

SELF-SERVICE CENTER

PROCEDURES: WHAT TO DO AFTER COMPLETING THE PETITION TO ENFORCE A COURT ORDER FOR PARENTING TIME (or VISITATION FOR NON-PARENT)

STEP 1. MAKE 3 COPIES (or 4, if needed*) of the "Petition to Enforce"

- *The original will be filed with the Clerk of the Court.*
- *Copy 1 is for the Family Court Conference Center.*
- *Copy 2 is for the Other Parent.*
- *Copy 3 is for you to keep for your records.*

* *Copy 4 is needed only if there is a 3rd Party such as a grandparent or other person who has **intervened** (filed papers and become a party to the case), and you, the Intervener, are filing this **Petition**. If this is the case, you will need Copy 4 in order to serve a copy on BOTH Parents.*

STEP 2. FILE THE PAPERS AT THE COURT:

GO TO THE CLERK OF THE COURT'S FILING COUNTER: Hand over the originals and all three sets of copies to the Clerk at the filing counter **and pay the filing fee**. The Clerk will keep the originals, stamp the extra copies to show that these are copies of papers you have filed with the Court, **and return the stamped copies to you**. These stamped sets of copies are now called "conformed" copies.

You may file your papers at any of the following Superior Court locations from 8 a.m. to 5 p.m., Monday through Friday:

Central Court Building

201 West Jefferson, 1st floor
Phoenix, Arizona 85003

Northwest Court Complex

14264 West Tierra Buena Lane
Surprise, Arizona 85374

Southeast Court Complex

222 East Javelina Avenue, 1st floor
Mesa, Arizona 85210

Northeast Court Complex

18380 North 40th Street
Phoenix, Arizona 85032

FEES: A list of current fees is available from the Self Service Center and from the Clerk of 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 the Court. Deferral Applications are available at no charge from the Self-Service Center.

STEP 3. GO TO "FAMILY COURT CONFERENCE CENTER"

Central Court Building

201 West Jefferson, 3rd floor
Phoenix, Arizona 85003

Northwest Court Complex

14264 West Tierra Buena Lane
Surprise, Arizona 85374

Southeast Court Complex

222 East Javelina Avenue, Suite 1300
Mesa, Arizona 85210

Northeast Court Complex

Family Court Administration
18380 North 40th Street
Phoenix, Arizona 85032

DELIVER COPY 2 (already stamped by the Clerk) TO THE FAMILY COURT CONFERENCE CENTER and PICK UP AN "ORDER TO APPEAR".

Family Court Conference Center will schedule a conference and hearing. You and the other party will meet with a conference officer to talk about the case to try to reach agreement on as many issues as possible. For those matters on which you are unable to reach full agreement, a hearing will be held just after your conference to decide the case.

THE DATE, TIME, AND LOCATION OF THE CONFERENCE/HEARING WILL BE LISTED ON THE "ORDER TO APPEAR."

PARENT FILING - Make enough copies of the *Order to Appear* to:

- Serve **Copy 2** of the *Petition* and a copy of the *Order to Appear* on the other parent.
- Keep **Copy 3** of the *Petition* and a copy of the *Order to Appear* for your records.
- Serve **Copy 4** of the *Petition* and a copy of the *Order to Appear* on the BOTH parents – *if you are a grandparent or other 3^d Party Intervener.*

STEP 4. SERVE THE PAPERS ON THE OTHER PARTY. Delivery may be by licensed process server, law enforcement officer, or by return receipt mail or commercial delivery service (such as FedEx, DHL, or UPS) where you can obtain a copy of the other party's signature of receipt to file with the Court. You may **only** hand-deliver or otherwise send without proof of delivery if the other person will sign an **Acceptance of Service**, in front of a Notary Public or a Clerk of the Superior Court, and will return that form for you to file with the Court."

The Self-Service Center's "SERVICE" packet contains the **Acceptance** form and other information on how to deliver ('serve") court papers as required by law. The packet may be purchased from the Self-Service Center or downloaded from the Internet for free.

STEP 5. GO TO THE COURT CONFERENCE/HEARING. If a conference and hearing have been scheduled, be sure to write down the date, time and place of the court hearing, and come to the hearing.

- **Be on time.**
- **Dress neatly.**
- **Do not bring children to court.**