

**ESTABLISH  
LEGAL DECISION MAKING  
(CUSTODY),  
PARENTING TIME and  
CHILD SUPPORT**

**1**

**To Get The First Court Order**

***When Paternity has already been legally established***

**(Part 1: Forms and Instructions)**

# Family Court Self Help Workshops

Registration: 8:30 – 9:00 am

All workshops begin promptly at 9:00 am

## How to Prepare a Default Decree

First Friday of every month

- **Downtown Phoenix:** 101 W. Jefferson Ave. (East Court Building), Law Library

**What to bring:** Black Pen

## Child Support Modification

1<sup>st</sup> Friday of every month (two locations)

- **Mesa:** 222 East Javelina Ave., Law Library
- **Phoenix:** 18380 N. 40th Street, Multipurpose Room A

2<sup>nd</sup> & 4<sup>th</sup> Friday of every month

- **Downtown Phoenix:** 101 W. Jefferson (East Court Building), Law Library

4<sup>th</sup> Friday of every month

- **Surprise:** 14264 W. Tierra Buena Lane, Northwest Jury Assembly Room

**What to bring:** Copy of the Current Child Support Order and a Black Pen

## Establishment of Paternity, Legal Decision Making, Parenting Time and Child Support

Third Friday of every month

- **Downtown Phoenix:** 101 W. Jefferson Ave. (East Court Building), Law Library
- **Mesa:** 222 E. Javelina Ave., Law Library

**What to bring:** Copy of the Child(ren)'s Birth Certificate and a Black Pen

## Stop/Change Income Withholding for Child Support and/or Spousal Maintenance

2<sup>nd</sup> and 4<sup>th</sup> Friday of every month

- **Downtown Phoenix:** 101 W. Jefferson Ave. (East Court Building), Law Library

**What to bring:** Copy of the Current Child Support Order and/or Spousal Maintenance Order and a Black Pen

## SELF-SERVICE CENTER

# ESTABLISHMENT OF A COURT ORDER FOR CHILD CUSTODY (Legal Decision Making), PARENTING TIME AND CHILD SUPPORT

## CHECKLIST

*You may use the forms and instructions in this packet if . . .*

- ✓ You are the natural or adoptive parent of the minor child(ren), **AND**
- ✓ You are **not** legally married to the other parent,\* **AND**
- ✓ Paternity has already been legally established because:
  - You already have a court order establishing paternity, **OR**
  - You have a court order for child support, **OR**
  - Both parents signing an Acknowledgment of Paternity through the Hospital Paternity Program or other means provided by law, and a birth certificate listing the name of the father was issued as a result, **AND**
- ✓ You want a court order concerning your minor children declaring their primary residence, who has authority to make legal decisions concerning the children, time each parent is to have with the children, and (optionally) child support, or you have a support order already (in which case the court will review the order if it orders custody and legal decision making) **AND**
- ✓ The minor child(ren) resided (lived) in Arizona at least 6 months (or since birth if younger than 6 months) before you file the petition or you talked to a lawyer who advised you that even so you could pursue the case in Arizona.

**\* If you ARE legally married to the other parent, you must obtain an order for custody as part of an action for legal separation or divorce. A.R.S. 25-402 (B) (2)**

**READ ME:** Consulting a lawyer before filing documents with the court may help prevent unexpected results. A list of lawyers you may hire to advise you on handling your own case or to perform specific tasks, as well as a list of court-approved mediators can be found on the Self-Service Center website.

## SELF-SERVICE CENTER

### ESTABLISH CHILD CUSTODY\*, PARENTING TIME, and CHILD SUPPORT

(\*Includes Declaration of Primary Residence and Authority for Legal Decision Making (Legal Custody) concerning the Minor Children)

(when paternity has already been established)

#### (Part 1 – Forms and Instructions)

This packet contains court forms and instructions to file the establishment of child custody, parenting time, and child support. Items in **BOLD** are forms that you will need to file with the Court. Non-bold items are instructions or procedures. Do not copy or file those pages!

Order	File Number	Title	# pages
		Workshop Flyer	1
1	DRCV1k	Checklist: <i>You may use these forms if . . .</i>	1
2	DRCV1t	Table of contents (this page)	1
3	DRCV11i	Help completing the <b>“Petition to Establish Legal Decision Making (Custody), Parenting Time, and Child Support”</b>	6
4	DRSDS10f-c	<b>“Family Court/Sensitive Data Sheet in Cases With Minor Children” **DO NOT COPY</b>	1
5	DR11f	<b>“Summons”</b>	2
6	DRP14f	<b>“Preliminary Injunction”</b>	2
7	DRCV11f	<b>“Petition to Establish Court Order for Legal Decision Making (Child Custody), Parenting Time and Child Support”</b>	6
8	DR12f	<b>“Order and Notice to Attend Parent Information Program”</b>	3
9	DRCV10p	Procedures: How to file papers with the Court	3

The documents you have received are copyrighted by the Superior Court of Arizona in Maricopa County. You have permission to use them for any lawful purpose. These forms shall not be used to engage in the unauthorized practice of law. The Court assumes no responsibility and accepts no liability for actions taken by users of these documents, including reliance on their contents. The documents are under continual revision and are current only for the day they were received. It is strongly recommended that you verify on a regular basis that you have the most current documents.

## HOW TO FILL OUT PAPERS FOR CUSTODY and/or CHILD SUPPORT and PARENTING TIME

### WHEN TO USE THIS PACKET:

Use this packet if you want to get a court order for child custody and/or child support and parenting time. **YOU CANNOT USE THIS PACKET TO ESTABLISH PATERNITY.** USE THIS FORM **ONLY** if you are the natural or adoptive parent of the child(ren), **AND**

- You already have a court order establishing paternity, OR
- You have a court order for child support, OR
- You have established paternity by filing an affidavit of paternity through the Hospital Paternity Program (A.R.S. § 25-812, § 36-334) or other method permitted by law after July of 1996.

If you want a court order for child custody and parenting time, the court will also want to review the current child support order. If there is no order or if the order needs to be changed, the court will sign a child support in your case.

### IF YOU HAVE A COURT ORDER FOR PATERNITY OR CHILD SUPPORT FROM ANOTHER STATE

If you have a court order involving the child(ren) from this case from a different state, you should:

- Get a **certified copy** of the paternity or child support order from the other state, **AND**
- Get the Register a Foreign Order paperwork from the Self Service Center website or one of the locations, **AND**
- Follow the instructions to file a Foreign Family Court Order from another state in this Court.

### IF YOU HAVE A COURT ORDER FOR PATERNITY OR CHILD SUPPORT FROM ANOTHER COUNTY IN ARIZONA

If you have a court order involving the child(ren) from this case from a different county in Arizona you should:

- Get a **certified copy** of the paternity or child support order from the other county, **AND**
- Give the **certified copy** to the Clerk of Court when you file your court papers.

**IMPORTANT NOTICE ABOUT WHEN YOU CAN BRING A CHILD CUSTODY CASE IN THE SUPERIOR COURT IN ARIZONA:** Generally, you should have resided (lived) in Arizona with the child(ren) for at least 6 months, **OR** Arizona must be the child(ren)'s primary place of residence before you file, **OR** if the child is less than 6 months old, the child must have resided (lived) in Arizona since his/her birth. If you have questions regarding this requirement, see a lawyer before filing.

**IMPORTANT NOTICE ABOUT WHEN YOU CAN SUE ANOTHER PERSON IN ARIZONA FOR PATERNITY OR CHILD SUPPORT:** You can sue the defendant/respondent in Arizona to establish, enforce, or change a support order, or establish paternity, if ONE of the following statements is true about the defendant/respondent:

- The other party is a resident of Arizona; **OR**
- You serve the other party with the court papers in Arizona. (See the Self-Service Center packet on service if you have any questions.); **OR**
- The other party agrees to have the case heard here and files written papers in the court case; **OR**
- The other party lived with the child in this state; **OR**
- The other party lived in this state and provided pre-birth expenses or support for the child; **OR**
- The child lives in this state because of the acts or directions of the other party; **OR**
- The person had sexual intercourse in this state and the child may have been conceived in this state; **OR**
- The other party signed an affidavit acknowledging paternity; **OR**
- The other party did any other acts that substantially connect the person with this state (see a lawyer to help you decide).

## DOMESTIC VIOLENCE

Domestic violence can be part of any relationship. Domestic violence includes physical violence such as hitting, slapping, pushing or kicking, directed against you and/or your children **AND/OR** it can also include regular verbal abuse and/or threats of physical violence made against you and/or your children, as a method to control you.

Court documents request your address and phone number. If you are a victim of domestic violence, or if you **do not** want your address known to protect yourself or your children from further violence, **you must file a "Petition for an Order of Protection"** and ask that your address **not** be disclosed on court papers. With this order, you **do not** need to put your address and phone number on your court **papers**. If possible, get a P.O. Box or use another valid address on these papers. If you have no other address or phone number where you can be reached, write "protected" on the forms where asked for this information. You must, as soon as possible, tell the Clerk of the Court an address and phone number where you can be reached.

## CASE NUMBER

Use the Case Number on all your court papers. This is the number you were given in the paternity or child support case you had in Maricopa County. Or, if your paternity or child support case was from another county or another state, use the number the Clerk of the Court gave you when you filed the certified copy of your other court case in Maricopa County (see instructions above).

## FAMILY COURT / SENSITIVE DATA COVER SHEET (All Forms: TYPE OR PRINT IN BLACK INK)

- Write in the information requested about petitioner, respondent, and any children under the age of 18.
- **DO NOT INCLUDE MAILING ADDRESS ON THIS FORM IF REQUESTING ADDRESS PROTECTION.**
- Case Type: Mark only one box that matches the legal procedure for which you are filing the documents in this packet:
- Interpreter: Check "yes" or "no" to indicate whether an interpreter is needed. If "yes", write in what language(s).

No additional copies needed. Do NOT serve this document on the other party.

**Location:** If you are filing your documents in downtown Phoenix, check the Downtown Phoenix box; if you are filing your documents in the Northeast facility, check the Northeast box. If you are filing your documents in Mesa, check the Mesa box. If you are filing your papers in Surprise, check the Surprise box.

## SUMMONS AND PRELIMINARY INJUNCTION:

Fill in the following information where requested: Your name; address (if not protected); city, state and zip code; telephone number; ATLAS NUMBER (if you have one); name of Petitioner (your name); and name of Respondent (the other party's name).

If you are represented by an attorney, write in the attorney's bar number. Tell the court whether you represent yourself or are represented by an attorney. DO NOT fill out the rest of the form except on Page 2 of the Preliminary Injunction, fill out the description of other party. The Clerk of Court will complete it later.

## PETITION

- A.** Make sure your form states PETITION FOR CHILD CUSTODY, PARENTING TIME AND CHILD SUPPORT, OR PETITION FOR CHILD CUSTODY AND PARENTING TIME in the upper right-hand part of the first page. Decide what you want a court order for. Here are your choices:
- 1.** CUSTODY, PARENTING TIME, AND CHILD SUPPORT: Check this box if you have a court order for paternity but not for custody, parenting time and child support, OR if you have a court order for child support but need to change it because of what you are asking the court to do with custody.
  - 2.** CUSTODY AND PARENTING TIME: Check this box if you have a court order for child support and do not think your requested changes to custody and/or parenting time will change the child support order. **WARNING: The Judge may change the child support order even if you do not ask for this.**
- B.** In the top left corner of the first page, fill out the following: YOUR name; address (if not protected); city, state and zip code; telephone number; and your ATLAS number, if you are receiving or have received AFDC from the Arizona Department of Economic Security.
- C.** Fill in the space that says "Name of Petitioner" and "Name of Respondent." You will be the PETITIONER if your paternity or child support order was from another county or another state, and this is the first time you are filing a court case in Maricopa County. Otherwise, complete the caption the same way it was in the paternity or child support case in Maricopa County.

**WARNING: IF YOU HAVE AN EXISTING CASE IN MARICOPA COUNTY AGAINST THE SAME PARTY, DO NOT GET A NEW DR/FC/FN CASE NUMBER WHEN FILING YOUR CASE! USE YOUR EXISTING DR/FC/FN CASE NUMBER. IF YOU DO NOT KNOW YOUR EXISTING CASE NUMBER, ASK THE CLERK FOR YOUR EXISTING NUMBER BEFORE YOU FILE YOUR COMPLAINT / PETITION.**

**D. General information:**

- 1.** Fill in your name, address (if not protected) and date of birth. This is basic information about YOU, the PETITIONER, and your relationship to the child(ren) for whom you want the custody and/or parenting time order.
- 2.** Fill in the name of the other party, his or her address and date of birth. This is basic information about the other party, the RESPONDENT.
- 3.** Decide why you can pursue a court case against the Respondent in Arizona. Check the boxes that apply.
- 4.** Fill in information about all the children for whom you want custody/parenting time. The same persons should be the mother and the father for all the children for whom you want this order. If you think the children have different fathers or mothers, you need to sue that person.

**E. Statements about paternity AND child support:** Tell the court what your current situation is:

5. **How was paternity established in your case?** Check the box that describes how paternity was established. If none of these apply, STOP! Do not proceed with these forms unless advised to do so by an attorney. Paternity must already be established to use these forms.
6. **What is your current situation as to child support?** Check the box that describes your case.

**ORDER DOES NOT NEED TO BE CHANGED:** Check here if you think that the child support order you have does not need to be changed because of the custody order you want. **WARNING: The judge can decide whether to change the child support order even if you do not want this.**

**ORDER NEEDS TO BE CHANGED:** Check here if the child support order you have needs to be changed.

**NO CHILD SUPPORT ORDER:** If you have a paternity order only, without a child support order, the judge will make an order on the issues of custody, parenting time, and child support.

**F. Other information about the children:** If you are aware of court cases about the children, you need to tell the court. Attach a copy of any order about custody, parenting time, or child support to the petition, unless the order is from the Superior Court in Maricopa County.

7. Fill out where the children in this case have been living **for the past 5 years**. If any children are under age 5, simply put the information about where they have been living since birth. Write each child's name; the address where the child lived; the dates the child lived at each address; whom the child lived with; and, the relationship of that person to the child. While you may not remember exact dates and address, fill this information out as completely as possible.
8. You must tell the court if you participated as a party or witness in any court case involving issues OTHER THAN custody or parenting time of the child(ren). If your answer is “no,” check the first box and GO ON. If there is another case, check the second box and give as much information as possible. This information could affect you or your child(ren)'s rights.
9. The court **MUST** know if there have been other cases involving custody, parenting time or child support of the child(ren) of this case, even if you were not a party. If there are no other custody or parenting time cases, or you do not know of any, check the first box and GO ON. If you have been involved in any way with this type of court case, check the second box and give the requested information. Tell the court what happened and what is going on in the other case(s).
10. If you do not know of another person OTHER THAN THE OTHER PARTY who has physical custody of the child(ren) or is claiming custody or parenting time rights to any of the children, check the first box and GO ON. If you know of such a person, put the child's name and the person who believes they have custody or parenting time claim. You must also include the person as a respondent in this court case.

**G. Other statements to the court:**

11. **OTHER EXPENSES:** This asks for a fair division of all expenses about the children.
12. **DOMESTIC VIOLENCE:** This tells the court if there was domestic violence in the relationship, and relates to a request for joint custody. If you are not sure what this means, see the paragraph on **DOMESTIC VIOLENCE** on the first page of these instructions. Check the box that best describes your situation. If there has been no domestic violence, **GO ON**.
13. **VENUE:** This tells the court that one parent or the child(ren) lives in Maricopa County, so the court can decide your case.

H. **Requests to the court for custody, parenting time and/or child support.** This section of the Complaint/Petition formally requests that the court make Orders relating to issues such as custody, parenting time and support.

1. **CUSTODY OF CHILD(REN) AND PARENTING TIME.**

A. **SOLE CUSTODY:** If you want sole custody, check the boxes that apply, including the parenting time you are asking for. Tell the court whether you want custody of the child(ren) to go to you or the other party.

**PARENTING TIME:** Check only one box. You can ask that the non-custodial parent (the parent having physical custody of the child(ren) less than 50% of the time) have one of the following types of parenting time:

1. **Reasonable Parenting time.** This suggests an amount of parenting time appropriate to the age of the child(ren). The court offers suggested amounts of parenting time, but the amount can vary by agreement of both parents. If you and the other party agree, complete the Parenting Plan before you go to the judge for your final order.

2. **Supervised or No Parenting time to the Non-Custodial Parent.** You may request supervised or no parenting time if the non-custodial parent cannot adequately care for the child(ren) or cannot do so without another person present. You may request this if the person not having custody abuses drugs or alcohol; is violent or abusive; or, does not have the parenting skills to care for the child(ren) without another person present. Remember, supervised or no parenting time is not intended to punish the parent, but to protect the child. You must tell the court in the space provided why you say the parenting time should be supervised or no parenting time allowed.

3. **Supervised Parenting time:** Describe how you think supervised parenting time should be handled.

4. **No Parenting time to the Non-Custodial Parent.** You should check this option only if the non-custodial parent has seriously harmed, abused, or otherwise is a serious danger to the child(ren)'s physical and emotional health, or if there is a criminal Court Order stating there is to be no contact between the child(ren) and the non-custodial parent. This is used only as a last resort to protect the child(ren).

B. **JOINT CUSTODY:** If you are asking for joint custody, you must file a Joint Custody Agreement that is signed by both parents and approved by the court later in the process. The Joint Custody Agreement is part of the Parenting Plan contained in packet 4, "The Court Order."

2. **CHILD SUPPORT:** Check which party should pay child support. (The box you check should match what you asked for in the petition).

3. **HEALTH, MEDICAL, DENTAL INSURANCE AND HEALTH CARE EXPENSES:** Check which party should be responsible for health, medical and dental insurance.

4. **OTHER ORDERS:** Check this box only if you have made other requests to the court. If you check this box, write the additional orders you are requesting the court to make that were not covered elsewhere in your Petition.

I. **DECLARATION OF PETITIONER:** Sign the form. By doing so you are telling the court that everything contained in your Petition is true under penalty of perjury.

## NOTICE REGARDING THE PARENT INFORMATION PROGRAM

This is an important document. You and the other parent must attend and complete a class in the Parent Information Program. The purpose of the Parent Information Program is to give parents information about the impact that divorce, the changes in the family unit, and/or court involvement have on children involved in a divorce, paternity, or custody case. This Notice applies to all parents who file an action for dissolution of marriage or legal separation, or any paternity proceeding, in which a party has requested that the court determine custody or parenting time on or after January 1, 1997, and to all other domestic relations cases if ordered by the court.

**Make sure you read this notice, do what it says, and serve this notice on the other party.**

## OTHER IMPORTANT PAPERS IN THIS PACKET

Before you can get an order from the judge, you must complete the court papers on what you want the judge to order about child custody, parenting time, and child support. The court papers you need, with guidelines and/or instructions, are included in this packet. These court forms, and those prepared by the other party, are what the judge will use when it is time to sign the order about custody, parenting time, and support. You can complete the papers about custody, parenting time and support now, and serve or provide copies to the other party; OR, you can complete the papers before the final court hearing date and give or mail them to the other party. The Family Support Center of the Clerk of the Court will help you with Child Support calculations for the Worksheet.

Person Filing: \_\_\_\_\_  
 Address (if not protected): \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 ATLAS Number: \_\_\_\_\_  
 Lawyer's Bar Number: \_\_\_\_\_

For Clerk's Use Only

Representing  Self, without a Lawyer or  Attorney for  Petitioner OR  Respondent

## SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

Petitioner	Case No. _____
Respondent	ATLAS No. _____

**FAMILY COURT / SENSITIVE DATA  
 COVERSHEET WITH CHILDREN  
 (CONFIDENTIAL RECORD)**

Fill out. File with Clerk of Court. Social Security Numbers should appear on this form only and should be omitted from other court forms. Access Confidential pursuant to ARFLP 43(G)(1).

A. Personal Information:	Petitioner	Respondent
Name	_____	_____
Gender	<input type="checkbox"/> Male or <input type="checkbox"/> Female	<input type="checkbox"/> Male or <input type="checkbox"/> Female
Date of Birth (Month/Day/Year)	_____	_____
Social Security Number	_____	_____

**WARNING: DO NOT INCLUDE MAILING ADDRESS ON THIS FORM  
 IF REQUESTING ADDRESS PROTECTION**

Mailing Address	_____	_____
City, State, Zip Code	_____	_____
Contact Phone	_____	_____
Email Address	_____	_____
Current Employer Name	_____	_____
Employer Address	_____	_____
Employer City, State, Zip Code	_____	_____
Employer Telephone Number	_____	_____
Employer Fax Number	_____	_____

B. Child(ren) Information:			
Child Name	Gender	Child Social Security Number	Child Date of Birth

<b>C. Type of Case being filed - Check only one category.</b> <i>*Check only if no other category applies</i>		<b>Interpreter Needed:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what language? _____
<input type="checkbox"/> Dissolution (Divorce) <input type="checkbox"/> Legal Separation <input type="checkbox"/> Annulment <input type="checkbox"/> Order of Protection	<input type="checkbox"/> Paternity <input type="checkbox"/> *Legal Decision Maker (Custody)/Visitation <input type="checkbox"/> *Child Support <input type="checkbox"/> Other	<input type="checkbox"/> Register Foreign Order

**DO NOT COPY THIS DOCUMENT. DO NOT SERVE THIS DOCUMENT TO THE OTHER PARTY.**

Person Filing: \_\_\_\_\_  
Address (if not protected): \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
ATLAS Number: \_\_\_\_\_  
Lawyer's Bar Number: \_\_\_\_\_



Representing  Self, without a Lawyer or  Attorney for  Petitioner OR  Respondent

## SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

\_\_\_\_\_  
Name of Petitioner

Case No.: \_\_\_\_\_

And

### SUMMONS

\_\_\_\_\_  
Name of Respondent

**WARNING: This is an official document from the court that affects your rights. Read this carefully.  
If you do not understand it, contact a lawyer for help.**

**FROM THE STATE OF ARIZONA TO:** \_\_\_\_\_  
Name of Respondent

1. A lawsuit has been filed against you. A copy of the lawsuit and other court papers are served on you with this *"Summons"*.
2. If you do not want a judgment or order taken against you without your input, you must file an *"Answer"* or a *"Response"* in writing with the court, and pay the filing fee. If you do not file an *"Answer"* or *"Response"* the other party may be given the relief requested in his/her Petition or Complaint. To file your *"Answer"* or *"Response"* take, or send, the *"Answer"* or *"Response"* to the:
  - Office of the Clerk of the Superior Court, 201 West Jefferson Street, Phoenix, Arizona 85003-2205  
*OR*
  - Office of the Clerk of the Superior Court, 18380 North 40<sup>th</sup> Street, Phoenix, Arizona 85032 *OR*
  - Office of the Clerk of Superior Court, 222 East Javelina Avenue, Mesa, Arizona 85210-6201 *OR*
  - Office of the Clerk of Superior Court, 14264 West Tierra Buena Lane, Surprise, Arizona, 85374.

**Mail a copy of your *"Response"* or *"Answer"* to the other party at the address listed on the top of this Summons.**

3. If this “*Summons*” and the other court papers were served on you by a registered process server or the Sheriff, within the State of Arizona, your “*Response*” or “*Answer*” must be filed within TWENTY (20) CALENDAR DAYS from the date you were served, not counting the day you were served. If this “*Summons*” and the other papers were served on you by a registered process server or the Sheriff outside the State of Arizona, your Response must be filed within THIRTY (30) CALENDAR DAYS from the date you were served, not counting the day you were served. Service by a registered process server or the Sheriff is complete when made. Service by Publication is complete thirty (30) days after the date of the first publication.
4. You can get a copy of the court papers filed in this case from the Petitioner at the address listed at the top of the preceding page, from the Clerk of the Superior Court’s Customer Service Center at:
  - 601 West Jackson, Phoenix, Arizona 85003
  - 18380 North 40<sup>th</sup> Street, Phoenix, Arizona 85032
  - 222 East Javelina Avenue, Mesa, Arizona 85210
  - 14264 West Tierra Buena Lane, Surprise, Arizona, 85374.
- 5 If this is an action for dissolution (divorce), legal separation or annulment, either or both spouses may file a *Petition for Conciliation* for the purpose of determining whether there is any mutual interest in preserving the marriage or for Mediation to attempt to settle disputes concerning legal decision-making (custody) and parenting time issues regarding minor children.
6. Requests for reasonable accommodation for persons with disabilities must be made to the office of the judge or commissioner assigned to the case, at least ten (10) judicial days before your scheduled court date.
7. Requests for an interpreter for persons with limited English proficiency must be made to the office of the judge or commissioner assigned to the case at least ten (10) judicial days in advance of your scheduled court date.

SIGNED AND SEALED this date

\_\_\_\_\_  
MICHAEL JEANES, CLERK OF COURT

By \_\_\_\_\_  
Deputy Clerk

Person Filing: \_\_\_\_\_  
Address (if not protected): \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
ATLAS Number: \_\_\_\_\_  
Lawyer's Bar Number: \_\_\_\_\_

FOR CLERK'S USE ONLY

Representing  Self, without a Lawyer or  Attorney for  Petitioner OR  Respondent

## SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

\_\_\_\_\_  
Name of Petitioner

Case Number: \_\_\_\_\_

AND

### PRELIMINARY INJUNCTION

\_\_\_\_\_  
Name of Respondent

#### A. INFORMATION about this PRELIMINARY INJUNCTION

1. **PETITIONER HAS FILED** at least ONE of the following papers with the Petition:

- A Copy of the Birth Certificate that lists FATHER as a parent of the child subject of this petition, or
- An Affidavit or Acknowledgement signed by the FATHER admitting paternity, or
- An Adoption Order listing BOTH PARTIES as parents, or
- A Court Order establishing paternity.

2. **ACTIONS FORBIDDEN by this Court Order:** BOTH the Petitioner and the Respondent **shall not** do any of the following:

- ✓ You may **not** molest, harass, disturb the peace of or commit an assault or battery on the person of the other party or any natural or adopted child of the parties, **AND**
- ✓ You may **not** remove any natural or adopted child of the parties then residing in this state from the jurisdiction of the court without the prior written consent of the parties or the permission of the court, **AND**
- ✓ You may **not** remove or cause to be removed any child of the parties from any existing insurance coverage, including medical, hospital, dental, automobile, or disability insurance.

**WARNING: This is an official Court Order.**

If you disobey this order the court may find you in contempt of court. You may also be arrested and prosecuted for the crime of interfering with judicial proceedings and any other crime you may have committed in disobeying this order. You or the other party may file a certified copy of this order with your local law enforcement agency. A certified copy may be obtained from the clerk of the court that issued this order. If you are the person who brought this action, you must also file evidence with the law enforcement agency that this order was served on the other party. This court order is effective until a final order of paternity, legal decision-making or parenting time is filed or the action is dismissed.

**3. REQUIREMENTS of this Court Order:** Arizona Law, A.R.S. §25-808(B)(2) requires:

- ✓ Both Petitioner and Respondent (Mother and Father) must maintain ALL INSURANCE COVERAGE in full force and effect during the Petition process.

**4. This PRELIMINARY INJUNCTION:**

- **Does not prejudice** the rights of the parties or of any child that are to be adjudicated at the subsequent hearings in the proceeding.
- **May be revoked or modified** before the final decree on a showing by affidavit of the facts necessary for revocation or modification of a final decree.
- **Terminates** when the final order is entered or when the Petition is dismissed.

**B. DESCRIPTION OF THE PARTIES:**

**1. Petitioner:**

Name: \_\_\_\_\_

Gender:  Male  Female

Height: \_\_\_\_\_

Weight: \_\_\_\_\_

Driver's License (last 4 nos.) \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**2. Respondent:**

Name: \_\_\_\_\_

Gender:  Male  Female

Height: \_\_\_\_\_

Weight: \_\_\_\_\_

Driver's License (last 4 nos.) \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**C. OFFICIAL SIGNATURE:**

GIVEN UNDER MY HAND AND THE SEAL OF THE COURT this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**Clerk of the Superior Court**

By: \_\_\_\_\_, Deputy Clerk

Person Filing: \_\_\_\_\_  
Address (if not protected): \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
ATLAS Number: \_\_\_\_\_  
Lawyer's Bar Number: \_\_\_\_\_



FOR CLERK'S USE ONLY

Representing  Self, without a Lawyer or  Attorney for  Petitioner OR  Respondent

## SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

\_\_\_\_\_  
Name of Petitioner/Parent A

Case Number: \_\_\_\_\_

### PETITION TO ESTABLISH (Check one box only)

- LEGAL DECISION MAKING (CUSTODY),  
PARENTING TIME, *and* CHILD SUPPORT, or
- LEGAL DECISION MAKING (CUSTODY) AND  
PARENTING TIME (ONLY)

\_\_\_\_\_  
Name of Respondent/Parent B

### STATEMENTS THE COURT

**1. INFORMATION ABOUT ME, THE PETITIONER:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Relationship to children for whom I want the Primary Residence, Legal Decision Making and Parenting Time (or Parenting Time and Child Support) Order:  
 Mother  
 Father  
 Other. My relation to the children is: \_\_\_\_\_

**2. INFORMATION ABOUT OTHER PARTY, THE RESPONDENT:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Relationship to children for whom I want the Primary Residence, Legal Decision Making and Parenting Time (or Parenting Time and Child Support) Order:  
 Mother  
 Father  
 Other. My relation to the children is: \_\_\_\_\_

**3. VENUE: This is the proper court to bring this lawsuit under Arizona law because:**

it is the county of residence of the petitioner, or the respondent, or the minor child(ren).

**4. JURISDICTION: WHY I AM FILING THIS COURT CASE AGAINST THE OTHER PERSON, THE RESPONDENT, IN ARIZONA: (check all that apply)**

- The Respondent is a resident of Arizona.
- I believe that I will personally serve the Respondent in Arizona (see "Service" packet).
- The Respondent agrees to have the case heard here and will file written papers in the court case.
- The Respondent lived with the minor child(ren) in this state at some time.
- The Respondent lived in this state and provided pre-birth expenses or support for the minor child(ren).
- The minor child(ren) lives in this state as a result of the acts or directions of the Respondent.
- The Respondent had sexual intercourse in this state as a result of which the minor child may have been conceived in Arizona.
- The Respondent signed an acknowledgment of paternity that is filed in this state.
- The Respondent did any other acts that substantially connect the Respondent with this state (see a lawyer to help you determine this).

**5. STATEMENTS ABOUT PATERNITY AND CHILD SUPPORT:**

**A. PATERNITY WAS ESTABLISHED BY: (check one box).**

(A copy of any Order or document referenced here should already be in the Court file or attached.)

- A Court Order for Paternity from this county or previously transferred to this county** stating that

\_\_\_\_\_

is the natural father of the minor child(ren) included in this Petition. (A.R.S. § 25-502(c))

- Both parents signing an Acknowledgment of Paternity through the Hospital Paternity Program** or other means provided by law after July 18, 1996, and a birth certificate listing the name of the father was issued as a result.
- We do not have an order of paternity, but we do have a child support order.**

**\*NOTE: If married when minor child(ren) born, conceived or adopted, and no decree of Divorce or Separation has been issued, STOP! Do not use these forms unless advised to do so by an attorney. Requests for legal decision-making authority (custody) and parenting time must generally be filed as part of a case for Separation or Divorce.**

**B. INFORMATION ABOUT CHILD SUPPORT FOR MINOR CHILDREN: (check one box)**

- An Order for Child Support is dated \_\_\_\_\_ from (name of court) \_\_\_\_\_ which states that child support is established and **does not need to be changed**. Note: if order is from court other than Superior court in Maricopa County, see instructions)
- An Order for Child Support is dated \_\_\_\_\_ from (name of court) \_\_\_\_\_ which states that child support is established and **does need to be changed**. Note: if order is from court other than Superior Court in Maricopa County, see instructions)
- To my knowledge **there is no child support order** for the minor child(ren) and the court should order child support in this case along with legal decision making (custody) and parenting time.

**6. INFORMATION ABOUT MINOR CHILDREN, including past 5 years residence:**

<b>A. Child's Name:</b> _____	<b>Gender:</b> <input type="checkbox"/> Female <input type="checkbox"/> Male
<b>Place of Birth:</b> _____	<b>Date of Birth:</b> _____
<b>Current Address:</b> (include city, state) _____	
<b>How long at this address:</b> _____ <b>County:</b> _____	
Lived with <input type="checkbox"/> Parent A <input type="checkbox"/> Parent B <input type="checkbox"/> Other (Name & Relation to Child): _____	

(If less than 5 years, provide 5 years previous address information for each child.)	
<b>Previous Address:</b> _____	
<b>How long at this address:</b> _____ <b>Lived with</b> <input type="checkbox"/> Parent A <input type="checkbox"/> Parent B <input type="checkbox"/> Other: _____	
<b>Previous Address:</b> _____	
<b>How long at this address:</b> _____ <b>Lived with</b> <input type="checkbox"/> Parent A <input type="checkbox"/> Parent B <input type="checkbox"/> Other: _____	

<b>B. Child's Name:</b> _____	<b>Gender:</b> <input type="checkbox"/> Female <input type="checkbox"/> Male
<b>Place of Birth:</b> _____	<b>Date of Birth:</b> _____
<b>Current Address:</b> (include city, state) _____	
<b>How long at this address:</b> _____ <b>County:</b> _____	
Lived with <input type="checkbox"/> Parent A <input type="checkbox"/> Parent B <input type="checkbox"/> Other (Name & Relation to Child): _____	

(If less than 5 years, provide 5 years previous address information for each child.)	
<b>Previous Address:</b> _____	
<b>How long at this address:</b> _____ <b>Lived with</b> <input type="checkbox"/> Parent A <input type="checkbox"/> Parent B <input type="checkbox"/> Other: _____	
<b>Previous Address:</b> _____	
<b>How long at this address:</b> _____ <b>Lived with</b> <input type="checkbox"/> Parent A <input type="checkbox"/> Parent B <input type="checkbox"/> Other: _____	

<b>C. Child's Name:</b> _____	<b>Gender:</b> <input type="checkbox"/> Female <input type="checkbox"/> Male
<b>Place of Birth:</b> _____	<b>Date of Birth:</b> _____
<b>Current Address:</b> (include city, state) _____	
<b>How long at this address:</b> _____ <b>County:</b> _____	
Lived with <input type="checkbox"/> Parent A <input type="checkbox"/> Parent B <input type="checkbox"/> Other (Name & Relation to Child): _____	

(If less than 5 years, provide 5 years previous address information for each child.)	
<b>Previous Address:</b> _____	
<b>How long at this address:</b> _____ <b>Lived with</b> <input type="checkbox"/> Parent A <input type="checkbox"/> Parent B <input type="checkbox"/> Other: _____	
<b>Previous Address:</b> _____	
<b>How long at this address:</b> _____ <b>Lived with</b> <input type="checkbox"/> Parent A <input type="checkbox"/> Parent B <input type="checkbox"/> Other: _____	

<b>D. Child's Name:</b> _____	<b>Gender:</b> <input type="checkbox"/> Female <input type="checkbox"/> Male
<b>Place of Birth:</b> _____	<b>Date of Birth:</b> _____
<b>Current Address:</b> (include city, state) _____	
<b>How long at this address:</b> _____ <b>County:</b> _____	
Lived with <input type="checkbox"/> Parent A <input type="checkbox"/> Parent B <input type="checkbox"/> Other (Name & Relation to Child): _____	

(If less than 5 years, provide 5 years previous address information for each child.)	
<b>Previous Address:</b> _____	
<b>How long at this address:</b> _____ <b>Lived with</b> <input type="checkbox"/> Parent A <input type="checkbox"/> Parent B <input type="checkbox"/> Other: _____	
<b>Previous Address:</b> _____	
<b>How long at this address:</b> _____ <b>Lived with</b> <input type="checkbox"/> Parent A <input type="checkbox"/> Parent B <input type="checkbox"/> Other: _____	

Continues on attached page(s) made part of this document by reference.

**7. COURT CASES NOT INVOLVING PHYSICAL CUSTODY, LEGAL DECISION MAKING (LEGAL CUSTODY) OR PARENTING TIME RELATED TO THE CHILDREN UNDER 18 YEARS OLD: (check one box)  I HAVE  I HAVE NOT** been a party or a witness in court in this state or any other state regarding the legal decision making (custody) or parenting time of any of the minor children named above (If so, explain below, using extra pages if necessary. **IF NOT, GO ON.**)

Name of each child: \_\_\_\_\_

Court State: \_\_\_\_\_ Court location (county/city): \_\_\_\_\_

Court case number: \_\_\_\_\_ Current case status: \_\_\_\_\_

How the minor children are involved: \_\_\_\_\_

Summary of any Court Order: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**8. PHYSICAL CUSTODY, LEGAL DECISION MAKING (LEGAL CUSTODY) OR PARENTING TIME CASES RELATED TO CHILDREN UNDER 18 YEARS OLD: (Check one box)**

I DO NOT HAVE  I DO HAVE information about a legal decision making (custody) or parenting time court case relating to any of the minor children named above that is pending in this state or in any other state (If so, explain below, using extra pages if necessary. **IF NOT, GO ON.**)

Name of each child: \_\_\_\_\_

Court State: \_\_\_\_\_ Court location (county/city): \_\_\_\_\_

Court case number: \_\_\_\_\_ Current case status: \_\_\_\_\_

Nature (type) of court proceeding: \_\_\_\_\_

Summary of any Court Order: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**9. PHYSICAL CUSTODY, LEGAL DECISION MAKING (LEGAL CUSTODY) OR PARENTING TIME CLAIMS OF ANY PERSON: (check one box)**

I DO NOT KNOW  I DO KNOW a person other than the Petitioner or the Respondent who has physical custody or who claims legal decision making authority (custody) or parenting time rights to any of the minor children named above. (If so, explain below, using extra pages if necessary. **IF NOT, GO ON.**)

Name of each child: \_\_\_\_\_

Name of Person with the claim: \_\_\_\_\_

Address of Person with the claim: \_\_\_\_\_

Nature of the Claim: \_\_\_\_\_

\_\_\_\_\_

**OTHER STATEMENTS TO THE COURT:**

- 10. **OTHER EXPENSES:** The parties should be ordered to divide between them any uninsured medical, dental, or health expenses, reasonably incurred for the minor child(ren), in proportion to their respective incomes.
- 11. **DOMESTIC VIOLENCE:** (If you are asking for joint legal decision making (joint custody); this statement must be true (ARS § 25-403).  
 There is **no history of significant domestic violence** between the parties.
- 12. **The Parent Information Program (PIP)** is required for persons seeking legal decision making authority (custody) or parenting time.  
 I have     I have not (check one box) already completed the Parenting Information Program.

**REQUESTS TO THE COURT:**

**PRIMARY RESIDENTIAL PARENT, PARENTING TIME, AND AUTHORITY FOR LEGAL DECISION MAKING (LEGAL CUSTODY):**

1. **Declare which parent shall be “Primary Residential Parent” for each minor child as follows:**

Declare **Parent A** as primary residential parent for the following named children:  
\_\_\_\_\_

Declare **Parent B** as primary residential parent for the following named children:  
\_\_\_\_\_

***Subject to parenting time, as follows:***

2. **PARENTING TIME: Award parenting time as follows:**

- Reasonable parenting time rights to the non-primary residential parent, **OR**
- Supervised parenting time between the children and  Parent A OR  Parent B, **OR**
- No parenting time rights to the  Parent A OR  Parent B.

**Supervised or no parenting time is in the best interests of the child(ren) because: \***

\_\_\_\_\_  
\_\_\_\_\_

Explanation continues on attached pages made part of this document by reference.

a. Name this person to supervise: \_\_\_\_\_

b. Restrict parenting time as follows: \_\_\_\_\_  
\_\_\_\_\_

c. Order cost of supervised parenting time (if applicable) to be paid by:

Parent A

Parent B, **OR**

Shared equally by the parties.

**3. AUTHORITY FOR LEGAL DECISION MAKING (LEGAL CUSTODY):**

**Award legal authority to make decisions concerning the child(ren) as follows:**

**AWARD SOLE AUTHORITY FOR LEGAL DECISION-MAKING to:**  **Parent A**  **Parent B**

**OR**

**AWARD JOINT LEGAL DECISION MAKING AUTHORITY to BOTH PARENTS.**

Parent A and Parent B will agree to act as joint legal decision makers concerning the minor child(ren) and will submit a Parenting Plan and Joint Legal Decision Making Agreement signed by the both parties. (For the court to order "joint" legal decision making, there must have been no "significant" domestic violence according to Arizona law, A.R.S. § 25-403.03)

**(Check below if you are asking for a child support order or a change of child support in this case.)**

**4. CHILD SUPPORT: Order that child support shall be paid by: (check one box)  Parent A OR**

**Parent B;** in a reasonable amount as determined by the court under the Arizona Child Support Guidelines. Support payments shall begin on the first day of the first month following the entry of support order. These payments, and a fee for handling, shall be paid through the Support Payment Clearinghouse and collected by automatic Income Withholding Order. Further, that costs for past child support and care for child(ren) in the amount of \$ \_\_\_\_\_ shall be paid by  **Parent A OR**  **Parent B** in the amount of \$ \_\_\_\_\_ each month until paid in full. Payments shall be made as stated above.

**5. MEDICAL, DENTAL, VISION CARE**

**Parent A** should be responsible for providing:  medical  dental  vision care insurance.  
 **Parent B** should be responsible for providing:  medical  dental  vision care insurance.

**Non-Covered Expenses.** Order Parent A to pay \_\_\_\_\_ %, AND order Parent B to pay \_\_\_\_\_ % of all reasonable uncovered and/or uninsured medical, dental, vision care, prescription and other health care charges for the minor child(ren), including co-payments.

**6. OTHER ORDERS I AM REQUESTING (explain request here):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DECLARATION UNDER PENALTY OF PERJURY**

**I declare that the contents of this document are true and correct under penalty of perjury.**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

**SUPERIOR COURT OF ARIZONA  
IN MARICOPA COUNTY**

Case Number \_\_\_\_\_

\_\_\_\_\_  
Name of Petitioner

**ORDER AND NOTICE TO ATTEND  
PARENT INFORMATION  
PROGRAM CLASS**

\_\_\_\_\_  
Name of Respondent

**THIS IS AN OFFICIAL COURT ORDER. IF YOU FAIL TO OBEY THIS ORDER,  
THE COURT MAY FIND YOU IN CONTEMPT OF COURT.**

**THE COURT FINDS:**

This case involves minor child(ren) and is an action for:

- Dissolution of Marriage;
- Legal Separation, or
- Paternity with a Request to Determine Legal Decision-Making Authority (Custody) or Parenting Time or Child Support;
- Request to Determine Legal Decision-Making Authority (Custody) or Parenting Time or Support.

**THE COURT ORDERS** pursuant to ARS §25-352:

1. **ATTEND CLASS.** You must attend and complete the Parent Information Program Class.
2. **WITHIN 45 DAYS.** Both the Petitioner and the Respondent **must** complete this class within 45 days from the date the Respondent is served with, or accepts service of, the Petition/Complaint. The Respondent must register for and complete the course whether or not a **“Response”** or **“Answer”** to the Petition/Complaint is filed.
3. **PAY THE CLASS FEE.** Each party must pay the class fee to the Program Provider.  
\*If the court fees in your Family Court case have been deferred or waived, you are eligible to have the PIP program fees deferred or waived, respectively. You must provide documentation of your deferral or waiver to the PIP program provider at the time you register for the class.
4. **CERTIFICATE OF COMPLETION.** Upon your completion of the class the provider for the class will e-file a certificate with the court indicating that you have completed the class. Only approved providers will be able to e file a certificate.
5. **FAILURE TO ATTEND CLASS.** If you file a Petition/Complaint or **“Response”** or **“Answer”** and do **not** complete the Parent Information Program Class, the judge **may not** sign your papers and you **may not** get the things you asked the court to give you. You may also be denied the right to seek modification and/or enforcement of the decree/judgment/order until completion of the class. If you are the party required to file a Response/Answer and choose not to file a **“Response”** or **“Answer”**, and do not complete the Parent Information Program Class, **you may be denied** the right to seek modification and/or enforcement of the decree/judgment/order until completion of the class.

Suzanne Cohen  
Presiding Judge, Family Court Department

**PARENT INFORMATION PROGRAM NOTICE**

**ATTENDANCE IS REQUIRED (A.R.S. §25-352 and Administrative Order No. 2013-020).** You and the other parent must attend and complete a class in the PARENT INFORMATION PROGRAM. As a precaution against any type of abuse or harassment, you and the other parent must attend separate classes. You may each take the class from the same agency, but not at the same time. This is not a parenting skills class. The purpose of the program is to give parents information about how children are affected by matters that involve family courts: divorce, paternity, or legal decision making (custody) matters and parenting time. This Notice applies to all parents who file any of the following actions.

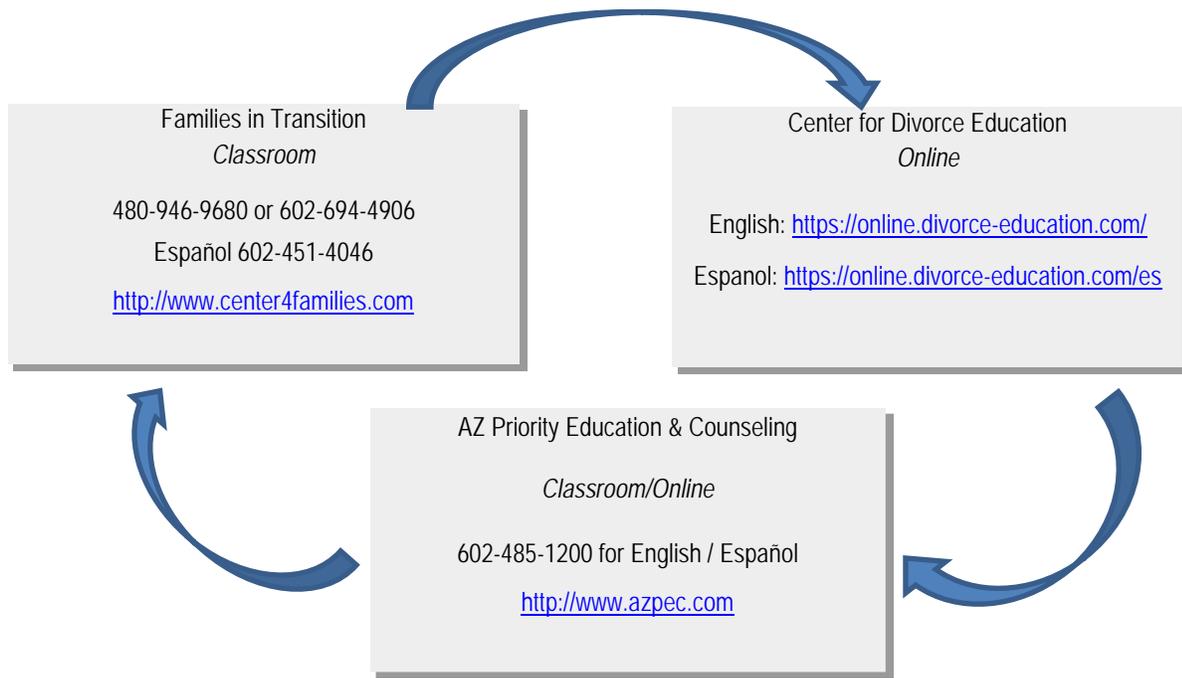
- Dissolution of marriage or legal separation that involves a natural or adopted minor, un-emancipated child common to the parties, or
- Paternity with a request that the court determine legal decision-making authority (custody), parenting time or child support, or
- Any other domestic relations/family court cases if attendance is ordered by the court.

IF YOU DO NOT ATTEND THE PARENT INFORMATION CLASS, THE JUDGE MAY NOT SIGN YOUR PAPERS AND YOU MAY NOT GET THE THINGS YOU ASKED THE COURT TO DO. THE JUDGE MAY ALSO FIND YOU IN CONTEMPT OF COURT.

**NOTICE TO THE OTHER PARENT.** After you file your court papers, you must serve the Order and Notice on the other parent. If you have questions on how to serve the other parent, the Superior Court Self-Service Center locations have forms and instructions available.

- ..... Downtown Phoenix 1<sup>st</sup> floor East Court Building, 101 W Jefferson Street
- ..... Northeast Phoenix 18380 North 40<sup>th</sup> Street,
- ..... Southeast Complex 222 E Javelina Avenue, Mesa
- ..... Northwest Valley 14264 West Tierra Buena Lane, Surprise
- ..... Self Service Web-Site

**APPROVED PARENT INFORMATION CLASSES IN MARICOPA COUNTY.** You may choose which class you want to attend. The court will not assign you to attend a specific class. Court-approved provider classes are available in both English and Spanish. You can register for your class by contacting one of the providers listed below.



**COST.** • UNLESS YOU ARE ENTITLED TO A FEE WAIVER OR DEFERRAL you are required to pay the provider of the class the fee (not to exceed) \$50.00. You are entitled to a fee waiver or deferral if the court fees in your Family Court case have been deferred or waived. Please contact the provider regarding the required documentation for a waiver or deferral.

**SPECIAL NEEDS OR ACCOMMODATIONS.** If, due to a disability, language, or other needs, you have difficulty finding a Parent Information Program class that can accommodate your needs, please contact Family Court Administration at 602-506-1561 for assistance.

- CLASS PROCEDURES.**
- Arrive a few minute early
  - Bring picture Identification
  - Bring your case number
  - Do not bring children
  - You must check in to the class and check out. Failure to check in and out of the class may result in your attendance not being counted.

- ONLINE PROCEDURES.**
- Find a time and a place free of distractions
  - Have your case number and credit card available
  - Make sure the technical requirements of the program match your device
  - Remember you do not have to take the entire class at once. The computer remembers where you left off. You may get more out of the class if you break it up into several settings.

## SELF-SERVICE CENTER

# PROCEDURES: WHAT TO DO AFTER COMPLETING ALL FORMS TO ESTABLISH CHILD CUSTODY, PARENTING TIME AND CHILD SUPPORT WHEN PATERNITY HAS ALREADY BEEN ESTABLISHED

**STEP 1:** Complete the “Family Court Cover Sheet” and the “Sensitive Data Sheet”.  
(Do not copy these 2 documents.)

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

- “Summons”
- “Preliminary Injunction”
- “Petition to Establish Child Custody, Parenting Time and Child Support”
- “Order and Notice for the Parent Information Program”

**STEP 2:** SEPARATE YOUR DOCUMENTS INTO THREE (3) SETS: (4 if DES or DCSE is involved)

<b>SET 1 – ORIGINALS FOR CLERK OF COURT:</b> <ul style="list-style-type: none"><li>• “Family Court Cover Sheet”</li><li>• “Sensitive Data Sheet”</li><li>• “Summons”</li><li>• “Preliminary Injunction”</li><li>• “Petition to Establish Child Custody, Parenting Time and Child Support”</li><li>• “Order and Notice for Parent Information Program”</li></ul>	<b>SET 2 -- COPIES FOR OTHER PARTY:</b> <ul style="list-style-type: none"><li>• “Summons”</li><li>• “Preliminary Injunction”</li><li>• “Petition to Establish Child Custody, Parenting Time and Child Support”</li><li>• “Order and Notice for Parent Information Program”</li></ul>
<b>SET 3 – COPIES FOR YOU:</b> <ul style="list-style-type: none"><li>• “Summons”</li><li>• “Preliminary Injunction”</li><li>• “Petition to Establish Child Custody, Parenting Time and Child Support”</li><li>• “Order and Notice for Parent Information Program”</li></ul>	
<b>SET 4 – TO SERVE ON THE STATE IF DES OR DCSE IS INVOLVED:</b> <ul style="list-style-type: none"><li>• “Petition to Establish Child Custody, Parenting Time and Child Support” (copy)</li><li>• “Acceptance of Service” (original) (See Step 4 on next page for more information about serving the State)</li></ul>	

**STEP 3:** FILE THE PAPERS AT THE COURT:

**GO: 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 Clerk of court Filing Counter at the following Superior Court locations:

The Clerk of the Superior Court  
**Central Court Building**  
201 West Jefferson, 1st floor  
Phoenix, Arizona 85003

The Clerk of the Superior Court  
**Southeast Court Complex**  
222 East Javelina Avenue, 1st floor  
Mesa, Arizona 85210

The Clerk of the Superior Court  
**Northwest Court Complex**  
14264 West Tierra Buena Lane  
Surprise, Arizona 85374

The Clerk of the Superior Court  
**Northeast Regional Court Center**  
18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032

**FEES:** A list of current fees is available from the Self Service Center and from the Clerk of 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 Self-Service Center.

**PAPERS:** Hand all three (3) sets of your court papers to the Clerk along with along with the correct 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 Self-Service 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, Waiver or Acceptance of Service as soon as the Respondent is served.

**The State of Arizona may be involved** if any party received public assistance for the children or used the services of the State in establishing or collecting child support. If either party already has a case with the State (**DCSE or DES**) involving the same children as in this case, notice of this action **must** also be given to the Attorney General's Office.

**SERVING PAPERS ON THE STATE:** (if required). The Office of the Attorney General (the "AG") will accept service by signing an "**Acceptance of Service**" form and returning the form *for you to file with the Court*. There are no court fees for serving the State with an *Acceptance*, as described below:

- (a) You may mail or personally deliver to the Office of the "AG" assigned to your case:
- a copy of the "**Petition to Establish Child Custody, Parenting Time and Child Support**"
  - original "**Acceptance of Service**" AND
  - a self-addressed, stamped envelope (*addressed back to you*).

A list of addresses for the AG's offices is available from the Self-Service Center or from the Internet.

(b) There may also be a "drop-box" in the Clerk of Court's filing counter area at which you may leave the above listed documents and the envelope for the AG. Ask the clerk at the filing counter, or

(c) You may mail all listed documents *and the envelope* to:

Office of the Attorney General  
Child Support Enforcement Section  
P.O. Box 6123 – Site Code 775C  
Phoenix, AZ 85005

**Note: The State is not considered served until the AG's signed Acceptance of Service is filed with the Court!**

**Note:** A party who is served with the papers *in Arizona*, whether a person or the State of Arizona (the AG / DCSE), has **20** days from the date of service to file a request for a hearing. A party who is served with the papers outside Arizona has **30** days from the date of service to file a request for hearing.

**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 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 Self-Service Center's "Default" (or "Default Without Children") packet and follow the timetable and procedures there to apply for your default court order.

Do not  
or file this page