

## SELF-SERVICE CENTER

# PROCEDURES: HOW TO FILE PAPERS WITH THE COURT FOR ESTABLISHMENT OF PATERNITY, LEGAL DECISION MAKING (Custody), PARENTING TIME, AND CHILD SUPPORT

### STEP 1: Complete the "Family Court/Sensitive Data CoverSheet".

(Do not copy these 2 documents.)

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

- "Summons"
- "Preliminary Injunction"
- "Order and Notice for the Parent Information Program"

Make **2** copies of the "Petition for Paternity, Legal Decision Making (Custody), Parenting Time, and Child Support" after you have filled it out. (Referred to as "Petition" below)

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

<p><b>SET 1 - ORIGINALS FOR CLERK OF COURT:</b></p> <ul style="list-style-type: none"><li>• "Family Court/Sensitive Data CoverSheet"</li><li>• "Summons"</li><li>• "Preliminary Injunction"</li><li>• "Petition"</li><li>• "Order and Notice for Parent Information Program"</li></ul>	<p><b>SET 2 - COPIES FOR OTHER PARTY:</b></p> <ul style="list-style-type: none"><li>• "Summons"</li><li>• "Preliminary Injunction"</li><li>• "Petition"</li><li>• "Order and Notice for Parent Information Program"</li></ul>
<p><b>SET 3 - COPIES FOR YOU:</b></p> <ul style="list-style-type: none"><li>• "Summons"</li><li>• "Preliminary Injunction"</li><li>• "Petition"</li><li>• "Order and Notice for Parent Information Program"</li></ul>	

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

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

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

The Clerk of the Superior Court  
**Northwest Court Facility**  
4264 West Tierra Buena Lane  
Surprise, Arizona 85374

**FILE:** Go to the Clerk of the Court filing counter at the location where you will file your papers.

**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.

If this is a joint-filing by both parties as in a "stipulation" or "agreement", and it is the first time one of the parties or his or her attorney has "appeared", that is, filed papers in this case, a separate substantial "**appearance fee**" (also known as a "response" or "answer" fee) *will be due from that party* at the time of filing.

**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.

**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" packet and follow the timetable and procedures there to apply for your default court order.