

Instructions: How to complete forms for the response to annulment petition

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>.

STEP 1: In black ink, please complete the following:

Form: Family Department Sensitive Data / Cover Sheet: You are the Respondent. Write in the information requested about you, the Respondent and the Petitioner (your spouse). With this form you may ask that your address NOT be disclosed on court papers.

- DO NOT include your mailing address on this form if you are requesting address protection.
- Case Type: Mark only one box that matches the annulment legal procedure:
 - Annulment
- Interpreter: Check “yes” or “no” to indicate whether you need a language interpreter. If you check, “yes”, write in what language(s) are needed.
- No additional copies are needed of this form. Do NOT serve this form on the other party.
- Important: After completing this form, set aside the form.

Form: Response to the Petition for Annulment of a Non-Covenant Marriage – Without Minor Children.

- At the top of the form, please fill in your name, street address (if not protected), city, state, zip code, telephone number (if not protected), Attorney bar number (if you are represented by an Attorney).
- Check the space if you are representing yourself.
- Print your name (as Respondent), then print the name of your spouse (the Petitioner).
- 90 Day Residency Requirement: If you or your spouse have/has lived in Arizona at least 90 days before you file this petition, check the box.
- Items 2 through 4: Fill in information about the Petitioner (your spouse), you (the Respondent), and your marriage. If you have a protected address, do not write it in. Also write in the month, day and year of your spouse’s birth, your birth, and the date you were married. Write in the number of years and months both you and your spouse have lived as married in Arizona. If you think you have a covenant marriage, please attach your marriage license at the end of this form.

- Item 5: Check the box that describes the condition of the wife at the time you file this response.
- Item 6: Defenses to Petition for Annulment. This section is highly important. The Petitioner has checked at least one reason for requesting the Court grant the annulment or has checked “Other Reason” and written a reason on the lines provided. Under the column marked “Your Defense” and on the line next to the Petitioner’s reason, please write your reason for opposing the Petition for annulment, if you oppose it, and explain the reason. If you have other reasons that you are against the annulment, explain the reasons in the last line titles “Other Defense(s).” If you oppose it, you may explain that.
- Items 7 and 8: Check the box which best describes both you and your spouse’s property and debts surrounding the marriage. Then LIST the description of property and amount of debts for Parts A and B.
- Item 9: Other statements to the Court: Here, you may write any facts you believe the judicial officer needs to know to make the final decision about your case.
- Request(s) to the Court. Items 1, 2 and 3: Check the boxes that best tell what you want. If you wish the Court to consider an additional order, fill in Item 5 with WHAT you want and WHY you want the Court to Order it.
- Name Change: Optional. Complete this section ONLY if you want your name restored to a former name.
- When you are filing this Response with the Clerk, you will sign the oath in front of the Clerk.

STEP 2: Make two (2) copies of the following Form:

- Response (note: You will now have 2 copies plus 1 original set of forms.)

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, Division of Child Support Services if they are involved in your case, and one for your judge or Family Administration (when required). For more information about how to eFile your papers, read the eFiling instructions:

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

STEP 3: Add the Family Department Sensitive Data / Coversheet form to the 1 original set of forms. Separate this original set of forms.

- 3 SETS: You should have a total of 1 original set of forms, plus 2 copies of the forms (your copies from STEP 3 above):

Set 1 – originals	Set 2 – copies for spouse	Set 3 – copies for you
Family Department Sensitive Data / Coversheet	-	-
Response	Response	Response

STEP 4: Take your 3 sets of papers to the Clerk of Superior Court filing counter at one of the locations listed below. The Court is open Monday through Friday from 8:00 a.m. to 5:00 p.m.

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
Northeast Court Complex
18380 North 40th Street
Phoenix, Arizona 85032

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

STEP 5: Hand all 3 sets of papers to the Clerk and pay your filing fee at the filing counter. Give sufficient time to file with the Clerk, as the office closes at 5:00 p.m. daily

Fees: A list of current fees is available from the Law Library Resource Center and from 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.

- Wait for the Clerk to give you back the following: 1) your copy of the set of papers, and 2) your spouse's copy of the set of papers.

STEP 6: Keep one copy for you, and mail or hand deliver the other set of papers to: 1) your spouse's attorney or 2) if no attorney is involved, to your spouse.

STEP 7: Read the packet called the "Service of Court Papers" at the Law Library Resource to find out how to serve the other party (your spouse).

What next? You will receive an Order from the Court to attend an Early Resolution Conference (ERC). If you fail to attend, you will be charged a "No Show" fee for failure to appear.