

## Procedures: How to file a response with the court

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

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

- Print out 1 copy of the completed Child Support Worksheet.

Step 3: Make 2 copies of the Response, Child Support Worksheet, Parenting Plan and the other papers after you complete them.

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

Set 1 - originals for Clerk of Superior Court:

- Family Department Sensitive Data / Cover Sheet
- Response
- Parenting Plan
- Affidavit Regarding Minor Children
- Child Support Worksheet

Set 2 - copies for your spouse:

- Response
- Parenting Plan
- Affidavit Regarding Minor Children
- Child Support Worksheet

Set 3 – your copies:

- Response
- Parenting Plan
- Affidavit Regarding Minor Children
- Child Support Worksheet

**Step 5: File the papers at the Court:**

Go to the Clerk of Superior 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 the following Superior Court locations:

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

Southeast Court Facility  
222 East Javelina Avenue, 1st floor  
Mesa, Arizona 85210

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

Northeast Regional Court Center  
18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032

Deliver your Response papers (3 sets) to the Clerk of Superior Court at the filing counter.

**Fees:** Pay your fee to the Clerk of Superior Court. A list of current fees is available from the Law Library Resource Center and from the Clerk of Superior Court's website. If you completed a Fee Deferral Application, give it to the Clerk of Superior Court. 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. The Clerk of Superior Court will date-stamp and notarize the papers.

Make sure you get back the following from the Clerk of Superior Court:

- Your set of copies, and
- Your spouse's set of copies

**Step 6:** Keep one copy of your Response packet for yourself and mail or hand-deliver the other copy of your Response packet to the other person (or the person's attorney, if he/she is represented by an attorney. If the person is represented by an attorney, the attorney's name and address may be found on the Petition in the upper left-hand corner.)

**Step 7:** What will happen next? You will receive notice to attend either a hearing or a conference.