

## Instructions: How to fill out all forms to request court order for grandparent visitation

When to use these forms: Use these forms if you are the natural or adoptive grandparent(s) or great grandparent(s) who want to get a court order for visitation.

Type or print with black ink only.

New Case: Most court forms can be filed electronically (eFile), and some forms in this packet may be auto generated by the eFiling system. If you will be eFiling your forms, you will not need to complete all forms in this packet. For more information about eFiling and which forms will be auto generated by the eFiling system, read the eFiling instructions first:

<https://superiorcourt.maricopa.gov/media/7446/dref13i.pdf>.

Existing Case: Most court documents can be filed electronically. For more information about eFiling, read the eFiling instructions first:

<https://superiorcourt.maricopa.gov/media/7448/dref93i.pdf>.

### Family Department/Sensitive Data Cover Sheet:

- Write in the information requested about the Petitioner/Party A, the Respondent Party B, and any children under the age of 18.
- Case Type: Check the “Other” box.
- Interpreter: Check “yes” or “no” to indicate whether an interpreter is needed. If “yes,” write in what language(s).

Do NOT include a mailing address on this form if requesting address protection.

### Summons (Only complete if this is a new case):

A new case means there is no existing case or court order involving the children.

- Your name, street address (if not protected), city, state, zip code, telephone number (if not protected), and if you are represented by an attorney, the attorney bar number.
- Check the box to show whether you are representing yourself or represented by an attorney.
- Print your name (as Petitioner), then print the name of the other parties (the parents and legal guardians).
- Important: Each individual - Parent A, Parent B, Legal Guardian, other – gets a Summons! This means a Summons for parent/Party A, a Summons for parent/Party B and if there is a Legal Guardian, Summons for the Legal Guardian.
- Do not fill out the remainder of this form; the Clerk of Superior Court will finish it.

Order to Appear (Only complete this form if this is an existing case):

An existing case means there is already a court case or court order involving the children.

- Your name, street address (if not protected), city, state, zip code, telephone number (if not protected), and if you are represented by an attorney, the attorney bar number.
- Check the box to show whether you are representing yourself or represented by an attorney.
- Print your name (as Petitioner), then print the name of the other parties (the parents and legal guardians).
- **Important:** Each individual - Parent A, Parent B, Legal Guardian, other – gets an Order to Appear! This means an Order to Appear for parent/Party A, an Order to Appear for parent/Party B and if there is a Legal Guardian, an Order to Appear for the Legal Guardian.
- Do not fill out the remainder of this form; the Clerk of Superior Court will finish it.

Petition:

In the top left corner of the first page, fill out the following: your name; address (if not protected); city, state and ZIP code; telephone number.

Fill in your name in the space that says, “Name of Grandparent Requesting Visitation.” If more than one person is the grandparent who wants visitation, put the other grandparent’s name on the next line that says, “Name of Other Grandparent” (if applicable).

In the space that says, “Name of Party A,” fill in the name of the Petitioner/Party A as listed in the current court case. If there is no current court case involving the minor child(ren), fill in the name of one of the legal parents of the minor child(ren).

In the space that says, “Name of Party B,” fill in the name of Respondent/Party B as listed in the current court case. If there is no current court case involving the minor child(ren), fill in the name of the other legal parent of the minor child(ren).

If there is a legal guardian for the minor child(ren), put that person’s name in the space that says, “Name of Legal Guardian.”

Use the Existing Case Number

**WARNING:** If the Court has already made an order for legal decision-making, parenting time or paternity involving the minor child(ren) in Maricopa County, do not get a new case number when filing your case! Use the existing case number.

1. Information about you: Fill in your name, address (if not protected) and date of birth. This is basic information about YOU, the Grandparent(s) and your relationship to the children for whom you want the order.

2. Information about Party A: Fill in the information about Party A, including address and date of birth. This is basic information about Party A.
3. Information about Party B: Fill in the information about Party B, including address and date of birth. This is basic information about Party B.
4. Information about the legal guardian (if any): Fill in the information about any legal guardian for the children, including address and date of birth. This is basic information about any legal guardian for the minor child(ren).
5. Information about the children: Fill in information about all the children for whom you want this order. The minor children for whom you want this order should all have the same parents.
6. Legal Reasons you should have visitation: Under the law, grandparents can only have visitation orders in certain cases. Read all the choices and decide which one applies to you. Then complete all the information about the choice you selected. If your situation does not fit one of the choices, do not file the Petition. You can ask a lawyer for help, to see if there is some other legal ground upon which you can ask for visitation.
7. Relationship with Children: Explain here what your relationship with the children is, and why it is best for the children to have visitation with you.
8. Your visitation plan: Explain here specifically what visitation schedule you are asking the court to order.
9. Other information about the children: Fill out where the children from this action have been living for the past 5 years; if any children are under age 5, simply put information since their birth. Write each child's name; the address where the child lived; what dates the child lived at each address; who the child lived with; and the relationship of that person to the child. While you may not remember exact dates when you moved from one location to another, fill this information out as completely as possible.
10. More information about children: You must tell the Court if there are prior cases involving the minor child(ren) that don't involve legal decision-making, physical custody or parenting time, visitation, such as a personal injury case involving the child(ren). If there are no other cases, mark the first box and GO ON. If there is another case, you must include the case number in your petition prior to filing. This information could affect you or your children's rights in this case.
11. Other cases about the children: If you are aware of court cases about the children, you need to tell the Court that. Attach a copy of the orders about legal decision-making, physical custody, parenting time, visitation, or child support to the petition, unless the orders are from the Superior Court in Maricopa County.

12. Legal decision-making and physical custody rights of others as to these children: If you do not know of another person OTHER THAN Party A and Party B who is claiming legal decision-making and physical custody or visitation rights to any of the children, mark the first box and GO ON. If you do know of such a person, put the information here, including the child's name and the person who believes they have a legal decision-making, physical custody, or visitation claim.
13. Proper location for this court case: If there is not a court case already in Maricopa County Superior Court, the minor child(ren) must live in Maricopa County for this to be a proper county for you to pursue your court case.
14. Other Statements to the Court: This is where you can write anything else you would like to the Court to know regarding your Request to establish visitation.

AFFIRMATION AND SIGNATURE(S) OF GRANDPARENT(S):

Sign this form in the presence of a Notary Public or the Clerk of the Superior Court. When you sign this form, you are telling the Court that everything contained in the Petition for Grandparent Visitation is true, under penalty of perjury.

Do not copy  
or file this page