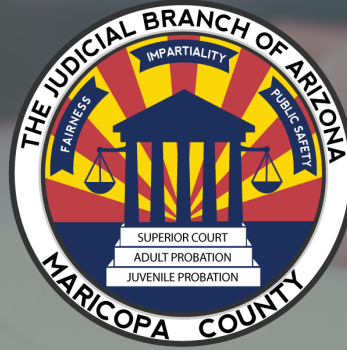


# **DEFAULT IN FAMILY COURT CASES**

# **3**

**How to Apply for Default When the Other  
Party Has Not Filed a Response**

**(Forms and Instructions)**



# Online Workshops Talleres en línea

- Divorce/Legal Separation Process
- Establish Paternity/Legal Decision-Making Process
- Check the Law Library Calendar for more workshops
- Divorcio y separación legal
- Proceso para establecer la paternidad y la toma de decisiones legales
- Consulte el calendario de la Biblioteca de Derecho para más talleres

To register, visit the Law Library Events Calendar at:

Para inscribirse, visite el calendario de la Biblioteca de Derecho en:

**[superiorcourt.maricopa.gov/llrc](http://superiorcourt.maricopa.gov/llrc)**

## Law Library Resource Center

# HOW TO APPLY FOR A DEFAULT IN FAMILY CASES

## CHECKLIST

*You may use this packet if . . .*

- ✓ You have filed a summons and petition for one of the following:
  - Divorce
  - Legal Separation
  - Annulment
  - To establish Paternity
  - To establish a first court order for Legal Decision-Making authority (Legal custody) and/or Parenting Time and/or Support
  - To establish Grandparent Visitation **AND**
- ✓ The other party was served with the court papers **OR** you served the other party by publication;
- ✓ Proof of service has been filed with the Clerk of Superior Court, **AND**
- ✓ The other party has not filed a written response or answer within the time frame set by law; check the court file to be sure this is true, **AND**
- ✓ You want to get a (default) court order.

**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 Law Library Resource Center website.

## Law Library Resource Center

### PART 3: DEFAULT

#### How to apply for a default in family cases

This packet contains court forms and instructions to file default in how to get a default decree in family cases. Items in **BOLD** are forms that you will need to file with the Court. Non-bold items are instructions or procedures. Do not copy or file those pages!

Order	File Number	Title	No. Pages
1		“FREE Workshop Flyer – The Default Process”	1
2	DRD6k	Checklist: You may use these forms if ...	1
3	DRD6t	Table of Contents (this page)	1
4	DRD60i	Instructions: How to complete the Application and Affidavit for Entry of Default in family cases	3
5	DRD60p	Procedures: How to file an “Application and Affidavit for Default” and schedule a default hearing	1
6	DRD61f	<b><i>Application and Affidavit for Entry of Default</i></b>	4
7	DRD62f	<b><i>Default Information for Spousal Maintenance</i></b> (Optional only for Divorce, Legal Separation, or Annulment)	4
8	DRD62h	Default Decree Checklist	1

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.

## Instructions: How to complete the Application and Affidavit for Entry of Default in family cases

### 1. About the Application and Affidavit for Entry of Default

Your application:

- a. Informs the Court that the other party:
  - has been served with the court papers, and
  - has not responded or answered the court papers within the proper time.
- b. Asks the court to “default” the other party.
- c. The Affidavit (part of the application)
  - Attests that all the information in your application and attachments is true to the best of your belief.

Note: you must attach the following papers to complete your application:

- a. a copy of the proof or acceptance of service. If you do not have copies of the documents that establish that service of process was completed, you may fill in section three of your Application. This establishes the date and manner of service on the party in default; and
- b. the Default Information for Spousal Maintenance form and the Spousal Maintenance Worksheet, if you are asking for spousal maintenance, and will proceed by motion without a hearing. (You may NOT seek an award of spousal maintenance in an Annulment action.)
  - The Spousal Maintenance Worksheet is available online at:  
<https://www.superiorcourt.maricopa.gov/app/selfsuffcalc/>
  - Print out 1 copy of the completed Spousal Maintenance Worksheet

### 2. When to file the Application and Affidavit for Entry of Default

- after the other party has been served with the court papers, and
- the time to respond has passed (see Default Timetable below), and
- the other party has not filed a response or answer with the court.

### 3. How to determine when to apply and file for default

Step 1: Count. Look at the Default Timetable below to find the type of service you used and the number of calendar days to count before you can apply for a default hearing or default order.

- Begin counting the day after the other party was served with the Summons and Petition (Amended Petition, if applicable).
- Include weekends and Court holidays until you reach the number of days listed.
- If the last day for the other party to respond falls on a Saturday, Sunday, or Court holiday, do not count that day.

Step 2: Wait. Wait until the day after the number of days listed in the Default Timetable below.

- If the other party did not file an Answer/Response within the number of days listed in the table, you may complete an Application and Affidavit for Entry of Default as instructed below and then file it with the Clerk of Superior Court.
- You must take this action for your case to proceed.

#### DEFAULT TIMETABLE

##### Service Made in Arizona

<u>Service Made in Arizona</u>	<u>Count</u>	<u>Event</u>
Acceptance of Service	20 Days	after you file Acceptance of Service with the court
Delivery with Signature Confirmation	20 Days	after other party signs delivery confirmation
Process Server	20 Days	after other party receives papers from a process server
Service by Sheriff	20 Days	after other party receives papers from Sheriff
Publication	50 Days	after the 1 <sup>st</sup> publication in newspaper

##### Service Made Out of State

Acceptance of Service out of State	30 Days	after you file Acceptance of Service with the court
Delivery with Signature Confirmation	30 Days	after the other party signs a delivery confirmation
Process Server out of State	30 Days	after other party receives papers from a process server
Service by Law Enforcement	30 Days	after other party receives papers from Officer
Publication	60 Days	after 1 <sup>st</sup> publication in newspaper

#### 4. How to complete the Application and Affidavit for Entry of Default

Step 1: Gather the papers. You will need the following papers to complete the application:

- Application and Affidavit of Entry of Default
- A copy of your proof or acceptance of service which establishes the date and type of service on the other party.
- Default Information for Spousal Maintenance form and the Spousal Maintenance Worksheet, if you are seeking spousal maintenance, and choose to proceed by motion without a hearing. (Optional).

Step 2: Complete the Application and Affidavit for Entry of Default. Use black ink.

- Answer every question/section on the form. Do not leave any question blank.
- If you are attaching a copy of your proof or acceptance of service, place it at the end of the Application and Affidavit for Entry of Default.
- If your proof or acceptance of service is in the court record and you are not attaching it to the Application and Affidavit for Entry of Default, state how and when the Party in default was served.
- Certificate of mailing: write in the last known address of the other party – even if you think the party no longer lives there. Sign the Application and Affidavit for Entry of Default in front of a Notary or Clerk of Superior Court when filing.

Step 3: Make copies.

- Stack into one set - the original Application and Affidavit for Entry of Default, copy of proof or acceptance of service (if applicable), the original Default Information for Spousal Maintenance form (if applicable), and the Spousal Maintenance Worksheet (if applicable).
- Make two (2) copies of the set of papers. Note: If the defaulting party has an attorney, make one more copy, since you must mail an entire set to both the party and the attorney.

Now you are ready to file your application packet. Read the “Procedures” in this packet.

## Procedures: How to file an Application and Affidavit for Default and schedule a default hearing

When to file the application for default:

- after the other party has been served with the court papers, and
- the time to respond has passed, and
- the other party has not filed a response or answer with the court, and
- you completed the Application and Affidavit for Default and other papers and made two photocopies of the papers.

Step 1: File the original Application and Affidavit for Default and other required papers, plus at least two (2) copies with the Clerk of Superior Court at any of these locations:

- Central Court Building, 201 West Jefferson Street, Phoenix, AZ 85003 (1<sup>st</sup> Floor);
- Northwest Court Facility, 14264 West Tierra Buena Lane, Surprise, AZ 85374;
- Southeast Court Facility, 222 East Javelina Avenue, Mesa AZ 85210;
- Northeast Court Facility, 18380 North 40<sup>th</sup> Street, Phoenix, AZ 85032.

Hand the original & copies of the Application and Affidavit for Default to the Clerk of Superior Court at the filing counter. The Clerk of Superior Court will keep the original, date-stamp the copies and return the copies to you. Make sure the copies are stamped. Note: If the defaulting party has an attorney, make one more copy since you must file and mail an entire set to both the party and the attorney.

Step 2: Mail one of the date-stamped copies of the Application and Affidavit for Default (and attachments) to the other party on the same day you file the papers with the Clerk of Superior Court. Keep the other copy for your records.

- (The Application and Affidavit for Default must be mailed; hand delivery is not acceptable.)
- Note: If the defaulting party has an attorney, make one more copy since you must mail an entire set to both the party and the attorney.

Step 3: Wait. After you 1) filed the Application and Affidavit of Default with the Clerk of Superior Court, and 2) mailed it to the other party and their attorney, you must wait 10 Court business days before proceeding to next step.

- Count. Starting the day after the Application and Affidavit for Default was filed, count 10 court business days before proceeding to next step. (In this case do not count Saturdays, Sundays, and Court holidays.)
- Fill out the Default Decree Checklist to determine if you are ready to request a default hearing or proceed without a hearing.



Person Filing:\_\_\_\_\_

Address (if not protected):\_\_\_\_\_

City, State, Zip Code:\_\_\_\_\_

Telephone:\_\_\_\_\_

Email Address:\_\_\_\_\_

Lawyer's Bar Number:\_\_\_\_\_

For Clerk's Use Only

Representing ☐ Self, without a Lawyer OR ☐ Attorney for ☐ Petitioner OR ☐ Respondent

SUPERIOR COURT OF ARIZONA  
IN MARICOPA COUNTY

\_\_\_\_\_  
(Name of Petitioner / Party A)

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

APPLICATION AND AFFIDAVIT  
FOR ENTRY OF DEFAULT  
IN FAMILY CASES

\_\_\_\_\_  
(Name of Respondent / Party B)

NOTICE: THIS IS AN IMPORTANT COURT DOCUMENT. When this document is properly completed and filed, Default has been applied for and entered. The Default will be effective ten (10) court business days after the filing of this completed document, unless the Respondent files an Answer/Response or otherwise defends before the ten court business day period expires. In this case do not count Saturdays, Sundays and court holidays to calculate court business days.

I am the Petitioner in this court case. I understand and make the following statements under oath or by affirmation. I give notice that I am requesting entry of default against the other party, the Respondent, because the Respondent has not filed an Answer/Response.

1. Name of other party against whom I seek this default:

\_\_\_\_\_ has failed to respond within the time allowed by the Arizona Rules of Family Law Procedures, and (choose one)

☐ the last known mailing address for the Party in default is \_\_\_\_\_  
\_\_\_\_\_;

OR

☐ I do not know the whereabouts of the Party in default.

2. The name of the attorney known to represent the Party in default, either in this action or in a related matter, is

\_\_\_\_\_, (whether or not the attorney has formally appeared);

OR

☐ I do not know the identity and address of any such attorney.

3. Evidence of Service (one of the following must be true)

☐ I attached to this Application a copy of the proof or acceptance of service establishing the date and manner of service on the Party in default.

OR

☐ I do not have a copy of the proof or acceptance of service but the proof or acceptance of service appears in the court record, and the Party in default was served by:

☐ Acceptance of Service

☐ Process Server

☐ Publication

☐ Signature Confirmation by Mail

☐ Other: \_\_\_\_\_

Date of Service: \_\_\_\_\_.

4. Spousal Maintenance (choose one)

☐ Does not apply.

☐ I attached a completed Default Information for Spousal Maintenance form, and Spousal Maintenance Worksheet, since I am asking for spousal maintenance and will proceed by motion without a hearing.

5. Service Members Civil Relief Act: The Party in default is either: (choose one)

- ☐ not in the active military service of the United States OR
- ☐ has waived his/her rights under the Service Members Civil Relief Act (formerly “Soldiers and Sailor’s Civil Relief Act”).

6. Certificate of Mailing:

As required by Arizona Rules of Family Law Procedures Rule 44(a):

a. Party in default: (must choose one)

- ☐ I will mail a copy of this Application and Affidavit for Entry of Default and attachments to the Party in default, at the last known mailing address listed below, on the day I file this Application with the Clerk of Superior Court – even if the Party in default is represented by an attorney:

\_\_\_\_\_

\_\_\_\_\_

(mailing address, city, state, and zip code)

OR

- ☐ I do not know the whereabouts of the Party in default.

b. Attorney for Party in default: (must choose one)

- ☐ If an attorney has filed a notice of appearance with the court on behalf of the Party in default or I have been contacted by an attorney who claimed to be representing the Party in default, I will mail a copy of this Application and Affidavit for Entry of Default to the attorney of the Party in default on the day I file this Application:

\_\_\_\_\_

\_\_\_\_\_

(mailing address, city, state, and zip code)

OR

- ☐ I do not know the identity and address of any such attorney.

c. Other parties who have appeared in this case (must choose one)

☐ I will mail a copy of this Application and Affidavit for Entry of Default to all other parties who have appeared in this action, on the day I file this Application at the Clerk of Superior Court or soon thereafter.

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

(Name and mailing address, city, state, and zip code)

OR

☐ No other parties have appeared in this action.

By signing below, I swear or affirm that the information above is true and correct

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Subscribe and sworn to or affirmed before me this: \_\_\_\_\_  
(date)

by \_\_\_\_\_.

(Notarial Officer Stamp or Seal)

\_\_\_\_\_  
Notarial Officer

Warning

1. If the Party in default fails to file a responsive pleading or otherwise defend this action within 10 working days after the filing of this Application, a default judgment may be entered.

2. Petitioner must still participate in a default hearing to be set by the court (see the procedures document in this packet for instructions on getting a hearing). If Petitioner qualifies, they may complete the process to obtain a default decree without a hearing pursuant to Rule 44.1, A.R.F.L.P.

3. A default hearing will not be scheduled if this Application and Affidavit for Entry of Default is missing information or not completed correctly.

Person Filing: \_\_\_\_\_  
Address (if not protected): \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
ATLAS Number: \_\_\_\_\_  
Lawyer's Bar Number: \_\_\_\_\_

FOR CLERK'S USE ONLY

Representing ☐ Self, without a Lawyer or ☐ Attorney for ☐ Petitioner OR ☐ Respondent

## SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

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

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

\_\_\_\_\_  
Petitioner / Party A

\_\_\_\_\_  
Respondent / Party B

### DEFAULT INFORMATION for SPOUSAL MAINTENANCE

A.R.F.L.P. Rule 44

Check appropriate box below:

- ☐ Party A's Statement  
☐ Party B's Statement

Pursuant to the Arizona Rules of Family Law Procedure, I hereby state the following, under penalty of perjury:

**A.** To qualify for spousal maintenance under A.R.S. § 25-319, I provide the following information:

- ☐ I lack sufficient property, including property I will be receiving in the dissolution, to provide for my reasonable needs.
- ☐ I am unable to be self-sufficient through appropriate employment.
- ☐ I am unable to earn enough money to support myself.
- ☐ I am the custodian of a child whose age or condition is such that I should not be required to seek employment outside the home.
- ☐ I contributed to the educational opportunities of my spouse.
- ☐ My marriage has lasted \_\_\_\_\_ years.
- ☐ I am \_\_\_\_\_ years old.
- ☐ There have been excessive or abnormal expenditures, destruction, concealment or fraudulent disposition of community, joint tenancy and other property held in common.
- ☐ There are actual damages and judgments from conduct resulting in criminal conviction of either you or your spouse in which the other spouse or child was the victim.

**B.** If the court finds you qualify for spousal maintenance, it will need the following information in determining the appropriate amount and duration. To assist the court, please answer the following:

1. ☐ If you were employed during the marriage, state how and when you have been employed.  
How employed: \_\_\_\_\_  
When employed: \_\_\_\_\_  
☐ I was not employed during the marriage.
2. ☐ Do you have a physical or emotional condition that limits your ability to work? Describe:  
\_\_\_\_\_  
\_\_\_\_\_  
☐ I do not have a physical or emotional condition that limits my ability to work.
3. ☐ Describe any contributions you have made to your spouse's earning ability or how you reduced your income or career opportunities to benefit your spouse.  
\_\_\_\_\_  
\_\_\_\_\_  
☐ Does not apply.
4. ☐ If your request for spousal maintenance is granted, will you and the other party be able to contribute to the educational expenses of your children? Describe.  
\_\_\_\_\_  
☐ Does not apply.
5. ☐ Why are the financial resources available to you, including property awarded in the decree, not adequate to meet your needs?  
\_\_\_\_\_  
\_\_\_\_\_
6. ☐ Do you think additional education or training would enable you to find employment sufficient to meet your needs? \_\_\_\_\_  
Is this education or training readily available? \_\_\_\_\_  
How long do you think it will take to complete this education or training? \_\_\_\_\_
7. ☐ How much will it cost you per month to obtain health insurance after the divorce? \_\_\_\_\_  
How much will the other party save per month if the insurance changes from a family plan to employee only health insurance? \_\_\_\_\_
8. ☐ What is your spouse's present occupation and monthly income? (If you do not have documentation of your spouse's income, describe how you came to your estimate.)  
\_\_\_\_\_  
\_\_\_\_\_

**NECESSARY MONTHLY EXPENSES (For yourself and minor children who reside with you)**

House (mortgage/rent)	\$
Repair/Upkeep	\$
Utilities	
Electricity	\$
Gas	\$
Water & Sewer	\$
Phone	\$
Garbage	\$
Food & Household Supplies	\$
Work/School Lunch	\$
Medical, dental, drugs, supplies	\$
Insurance not deducted from pay	\$
Clothing	\$
Laundry/Dry Cleaning	\$
Childcare/Sitter	\$
Support paid for spouse and/or minor children of prior relationship	\$
Car Repair/Maintenance	\$
Car Insurance	\$
Gas/Oil	\$
Vehicle License	\$
Public Transportation	\$
Other (Explain)	\$
	\$
	\$
<b>Total Monthly Expenses</b>	<b>\$</b>

**TOTAL GROSS MONTHLY INCOME****MONTHLY PAYMENTS/DEBTS**

Creditor	Balance	Payment
	\$	\$
	\$	\$
	\$	\$

<b>Total Monthly Payments</b>	<b>\$</b>
-------------------------------	-----------

<b>Total Expenses, Payments</b>	<b>\$</b>
---------------------------------	-----------

**INCOME**

GROSS PAYCHECK

☐ weekly ☐ twice mo.\* \$
☐ monthly ☐ every 2 weeks \$
\*For example, the 1st and 15th \$Less: Federal Taxes \$Less: State Taxes \$SS & Medicare \$Insurance \$Savings, etc. \$Other: \_\_\_\_\_ \$Other: \_\_\_\_\_ \$

<b>Total Deductions</b>	<b>\$</b>
-------------------------	-----------

<b>Net Paycheck</b>	<b>\$</b>
---------------------	-----------

\$ \_\_\_\_\_

9. I request \$\_\_\_\_\_ per month for spousal maintenance for \_\_\_\_\_ years.

10. Can the other party's needs be met if you receive this requested spousal maintenance?

\_\_\_\_\_

**I declare under penalty of perjury that the foregoing is true and correct.**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## DEFAULT DECREE CHECKLIST

(To determine if you are ready for Step 4 – Default Decree)

*(Do not file this form)*

1. **Did at least 10 Court business days pass since you filed the Application and Affidavit for Default?** *(if you answer no, you must wait until the time has passed before submitting Step 4)* ☐ Yes ☐ No

**For Divorce, and Legal Separation matters only**, has it been at least 60 days from the date the responding party was served? ☐ Yes ☐ No  
*(if you answer no, you must wait until the time has passed before submitting Step 4)*

2. **Did the responding party file a Response?** *(If yes, you cannot proceed by default)* ☐ Yes ☐ No

3. **Does your case involve children?** ☐ Yes ☐ No  
A. Have you filed your Parent Information Program Certificate? ☐ Yes ☐ No  
B. Have you completed a Child Support Worksheet? ☐ Yes ☐ No

4. **For Divorce, Legal Separation and Annulment matters only:**  
If spousal maintenance (alimony) is requested, have you completed a Spousal Maintenance Worksheet? ☐ Yes ☐ No

5. **Is the other party an active member of the United States Military?** ☐ Yes ☐ No  
*If yes, you will need to submit a signed and notarized “Service Members Civil Relief Act Waiver.”*

6. **To schedule a hearing**, you must first, complete the Step 4 Default Decree packet and submit the completed documents to Family Department via email at [DefaultReview@jbazmc.maricopa.gov](mailto:DefaultReview@jbazmc.maricopa.gov) or at any Family Department location for review.

**To proceed without a hearing**, you must complete and file the “*Motion and Affidavit for Default Decree without Hearing*” and then submit the rest of the completed Step 4 Default packet.