

## Procedures: How to file divorce forms

STEP 1: Fill out all of the documents in this packet.

STEP 2: Make 2 copies of the following filled out documents.

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>.

- Summons
- Preliminary Injunction
- Petition for Dissolution of Marriage (Divorce) Without Minor Children (Petition)
- Notice of Right to Convert Health Insurance
- Notice Regarding Creditors

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

<p>Set 1 – originals (for the Clerk):</p> <ul style="list-style-type: none"><li>• Family Department Cover Sheet</li><li>• Summons</li><li>• Preliminary Injunction</li><li>• Petition</li><li>• Notice of Right to Convert Health Insurance</li><li>• Notice Regarding Creditors</li></ul>	<p>Set 2 – copies (for spouse):</p> <ul style="list-style-type: none"><li>• Summons</li><li>• Preliminary Injunction</li><li>• Petition</li><li>• Notice of Right to Convert Health Insurance</li><li>• Notice Regarding Creditors</li></ul>
<p>Set 3 – copies (for you):</p> <ul style="list-style-type: none"><li>• Summons</li><li>• Preliminary Injunction</li><li>• Petition</li><li>• Notice Regarding Creditors</li><li>• Notice of Right to Convert Health Insurance</li></ul>	

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

File your papers at the Clerk of Superior Court filing counters at one of the following locations: 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.

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 Court Complex  
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

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. 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 along with the 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 the other party.**

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.