

PROCEDURES: HOW TO GET a CONSENT JUDGMENT For PATERNITY of an ADULT CHILD

REQUIREMENTS: To get a Consent Judgment, both parties must:

- **SIGN ALL FORMS.** Both parties (and their lawyers if lawyers represent them) must initial and sign at the bottom of the **Consent Judgment** to show that both parties have read, approved and agreed to the Consent Judgment. You must also file all other required paperwork. (The Consent Judgment and the other paperwork you will need are found at the Law Library Resource Center.)
- **SHOW PROOF of PAYMENT:** There are fees for filing petitions, responses, requests, motions, objections, and various forms with the Court. Cash, AMEX/VISA/MasterCard debit or credit cards, money order, or personal check **made payable to the "Clerk of Superior Court"** are acceptable forms of payment. A list of current fees is available from the Clerk of Court's website.

If you cannot afford the filing or response/answer fee, you may request a **deferral** (payment plan) when you file your papers with the Clerk of the Court. **Deferral Applications** are available at no charge from the Law Library Resource Center.

WARNING: If this is the first time the Respondent/Party B or his or her attorney has "appeared", that is, filed papers in this case, a substantial "appearance fee" (also known as a "filing", "response" or "answer" fee) will be due from that party at the time of filing.

PROCEDURES:

1. **READ AND COMPLETE** all forms according to the instructions.
2. **PHOTOCOPY: Make two (2) photocopies** of the following ORIGINAL documents:
 - a. **CONSENT JUDGMENT**
 - b. **RECEIPT** for fee payment **or ORDER of DEFERRAL from Party A**
 - c. **RECEIPT** for fee payment **or ORDER of DEFERRAL from Party B**

ARRANGE the original and 2 photocopies into three (3) sets:

SET 1 – ORIGINALS	SET 2	SET 3
a. Consent Judgment b. Party A's Receipt or Order c. Party B's Receipt or Order	a. Consent Judgment b. Party A's Receipt or Order c. Party B's Receipt or Order	a. Consent Judgment b. Party A's Receipt or Order c. Party B's Receipt or Order

3. ADD TWO (2) stamped 9" x 12" envelopes to your 3 sets of documents:

- Address one envelope to Party A or his or her attorney.
- Address the other envelope to the Party B or his or her attorney.
- Provide the **current** addresses on both envelopes, including zip code.
- **POSTAGE:** Make sure you put enough postage on each envelope.

4. DELIVER 3 DOCUMENT SETS and 2 ENVELOPES to Family Department Administration. Mail or take Document Sets 1, 2, and 3, and the 9x12 envelopes to Family Department Administration **at the same court where you filed your Petition for Paternity**. Family Department Administration business hours are Monday through Friday, **8:00 a.m. to 5:00 p.m.** at:

- 201 W. Jefferson, 3rd Floor, Phoenix, Arizona 85003; OR,
- 222 E. Javelina Avenue, 2nd Floor, Mesa, Arizona 85210; OR,
- 14264 West Tierra Buena Lane, Surprise, Arizona 85374; OR,
- 18380 North 40th Street, Phoenix, AZ 85032

5. WHAT THE JUDGE/COMMISSIONER WILL DO: The judicial officer will read the **Consent Judgment**, and decide whether to schedule a hearing or to sign the Judgment/Order. It is within his or her discretion to do either. If a hearing is scheduled, both parties will need to appear in court at the scheduled time to answer any questions the judge might have. A party who is unable to appear in person may request to "appear" by phone for good reason.

6. WAIT FOR THE PAPERWORK: Both parties or their attorneys should receive a signed Consent Judgment *or a Rejection Notice* in the mail from the Court in about four weeks from the date you submitted the paperwork. If you do not receive paperwork within that time, you can call Family Department Administration at **602-506-1561**.

- **IF YOUR CONSENT JUDGMENT IS ACCEPTED:** You will not have to see the judge. The judge will sign the original Consent Judgment and have it filed with the Clerk of the Court. The Court will send a copy of the signed Consent Judgment to each party using the envelopes you provided. This is your notification that Paternity has been established.
- **IF YOUR CONSENT JUDGMENT IS REJECTED:** The Court will send you a REJECTION/CORRECTION NOTICE informing you of the mistakes with the documents. Follow the instructions on the Notice if the mistakes can be corrected. If the mistakes cannot be corrected, you should see a lawyer for help.