

## Procedures: How to file papers with the court to establish paternity, legal decision-making (legal custody), parenting time, and child support

Step 1: Complete the Family Department/Sensitive Data CoverSheet. 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: Make 2 copies of the originals of the following documents:

- Summons
- Preliminary Injunction
- Petition to Establish
- Parenting Plan
- Child Support Worksheet
- Order and Notice for Parent Information Program

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

<p>Set 1 - <u>Originals</u> for Clerk of Superior Court:</p> <ul style="list-style-type: none"><li>• Family Department/Sensitive Data CoverSheet</li><li>• Summons</li><li>• Preliminary Injunction</li><li>• Petition to Establish</li><li>• Parenting Plan</li><li>• Child Support Worksheet</li><li>• Order and Notice for Parent Information Program</li></ul>	<p>Set 2 - <u>Copies</u> for other party:</p> <ul style="list-style-type: none"><li>• Summons</li><li>• Preliminary Injunction</li><li>• Petition to Establish</li><li>• Parenting Plan</li><li>• Child Support Worksheet</li><li>• Order and Notice for Parent Information Program</li></ul>
<p>Set 3 – <u>Copies</u> for you:</p> <ul style="list-style-type: none"><li>• Summons</li><li>• Preliminary Injunction</li><li>• Petition to Establish</li><li>• Parenting Plan</li><li>• Child Support Worksheet</li><li>• Order and Notice for Parent Information Program</li></ul>	

Step 5: File the papers at the court:

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 the following Clerk of 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

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

Northwest Court Facility  
4264 West Tierra Buena Lane  
Surprise, Arizona 85374

File: Go to the Clerk of Superior Court filing counter at the location where you will file your papers.

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.

If this is a joint-filing by both parties as in a “stipulation” or “agreement,” and it is the first time one of the parties or his or her attorney has “appeared,” that is, filed papers in this case, a separate substantial “appearance fee” (also known as a “response” or “answer” fee) will be due from that party at the time of filing.

Papers: Hand all three (3) sets of your court papers to the Clerk of Superior Court along with along with the correct filing fee. Make sure you get the following back from the Clerk of Superior Court:

- Your set of copies
- The other party’s set of copies

Step 6: Serve the papers on the other party. Read the packet at the Law Library Resource Center called “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 the Respondent is served.

Step 7: Wait. Depending on how and where you served the papers on the other party (in-state, out of state, by publication, etc.), he or she has a certain number of days to file a response to tell the Court that he or she disagrees with your facts, or objects to the Orders you want the Court to make. You should receive a copy of the Response and a notice about when and where you must appear for any Court procedure or hearing.

If no response is filed, you must file papers to tell the court the other party defaulted - that is, the other party agrees with your request - or at least did not file papers to disagree, so the Court should move forward. See the Law Library Resource Center's "Default" packet and follow the timetable and procedures there to apply for your default court order.

Do not copy  
or file this page