

Procedures: How to get your decree of dissolution signed by the judge

Requirements:

A decree is your final court order that states that you are legally divorced. Before you get the decree, the following requirements must be completed.

- ✓ Parent Information Program: The court must have a copy of your “Certificate of Completion” showing that you attended the Parent Information Program.
- ✓ Fees: Your court fees must be paid. This includes all filing fees. If you were granted a deferral (Payment plan), the payments must be current. Please note: you must attach to the decree, proof of payment for fees in the form of a receipt, or a copy of the Order for initial Deferral of fees.
- ✓ Time Frame: The parties must wait at least 60 days after the date the other party was personally served a copy of the Petition and other documents, before you file your Decree with the Court.

If you completed the above requirements, follow the steps below.

Procedures:

Step 1: Complete the forms in the packet: Remember your original forms are the papers you wrote on, or printed from the computer:

- Decree of Dissolution.
 - Add to the last page of the Decree, the completed Exhibit A about the division of property and debt, if it is not a part of the Decree already.
 - Add to the last page of the Decree, the fee receipt or a copy of the Order for Initial Deferral to show the “Paid” status of your case.
- Parenting Plan, signed by you.
- Child Support Order

Step 2: Complete the Child Support Worksheet, and Current Employer Information online via ezCourtForms <http://www.superiorcourt.maricopa.gov/ezcourtforms2/>.

Print out 1 copy of the completed Child Support Worksheet and Current Employer Information Sheet.

Step 3: Copy - Make two (2) photocopies of the set of original forms listed above.

Step 4: Separate - Make three (3) sets of the papers you copied:

<p>Set 1 - Originals for the Judge:</p> <ul style="list-style-type: none">• Decree of Dissolution• + “Exhibit A” about the division of property and debt, if it is not part of the decree• +FEE RECEIPT, or a copy of the ORDER for initial fee deferral• Parenting Plan• Child Support Worksheet• Child Support Order• Current Employer Information	<p>Set 3 – Your copies:</p> <ul style="list-style-type: none">• Decree of Dissolution• + “Exhibit A” about the division of property and debt, if it is not part of the decree• +FEE RECEIPT, or a copy of the ORDER for initial fee deferral• Parenting Plan• Child Support Worksheet• Child Support Order• Current Employer Information
<p>Set 2 - Copies for spouse:</p> <ul style="list-style-type: none">• Decree of Dissolution• + “Exhibit A” about the division of property and debt, if it is not part of the decree• +FEE RECEIPT, or a copy of the ORDER for initial fee deferral• Parenting Plan• Child Support Worksheet• Child Support Order• Current Employer Information	

Step 5: Take the documents to your trial or default hearing. If you are using the default process and you wish to proceed without a hearing, see the procedures and forms to proceed by Motion.