

INSTRUCTIONS: HOW TO FILL OUT THE REQUEST FOR EARLY RESOLUTION CONFERENCE

USE THIS FORM ONLY If a response or answer has been filed in this case.

- Step 1:** Make sure your form is titled Request For Early Resolution Conference. **Type or print using black ink only.**
- Step 2:** In the top left corner of the first page fill out the following: Your name; Address; City; State and Zip Code; Telephone Number; and your ATLAS Number.
- Step 3:** Fill in YOUR name in the space that says Petitioner if you filed the original action. If the other party filed the original action, they will be the Petitioner/Plaintiff. In the space that says Respondent, fill in the name of the Respondent that has been used throughout your case. Whoever was the Respondent for the original action will be the Respondent for any other papers related to this case.
- Step 4:** Fill in your case number where it says Case No: Your case number stays the same any time you file any papers in your case.
- Step 5:** If you are the Petitioner/Plaintiff check the box marked Petitioner/Plaintiff. If you are the Respondent check the box marked Respondent in the space provided on the first line in the body of the request.
- Step 6:** Sign your name
- Step 7:** On the bottom of the request you will indicate that you are mailing or delivering a copy to the other party involved in your case. Do this by filling in the date the copy will be mailed or delivered and filling in the name and address of the other party.

Name of Person Filing:
Your Address:
Your City, State, Zip Code:
Your Telephone Number:
ATLAS Number (if applicable):
Attorney Bar Number (if applicable):
Representing Self or Attorney for _____

**SUPERIOR COURT OF ARIZONA
IN MARICOPA COUNTY**

(Name of Petitioner/Plaintiff)

No: _____

**REQUEST FOR EARLY RESOLUTION
CONFERENCE**

(Name of Respondent/Defendant)

IMPORTANT: This form is only to be used in cases where there has NEVER BEEN an Early Resolution Conference scheduled previously.

I am the Petitioner OR Respondent in the above filed action. A response has been filed in this matter on the following date _____. I hereby request that this case be reviewed for an Early Resolution Conference, and if appropriate, an appointment be scheduled with a Family Law Case Manager.

Signature

Copy has been mailed delivered to:

***You must mail or hand-deliver a copy of this request to the other party in your case**

PROCEDURES: WHAT TO DO WITH THE REQUEST FOR EARLY RESOLUTION CONFERENCE NOW THAT YOU HAVE COMPLETED THE FORM

USE THIS FORM ONLY If a response or answer has been filed in this case.

Step 1:

COPIES AND ENVELOPES Make **3 copies** of the Request for Early Resolution Conference.

FILE THE ORIGINAL REQUEST to schedule an Early Resolution Conference at the Clerk of the Court filing counter and ask to have the 3 copies of the request stamped. These copies are called conformed copies and are proof that the original request was filed.

TO FILE THE PAPERS AT THE COURT: The court is open from 8am - 5pm, Monday - Friday. You should go to the court at least **two hours** before closing. You may file your court papers at any one of the following Superior Court locations:

The Clerk of the Superior Court
Central Court Building
201 West Jefferson, 1st floor
Phoenix, Arizona 85003

The Clerk of the Superior Court
Southeast Regional Court Complex
222 East Javelina Drive, 1st floor
Mesa, Arizona 85210

The Clerk of the Superior Court
Northeast Regional Court Center
18380 North 40th Street
Phoenix, AZ 85032

The Clerk of the Superior Court
Northwest Regional Court Complex
14264 West Tierra Buena Lane
Surprise, Arizona 85374

Step 2:

PROCESSING YOUR REQUEST Give a copy of the Request For Early Resolution Conference to Family Court Administration, or mail the request to:

Family Court Administration
Attn: ERC Scheduler
201 W. Jefferson Street, 3rd Floor, CCB
Phoenix, AZ 85003

Step 3:

MAIL OR DELIVER A COPY of the Request for Early Resolution Conference to the other party(s) involved in your case and keep one copy for your own records.

WAIT TO RECEIVE AN ORDER TO APPEAR FROM THE COURT Once the Scheduler has your request, a conference may be set for a conference with an Attorney Case Manager and each party will receive a written order of where and when to appear. If your case is found to be inappropriate for an Early Resolution Conference your request will be forwarded to the assigned judge for further action.

NOTE: Failing to follow the above procedures may result in delaying the processing of your case.