

INSTRUCTIONS: HOW TO FILL OUT THE PETITION AND FORMS TO STOP THE INCOME WITHHOLDING ORDER WITHOUT AGREEMENT

WRITE NEATLY. USE BLACK INK.

TO COMPLETE THESE FORMS YOU WILL NEED the date(s) the current **Income Withholding Order** and the **Support Order(s)** were signed. You can find the date(s) on the original **Income Withholding Order** (formally called "Order of Assignment") in the court file.

PETITION TO STOP THE INCOME WITHHOLDING ORDER

MATCH THE NUMBERED INSTRUCTION BELOW TO THE MATCHING NUMBER ON THE FORM.

- (1) (At top left) Print the name and other information requested for the person submitting this form. Include the ATLAS number (if one has been assigned to your case). If you are representing yourself in this matter, check the box before "Self."
- (2) The names of the persons shown as the petitioner/plaintiff and respondent/defendant on the original "**Child Support Order**" or "**Spousal maintenance Order.**"
- (3) The case number that appears on the original case document.
- (4) The name of the person making this request, and **(a)** the name of the person ordered to pay, and **(b)** the name of the person receiving the support payments according to the Court Order.
- (5) The date the current "**Income Withholding Order,**" the one you want to stop, was signed, along with the title/name and location of the Court that issued the Order.

NOTE: If the Superior Court of Arizona in Mohave County issued your Support Order(s), the Court will determine whether it is appropriate for the Court Order to include language terminating the Support Order(s) as well as the Income Withholding Order.

- (6) The date the current **Child Support Order (if any)**, that you want to stop, was signed (this will be near the Judicial Officer's signature on the Order), along with the title/name and location of the Court that issued the Order.
- (7) The date the current **Spousal Maintenance Order (if any)**, that you want to stop, was signed (this will be near the Judicial Officer's signature on the Order), along with the title/name and location of the Court that issued the Order.
- (8) Check all boxes that explain why the "**Income Withholding Order**" and any "**Support Orders**" (Child Support and/or Spousal Maintenance) should be stopped.
- (8)(a) Check the first box **(a)**, if child support was being paid in this case but it should stop due to any of the five reasons listed below that explain why the person ordered to pay does not owe current or future child support payments. **THEN** read each of the next five statements and check the box for each one that applies.
- (8)(b) **Request to Hold Payments.** Check this box to request that no further payments be sent to the other party until a decision is made by the Court on your request to stop the assignment. If this request is granted, understand that **its effect is not immediate**, and payments will continue to be sent out by the Clearinghouse until it can be put into effect.

OATH OR AFFIRMATION. Sign and date where indicated. Signing this Petition is a statement to the Court that the information you have provided is true and correct, under penalty of perjury.

ORDER STOPPING THE INCOME WITHHOLDING ORDER

MATCH THE NUMBERED INSTRUCTION BELOW TO THE MATCHING NUMBER ON THE FORM.

- (1) Fill in the name of the person shown as the petitioner on the original “**Child Support Order**” or “**Spousal Maintenance Order.**”
- (2) Fill in the name of the person shown as the respondent on the original “**Child Support Order**” or “**Spousal Maintenance Order.**”
- (3) Fill in the case number that appears on the original case documents.
- (4) Fill in the ATLAS Number (if any) that appears on the original case documents.
- (5) Fill in the name of the person obligated to make payments.

STOP. Judicial Officers or staff will complete the rest of this page. Proceed to next form.

INCOME WITHHOLDING DATA FORM

Complete this form which asks for information on the Custodial Parent or Obligee and the Non Custodial Parent of Obligor:

WHEN YOU HAVE COMPLETED THESE FORMS, GO TO THE “PROCEDURES” PAGE AND FOLLOW THE STEPS LISTED THERE.