

SELF-SERVICE CENTER

**PROCEDURES: HOW TO FILE PAPERS FOR  
LEGAL SEPARATION WITH MINOR CHILDREN  
WITH THE COURT**

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

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

- “Summons”
- “Preliminary Injunction”
- “Petition for Legal Separation with Minor Children”
- “Affidavit of Minor Children”
- “Order and Notice for the Parent Information Program”
- “Notice Regarding Creditors”

**STEP 2:** SEPARATE YOUR DOCUMENTS INTO THREE (3) SETS:

**SET 1 - ORIGINALS FOR THE CLERK  
OF THE COURT:**

- “Family Court Cover Sheet / Sensitive Data Sheet” **DO NOT COPY OR SERVE THIS FORM**
- “Summons”
- “Preliminary Injunction”
- “Petition for Legal Separation With Minor Children”
- “Affidavit of Minor Children”
- “Order and Notice for the Parent Information Program”

**SET 2 - COPIES FOR SPOUSE:**

- “Summons”
- “Preliminary Injunction”
- “Petition for Legal Separation With Minor Children”
- “Affidavit of Minor Children”
- “Order and Notice for the Parent Information Program”
- “Notice Regarding Creditors”

**SET 3 - YOUR COPIES:**

- “Summons”
- “Preliminary Injunction”
- “Petition for Legal Separation With Minor Children”
- “Affidavit of Minor Children”
- “Order and Notice for the Parent Information Program”
- “Notice Regarding Creditors”

**STEP 3: GO TO THE COURT TO FILE YOUR PAPERS:**

The court is open from 8:00 a.m. – 5:00 p.m., Monday-Friday. **You should go to the court at least two hours before it closes.** You may file your court papers at:

Clerk of the Superior Court  
**CENTRAL COURT BUILDING**  
201 West Jefferson, 1st floor  
Phoenix, Arizona 85003

Clerk of the Superior Court  
**SOUTHEAST COURT COMPLEX**  
222 East Javelina Avenue  
Mesa, Arizona 85210

Clerk of the Superior Court  
**NORTHWEST COURT COMPLEX**  
14264 West Tierra Buena Lane  
Surprise, Arizona 85374

Clerk of the Superior Court  
**NORTHEAST COURT COMPLEX**  
18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032

**FILE:** Go to the Clerk of the Court filing counter at any of the locations listed.

**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 the filing fee.

**MAKE SURE YOU GET BACK THE FOLLOWING FROM THE CLERK:**

- ✓ Your Set of Copies
- ✓ Your Spouse's Set of Copies

**STEP 4:** Read the packet called "Service of Court Papers" that applies to your situation at the Self-Service Center to find out how to serve the other party. Once the other party is served with the court papers make sure you immediately file the affidavit, waiver or acceptance of service with the Clerk of the Court.