

## Procedures: How to file a Response to a Petition for divorce with no minor children

STEP 1: Complete the Family Department Sensitive Data / Coversheet without Children and the Response.

STEP 2: Make 2 copies of the Response only.

If you will eFile your forms, you may not need as many paper copies. You will need a paper set of the filed forms to serve on the other party, and one for your judge or Family Administration (when required). For more information about how to eFile your papers, read the eFiling instructions:

<https://superiorcourt.maricopa.gov/media/7448/dref93i.pdf>.

Note: Spousal Maintenance: Spousal maintenance is the term used to describe money paid from one spouse to the other spouse as part of a divorce settlement. Spousal maintenance is designed as a safety net for a spouse who cannot provide for their needs or who meets other requirements listed on the Petition.

The idea behind spousal maintenance is that accomplishments during your marriage, including increases in earning potential and living standards, are shared and earned by both parties to a marriage. If you are considering a request for spousal maintenance:

- Use the free online spousal maintenance calculator at the following website to complete a spousal maintenance worksheet:

Website: <https://www.superiorcourt.maricopa.gov/app/selfsuffcalc/>

- After completing the worksheet, print it out and file it with your papers.

STEP 3: Separate your documents into three (3) sets:

<p>Set 1 - originals:</p> <ul style="list-style-type: none"><li>• Family Department Sensitive Data / Coversheet without Children</li><li>• Response</li><li>• Spousal Maintenance Worksheet (if applicable)</li></ul>	<p>Set 2 - copies for spouse:</p> <ul style="list-style-type: none"><li>• Response</li><li>• Spousal Maintenance Worksheet (if applicable)</li></ul>
<p>Set 3 - your copies:</p> <ul style="list-style-type: none"><li>• Response</li><li>• Spousal Maintenance Worksheet (if applicable)</li></ul>	

**STEP 4: File the papers at the court:**

Go to the Clerk of Superior Court filing counter. The court is open from 8:00 a.m.- 5:00 p.m., Monday to Friday.

You should go to the court at least two hours before it closes. You may file your court papers with the Clerk of Superior Court at the following locations:

Central Court Building  
201 West Jefferson, 1st floor  
Phoenix, Arizona 85003

Southeast Court Complex  
222 East Javelina Avenue, 1st floor  
Mesa, Arizona 85210

Northeast Regional Court Center  
18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032

Northwest Court Complex  
14264 West Tierra Buena Lane  
Surprise, Arizona 85374

**Fees:** A list of current fees is available from the Law Library Resource Center and from the Clerk of Superior Court's website. If this is the first time one of the parties or their attorney has appeared, that is, filed papers in this case, an appearance fee (also known as a response or answer fee) will be due from that party at the time of filing.

If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, you may request a deferral (payment plan) when you file your papers with the Clerk of Superior Court. Deferral Applications are available at no charge from the Law Library Resource Center.

Hand all three (3) sets of your court papers to the Clerk of Superior Court along with the correct filing fee. Make sure you get back the following from the Clerk:

- Your set of copies
- Your spouse's copies

**STEP 5:** Keep one copy of your Response for yourself, and mail or hand-deliver the other copy of your Response (and Spousal Maintenance Worksheet, if applicable) to the other party (or their attorney, if they are represented by an attorney. If the party is represented by an attorney, the attorney's name and address may be found on the Petition in the upper left-hand corner.)

**STEP 6:** What will happen next: You will receive notice to attend either a hearing or a conference.