

## Procedures: How to file a response with the court

Most court documents can be filed electronically. For more information about eFiling, read the eFiling instructions first: <https://superiorcourt.maricopa.gov/media/7448/dref93i.pdf>.

Step 1: Complete the Family Department Sensitive Data/Coversheet. (Do not copy this document or serve this to the other party).

Step 2: Complete the Child Support Worksheet online via ezCourtForms, <http://www.superiorcourt.maricopa.gov/ezcourtforms2/>.

Print out 1 copy of the completed Child Support Worksheet.

Step 3: Make 2 copies of the Response, Parenting Plan, and Child Support Worksheet, and other papers after you complete them.

Step 4: Separate your documents into three (3) sets:

Set 1 - Originals for Clerk of Superior Court: <ul style="list-style-type: none"><li>• Family Department Sensitive Data/Coversheet with Children</li><li>• Response</li><li>• Parenting Plan</li><li>• Child Support Worksheet</li></ul>	Set 2 - Copies for spouse: <ul style="list-style-type: none"><li>• Response</li><li>• Parenting Plan</li><li>• Child Support Worksheet</li></ul>
Set 3 – Copies for you: <ul style="list-style-type: none"><li>• Response</li><li>• Parenting Plan</li><li>• Child Support Worksheet</li></ul>	

Step 5: File the papers at the Court:

Go to the Court filing counter to file your papers. The Court is open from 8:00 a.m. to 5:00 p.m., Monday-Friday. You should go to the Court at least two hours before it closes. You may file your court papers at the following Superior Court locations:

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

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

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

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

Deliver your Response papers (3 sets) to the Clerk of Superior Court at the filing counter.

Fees: Pay your fee to the Clerk of Superior Court. A list of current fees is available from the Law Library Resource Center and from the Clerk of Superior Court's website. If you completed a Fee Deferral Application, give it to the Clerk. 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 along with the filing fee. The Clerk of Superior Court will date stamp and notarize the papers.

Make sure you get back the following from the Clerk:

- Your set of copies
- Your spouse's set of copies

Step 6: Keep one copy of your Response packet for yourself and mail or hand-deliver the other copy of your Response packet, to the other party (or their attorney, if he/she is represented by an attorney. If the person is represented by an attorney, the attorney's name and address may be found on the Petition in the upper left-hand corner.)

Step 7: What will happen next. You will receive notice to attend either a hearing or a conference from the Court.