

## PROCEDURES: WHAT TO DO AFTER COMPLETING ALL FORMS TO GET A COURT ORDER FOR GRANDPARENT VISITATION

**STEP 1: COMPLETE** the *"Family Department/Sensitive Data Coversheet"*. (No copies needed.)

**STEP 2: PHOTOCOPY:** Make 3 copies or more\* of the following documents after you complete them.

- *"Summons" (Only if this is a new case and there is not already a case between the parents regarding the children. If this is not a new case, then no summons is required.)*
- *"Petition to Establish Grandparent Visitation"*
- *"Order to Appear"*

**STEP 3: SEPARATE papers into SETS:** One (1) set of Originals and 3 (or more) copies as arranged below:

<p><b>SET 1 – ORIGINALS</b> for CLERK of SUPERIOR COURT</p> <ul style="list-style-type: none"><li>• <i>"Summons" (Only if this is a new case.)</i></li><li>• <i>"Family Department Cover Sheet"</i></li><li>• <i>"Petition for Grandparent Visitation"</i></li></ul>	<p><b>SET 2 – COPIES</b> for JUDGE</p> <ul style="list-style-type: none"><li>• <i>"Summons" (Only if this is a new case.)</i></li><li>• <i>"Petition for Grandparent Visitation"</i></li><li>• All copies of the <i>"Order to Appear"</i></li><li>• 1 Self-Addressed Stamped Envelope</li></ul>
<p><b>SET 3 - COPIES</b> for Party A (If living and parental rights have not been terminated by a court order)</p> <ul style="list-style-type: none"><li>• <i>"Summons" (Only if this is a new case.)</i></li><li>• <i>"Petition for Grandparent Visitation"</i></li></ul>	<p><b>*SET 4 - COPIES</b> for Party B (If living and parental rights have not been terminated by a court order)</p> <ul style="list-style-type: none"><li>• <i>"Summons" (Only if this is a new case.)</i></li><li>• <i>"Petition for Grandparent Visitation"</i></li></ul>
<p><b>*SET 5 – Or more, if needed</b> - for Legal Guardian or other persons or Agency claiming custody of the child</p> <ul style="list-style-type: none"><li>• <i>"Petition for Grandparent Visitation"</i></li></ul>	

**STEP 4: GO to the Court and FILE the papers:** You may file your papers at any of the following Superior Court locations. The court is open from 8 a.m. to 5 p.m., Monday through Friday.

**Central Court Building**

201 West Jefferson, 1st floor  
Phoenix, Arizona 85003

**Southeast Court Complex**

222 East Javelina Avenue, 1st floor  
Mesa, Arizona 85210

**Northwest Court Complex**

14264 West Tierra Buena Lane  
Surprise, Arizona 85374

**Northeast Court Complex**

18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032

GO TO THE CLERK OF SUPERIOR COURT'S FILING COUNTER: Hand over the originals and all sets of copies to the Clerk at the filing counter and pay the filing fee. The Clerk will keep the originals, stamp the extra copies to show that these are copies of papers you have filed with the Court, and return the stamped copies to you. These stamped sets of copies are now called "conformed" copies. You must also pay the filing fee.

**FEES:** A list of current filing fees is available from the Law Library Resource Center and from the Clerk of the Court's website.

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 the Court. Deferral Applications are available at no charge from the Law Library Resource Center.

**STEP 5: DELIVER A SET OF PAPERS TO THE JUDGE**

***After you have filed your documents with the Clerk, go to one of the following administrative offices in order to provide a copy of your stamped Petition, all Orders to Appear and the Self-Addressed Stamped Envelope to the Judicial Officer who will hear your case.***

**Central Court Building**

201 West Jefferson, 3<sup>rd</sup> floor  
Phoenix, Arizona 85003

(To Family Department Administration)

**Southeast Court Complex**

222 East Javelina Avenue, 1st floor  
Mesa, Arizona 85210

(To Family Department Administration)

**Northwest Court Complex**

14264 West Tierra Buena Lane  
Surprise, Arizona 85374

(To Family Conference Center)

**Northeast Court Complex**

18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032

(To Family Conference Center)

**STEP 6: SERVE the PAPERS** (Petition and Order to Appear) on the other Parties.

**WAIT TO SERVE PAPER ON THE OTHER PARTY(IES) UNTIL YOU RECEIVE A SIGNED “ORDER TO APPEAR” FROM THE JUDGE IN THE MAIL.** This “Order to Appear” will need to be served on the other party along with a copy of the other documents you filed with the Clerk. This includes the Petition and Summons (if this is a new court case).

The papers may be delivered by the Sheriff’s Department, a licensed private process server, commercial delivery service or mail by which you can obtain an original or copy of the other party’s signature confirming delivery, or by “Acceptance of Service” as described in the “SERVICE” packet available from the Law Library Resource Center or its website. Scroll down and choose the appropriate Service Packet that meets your needs.

NOTE: If both parents are living and unless an order has been signed by a Judge specifically stating that the parental rights of one of the parents have been “permanently severed”, you must serve the papers on both parents. This includes your own son or daughter, even if he or she agrees with your request.

**STEP 7: ATTEND THE HEARING.**

Do not copy  
or file this page