	1278	1498	1673	1841	2001
5500	891	1283	1504	1680	1848	2009
5550	895	1289	1510	1687	1856	2017
5600	898	1294	1516	1694	1863	2025
5650	902	1299	1522	1701	1871	2033



## Schedule of Basic Support Obligations

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Combined Adjusted Gross Income	One child	Two children	Three children	Four children	Five children	Six children
5700	906	1304	1528	1707	1878	2041
5750	909	1310	1534	1714	1885	2049
5800	913	1315	1541	1721	1893	2058
5850	917	1320	1547	1728	1900	2066
5900	921	1325	1553	1734	1908	2074
5950	924	1330	1559	1741	1915	2082
6000	928	1336	1565	1748	1923	2090
6050	932	1341	1571	1755	1930	2098
6100	935	1345	1576	1760	1936	2104
6150	938	1349	1580	1765	1941	2110
6200	941	1353	1584	1769	1946	2115
6250	943	1357	1588	1774	1951	2121
6300	946	1361	1592	1778	1956	2126
6350	949	1364	1596	1783	1961	2132
6400	952	1368	1600	1787	1966	2137
6450	955	1372	1604	1792	1971	2142
6500	958	1376	1608	1796	1976	2148
6550	961	1380	1612	1801	1981	2153
6600	964	1383	1616	1805	1986	2159
6650	966	1387	1620	1810	1991	2164
6700	969	1391	1624	1814	1996	2169
6750	972	1395	1628	1819	2001	2175
6800	975	1399	1632	1823	2006	2180
6850	978	1402	1637	1828	2011	2186
6900	981	1406	1641	1833	2016	2191
6950	984	1410	1645	1837	2021	2197
7000	987	1414	1649	1842	2026	2202
7050	990	1418	1653	1846	2031	2207
7100	992	1422	1657	1851	2036	2213
7150	995	1425	1661	1855	2041	2218
7200	997	1428	1664	1859	2044	2222
7250	999	1430	1666	1861	2047	2225
7300	1000	1432	1667	1863	2049	2227
7350	1002	1433	1669	1864	2051	2229
7400	1003	1435	1671	1866	2053	2232
7450	1004	1437	1673	1868	2055	2234
7500	1006	1439	1674	1870	2057	2236
7550	1007	1440	1676	1872	2059	2239
7600	1009	1442	1678	1874	2062	2241
7650	1010	1444	1680	1876	2064	2243
7700	1011	1446	1681	1878	2066	2246
7750	1013	1447	1683	1880	2068	2248
7800	1014	1449	1685	1882	2070	2250
7850	1016	1451	1687	1884	2072	2253
7900	1017	1453	1688	1886	2074	2255
7950	1018	1454	1690	1888	2077	2257
8000	1020	1456	1692	1890	2079	2260
8050	1021	1458	1694	1892	2081	2262
8100	1023	1460	1695	1894	2083	2264

## Schedule of Basic Support Obligations

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Combined Adjusted Gross Income	One child	Two children	Three children	Four children	Five children	Six children
8150	1024	1461	1697	1896	2085	2267
8200	1025	1463	1699	1898	2087	2269
8250	1027	1465	1701	1900	2089	2271
8300	1028	1467	1702	1901	2092	2274
8350	1030	1469	1705	1905	2095	2277
8400	1035	1476	1713	1914	2105	2288
8450	1041	1484	1722	1923	2116	2300
8500	1046	1491	1730	1933	2126	2311
8550	1051	1498	1739	1942	2136	2322
8600	1056	1506	1747	1952	2147	2333
8650	1061	1513	1756	1961	2157	2345
8700	1067	1520	1764	1970	2167	2356
8750	1072	1528	1772	1980	2178	2367
8800	1077	1535	1781	1989	2188	2379
8850	1082	1542	1789	1999	2198	2390
8900	1087	1550	1798	2008	2209	2401
8950	1093	1557	1806	2017	2219	2412
9000	1098	1564	1815	2027	2230	2424
9050	1103	1572	1823	2036	2240	2435
9100	1106	1577	1829	2043	2247	2442
9150	1110	1581	1834	2049	2254	2450
9200	1113	1586	1840	2055	2260	2457
9250	1116	1591	1845	2061	2267	2464
9300	1120	1596	1851	2067	2274	2472
9350	1123	1600	1856	2073	2281	2479
9400	1126	1605	1862	2080	2287	2486
9450	1130	1610	1867	2086	2294	2494
9500	1133	1614	1873	2092	2301	2501
9550	1136	1619	1878	2098	2308	2509
9600	1140	1624	1884	2104	2315	2516
9650	1143	1629	1889	2110	2321	2523
9700	1146	1633	1895	2116	2328	2531
9750	1150	1638	1900	2123	2335	2538
9800	1153	1643	1906	2129	2342	2545
9850	1156	1648	1911	2135	2348	2553
9900	1160	1652	1917	2141	2355	2560
9950	1163	1657	1922	2147	2362	2567
10000	1166	1662	1928	2153	2369	2575
10050	1170	1667	1933	2160	2376	2582
10100	1173	1671	1939	2166	2382	2590
10150	1176	1675	1943	2171	2388	2595
10200	1178	1679	1947	2175	2393	2601
10250	1181	1682	1951	2180	2397	2606
10300	1183	1686	1955	2184	2402	2611
10350	1186	1689	1959	2188	2407	2617
10400	1188	1693	1963	2193	2412	2622
10450	1191	1696	1967	2197	2417	2627
10500	1193	1700	1971	2202	2422	2633
10550	1196	1703	1975	2206	2427	2638

## Schedule of Basic Support Obligations

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Combined Adjusted Gross Income	One child	Two children	Three children	Four children	Five children	Six children
10600	1199	1707	1979	2211	2432	2643
10650	1201	1710	1983	2215	2436	2648
10700	1204	1714	1987	2219	2441	2654
10750	1206	1717	1991	2224	2446	2659
10800	1209	1721	1995	2228	2451	2664
10850	1211	1725	1999	2233	2456	2670
10900	1214	1728	2003	2237	2461	2675
10950	1216	1732	2007	2242	2466	2680
11000	1219	1735	2011	2246	2471	2686
11050	1222	1739	2015	2250	2475	2691
11100	1224	1742	2019	2255	2480	2696
11150	1227	1746	2023	2259	2485	2701
11200	1229	1749	2027	2264	2490	2707
11250	1232	1753	2031	2268	2495	2712
11300	1234	1756	2035	2273	2500	2717
11350	1237	1760	2039	2277	2505	2723
11400	1239	1763	2042	2281	2510	2728
11450	1242	1767	2046	2286	2514	2733
11500	1245	1770	2050	2290	2519	2739
11550	1247	1774	2055	2295	2525	2744
11600	1250	1778	2059	2300	2530	2751
11650	1253	1782	2064	2306	2536	2757
11700	1256	1786	2069	2311	2542	2763
11750	1259	1790	2074	2316	2548	2769
11800	1262	1795	2078	2321	2554	2776
11850	1264	1799	2083	2327	2559	2782
11900	1267	1803	2088	2332	2565	2788
11950	1270	1807	2092	2337	2571	2795
12000	1273	1811	2097	2342	2577	2801
12050	1276	1815	2102	2348	2583	2807
12100	1279	1819	2107	2353	2588	2814
12150	1282	1823	2111	2358	2594	2820
12200	1285	1827	2116	2364	2600	2826
12250	1287	1831	2121	2369	2606	2832
12300	1290	1835	2125	2374	2612	2839
12350	1293	1839	2130	2379	2617	2845
12400	1296	1843	2135	2385	2623	2851
12450	1299	1848	2140	2390	2629	2858
12500	1302	1852	2144	2395	2635	2864
12550	1305	1856	2149	2400	2640	2870
12600	1307	1860	2154	2406	2646	2877
12650	1310	1864	2158	2411	2652	2883
12700	1313	1868	2163	2416	2658	2889
12750	1316	1872	2168	2422	2664	2895
12800	1319	1876	2173	2427	2669	2902
12850	1322	1880	2177	2432	2675	2908
12900	1325	1884	2182	2437	2681	2914
12950	1327	1888	2187	2443	2687	2921
13000	1330	1892	2191	2448	2693	2927

## Schedule of Basic Support Obligations

This Schedule is only part of the overall guidelines and must be used together with the accompanying information

Combined Adjusted Gross Income	One child	Two children	Three children	Four children	Five children	Six children
13050	1333	1896	2196	2453	2698	2933
13100	1336	1901	2201	2458	2704	2940
13150	1339	1905	2206	2464	2710	2946
13200	1342	1909	2210	2469	2716	2952
13250	1345	1913	2215	2474	2722	2958
13300	1348	1917	2220	2479	2727	2965
13350	1350	1921	2224	2485	2733	2971
13400	1353	1925	2229	2490	2739	2977
13450	1356	1929	2234	2495	2745	2984
13500	1359	1933	2239	2501	2751	2990
13550	1362	1937	2243	2506	2756	2996
13600	1365	1941	2248	2511	2762	3002
13650	1368	1945	2253	2516	2768	3009
13700	1370	1950	2257	2522	2774	3015
13750	1373	1954	2262	2527	2780	3021
13800	1376	1958	2267	2532	2785	3028
13850	1379	1962	2272	2537	2791	3034
13900	1382	1966	2276	2543	2797	3040
13950	1385	1970	2281	2548	2803	3047
14000	1388	1974	2286	2553	2809	3053
14050	1391	1978	2290	2558	2814	3059
14100	1393	1982	2295	2564	2820	3065
14150	1396	1986	2300	2569	2826	3072
14200	1399	1990	2305	2574	2832	3078
14250	1402	1994	2309	2580	2838	3084
14300	1405	1998	2314	2585	2843	3091
14350	1408	2003	2319	2590	2849	3097
14400	1411	2006	2323	2595	2854	3103
14450	1413	2010	2327	2600	2860	3108
14500	1416	2014	2331	2604	2864	3114
14550	1418	2017	2335	2608	2869	3119
14600	1421	2021	2339	2612	2874	3124
14650	1424	2024	2343	2617	2878	3129
14750	1429	2031	2350	2625	2888	3139
14800	1431	2034	2354	2630	2892	3144
14850	1434	2038	2358	2634	2897	3149
14900	1436	2041	2362	2638	2902	3154
14950	1439	2045	2366	2642	2907	3159
15000	1441	2048	2369	2647	2911	3165
15050	1444	2051	2373	2651	2916	3170
15100	1446	2055	2377	2655	2921	3175
15150	1449	2058	2381	2659	2925	3180
15200	1452	2062	2385	2664	2930	3185
15250	1454	2065	2388	2668	2935	3190
15300	1457	2069	2392	2672	2939	3195
15350	1459	2072	2396	2676	2944	3200
15400	1462	2076	2400	2681	2949	3205
15450	1464	2079	2404	2685	2953	3210
15500	1467	2082	2408	2689	2958	3216

## Schedule of Basic Support Obligations

This Schedule is only part of the overall guidelines and must be used together with the accompanying information

Combined Adjusted Gross Income	One child	Two children	Three children	Four children	Five children	Six children
15550	1469	2086	2411	2693	2963	3221
15600	1472	2089	2415	2698	2968	3226
15650	1474	2093	2419	2702	2972	3231
15700	1477	2096	2423	2706	2977	3236
15750	1480	2100	2427	2711	2982	3241
15800	1482	2103	2430	2715	2986	3246
15850	1485	2107	2434	2719	2991	3251
15900	1487	2110	2438	2723	2996	3256
15950	1490	2113	2442	2728	3000	3261
16000	1492	2117	2446	2732	3005	3266
16050	1495	2120	2450	2736	3010	3272
16100	1497	2124	2453	2740	3014	3277
16150	1500	2127	2457	2745	3019	3282
16200	1502	2131	2461	2749	3024	3287
16250	1505	2134	2465	2753	3029	3292
16300	1508	2137	2469	2757	3033	3297
16350	1510	2141	2473	2763	3039	3303
16400	1513	2145	2478	2768	3045	3309
16450	1516	2149	2483	2773	3050	3316
16500	1519	2154	2487	2778	3056	3322
16550	1522	2158	2492	2783	3062	3328
16600	1524	2162	2496	2788	3067	3334
16650	1527	2166	2501	2794	3073	3340
16750	1533	2174	2510	2804	3084	3353
16800	1536	2178	2515	2809	3090	3359
16850	1539	2182	2520	2814	3096	3365
16900	1541	2186	2524	2819	3101	3371
16950	1544	2190	2529	2825	3107	3377
17000	1547	2194	2533	2830	3113	3384
17050	1550	2198	2538	2835	3118	3390
17100	1553	2202	2543	2840	3124	3396
17150	1555	2206	2547	2845	3130	3402
17200	1558	2210	2552	2850	3136	3408
17250	1561	2214	2557	2856	3141	3415
17300	1564	2218	2561	2861	3147	3421
17350	1567	2222	2566	2866	3153	3427
17400	1569	2226	2570	2871	3158	3433
17450	1572	2230	2575	2876	3164	3439
17500	1575	2234	2580	2882	3170	3445
17550	1578	2238	2584	2887	3175	3452
17600	1581	2242	2589	2892	3181	3458
17650	1584	2246	2594	2897	3187	3464
17700	1586	2250	2598	2902	3192	3470
17750	1589	2254	2603	2907	3198	3476
17800	1592	2258	2607	2913	3204	3482
17850	1595	2262	2612	2918	3209	3489
17900	1598	2266	2617	2923	3215	3495
17950	1600	2270	2621	2928	3221	3501
18000	1603	2274	2626	2933	3227	3507

## Schedule of Basic Support Obligations

This Schedule is only part of the overall guidelines and must be used together with the accompanying information

Combined Adjusted Gross Income	One child	Two children	Three children	Four children	Five children	Six children
18050	1606	2278	2631	2938	3232	3513
18100	1609	2282	2635	2944	3238	3520
18150	1612	2286	2640	2949	3244	3526
18200	1614	2290	2644	2954	3249	3532
18250	1617	2294	2649	2959	3255	3538
18300	1620	2298	2654	2964	3261	3544
18350	1623	2302	2658	2969	3266	3550
18400	1626	2306	2663	2975	3272	3557
18450	1629	2310	2668	2980	3278	3563
18500	1631	2314	2672	2985	3283	3569
18550	1634	2318	2677	2990	3289	3575
18600	1637	2322	2681	2995	3295	3581
18650	1640	2326	2686	3000	3300	3588
18700	1643	2330	2691	3006	3306	3594
18750	1645	2334	2695	3011	3312	3600
18800	1648	2338	2700	3016	3317	3606
18850	1651	2342	2705	3021	3323	3612
18900	1654	2346	2709	3026	3329	3618
18950	1657	2350	2714	3031	3335	3625
19000	1660	2354	2718	3037	3340	3631
19050	1662	2358	2723	3042	3346	3637
19100	1665	2362	2728	3047	3352	3643
19150	1668	2366	2732	3052	3357	3649
19200	1671	2370	2737	3057	3363	3656
19250	1674	2374	2742	3062	3369	3662
19300	1676	2378	2746	3068	3374	3668
19350	1679	2382	2751	3073	3380	3674
19400	1682	2386	2756	3078	3386	3680
19450	1684	2389	2759	3082	3390	3685
19500	1686	2392	2762	3086	3394	3690
19550	1689	2395	2766	3089	3398	3694
19600	1691	2398	2769	3093	3402	3698
19650	1693	2401	2772	3097	3406	3703
19700	1695	2403	2776	3100	3410	3707
19750	1697	2406	2779	3104	3414	3711
19800	1699	2409	2782	3108	3418	3716
19850	1701	2412	2785	3111	3422	3720
19900	1703	2415	2789	3115	3426	3724
19950	1705	2418	2792	3119	3430	3729
20000	1708	2421	2795	3122	3434	3733

Self-Service Center (SSC)

## HOW TO COMPLETE A PARENTS WORKSHEET FOR CHILD SUPPORT

Use the **FREE** online child support calculator at: [superiorcourt.maricopa.gov/ezcourtforms](http://superiorcourt.maricopa.gov/ezcourtforms) 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: [superiorcourt.maricopa.gov/ezcourtforms](http://superiorcourt.maricopa.gov/ezcourtforms)
- 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:

<http://goo.gl/Jk2B0>

or

[http://www.superiorcourt.maricopa.gov/SuperiorCourt/Self-ServiceCenter/Forms/FamilyCourt/fc\\_drs1.asp](http://www.superiorcourt.maricopa.gov/SuperiorCourt/Self-ServiceCenter/Forms/FamilyCourt/fc_drs1.asp)

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 602-506-3762 for an appointment for assistance (in English or Spanish) at the Phoenix courthouse. Ask for the "Calculations Department". There is a FEE for this service.**

**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 at:

<http://goo.gl/DydgN> or

<http://www.superiorcourt.maricopa.gov/sscDocs/pdf/drs10h.pdf>

### 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 at [superiorcourt.maricopa.gov/ezcourtforms](http://superiorcourt.maricopa.gov/ezcourtforms) 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 602-506-3762 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**

- 
- 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).
- 

- (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:**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Salaries</li> <li>• Bonuses</li> <li>• Worker's Compensation Benefits</li> <li>• Wages</li> <li>• Dividends</li> <li>• Disability Insurance (including Social Security disability)</li> <li>• Annuities</li> <li>• Royalties</li> <li>• Commissions</li> <li>• Capital Gains</li> <li>• Interest</li> </ul> | <ul style="list-style-type: none"> <li>• Self-employment</li> <li>• Severance Pay</li> <li>• Unemployment Insurance Benefits</li> <li>• Income from a Business</li> <li>• Pensions</li> <li>• Rental Income</li> <li>• Prizes</li> <li>• Social Security Benefits</li> <li>• Trust Income</li> <li>• Recurring Gifts</li> <li>• Spousal Maintenance (alimony) (Item 11)</li> </ul> |
|--|--|

Gross Income **does not include** benefits from public assistance programs such as Temporary Assistance for Needy Families (TANF), Supplemental Social Security Income (SSI), Food Stamps, 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, \$418. The parent's income may be reduced up to \$418, resulting in an Adjusted Gross Income of \$1,582.

- (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 at:

<http://goo.gl/DydgN>

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

The online calculator can be found here: [superiorcourt.maricopa.gov/ezcourtforms](http://superiorcourt.maricopa.gov/ezcourtforms) 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 in where “75” 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 **\$903** (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: **- \$ 903.00**

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**