

Procedures: What to do after you have completed all forms to register a foreign court order for guardianship of a minor in Arizona

After you have completed the following documents:

- Juvenile Department Sensitive Data Cover Sheet (JDSDS10f-c) (no copies needed)
- Request to Register a Foreign Order for Guardianship of a Minor in Arizona (JGFO11f)
- Affidavit to Register a Foreign Order for Guardianship of a Minor in Arizona (JGFO12f)
- Affidavit Regarding Minor Children to Register Foreign Guardianship Order (JGFO13f), along with any extra pages used.
- Five-Year Residential History – Additional Children (JGFO13fb) (if necessary)

Step 1: Gather (out-of-state) certified copies of the order(s) to be registered.

Step 2: Make 2 copies (or more, if more than one other party is involved) of the following:

- Request to Register a Foreign Order for Guardianship of a Minor in Arizona
- Affidavit to Register a Foreign Order for Guardianship of a Minor in Arizona
- Affidavit Regarding Minor Children to Register Foreign Guardianship Order (along with any extra pages used)
- The out-of-state foreign order(s) being registered.

Step 3: Separate your documents into 3 sets* (or more, if additional parties)

Set 1: For Clerk of Superior Court	Set 2: Your Copy
Originals (some will be copies of originals) <ul style="list-style-type: none"> • Juvenile Department Sensitive Data Cover Sheet • Request to Register letter • Affidavit to Register Foreign Order • Affidavit Regarding Minor Children + extra • Five-Year History sheet – if needed • Two copies of Foreign Order (One copy must be certified copy) 	<ul style="list-style-type: none"> • Request to Register letter • Affidavit to Register Foreign Order • Affidavit Regarding Minor Children + extra • Five-Year History sheet – if needed • Copy of Foreign Order
	Set 3 (or more):* Other Party's Copy <ul style="list-style-type: none"> • Request to Register letter • Affidavit to Register Foreign Order • Affidavit Regarding Minor Children + extra • Five-Year History sheet – if needed • Copy of Foreign Order
Set 4: (or more)* Only if needed. (See below)	

*If more than one other adult (or agency) is listed as a party in the order being registered, you will need to make an additional set of the documents listed in Set 3 for each party.

Step 4: File your papers with the Clerk of Superior Court, Juvenile Division.

Hand over the originals, all sets of copies, and the filing fee or Fee Deferral Application to the Clerk at the filing counter.

Court is open from 8:00 A.M. to 5:00 P.M., Monday through Friday, except holidays. You may file at the following court locations:

Durango Facility
3131 W. Durango Street
Phoenix, AZ 85009

Southeast Facility
1810 S. Lewis Street
Mesa, AZ 85210

Fees: There is a filing fee to register another state's court order regarding matters of guardianship of a minor in Arizona. If you cannot afford the filing fee, you may obtain the (free) application for fee deferral (payment plan) or waiver from any Superior Court Law Library Resource Center location or from the Law Library Resource Center online.

The Clerk will:

- Review the Fee Deferral Application (if applicable). (You will later receive a bill or payment plan if fees are not waived).
- Keep the originals and all but one set of copies,
- Stamp the extra copies to indicate they are the same as documents filed with the Court, and
- Return one set of stamped ("conformed") copies for you to keep for your records.

Note: For purposes of enforcement, an order for guardianship of a minor is registered when filed (A.R.S. § 25-1055) and may be immediately enforced in the same manner as an order issued by a court of this state.

After you file:

- The Court will notify the non-registering party of your request to register the other state's order in Arizona. Notice will include copies of orders involved and related documents.
- The party receiving notice has twenty (20) days to request a hearing to object or otherwise respond to the order being registered in Arizona.

If a non-registering party requests a hearing, the Court will notify all parties of the date, time, and place of the hearing.

Step 5 (A): If there is a hearing.

If a conference and hearing have been scheduled, be sure to write down the date, time, and place, and attend the hearing.

- Be on time.
- Dress neatly.
- Do not bring children to court.

A party disputing the validity or enforcement of a registered order or seeking to vacate (cancel) the registration has the burden of proving one or more of the defenses listed in A.R.S. § 25-1055 (D).

What the court will do:

If a party presents evidence establishing a full or partial defense, the Court may:

- Stay (halt or prevent) enforcement of the registered order,
- Continue the proceeding to permit introduction of additional relevant evidence,
- Enforce the uncontested parts of the order.

If the contesting party does not establish a defense to the validity of the order itself or to enforcement of the order, the Court will issue an order confirming the order. A.R.S. § 25-1055(D).

Step 5 (B): If there is no hearing.

If no request for hearing is made within 20 days, in accord with A.R.S. § 25-1055 (D) and (E),

1. Registration will be confirmed by operation of law (automatically),
2. Later attempts to dispute any matter that could have been brought up will be barred, and
3. The Court will notify the person who requested registration and all other parties previously served of the confirmation.

Notice: Once registration is confirmed, whether after notice and hearing or by operation of law because no party requested a hearing to dispute it, later attempts to dispute any matter that could have been brought up at the time of registration are barred. A.R.S. § 25-1055 (F).

Once registration is confirmed, the order may be enforced as if issued by a court of this state. You will have to make a separate request to enforce or modify the order.