

SELF-SERVICE CENTER

PROCEDURES: WHAT TO DO AFTER COMPLETING ALL FORMS TO GET A COURT ORDER FOR GRANDPARENT VISITATION

**STEP 1:** Complete the "Family Court / Sensitive Data Cover Sheet".  
(No copies needed.)

Make 3 copies (or more\*) of the following documents after you have filled them out.

- "Summons"
- "Petition to Establish Grandparent Visitation"

**STEP 2:** SEPARATE YOUR DOCUMENTS INTO ONE SET of ORIGINALS and SETS of COPIES FOR YOURSELF AND ONE SET FOR EACH PERSON (OR AGENCY) ENTITLED TO RECEIVE NOTICE :

<b>SET 1 - ORIGINALS FOR CLERK OF COURT:</b> <ul style="list-style-type: none"><li>• "Family Court /Sensitive Data Cover Sheet"</li><li>• "Summons"</li><li>• "Petition for Grandparent Visitation"</li></ul>	<b>SET 2 - COPIES FOR YOU:</b> <ul style="list-style-type: none"><li>• "Summons"</li><li>• "Petition for Grandparent Visitation"</li></ul>
<b>SET 3 - COPIES FOR MOTHER*:</b> *if living and parental rights have not been terminated <i>by court order</i> <ul style="list-style-type: none"><li>• "Summons"</li><li>• "Petition for Grandparent Visitation"</li></ul>	<b>SET 4 - COPIES FOR father*:</b> *if living and parental rights have not been terminated <i>by court order</i> <ul style="list-style-type: none"><li>• "Summons"</li><li>• "Petition for Grandparent Visitation"</li></ul>
<b>*SET 5 - if needed - for LEGAL GUARDIAN</b> <ul style="list-style-type: none"><li>• "Summons"</li><li>• "Petition for Grandparent Visitation"</li></ul>	<b>*SET 6 (or more, if needed) - for Other Person(s) or Agency having possession of or claiming a right to Custody of the children:</b> <ul style="list-style-type: none"><li>• "Summons"</li><li>• "Petition for Grandparent Visitation"</li></ul>

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

**GO TO THE CLERK OF THE COURT'S FILING COUNTER:** Hand over the originals and all three sets of copies to the Clerk at the filing counter **and pay the filing fee.** The Clerk will keep the originals, stamp the extra copies to show that these are copies of papers you have filed with the Court, *and return the stamped copies to you.* These stamped sets of copies are now called "conformed" copies. The Court is open from 8 a.m. to 5 p.m., Monday through Friday.

You may file your papers at any of the following Superior Court locations:

**Central Court Building**

201 West Jefferson, 1st floor  
Phoenix, Arizona 85003

**Northwest Court Complex**

14264 West Tierra Buena Lane  
Surprise, Arizona 85374

**Southeast Court Complex**

222 East Javelina Avenue, 1st floor  
Mesa, Arizona 85210

**Northeast Court Complex**

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.

**STEP 4: SERVE THE PAPERS ON THE OTHER PARTY(IES).** The papers may be delivered by the Sheriff's Department, a licensed private process server, commercial delivery service or mail by which you can obtain an original or copy of the other party's signature confirming delivery or by "**Acceptance of Service**" as described in the "SERVICE" packet available from the Self-Service Center or the internet.

Scroll down and choose the appropriate Service Packet that meets your needs.

**NOTE:** If both parents are living and unless an order has been signed by a Judge *specifically stating* that the parental rights of one of the parents have been "**permanently severed**", you must serve the papers on **both** parents. This includes your own son or daughter, even if he or she agrees with your request.

**STEP 5: WAIT.** Depending on HOW and WHERE you served the papers on the other party or parties (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 that ALL other parties DEFAULTED - that is, the other parties either agree with your request *or at least did not file papers to disagree*, so the Court should move forward and give you a Court Order.

**See the Self-Service Center's "DEFAULT WITH CHILDREN" packet and follow the timetable and procedures there to apply for your default court order.**

**IF A RESPONSE IS FILED**, you should receive a copy from the other party(ies) and the Court will notify all parties of a hearing or conference date.

**STEP 6: ATTEND THE HEARING.** You will need packet #4, "**The Court Order**" for the hearing.