

Forms & Instructions

Forms and instructions for the following procedures are available in the Self-Service Center:

- **Divorce**
- **Legal Separation**
- **Paternity**
- **Custody**
- **Parenting Time**
- **Child/Spousal Support**
- **Domestic Violence**
- **Probate**
- **Guardianship**
- **Name Change**
- **Juvenile Dependency**
- **Property Tax Appeal**

How many people use the Self-Service Center?

- The Self-Service Center has served more than 1,000,000 citizens since opening in 1995.
- More than 155 people per day use the Self-Service Center's six courthouse locations around the Valley each business day.
- More than 600 customers call the Self-Service Center's automated telephone system each week.
- More than 750 customers visit the Self Service Center's Web site every day.

Contact Information

Courthouse Locations

Downtown Phoenix

101 W. Jefferson
First Floor
(in the Law Library)
Monday - Friday
8 a.m. to 5 p.m.

Surprise

Northwest Regional
Center
14264 W. Tierra Buena
Lane
Monday - Friday
8 a.m. to 5 p.m.

Mesa

222 E. Javelina
First Floor
(in the Law Library)
Monday - Friday
8 a.m. to 5 p.m.

Northeast Phoenix

Northeast Regional
Court Center
18380 N. 40th Street
Monday - Friday
8 a.m. to 5 p.m.

By Phone

602.506.SELF(7353)

On the Internet

Self-Service Center website
www.superiorcourt.maricopa.gov/ssc

By Email

ssc@superiorcourt.maricopa.gov

Administration

602.506.3013

Updated by the Office of
Media Relations
2/2008



Self-Service Center

A program to help
litigants help themselves



Judicial Branch of Arizona
in Maricopa County



Self-Service Center



The Self-Service Center is a program of the Trial Courts of Arizona in Maricopa County that is designed to assist self-represented litigants with their court cases. The Center provides educational materials, as well as court forms and instructions for specific areas of law. Additionally, the Self-Service Center has information about how to contact community agencies, lawyers and community dispute resolution providers for help with self-representation.

Why do we need a Self-Service Center?

The Self-Service Center concept is based on the belief that access to justice is made possible by better and easier access to court information, court processes, legal advice and community dispute resolution services.

Currently in Maricopa County, more than 90 percent of the family law cases involve at least one party who is not represented by an attorney. More than 60 percent of family law cases involve no lawyer at all. The Court has seen an increase in the number of self-represented litigants in probate and civil law cases as well.

What is the purpose of the Self-Service Center?

- To provide court services for those who need it, without regard to their ability to hire an attorney to represent them.

- To coordinate court services with community services that complement traditional judicial processes.
 - To develop a method to provide court information, court forms and instructions, links to attorneys for legal advice and access to community-based services to resolve legal disputes.
 - To achieve a higher standard of self-representation before judicial officers by increasing self-represented litigants' knowledge and understanding of court processes.

What does the Self-Service Center provide?

- Court information geared to educate a self-represented litigant on general court regulations, protocol, and procedures, plus specific information regarding areas of law that involve significant numbers of self-represented litigants.
 - Court forms designed for self-represented litigants accompanied by instructions for completing the forms and instructions that provide procedural information step-by-step.
 - Access to information on community professionals who may be willing to assist self-represented litigants, which includes rosters of lawyers and mediators.

What are the results?

Self-represented litigants can participate in court processes more effectively, without undue hardship, confusion, or inconvenience.

Judicial officers can devote more time and attention to making decisions rather than instructing self-represented litigants about court processes.

How was the Center initially funded and designed?

In addition to Court funds, grants from the State Justice Institute and the Arizona Supreme Court helped finance this program. In 1994, more than 200 people helped design the program. Representatives were from: community groups, the State Bar of Arizona, the Maricopa County Bar Association, Community Legal Services, various governmental agencies, Clerk of Superior Court, the Superior Court Public Law Library, Conciliation Services, Community Information and Referral Service, Arizona Coalition Against Domestic Violence, Maricopa County Sheriff's Office, Office of the Arizona Attorney General and the Arizona Department of Economic Security's Division of Child Support Enforcement.

