

Procedures: How to file a Response to a Petition for divorce with no minor children

STEP 1: Complete the Family Department Sensitive Data / Coversheet without Children and the Response.

STEP 2: Make 2 copies of the Response only.

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: Separate your documents into three (3) sets:

Set 1 - originals: <ul style="list-style-type: none">• Family Department Sensitive Data / Coversheet without Children• Response	Set 2 - copies for spouse <ul style="list-style-type: none">• Response
Set 3 - your copies: <ul style="list-style-type: none">• Response	

STEP 4: File the papers at the court:

Go to the Clerk of Superior Court filing counter. The court is open from 8:00 a.m.- 5:00 p.m., Monday to Friday.

You should go to the court at least two hours before it closes. You may file your court papers with the Clerk of Superior Court at the following locations:

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

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

Northeast Regional Court Center
18380 North 40th Street
Phoenix, Arizona 85032

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

Fees: A list of current fees is available from the Law Library Resource Center and from the Clerk of Superior Court's website. If this is the first time one of the parties or his or her attorney has appeared, that is, filed papers in this case, an appearance fee (also known as a response or answer fee) will be due from that party at the time of filing. 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 along with along with the correct filing fee. Make sure you get back the following from the Clerk:

Your set of copies

Your spouse's copies

STEP 5: Keep one copy of your Response for yourself, and mail or hand-deliver the other copy of your Response 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 6: What will happen next: You will receive notice to attend either a hearing or a conference.