

Procedures: How to file papers with the court to establish parenting time (when paternity has already been established)

STEP 1: Complete the *"Family Department Sensitive Data / Cover Sheet"*.
(Do not copy this document.)

Make 2 copies of the following documents after you have filled them out:

- *"Summons"*
- *"Preliminary Injunction"*
- *"Order and Notice for the Parent Information Program"*
- *"Petition to Establish First Court Order for Parenting Time"*
- *"Parenting Plan"*

STEP 2: 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">• <i>"Family Department Sensitive Data / Cover Sheet"</i>• <i>"Summons"</i>• <i>"Preliminary Injunction"</i>• <i>"Petition to Establish First Court Order for Parenting Time"</i>• <i>"Parenting Plan"</i>• <i>"Order and Notice for Parent Information Program"</i>	<p>SET 2 - <u>Copies</u> for other party:</p> <ul style="list-style-type: none">• <i>"Summons"</i>• <i>"Preliminary Injunction"</i>• <i>"Petition to Establish First Court Order for Parenting Time"</i>• <i>"Parenting Plan"</i>• <i>"Order and Notice for Parent Information Program"</i>
<p>SET 3 – <u>Copies</u> for you:</p> <ul style="list-style-type: none">• <i>"Summons"</i>• <i>"Preliminary Injunction"</i>• <i>"Petition to Establish First Court Order for Parenting Time"</i>• <i>"Parenting Plan"</i>• <i>"Order and Notice for Parent Information Program"</i>	

STEP 3: File the papers at Court:

Go to the Court to file your papers. The court is open from 8 a.m.-5 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

Northeast Court Facility
18380 North 40th Street
Phoenix, Arizona 85032

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

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

FILE: Go to the Clerk of the 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 the Court. Deferral Applications are available at no charge from the Law Library Resource Center.

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

- ✓ Your set of copies
- ✓ The other party's set of copies

STEP 4: **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 other party is served.

STEP 5: **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 has **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.