

Procedures: How to file papers for divorce with minor children

Step 1: Complete the Family Department/Sensitive Data Coversheet with Children. (Do not copy this document.)

Step 2: Complete the Child Support Worksheet online via ezCourtForms:
<http://www.superiorcourt.maricopa.gov/ezcourtforms2/>

Print out 1 copy of the completed Child Support Worksheet.

Step 3: Copies.

If you will eFile your forms, you may not need as many paper copies. You will need a paper set of the filed forms to serve on the other party, one for Division of Child Support Services if they are involved in your case, and one for the judge (when required). You will also need to print out the forms auto generated by the eFile system to serve. For more information about how to eFile your papers, read the eFiling instructions: <https://superiorcourt.maricopa.gov/media/7446/dref13i.pdf>.

Make 2 copies of the following documents after you have filled them out.

- Summons
- Preliminary Injunction
- Petition for Dissolution of Non-covenant Marriage (Divorce) with Minor Children
- Notice of Right to Convert Health Insurance
- Order and Notice for the Parent Information Program
- Notice Regarding Creditors
- Affidavit of Minor Children
- Parenting Plan
- Child Support Worksheet

Step 4: Separate your documents into three (3) sets:

Set 1 - Originals for Clerk of Superior Court:

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| • Family Department/Sensitive Data Cover Sheet with Children | • Order and Notice for Parent Information Program |
| • Summons | • Affidavit of Minor Children |
| • Preliminary Injunction | • Notice Regarding Creditors |
| • Petition for Dissolution of Marriage... | • Parenting Plan |
| • Notice of Right to Convert Health Insurance | • Child Support Worksheet |

<p style="text-align: center;">Set 2 - copies for spouse:</p> <ul style="list-style-type: none"> • Summons • Preliminary Injunction • Petition for Dissolution of Marriage... • Notice of Right to Convert Health Insurance • Order and Notice for Parent Information Program • Affidavit of Minor Children • Notice Regarding Creditors • Parenting Plan • Child Support Worksheet 	<p style="text-align: center;">Set 3 – copies for you:</p> <ul style="list-style-type: none"> • Summons • Preliminary Injunction • Petition for Dissolution of Marriage... • Notice of Right to Convert Health Insurance Order and Notice for Parent Information Program • Affidavit of Minor Children • Notice Regarding Creditors • Parenting Plan Child Support Worksheet
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Step 5: File the papers at the court:

Go to the Clerk of Superior Court filing counters at one of the following locations: The Court is open from 8:00 a.m.-5:00 p.m., Monday-Friday. You should go to the Court at least two hours before it closes.

Clerk of Superior Court
Central Court Building
201 West Jefferson, 1st floor
Phoenix, Arizona 85003

Clerk of Superior Court
Southeast Court Complex
222 East Javelina Avenue, 1st floor
Mesa, Arizona 85210

Clerk of Superior Court
Northwest Court Complex
14264 West Tierra Buena Lane
Surprise, Arizona 85374

Clerk of Superior Court
Northeast Regional Court Center
18380 North 40th Street
Phoenix, Arizona 85032

Fees: A list of current fees is available from the Law Library Resource Center and the Clerk of Superior 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 Superior Court. Deferral Applications are available at no charge from the Law Library Resource Center.

Hand all three (3) sets of your court papers to the Clerk of Superior Court along with the filing fee. Make sure you get the following back from the Clerk of Superior Court: your set of copies, and your spouse’s set of copies.

Step 6: Read the packet at the Law Library Resource Center called Part 2 “Service of Court Papers” that applies to your situation. This will explain how to serve the other party. Remember to file your Affidavit or Acceptance of Service as soon as your spouse is served.