

Arizona Child Support Case Preparation Checklist

Prepare for your child support case with this comprehensive checklist. Organizing the necessary documents and information will ensure you're ready for negotiations or court proceedings. Use this guide to stay on top of the details.



Preparing for a child support case can feel overwhelming, but being organized is the key to reducing stress and ensuring success. This checklist provides a step-by-step guide to gathering the critical documents and information you'll need. Whether you're meeting with an attorney, negotiating with the other parent, or preparing for court, this resource will help you stay focused and confident.

Personal Information	<input type="checkbox"/> Full names of both parents.	NOTES
	<input type="checkbox"/> Child(ren)'s full names and birthdates.	
	<input type="checkbox"/> Social Security numbers (if applicable).	

Income Documentation	<input type="checkbox"/> Pay stubs (last 3-6 months).	NOTES
	<input type="checkbox"/> Tax returns (last 2 years).	
	<input type="checkbox"/> W-2 and/or 1099 forms.	
	<input type="checkbox"/> Documentation of additional income (e.g., bonuses, commissions).	

Parenting Information	<input type="checkbox"/> Parenting time schedule.	NOTES
	<input type="checkbox"/> Custody agreements (if applicable).	
	<input type="checkbox"/> Records of overnight stays or visitation.	

Child Support Case Preparation Checklist

Child-Related Expenses	<input type="checkbox"/> Receipts for medical, dental, or vision expenses.	NOTES
	<input type="checkbox"/> School-related expenses (e.g., tuition, supplies, activities).	
	<input type="checkbox"/> Childcare costs (invoices or contracts).	
	<input type="checkbox"/> Extracurricular activities (e.g., sports, lessons).	

Proof of Insurance	<input type="checkbox"/> Documentation of health insurance coverage for the child.	NOTES
	<input type="checkbox"/> Premiums paid for the child's insurance.	

Other Relevant Financial Documents	<input type="checkbox"/> Proof of spousal support (if applicable).	NOTES
	<input type="checkbox"/> Investment or dividend income statements.	
	<input type="checkbox"/> Trust distributions (if applicable).	

Court Documents (if any)	<input type="checkbox"/> Existing child support orders.	NOTES
	<input type="checkbox"/> Records of prior child support payments.	
	<input type="checkbox"/> Divorce decrees.	

Tips and Tricks

- **Stay Organized:** Use labeled folders or digital files to keep all your documents in one place.
- **Track Expenses:** Use a spreadsheet or app to log child-related costs in real time.
- **Be Proactive:** Reach out to your attorney early if you're missing any documents or have questions about the process.
- **Communicate Clearly:** Keep written records of all communications with the other parent regarding parenting time and expenses.

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Additional Resources

- **Arizona Child Support Calculator** -
<https://thevalleylawgroup.com/resources/child-support-az/>
- **Arizona Division of Child Support Services (DCSS)**
<https://des.az.gov/services/child-and-family/child-support>
- **Arizona Judicial Branch Self-Service Center**
<https://www.azcourts.gov/selfservicecenter>

Notes and Action Items

Use this section to jot down specific details, questions for your attorney, or any tasks you need to complete before your case.

Need Personalized Assistance?

Preparing for a child support case can be complex, but you don't have to do it alone. The Valley Law Group's experienced attorneys are here to guide you through every step of the process and advocate for your child's best interests.

- Call us today at **(480) 806-1570** to schedule a consultation.
- Visit TheValleyLawGroup.com for more information.