

## Procedures: How to File Petition for Contact With the Court

Step 1: Collect your completed forms (Originals)

Arrange the forms in the following order:

- “Petition for Contact”
- “Notice of Hearing”

Step 2: Photocopy: Make 3 photocopies\* of the following original documents:

- “Petition for Contact”
- “Notice of Hearing”

Separate the forms into Four (4) + Sets\*:

Set 1 – Originals (For Clerk of Superior Court) <ul style="list-style-type: none"><li>• “Petition for Contact”</li><li>• “Notice of Hearing”</li></ul>	Set 2 - Copies for Judge: <ul style="list-style-type: none"><li>• “Petition for Contact”</li><li>• “Notice of Hearing”</li></ul>
Set 3 - Your Copies: <ul style="list-style-type: none"><li>• “Petition for Contact”</li><li>• “Notice of Hearing”</li></ul>	Set 4 & More: Copies for Interested Persons to Receive Notice <ul style="list-style-type: none"><li>• “Petition for Contact”</li><li>• “Notice of Hearing”</li></ul>

\* Note: Set 4 or more (depending on your case) are required to be served on the named parties, if they exist, and can be found in the State of Arizona. Notice to everyone else may be given by personal service or mail, unless they waive notice. See specific details about notice and service in the Service packet which you may find in the Law Library Resource Center.

Step 3: Prepare to file

- Gather together all sets of court documents (Original + copies)
- Decide how you will pay the filing fee.
  - A list of current fees is available from the Law Library Resource Center and from the Clerk of Superior Court’s website.
  - Deferral Application: 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 free and available at the Law Library Resource Center. Complete the Application before you arrive at the Clerk of Superior Court’s Office.
- Be prepared to give the Clerk of Superior Court your document sets and the fee or Deferral Application.

Step 4: Go to the court to file your papers: 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:

Downtown Phoenix:  
Central Court Building, 1<sup>st</sup> Floor  
201 West Jefferson  
Phoenix, AZ 85003

Northeast Phoenix:  
Northeast Regional Court Facility  
18380 North 40<sup>th</sup> Street  
Phoenix, AZ 85032

Surprise:  
Northwest Regional Court Facility  
14264 West Tierra Buena Lane  
Surprise, AZ 85374

Mesa:  
Southeast Court Facility, 1<sup>st</sup> Floor  
222 East Javelina Avenue  
Mesa, AZ 85210

Step 5: File at the clerk of superior court filing counter.

- Papers: Hand all sets of your court papers to the Clerk of Superior Court.  
Fees: Give the Clerk of Superior Court a form of payment or your completed Fee Deferral Application
- Make sure you get back the following from the Clerk of Superior Court:
  - Your Set of Copies
  - The Set(s) of Copies you must serve on the ward; the ward's spouse, parents, and adult children; the ward's guardian and conservator; and anyone who has filed a demand for notice.

Step 6: Get a court hearing date:

- A. If filing in downtown Phoenix at 201 West Jefferson, after filing, walk to East Court Building, 3<sup>rd</sup> Floor, to Probate Court Administration Customer Service Counter to immediately ask to schedule a hearing, or
- B. If filing at a court location where there is no Calendar Clerk available:
  - Wait until 2 to 3 days after filing (so Clerk of Superior Court can see information in data system).
  - Call 602-506-5510 and tell the clerk you need to schedule a hearing.
  - Provide the case number.
  - The clerk will provide you with the date, time, and location of the hearing, as well as the name of the Judicial Officer assigned to conduct the hearing.
  - Please write it down! Don't lose it!
- C. If filing at a court location where there is no Calendar Clerk available and you do not want to wait the 3-5 days:
  - Bring your documents to the downtown Phoenix Probate Court Administration offices in-person to schedule the hearing.
  - Present one clerk-stamped (conformed) copy of the following documents to Probate Court Administration: "Petition for Contact" and "Notice of Hearing".

Probate Court Administration will then provide you with a printout with information on when and where the hearing is, as well as the name of the assigned Judicial Officer.

This is important information. Don't lose this document!

Note the following:

- The hearing will be scheduled about 4-6 weeks from the date you submit your request, whether submitted by phone or in-person.
- You may file at any of the Clerk of Superior Court locations listed above, the hearing may however be scheduled at a different court facility from where you filed.

Step 7:            Serve notice:

Fill out the Notice of Hearing form (PBGAC18f) with the information about time and place of the hearing that you obtained in Step 6 above, and serve notice to *everyone* who is legally entitled to know about the court case.

- To “Serve” notice means to deliver notice as required or permitted by law.
- Persons entitled to notice may sign a notarized Waiver of Notice (PBGAC19f), which will allow you to not serve notice to those persons, unless they later file to reverse that Waiver.
- Notice can (or must) be given in different ways to different persons.
- Read the packet called “Service of Court Papers” which you may find at the Law Library Resource Center.

Step 8:            Attend hearing:

A. Bring these documents to the court hearing. These documents will be filed if the Judicial Officer (Judge or Commissioner) grants the Petition for Contact. Make at least 2 copies to bring with you to the hearing.

- Order for contact (PBGAC81f)

B. At the hearing:

1. Be prepared to testify about why you want the Court to grant the requested contact.
2. Bring any witnesses you think will help to testify as well.
3. Bring a copy of everything you already filed with the Court in this matter.