SUPERIOR COURT OF ARIZONA
IN MARICOPA COUNTY

SELF-SERVICE CENTER REQUEST FOR COURT FORMS AND/OR INFORMATION

Date: _____ _____ _____
(MM/DD/YY) Full Name Complete Mailing Address, City, State, Zip

GENERAL INFORMATION

The forms are designed for use in the **State of Arizona ONLY.**

Fee: $5.00 postage and handling per order - PLUS the amount indicated for each procedure (packet) you are requesting. Postage and Handling Fee is authorized by Arizona law (A.R.S. § 11-251.08) and applies to all packets requested.

There are NO REFUNDS.

Delivery could take 2 - 3 weeks.

Need them right away? Packets may be downloaded and printed FREE (if you have a printer) from the Self-Service Center website at:
http://www.superiorcourt.maricopa.gov/SuperiorCourt/Self-ServiceCenter/forms/Index.asp

If the forms you are looking for are not listed, you can try the following alternatives:

- **Check the Maricopa County Superior Court Law Library** located at 101 W. Jefferson, Phoenix.
- **Look in the Yellow Pages** under "Legal Forms".
- **Consult with a lawyer.** The Self-Service Center has a list of lawyers who are willing to help people who represent themselves. **Call (602) 506-SELF**, and press 3 for more information. This list is also available online at:
http://www.superiorcourt.maricopa.gov/SuperiorCourt/FamilyCourt/Rosters/Attorney/lawMap.aspx
- **View other options online at**:
http://www.superiorcourt.maricopa.gov/SuperiorCourt/Self-ServiceCenter/resources.asp

HOW TO ORDER

STEP ONE: Enter the date, your name and your complete mailing address on the form

STEP TWO: Check the box next to each procedure (packet) you are requesting;
Read options carefully and make sure to check the correct box(es)

STEP THREE: Add up the cost of all procedures (packets) you have checked

STEP FOUR: Add the $5.00 postage and handling fee to your total

STEP FIVE: Prepare a **money order for the exact amount** owed, made payable to Clerk of Superior Court, and mail the money order and completed form to:

Superior Court of Arizona
Attn.: Self-Service Center
101 West Jefferson, 1st floor
Phoenix, AZ 85003

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Date: _____ _____ _____
(MM/DD/YY) Full Name Complete Mailing Address, City, State, Zip

Family Court
To Get the First Order

Divorce (non-covenant marriage only)

- ☐ STEP 1 – Petition with minor children [$5]
- ☐ STEP 1 – **Petition** without minor children **[$5]**
- ☐ Request Temporary Orders **[$5]**
- ☐ Request Emergency Temporary Orders **[$5]**
- ☐ STEP 2 – **Service [$5]**
  - ☐ Request for more time to serve **[$5]**
- ☐ STEP 3 – **Response** with children **[$5]**
- ☐ STEP 3 – **Response** without children **[$5]**
- ☐ STEP 3 – Request for Default **[$5]**
  - ☐ STEP 4 – **Default** Decree **[$5]**
- ☐ STEP 4 – **Consent** Decree **[$5]**

Legal Separation (non-covenant marriage only)

- ☐ STEP 1 – **Petition** with minor children **[$5]**
- ☐ STEP 1 – **Petition** without minor children **[$5**
- ☐ Request Temporary Orders **[$5]**
- ☐ Request Emergency Temporary Orders **[$5]**
- ☐ STEP 2 – **Service [$5]**
  - ☐ Request for more time to serve **[$5]**
- ☐ STEP 3 – **Response** with children **[$5]**
- ☐ STEP 3 – **Response** without children **[$5]**
- ☐ STEP 3 – Request for Default **[$5]**
  - ☐ STEP 4 – **Default** Decree **[$5]**
- ☐ STEP 4 – **Consent** Decree **[$5]**

Mediation

- ☐ Pre-Decree Mediation **[$5]**

Annulment (non-covenant marriage only)

- ☐ STEP 1 – **Petition** without minor children **[$5]**
- ☐ STEP 2 – **Service [$5]**
  - ☐ Request for more time to serve **[$5]**
- ☐ STEP 3 – **Response** without children **[$5]**
- ☐ STEP 4 – Request for Default **[$5]**
  - ☐ STEP 4 – **Default** Decree **[$5]**
- ☐ STEP 4 – **Consent** Decree **[$5]**

Establish Paternity

- ☐ Petition Voluntary Paternity (not married) **[$5]**
- ☐ Petition Voluntary Paternity (mother is married, not to father) **[$5]**

- ☐ STEP 1 – Petition Paternity with Legal Decision Making (custody), Parenting Time (Visitation) & Child Support **[$5]**
  - ☐ Request Temporary Orders **[$5]**
  - ☐ Request Emergency Temp Orders **[$5]**
- ☐ STEP 2 – **Service [$5]**
- ☐ STEP 3 – **Response** to Petition for Paternity with Legal Decision Making (custody), Parenting Time (Visitation) & Child Support **[$5]**
- ☐ STEP 3 – Request for Default **[$5]**
  - ☐ STEP 4 – **Default** Decree **[$5]**
- ☐ STEP 4 – Stipulation (Agreement) to file a Consent Paternity Judgment/Order **[$5]**
  - ☐ STEP 5 – Order **[$5]**

Establish Legal Decision-Making (custody)(LDM), Parenting Time (visitation)(PT) and/or Child Support (CS) [paternity already established]

- ☐ STEP 1 – Petition for **Legal Decision Making, Parenting Time & Child Support [$5]**
  - ☐ Request Temporary Orders **[$5]**
  - ☐ Request Emergency Temp Orders **[$5]**
- ☐ STEP 1 – Petition **Parenting Time** only **[$5]**
  - ☐ Request Temporary Orders **[$5]**
  - ☐ Request Emergency Temp Orders **[$5]**
- ☐ STEP 1 – Petition **Child Support** only **[$5]**
  - ☐ Request for Temporary Orders **[$5]**
- ☐ STEP 1 – Petition **Grandparent Visitation [$5]**
- ☐ STEP 2 – **Service [$5]**
  - ☐ Request for more time to serve **[$5]**
- ☐ STEP 3 – **Response** LDM &/or PT **[$5]**
- ☐ STEP 3 – **Response** Parenting Time only **[$5]**
- ☐ STEP 3 – **Response** Grandparent Visit **[$5]**
- ☐ STEP 3 – Request **Default** LDM &/or PT **[$5]**
- ☐ STEP 4 – **Order** LDM **[$5]**
- ☐ STEP 4 – **Order** Parenting Time only **[$5]**
- ☐ STEP 4 – **Order** Child Support only **[$5]**
- ☐ STEP 4 – **Order** Grandparent Visitation **[$5]**

To Change or Stop an Order that ALREADY Exists

Child Support and Spousal Support Only

- ☐ STEP 1 – Change an order for Child Support (simplified) and/or to assign or change medical insurance responsibility (only if the change is **15% or more** of the current order) **[$5]**
- ☐ STEP 1 – Change an order for Child Support (**standard**) due to change in circumstance **[$5]**
- ☐ STEP 1 – Change an existing order for **Spousal Maintenance** (support) due to continuing change in circumstance **[$5]**
- ☐ STEP 2 – **Service [$5]**
- ☐ **Object** to change, simplified process only **[$5]**
- ☐ Change an existing order for Child Support by **agreement [$5]**

Legal Decision-Making (custody), Parenting Time (visitation) & Child Support

- ☐ STEP 1 – Change an existing order for Custody, Parenting Time and Child Support **[$5]**
  - ☐ Request Emergency Temporary Orders **[$5]**
- ☐ STEP 2 – **Service [$5]**
- ☐ STEP 3 – **Order [$5]**
- ☐ Change an existing order for Custody, Parenting Time and Child Support by **agreement [$5]**

Parenting Time Only

- ☐ STEP 1 – Change an existing order for Parenting Time **[$5]**
  - ☐ Request Emergency Temporary Orders **[$5]**
- ☐ STEP 2 – **Service [$5]**
- ☐ STEP 3 – **Order [$5]**
- ☐ Change an existing order for Parenting Time by **agreement [$5]**

Conciliation Services

- ☐ Conciliation Counseling [**FREE]**

Mediation

- ☐ Post-Decree Mediation **[$5]**

To Change or Stop an Income Withholding Order

- ☐ STEP 1 – **Change** an Income Withholding Order **[$5]**
- ☐ STEP 1 – **Stop** an Income Withholding Order **[$5]**
- ☐ STEP 2 – **Service [$5]**
- ☐ **Object** to requested change/stop to Income Withholding Order and request hearing **[$5]**
- ☐ **Change** an Income Withholding Order by **agreement [$5]**
- ☐ **Stop** an Income Withholding Order by **agreement [$5]**

To (Enforce) Make Someone OBEY an Existing Order

- ☐ STEP 1 – Enforce **Support** Order **[$5]**
- ☐ STEP 1 – Enforce **Parenting Time** Order **[$5]**
- ☐ STEP 1 – Enforce **Legal Decision Making** Order **[$5]**
- ☐ STEP 2 – **Service [$5]**
- ☐ STEP 1 – Make Someone Obey an Existing Order about Property Division **[$5]**
- ☐ STEP 2 – **Service**
- ☐ STEP 1 – Request an **Ex Parte Income Withholding Order [$5]**
- ☐ STEP 2 – **Service**
- ☐ **Object** to Ex Parte Income Withholding Order and request hearing **[$5]**

Service of Family Court Papers

NOTE: If you decide to have the Sheriff or a private process server serve papers to the other party, you *MAY NOT NEED* the service packet.
Some sheriff departments and process servers use their OWN forms

- ☐ Serve the other party in your case **[$5]** (several service options available in the same packet)
- ☐ Request for more time to serve the other party **[$5]**

Miscellaneous Family Court Forms or Documents You May Need

- ☐ Fee Deferral Application **[FREE]***
- ☐ Further Deferral of Fees **[FREE]***
- ☐ You want to know how much income the other party receives in order to calculate child support **[$5]**
- ☐ Child Support Guidelines **[$5]**
- ☐ Parenting Time (Visitation) Guidelines **[$5]**
- ☐ Model Parenting Time Booklet **[$5]**
- ☐ Trial Preparation **[$5]**
- ☐ Subpoena **[$5]**
- ☐ Update your address with the court **[FREE]**
- ☐ Request Protected Address **[FREE]**
- ☐ Register a Foreign Family Support Order **[$5]**
- ☐ Register a Foreign Family Court Order for Legal Decision-Making (custody, Parenting Time (Visitation) **[$5]**

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Date: _____ _____ _____
(MM/DD/YY) Full Name Complete Mailing Address, City, State, Zip

Probate Court

Guardianship Only
- ☐ STEP 1 – Petition for an adult **[$5]**
  - ☐ Request Temporary Orders **[$5]**
- ☐ STEP 2 – Service **[$5]**
- ☐ STEP 3 – Preparing for the Hearing **[$5]**
- ☐ STEP 4 – After the Hearing **[$5]**

Conservatorship Only
- ☐ STEP 1 – Petition for a minor **[$5]**
- ☐ STEP 1 – Petition for an adult **[$5]**
- ☐ Request Temporary Orders **[$5]**
- ☐ STEP 2 – Service **[$5]**
- ☐ STEP 3 – Preparing for the Hearing **[$5]**
- ☐ STEP 4 – After the Hearing **[$5]**

Guardianship AND Conservatorship
- ☐ STEP 1 – Petition for a minor **[$5]**
- ☐ STEP 1 – Petition for an adult **[$5]**
- ☐ Request Temporary Orders **[$5]**
- ☐ STEP 2 – Service **[$5]**
- ☐ STEP 3 – Preparing for the Hearing **[$5]**
- ☐ STEP 4 – After the Hearing **[$5]**

Misc.-Guardianship/Conservatorship
- ☐ Update your address with the court **[FREE]**
- ☐ Fee Deferral Application **[FREE]***

Maintain or End Guardianship and/or Conservatorship
- ☐ Annual Report of Guardian - adult **[$5]**
- ☐ Annual Report of Guardian - minor **[$5]**
- ☐ 1st Conservator Accounting **[$5]**
- ☐ Annual Conservator Accounting **[$5]**
- ☐ Final Conservator Accounting **[$5]**
- ☐ Simplified Conservator Accounting **[$5]**
- ☐ Request Release of Restricted Funds **[$5]**
- ☐ Request to end a guardianship and conservatorship for a **minor** & release restricted funds **[$5]**
- ☐ Request to end a conservatorship for a **minor** & release restricted funds **[$5]**
- ☐ Request to end a guardianship and/or conservatorship for an **adult** & release restricted funds **[$5]**

Object to Guardianship AND/OR Conservatorship
- ☐ Object to Conservatorship of Minor **[$5]**
- ☐ Object to Guardianship & Conservatorship of Minor **[$5]**
- ☐ Object to Guardianship and/or Conservatorship of Adult **[$5]**

Informal Probate
- ☐ STEP 1 – Petition for appointment of a Personal Representative when a person dies **[$5]**
- ☐ STEP 2 – Give Notice of Appointment **[$5]**
- ☐ STEP 3 – Administering and Accounting before Closing **[$5]**
- ☐ STEP 4 – Closing the Estate as Personal Representative **[$5]**

Miscellaneous-Probate
- ☐ Objecting to an appointment and request a formal proceeding **[$5]**
- ☐ Make a Claim Against an Estate **[$5]**
- ☐ Transfer Property of a Small Estate when a person dies **[$5]**
- ☐ Appointment of Special Administrator for Funeral Arrangements **[$5]**
- ☐ Demand for Notice **[$0.20]**
- ☐ Status Report **[$0.20]**
- ☐ Update your address with the court **[FREE]**
- ☐ Fee Deferral Application **[FREE]***

Adult Adoption
- ☐ Petition for Adult Adoption **[$5]**
- ☐ Fee Deferral Application **[FREE]***

Juvenile Court

Emancipation
- ☐ **Petition** for Emancipation **[$5]**
- ☐ **Response** to Petition for Emancipation **[$5]**

Dependency
- ☐ STEP 1 – **Petition** for Dependency **[$5]**
- ☐ STEP 2 – **Service** **[$5]**

Sever/Terminate Parental Rights
- ☐ STEP 1 – **Petition** to Sever/Terminate Parental Rights **[$5]**
- ☐ STEP 2 – **Service** **[$5]**

Juvenile Guardianship
- ☐ STEP 1 – **Petition** for Guardian of minor **[$5]**
- ☐ Request for Temporary Guardianship **[$5]**
- ☐ STEP 2 – **Service** **[$5]**
- ☐ **Object** to Juvenile Guardianship **[$5]**
- ☐ **Annual Report** – Juvenile Guardianship **[$5]**

- ☐ STEP 1 – Request to **end/terminate** Juvenile Guardianship **[$5]**
- ☐ STEP 2 – **Service** **[$5]**

Miscellaneous
- ☐ Petition for Destruction of Juvenile Records **[FREE]**
- ☐ Object to Assessment of Juvenile Placement Costs **[FREE]**
- ☐ Update your address with the court **[FREE]**
- ☐ Fee Deferral Application-Guardianship **[FREE]***
- ☐ Fee Deferral Application-Emancipation **[FREE]***
- ☐ Further Deferral of Fees-Guardianship **[FREE]***

Miscellaneous Forms and Documents

State Property Tax Appeal
- ☐ File a small claims property tax appeal **[$5]**

Excess Proceeds Refund
- ☐ To file for Refund of Excess Proceeds **[$5]**

Power of Attorney
- ☐ General Power of Attorney **[$5]**
- ☐ Parental Power of Attorney **[$5]**
- ☐ Special Power of Attorney **[$5]**
- ☐ Revocation of Power of Attorney **[$5]**

Criminal Cases
- ☐ Reduce Class 6 Felony to Misdemeanor **[$5]**
- ☐ Application for Post-Conviction Relief **[$5]**

Marriage License
- ☐ Request to Correct a Marriage License (Maricopa County Issued) **[$5]**

Civil Case
- ☐ Fee Deferral Application **[FREE]***

Name Change
- ☐ Request a name change for adult who has no minor children **[$5]**
- ☐ Request a name change for adult who has minor children **[$5]**
- ☐ Request a name change for minor child **[$5]**
- ☐ Request a name change for a family **[$5]**

- ☐ Apply for Delayed Birth Certificate **[$5]**
- ☐ Amend birth certificate for adult **[$5]**
- ☐ Amend birth certificate for a minor **[$5]**

You may request that the "filing fees" and "sheriff service fees" be deferred if you do not have the money to pay them now. You will be required to fill out a financial affidavit and verify your financial situation in order to qualify for this deferral.

*Effective February 1, 2009, IF your request for deferral is granted, a charge of $27 will be added to your deferred fees.

The $5.00 cost of packets and the $5.00 shipping and handling fee cannot be deferred or waived even if you qualify to have the service by the Sheriff's Department fee waived and/or Clerk of Court filing fees deferred.

Other Comments: _____

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