

Procedures: How to file papers for legal separation without minor children with the court

Step 1: Fill out all forms in the packet the forms.

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, one for Division of Child Support Services if they are involved in your case, and one for the judge (when required). You will also need to print out the forms auto generated by the eFile system to serve. For more information about how to eFile your papers, read the eFiling instructions: <https://superiorcourt.maricopa.gov/media/7446/dref13i.pdf>.

Step 2: Make 2 copies of the following documents after you have filled them out:

- Summons
- Preliminary Injunction
- Petition for Legal Separation Without Minor Children
- Notice Regarding Creditors

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

Set 1 - originals:	Set 2 - copies for spouse:	Set 3 - your copies:
<ul style="list-style-type: none">• Family Department / Sensitive Data Coversheet• Summons• Preliminary Injunction• Petition for Legal Separation Without Minor Children• Notice Regarding Creditors	<ul style="list-style-type: none">• Summons• Preliminary Injunction• Petition for Legal Separation Without Minor Children• Notice Regarding Creditors	<ul style="list-style-type: none">• Summons• Preliminary Injunction• Petition for Legal Separation Without Minor Children• Notice Regarding Creditors

Step 4: File the papers at the Court:

The court is open from 8 a.m.-5 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 Facility
222 East Javelina Avenue, 1st floor
Mesa, Arizona 85210

Clerk of Superior Court
Northeast Court Facility
18380 North 40th Street
Phoenix, Arizona 85032

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

Go to the Clerk of Superior Court filing counter.

Fees: A list of current fees is available from the Law Library Resource Center and from the Clerk of Superior 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 Superior Court. Fee 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 along with correct filing fee.

Make sure you get back the following from the Clerk:

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

Step 5: Serve papers on your spouse: Read the packet called Service of Court Papers that applies to your situation at the Law Library Resource Center to find out how to serve the other party.