Law Library Resource Center

Procedures: How to file papers for legal separation with minor children

Step 1: Complete the Family Department Sensitive Data / Cover Sheet.
(Do not copy this document)

Step 2: Complete the

- Child Support Worksheet online using

  ezCourtForms http://www.superiorcourt.maricopa.gov/ezcourtforms2/

  Print out 1 copy of the completed Child Support Worksheet.
- IF applicable, the Spousal Maintenance Worksheet online at the following site:

  https://www.superiorcourt.maricopa.gov/app/selfsuffcalc/

  Print out 1 copy of the completed Spousal Maintenance Worksheet

Step 3: Make 2 copies of the following documents after you have filled them out:

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.

- Summons
- Preliminary Injunction
- Petition for Legal Separation with Minor Children
- Affidavit of Minor Children
- Order and Notice for the Parent Information Program
- Notice Regarding Creditors
- Parenting Plan
- If applicable (required prior to January 1, 2025): Education Order (Choose only one: Sole Education Order or Joint Education Order. The Education Order you choose must match the type of legal decision-making you are asking for in your Parenting Plan.)
- Child Support Worksheet
- Spousal Maintenance Worksheet (if applicable)

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

Set 1 - originals for the Clerk of Superior Court:

- Family Department Sensitive Data / Cover Sheet (do not copy or serve this form)
- Summons
- Preliminary Injunction
- Petition for Legal Separation with Minor Children
- Affidavit of Minor Children
- Order and Notice for the Parent Information Program"
- Notice Regarding Creditors
- Parenting Plan
- Education Order (if applicable)
- Child Support Worksheet
- Spousal Maintenance Worksheet (if applicable)

Set 2 - copies for spouse:	Set 3 - your copies
• Summons • Preliminary Injunction • Petition for Legal Separation with Minor Children • Affidavit of Minor Children • Order and Notice for the Parent Information Program • Notice Regarding Creditors • Parenting Plan • Education Order (if applicable) • Child Support Worksheet • Spousal Maintenance Worksheet (if applicable)	• Summons • Preliminary Injunction • Petition for Legal Separation with Minor Children • Affidavit of Minor Children • Order and Notice for the Parent Information Program • Notice Regarding Creditors • Parenting Plan • Education Order (if applicable) • Child Support Worksheet • Spousal Maintenance Worksheet (if applicable)

Set 4 – Copies for DCSS (Only if DCSS is involved in your case)

- Summons
- Preliminary Injunction
- Petition for Legal Separation with Minor Children
- Affidavit of Minor Children
- Order and Notice for the Parent Information Program
- Notice Regarding Creditors
- Parenting Plan
- Education Order (if applicable)
- Child Support Worksheet
- Spousal Maintenance Worksheet (if applicable)

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NOTE: If the Division of Child Support Enforcement (DCSE) is involved in your case, you must mail a copy of all signed and filed documents to:

Office of the Attorney General
Child Support Services Section,
2005 N. Central Avenue – Mail Drop 7611
Phoenix, AZ 85004-2926

The Attorney General will file an Acceptance of Service with the Court. You should check to make sure this acceptance has been filed with the Court.

Step 5: Go to the court to file your papers:
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. You may file your court papers at:

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

Southeast Court Complex
222 East Javelina Avenue
Mesa, Arizona 85210

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

Northeast Court Complex
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 along with the filing fee. Make sure you get the following back from the Clerk:

- Your set of copies
- 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.

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