

Procedures: How to get your Decree of legal separation signed by the Judge

Requirements:

A decree is your final court order that states that you are legally separated. 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 submit your Decree to the Court.

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

Procedures:

Step 1 Complete the forms in the packet:

- Decree of Legal Separation.
 - 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

Gather the completed forms into one (1) set of Original forms.

Step 2 Complete the Child Support Worksheet, Child Support Order, and Current Employer Information online via:

ezCourtForms <http://www.superiorcourt.maricopa.gov/ezcourtforms2/>

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

Step 3 Copy – Remember your original forms are the papers you wrote on or printed from the computer. Make two (2) copies of the set of original forms listed above.

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

Set 1 - Originals for Judge:

- Decree of Legal Separation
- + “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

Set 3 – Your Copies

- Decree of Legal Separation
- + “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

Set 2 - Copies for Spouse:

- Decree of Legal Separation
- + “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.