

PROCEDURES:

WHAT TO DO AFTER COMPLETING FORMS for POST-DECREE TEMPORARY ORDER WITH NOTICE

STEP 1: ORIGINAL SET: Gather completed forms into one SET of ORIGINALS:

- *“Motion for Temporary Order With Notice”*
- *“Parenting Plan” (if applicable)*
- *2 Family Department Notices (Returns/Conferences & Hearings)*
- *Order to Appear * (Only make 2 copies)*

STEP 2: PHOTOCOPY: Make copies of all the paperwork. Make 3 copies of the **ORIGINAL SET**. Assemble the copies so that you have four (4) SETS of papers: One (1) set of originals and three (3) sets of copies.

<p>SET 1: ORIGINAL SET (For the Clerk of Superior Court)</p> <ul style="list-style-type: none">• <i>“Motion for Temporary Order With Notice”</i>• <i>“Parenting Plan”</i>• <i>Family Department Notices (2)</i>	<p>SET 2: COPY (For the Judge)</p> <ul style="list-style-type: none">• <i>“Motion for Temporary Order With Notice”</i>• <i>“Parenting Plan”</i>• <i>Family Department Notices (2)</i>• <i>“Order to Appear” (all 3 copies)</i>
<p>SET 3: COPY (For the Other Side)*</p> <ul style="list-style-type: none">• <i>“Motion for Temporary Order With Notice”</i>• <i>“Parenting Plan”</i>• <i>Family Department Notices (2)</i>	<p>SET 4: COPY (For You)</p> <ul style="list-style-type: none">• <i>“Motion for Temporary Order With Notice”</i>• <i>“Parenting Plan”</i>• <i>Family Department Notices (2)</i>

STEP 3: FILE the papers at the court. Take the original and three (3) sets of copies to the Clerk of Superior Court filing counter at any one of the Superior Court locations in Maricopa County (See addresses below).

WHAT the Clerk will do: The Clerk will stamp all 4 sets of the documents to show when they were filed; and will keep the original set. The Clerk will then return the 3 sets of copies to you, and then direct you to the Family Department Administration. Make sure you get all three (3) sets of copies back from the Clerk. If you have already paid a filing fee (or had the fee deferred) in this case, there is no additional fee for filing for temporary orders.

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 40th Street
Phoenix, Arizona 85032

STEP 4: TO GET A HEARING SCHEDULED: After you have filed your documents with the Clerk of Superior Court, the Clerk will then direct you to one of the following administrative offices:

Central Court Building
201 West Jefferson, 3rd 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 40th Street
Phoenix, Arizona 85032
(To Family Conference Center)

BRING WITH YOU A SELF-ADDRESSED STAMPED ENVELOPE. (9½ "x12"). **Make sure to put enough postage on the envelope to have it mailed back to you.**

Leave the Judge's set of documents along with the Self-Addressed Stamped Envelope in the Judge's in-box.

The Judge's staff will fill in the **ORDER TO APPEAR** with the date, time, and place of the court hearing and then mail the papers back to you. Keep one Order to Appear for your records and send the other copy and Motion to the other party.*

STEP 5: *SEND OR SERVE: DELIVER THE PAPERS TO THE OTHER

PARTY: If the Petition for modification has *already* been filed and served by one of the parties, you may send these Motion for Temporary Modification documents by mail or other method that provides proof of delivery. If you are filing these temporary orders papers *together* with the Petition, then the papers may be “*served*” along with the Petition and may be delivered by the Sheriff’s Department, a licensed private process server, or by one of the other methods described in the “SERVICE” packet available for purchase from the Law Library Resource Center or for free on the web.

STEP 6: AT THE HEARING: Be on time. Dress neatly. Be prepared to tell the Judge about the case, and why the temporary order is necessary. Bring all paperwork with you that you think the Judge should look at, such as reports about the children and financial records.

Bring *your set of copies* with you to the hearing.

All forms referred to in these instructions may be purchased at the Law Library Resource Center or obtained for free via the internet through the Superior Court Web site.