

# SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

## REQUEST FOR LAW LIBRARY RESOURCE CENTER ("LLRC") COURT FORMS AND/OR INFORMATION

DATE: \_\_\_\_\_  
(MM/DD/YY) Full Name

\_\_\_\_\_  
Complete Mailing Address, City, State, Zip

### GENERAL INFORMATION

The forms are designed for use in the **State of Arizona ONLY**

**Fee: \$5.00 postage and handling per order - PLUS the amount indicated for each procedure (packet) you are requesting.** Postage and Handling Fee is authorized by Arizona law (A.R.S. § 11-251.08) and applies to all packets requested.

**There are NO REFUNDS. Delivery could take 2 - 3 weeks.**

**Need them right away? Packets may be downloaded and printed FREE** (if you have a printer) from the Law Library Resource Center website at:

<https://superiorcourt.maricopa.gov/llrc/court-forms/>

If the forms you are looking for are not listed, you can try the following alternatives:



**Check with LLRC Librarians** accessible via phone (602) 506-7353 or any LLRC location.

**Look in the Yellow Pages** under "Legal Forms".

**Consult with a lawyer.** The Law Library Resource Center has a list of lawyers who are willing to help people who represent themselves. **Call (602) 506-7353** for more information. This list is also available online at:

<http://www.superiorcourt.maricopa.gov/SuperiorCourt/FamilyCourt/Rosters/Attorney/lawMap.aspx>



**View other resources online at:**

<https://superiorcourt.maricopa.gov/llrc/resources/>

### HOW TO ORDER

- STEP ONE:** Enter the date, your name and your complete mailing address on the form
- STEP TWO:** Check the box next to each procedure (packet) you are requesting;  
Read options carefully and make sure to check the correct box(es)
- STEP THREE:** Add up the cost of all procedures (packets) you have checked
- STEP FOUR:** Add the \$5.00 postage and handling fee to your total
- STEP FIVE:** Prepare a **money order for the exact amount** owed, made payable to:  
Clerk of Superior Court, and mail the money order and completed form to:

Superior Court of Arizona  
Attn.: Law Library Resource Center  
101 West Jefferson, 1st floor  
Phoenix, AZ 85003

DATE: \_\_\_\_\_  
(MM/DD/YY)

Full Name \_\_\_\_\_

Complete Mailing Address, City, State, Zip \_\_\_\_\_

### Family Forms - To Start a New Case / To Get the First Order

<p><b><u>Divorce (non-covenant marriage only)</u></b></p> <p><input type="checkbox"/> STEP 1 – <b>Petition</b> with minor children [\$5] <input type="checkbox"/> STEP 1 – <b>Petition</b> without minor children [\$5] <input type="checkbox"/> Request Temporary Orders [\$5] <input type="checkbox"/> Request Emergency Temporary Orders [\$5] <input type="checkbox"/> STEP 2 – <b>Service</b> [\$5] <input type="checkbox"/> Request for more time to serve [\$5] <input type="checkbox"/> STEP 3 – <b>Response</b> with children [\$5] <input type="checkbox"/> STEP 3 – <b>Response</b> without children [\$5] <input type="checkbox"/> STEP 3 – Request for Default [\$5] <input type="checkbox"/> STEP 4 – <b>Default</b> Decree [\$5] <input type="checkbox"/> STEP 4 – <b>Consent</b> Decree [\$5]</p> <p><b><u>Legal Separation (non-covenant marriage only)</u></b></p> <p><input type="checkbox"/> STEP 1 – <b>Petition</b> with minor children [\$5] <input type="checkbox"/> STEP 1 – <b>Petition</b> without minor children [\$5] <input type="checkbox"/> Request Temporary Orders [\$5] <input type="checkbox"/> Request Emergency Temporary Orders [\$5] <input type="checkbox"/> STEP 2 – <b>Service</b> [\$5] <input type="checkbox"/> Request for more time to serve [\$5] <input type="checkbox"/> STEP 3 – <b>Response</b> with children [\$5] <input type="checkbox"/> STEP 3 – <b>Response</b> without children [\$5] <input type="checkbox"/> STEP 3 – Request for Default [\$5] <input type="checkbox"/> STEP 4 – <b>Default</b> Decree [\$5] <input type="checkbox"/> STEP 4 – <b>Consent</b> Decree [\$5]</p> <p><b><u>Mediation</u></b></p> <p><input type="checkbox"/> Pre-Decree Mediation [\$5]</p>	<p><b><u>Annulment (non-covenant marriage only)</u></b></p> <p><input type="checkbox"/> STEP 1 – <b>Petition</b> without minor children [\$5] <input type="checkbox"/> STEP 2 – <b>Service</b> [\$5] <input type="checkbox"/> Request for more time to serve [\$5] <input type="checkbox"/> STEP 3 – <b>Response</b> without children [\$5] <input type="checkbox"/> STEP 4 – Request for Default [\$5] <input type="checkbox"/> STEP 4 – <b>Default</b> Decree [\$5] <input type="checkbox"/> STEP 4 – <b>Consent</b> Decree [\$5]</p> <p><b><u>Establish Paternity</u></b></p> <p><input type="checkbox"/> Petition Voluntary Paternity (not married)[\$5] <input type="checkbox"/> Petition Voluntary Paternity (mother is married, not to father) [\$5] <input type="checkbox"/> STEP 1 – Petition Paternity with Legal Decision-Making (custody), Parenting Time (Visitation) &amp; Child Support [\$5] <input type="checkbox"/> Request Temporary Orders [\$5] <input type="checkbox"/> Request Emergency Temp Orders [\$5] <input type="checkbox"/> STEP 2 – <b>Service</b> [\$5] <input type="checkbox"/> STEP 3 – <b>Response</b> to Petition for Paternity with Legal Decision-Making (custody), Parenting Time (Visitation) &amp; Child Support [\$5] <input type="checkbox"/> STEP 3 – Request for Default [\$5] <input type="checkbox"/> STEP 4 – <b>Default</b> Decree [\$5] <input type="checkbox"/> STEP 4 – Stipulation (Agreement) to file a Consent Paternity Judgment/Order [\$5] <input type="checkbox"/> STEP 5 – <b>Order</b> [\$5]</p>	<p><b><u>Establish Legal Decision-Making (custody) (LDM), Parenting Time (PT) and/or Child Support (CS) [paternity already established]</u></b></p> <p><input type="checkbox"/> STEP 1 – Petition for <b>Legal Decision-Making, Parenting Time &amp; Child Support</b> [\$5] <input type="checkbox"/> Request Temporary Orders [\$5] <input type="checkbox"/> Request Emergency Temp Orders [\$5]</p> <p><input type="checkbox"/> STEP 1 – Petition <b>Parenting Time</b> only [\$5] <input type="checkbox"/> Request Temporary Orders [\$5] <input type="checkbox"/> Request Emergency Temp Orders [\$5]</p> <p><input type="checkbox"/> STEP 1 – Petition <b>Child Support</b> only [\$5] <input type="checkbox"/> Request for Temporary Orders [\$5]</p> <p><input type="checkbox"/> STEP 1 – Petition <b>Grandparent Visitation</b>[\$5] <input type="checkbox"/> STEP 2 – <b>Service</b> [\$5] <input type="checkbox"/> Request for more time to serve [\$5]</p> <p><input type="checkbox"/> STEP 3 – <b>Response</b> LDM &amp; PT [\$5] <input type="checkbox"/> STEP 3 – <b>Response</b> Parenting Time only [\$5] <input type="checkbox"/> STEP 3 – <b>Response</b> Grandparent Visit [\$5] <input type="checkbox"/> STEP 3 – Request <b>Default</b> LDM &amp;/or PT [\$5]</p> <p><input type="checkbox"/> STEP 4 – <b>Order</b> LDM &amp; PT [\$5] <input type="checkbox"/> STEP 4 – <b>Order</b> Parenting Time only [\$5] <input type="checkbox"/> STEP 4 – <b>Order</b> Child Support only [\$5] <input type="checkbox"/> STEP 4 – <b>Order</b> Grandparent Visitation [\$5]</p>
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### Family Forms - To Change or Stop an Order that ALREADY Exists

<p><b><u>Child Support and Spousal Support Only</u></b></p> <p><input type="checkbox"/> STEP 1 – Change an order for Child Support (simplified) and/or to assign or change medical insurance responsibility (only if the change is <b>15% or more</b> of the current order) [\$5] <input type="checkbox"/> STEP 1 – Change an order for Child Support (<b>standard</b>) due to change in circumstance [\$5] <input type="checkbox"/> STEP 1 – Change an existing order for <b>Spousal Maintenance</b> (support) due to continuing change in circumstance [\$5] <input type="checkbox"/> STEP 2 – <b>Service</b> [\$5] <input type="checkbox"/> <b>Object</b> to change, simplified process only [\$5] <input type="checkbox"/> Change an existing order for Child Support by <b>agreement</b> [\$5]</p>	<p><b><u>Legal Decision-Making (custody), Parenting Time (visitation) &amp; Child Support</u></b></p> <p><input type="checkbox"/> STEP 1 – Change an existing order for Legal Decision-Making, Parenting Time and Child Support [\$5] <input type="checkbox"/> Request Emergency Temporary Orders [\$5] <input type="checkbox"/> Request Temporary Orders with Notice [\$5]</p> <p><input type="checkbox"/> STEP 2 – <b>Service</b> [\$5] <input type="checkbox"/> STEP 3 – <b>Order</b> [\$5]</p> <p><input type="checkbox"/> Change an existing order for Custody, Parenting Time and Child Support by <b>agreement</b> [\$5]</p>	<p><b><u>Parenting Time Only</u></b></p> <p><input type="checkbox"/> STEP 1 – Change an existing order for Parenting Time [\$5] <input type="checkbox"/> Request Emergency Temporary Orders [\$5] <input type="checkbox"/> Request Temporary Orders with Notice [\$5]</p> <p><input type="checkbox"/> STEP 2 – <b>Service</b> [\$5] <input type="checkbox"/> STEP 3 – <b>Order</b> [\$5] <input type="checkbox"/> Change an existing order for Parenting Time by <b>agreement</b> [\$5]</p> <p><b><u>Conciliation Services / Mediation</u></b></p> <p><input type="checkbox"/> Conciliation Counseling [FREE] <input type="checkbox"/> Post-Decree Mediation [\$5]</p>
<p><b><u>To Change or Stop an Income Withholding Order</u></b></p> <p><input type="checkbox"/> STEP 1 – <b>Change</b> an Income Withholding Order [\$5] <input type="checkbox"/> STEP 1 – <b>Stop</b> an Income Withholding Order [\$5] <input type="checkbox"/> STEP 2 – <b>Service</b> [\$5] <input type="checkbox"/> <b>Object</b> to requested change/stop to Income Withholding Order and request hearing [\$5] <input type="checkbox"/> <b>Change</b> an Income Withholding Order by <b>agreement</b> [\$5] <input type="checkbox"/> <b>Stop</b> an Income Withholding Order by <b>agreement</b> [\$5]</p>	<p><b><u>To (Enforce) Make Someone OBEY an Existing Order</u></b></p> <p><input type="checkbox"/> STEP 1 – Enforce <b>Support</b> Order [\$5] <input type="checkbox"/> STEP 1 – Enforce <b>Parenting Time</b> Order [\$5] <input type="checkbox"/> STEP 1 – Enforce an <b>Out-of-State</b> Physical Custody Order [\$5] <input type="checkbox"/> STEP 1 – Enforce an Existing Order about <b>Property Division</b> [\$5] <input type="checkbox"/> STEP 2 – <b>Service</b> [\$5]</p> <p><input type="checkbox"/> STEP 1 – Request an <b>Ex Parte Income Withholding Order</b> [\$5] <input type="checkbox"/> STEP 2 – <b>Service</b> <input type="checkbox"/> <b>Object</b> to Ex Parte Income Withholding Order and request hearing [\$5]</p>	<p><b><u>Service of Family Court Papers</u></b></p> <p><b>NOTE: If you decide to have the Sheriff or a private process server serve papers to the other party, you <u>MAY NOT NEED</u> the service packet.</b></p> <p><b>Some sheriff departments and process servers use their OWN forms</b></p> <p><input type="checkbox"/> Serve the other party in your case [\$5] <input type="checkbox"/> Serve the other party in your case (petition to enforce) [\$5] (several service options available in the same packet) <input type="checkbox"/> Request for more time to serve the other party [\$5]</p>

DATE: \_\_\_\_\_  
(MM/DD/YY)

Full Name \_\_\_\_\_

Complete Mailing Address, City, State, Zip \_\_\_\_\_

### Family Forms - Miscellaneous Forms or Documents You May Need

- |  |   |
|--|---|
| <input type="checkbox"/> Fee Deferral Application [FREE]*  | <input type="checkbox"/> Disclosure Statement and instructions [\$5]  |
| <input type="checkbox"/> Further Deferral of Fees [FREE]*  | <input type="checkbox"/> Resolution Statement for Divorce/Legal Separation [\$5]  |
| <input type="checkbox"/> You want to know how much income the other party receives in order to calculate child support [\$5] | <input type="checkbox"/> Resolution Statement for Paternity/Legal Decision-Making [\$5]   |
| <input type="checkbox"/> Child Support Guidelines [\$5]  | <input type="checkbox"/> Pre-Trial Statement [\$5]  |
| <input type="checkbox"/> Parenting Time (Visitation) Guidelines [\$5]  | <input type="checkbox"/> Subpoena – Family Case [\$5]   |
| <input type="checkbox"/> Model Parenting Time Booklet [\$5]  |   |
| <input type="checkbox"/> Family Pleading/Motion and Order [\$5]  | <input type="checkbox"/> Register a Foreign Family Support Order [\$5]  |
| <input type="checkbox"/> Update your address with the court [FREE]   | <input type="checkbox"/> Register a Foreign Family Court Order for Legal Decision-Making (custody), Parenting Time (Visitation) [\$5] |
| <input type="checkbox"/> Request Protected Address [FREE]  |   |

### Probate Forms

- |   |  |   |
|---|--|---|
| <p><b><u>Guardianship Only</u></b></p> <input type="checkbox"/> STEP 1 – Petition for an adult [\$5]<br><input type="checkbox"/> Request Temporary Orders [\$5]   | <p><b><u>Maintain or End Guardianship and/or Conservatorship</u></b></p> <input type="checkbox"/> Annual Report of Guardian - adult [\$5]<br><input type="checkbox"/> Annual Report of Guardian - minor [\$5]<br><input type="checkbox"/> 1 <sup>st</sup> Conservator Accounting [\$5]<br><input type="checkbox"/> Annual Conservator Accounting [\$5]<br><input type="checkbox"/> Final Conservator Accounting [\$5]<br><input type="checkbox"/> Simplified Conservator Accounting [\$5]<br><input type="checkbox"/> Request Early Release Restricted Funds [\$5]<br><input type="checkbox"/> Request to end a guardianship and conservatorship for a minor & release restricted funds [\$5]<br><input type="checkbox"/> Request to end a conservatorship for a minor & release restricted funds [\$5]<br><input type="checkbox"/> Request to end a guardianship and/or conservatorship for an adult & release restricted funds [\$5] | <p><b><u>Informal Probate</u></b></p> <input type="checkbox"/> STEP 1 – Petition for appointment of a Personal Representative when a person dies [\$5]<br><input type="checkbox"/> STEP 2 – Give Notice of Appointment [\$5]<br><input type="checkbox"/> STEP 3 – Administering and Accounting before Closing [\$5]<br><input type="checkbox"/> STEP 4 – Closing the Estate as Personal Representative [\$5]  |
| <p><b><u>Conservatorship Only</u></b></p> <input type="checkbox"/> STEP 1 – Petition for a minor [\$5]<br><input type="checkbox"/> STEP 1 – Petition for an adult [\$5]<br><input type="checkbox"/> Request Temporary Orders [\$5]<br><input type="checkbox"/> STEP 2 – Service [\$5]<br><input type="checkbox"/> STEP 3 – Preparing for the Hearing [\$5]<br><input type="checkbox"/> STEP 4 – After the Hearing [\$5]             | <p><b><u>Object to Guardianship AND/OR Conservatorship</u></b></p> <input type="checkbox"/> Object to Conservatorship of Minor [\$5]<br><input type="checkbox"/> Object to Guardianship & Conservatorship of Minor [\$5]<br><input type="checkbox"/> Object to Guardianship and/or Conservatorship of Adult [\$5]  | <p><b><u>Miscellaneous</u></b></p> <input type="checkbox"/> Objecting to an appointment and request a formal proceeding [\$5]<br><input type="checkbox"/> Make a Claim Against an Estate [\$5]<br><input type="checkbox"/> Transfer Property by Small Estate Affidavit [\$5]<br><input type="checkbox"/> Appointment of Special Administrator for Funeral Arrangements [\$5]<br><input type="checkbox"/> Demand for Notice [\$5]<br><input type="checkbox"/> Status Report [\$5]<br><input type="checkbox"/> Probate Pleading/Motion and Order [\$5]<br><input type="checkbox"/> Update your address with the court [FREE]<br><input type="checkbox"/> Fee Deferral Application [FREE]* |
| <p><b><u>Guardianship AND Conservatorship</u></b></p> <input type="checkbox"/> STEP 1 – Petition for a minor [\$5]<br><input type="checkbox"/> STEP 1 – Petition for an adult [\$5]<br><input type="checkbox"/> Request Temporary Orders [\$5]<br><input type="checkbox"/> STEP 2 – Service [\$5]<br><input type="checkbox"/> STEP 3 – Preparing for the Hearing [\$5]<br><input type="checkbox"/> STEP 4 – After the Hearing [\$5] |  |   |
| <p><b><u>Adult Adoption</u></b></p> <input type="checkbox"/> Petition for Adult Adoption [\$5]<br><input type="checkbox"/> Fee Deferral Application [FREE]*   |  |   |

### Juvenile Forms

- |   |  |   |
|---|--|---|
| <p><b><u>Emancipation</u></b></p> <input type="checkbox"/> Petition for Emancipation [\$5]<br><input type="checkbox"/> Response to Petition for Emancipation [\$5]                          | <p><b><u>Juvenile Guardianship</u></b></p> <input type="checkbox"/> STEP 1 – Petition for Guardian of minor [\$5]<br><input type="checkbox"/> Request for Temporary Guardianship [\$5]<br><input type="checkbox"/> STEP 2 – Service [\$5]<br><input type="checkbox"/> Object to Juvenile Guardianship [\$5]<br><input type="checkbox"/> Annual Report – Juvenile Guardianship [\$5]<br><input type="checkbox"/> STEP 1 – Request to end/terminate Juvenile Guardianship [\$5]<br><input type="checkbox"/> STEP 2 – Service [\$5] | <p><b><u>Miscellaneous</u></b></p> <input type="checkbox"/> Petition for Destruction of Juvenile Records [\$5]<br><input type="checkbox"/> Object to Assessment of Juvenile Placement Costs [\$5]<br><input type="checkbox"/> Update your address with the court [FREE]<br><input type="checkbox"/> Fee Deferral Application-Guardianship [FREE]*<br><input type="checkbox"/> Fee Deferral Application-Emancipation [FREE]*<br><input type="checkbox"/> Further Deferral of Fees-Guardianship [FREE]* |
| <p><b><u>Dependency</u></b></p> <input type="checkbox"/> STEP 1 – Petition for Dependency [\$5]<br><input type="checkbox"/> STEP 2 – Service [\$5]  |  |   |
| <p><b><u>Sever/Terminate Parental Rights</u></b></p> <input type="checkbox"/> STEP 1 – Petition to Sever/Terminate Parental Rights [\$5]<br><input type="checkbox"/> STEP 2 – Service [\$5] |  |   |

DATE: \_\_\_\_\_  
(MM/DD/YY)

Full Name \_\_\_\_\_

Complete Mailing Address, City, State, Zip \_\_\_\_\_

### Civil Forms

#### Civil Complaint

- Civil Complaint **[\$5]**
- Service – Civil Cases **[\$5]**
- Response to Civil Complaint **[\$5]**
  
- Subpoena - Civil Cases **[\$5]**
- Report of Early Meeting **[\$5]**
- Joint Report & Proposed Scheduling Order **[\$5]**
- Register a Foreign Civil Judgment **[\$5]**

#### Name Change

- Request a name change for adult who has no minor children **[\$5]**
- Request a name change for adult who has minor children **[\$5]**
- Request a name change for minor child **[\$5]**
- Request a name change for a family **[\$5]**
  
- Blank Pleading/Motion and Order **[\$5]**
- Update your address with the court **[FREE]**

#### Marriage License / Birth Record

- Request to Correct a Marriage License (Maricopa County Issued) **[\$5]**
  
- Apply for Delayed Birth Certificate **[\$5]**
- Correct birth certificate for adult **[\$5]**
- Correct birth certificate for a minor **[\$5]**
  
- Fee Deferral Application **[FREE]\***

### Miscellaneous Forms and Documents

#### State Property Tax Appeal

- File a small claims property tax appeal **[\$5]**

#### Excess Proceeds Refund

- To file for Refund of Excess Proceeds of Foreclosure Sale **[\$5]**

#### Power of Attorney

- General Power of Attorney **[\$5]**
- Parental Power of Attorney **[\$5]**
- Special Power of Attorney **[\$5]**
- Revocation of Power of Attorney **[\$5]**

#### Criminal Cases

- Application for Post-Conviction Relief **[\$5]**
- Application to Set Aside Conviction **[\$5]**
- Application to Restore Civil/Gun Rights **[\$5]**
- Criminal Pleading/Motion **[\$5]**
- Reduce Class 6 Felony to Misdemeanor **[\$5]**

#### Multi-purpose Forms

- General Pleading/Motion and Order **[\$5]**
- Motion for more time to serve **[\$5]**
- Stipulation (general) **[\$5]**
- Stipulation to Dismiss **[\$5]**
- Update your address with the court **[FREE]**

You may request that the “filing fees” and “sheriff service fees” be deferred if you do not have the money to pay them now. You will be required to fill out a financial affidavit and verify your financial situation in order to qualify for this deferral.

\*Effective August 9, 2017, IF your request for deferral is granted, a charge of \$28 will be added to your deferred fees.

**The \$5.00 cost of packets and the \$5.00 shipping and handling fee cannot be deferred or waived even if you qualify to have the service by the Sheriff’s Department fee waived and/or Clerk of Court filing fees deferred.**

Other Comments:

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