

Kristi Youtsey Ruiz, CLERK of the SUPERIOR COURT

Pinal County, State of Arizona

Child Support Arrears Calculation Request Packet

The Pinal County Clerk of the Superior Court's Child Support Financial Team is responsible for maintaining system and records integrity with all court orders including, but not limited to; all orders of the court pertaining to monthly obligations, judgments, fees and interest.

Among the services provided to the constituency; by the Clerk's Child Support Financial Team, are full debt reviews. Concerned parties, for example; the non custodial parent (NCP), custodial parent (CP), an attorney for either party or the State IV-D agency, may at anytime request a review of the debts by the Child Support Financial Team. As of August 1, 1999, any request for an arrearage calculation must be in writing and must include pertinent information to assist in the identification and location of the proper court file. For your convenience an **Arrears Calculation Request Form** is **attached**.

The arrearage calculation request form will be reviewed and an audit prepared in the order it is received. Time allowance for a response is approximately four (4) to six (6) weeks, depending on the number of requests solicited from the court. **We ask that you do not call to inquire about the status of your request, as this will only result in further delays.** Once the arrearage calculation is complete, you will receive a status report that will include outstanding balances, fees and any interest that may be due. If you disagree with our determination, you may call the **team supervisor**, who will explain any misunderstanding that may have occurred and the procedures used to calculate the accrued arrearage.

The Pinal County Clerk's office experiences a very high volume of requests. If after six (6) weeks, you have not received the results of your inquiry, please feel free to contact the **Child Support Information Line at (520) 868-6309**. We will be happy to discuss any circumstances creating the response delay.

Pursuant to ARS 12-284 subsection A Class E, a fee will be assessed as follows:

- a letter of arrearage determination **must include** a self-addressed-stamped-envelope.
- a complete copy of arrears calculation including a pay history **\$ 18.00.**
- a complete copy of arrears calculation including a certified pay history **\$ 36.00.**

No fee will be assessed for a **"Notice of Determination of Child Support Arrearage"**; however, you must submit a self addressed stamped envelope with your request.

Requests should be mailed to:

Kristi Youtsey Ruiz, Superior Court Clerk
Child Support Financial Team
PO Box 628
Florence AZ 85232

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Requesters information:

Name: _____
Address: _____
City: _____ ST _____ ZIP _____
Phone number: (_____) _____
Social Security number: _____
Your relationship to this case: _____

Case information:

Non Custodial Parent: _____
Custodial Parent: _____
Case number: DO _____ -or- SE _____
Atlas number: -or- _____

Children:	Date(s) of birth:	Projected graduation date(s):
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Reason for request: _____

Please check one:

- ' **A Letter of Arrearage Determination** **\$ No Charge**
A self-addressed-stamped-envelope **must** be included.
- ' **Complete Arrears Calculation** **\$ 18.00**
Includes the payment history.
- ' **Complete Arrears Calculation** **\$ 36.00**
Includes a certified payment history.

**Please include CHECK OR MONEY ORDER made payable to:
Clerk of the Superior Court, PO Box 2730 Florence, AZ 85232
with your request. If you are only requesting a letter of arrearage
determination, you **MUST** include a self-addressed-stamped-envelope.**

By signing this request, you are giving the clerk permission to:

- 1 retain a complete arrears calculation worksheet as a permanent part of the courts case record,
- 2 issue to any requesting party a copy of the court's determination,
- 3 make the calculation available to all requesting parties.

Signature _____

Printed Name _____ **Date signed** _____