

# PROCEDURES: WHAT TO DO WITH THE STIPULATION TO DISMISS NOW THAT YOU HAVE FILLED IT OUT.

**USE THIS FORM ONLY** if you have filled out the Stipulation to Dismiss. Here are the steps you need to take:

## **STEP 1:**

**COPIES AND ENVELOPES.** Make **3 copies** of the Stipulation to Dismiss. Make **2 copies** of the Order to Dismiss. Prepare 2 addressed stamped envelopes, one addressed to you and the other addressed to the other party.

**FILE THE ORIGINAL STIPULATION** to Dismiss with the Clerk of the Court and ask to have the copies of the Stipulation stamped. These are called conformed copies and are proof that the original was filed.

**PROCESSING YOUR MOTION.** Give the following documents to Family Court Administration and tell them it is for the Judge assigned to the case, or put the documents in the Judge's box, or mail the documents to the Judge.

- the original **Order** to Dismiss and 2 copies
- one copy of the Stipulation to Dismiss
- the addressed stamped envelopes

**MAIL OR DELIVER A COPY** of the Stipulation to Dismiss to the other party involved in your case and keep one copy for your records.

## **Step 2:**

**WAIT TO RECEIVE A NOTICE FROM THE COURT.**

Once you have delivered your stipulation and order, the judge will sign the original Order and send you a copy.



Name:  
Address:

Telephone:  
Atlas #:  
Pro Per

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF MARICOPA

In re the Marriage of

_____	)	
Petitioner,	)	No.
	)	
and	)	Order to Dismiss
	)	
_____	)	
Respondent.	)	

This matter having come before the Court on Stipulation of the parties, and good cause shown,

IT IS HEREBY ORDERED this matter is dismissed without prejudice.

**DONE IN OPEN COURT** this \_\_\_\_\_ day of \_\_\_\_\_, 20

JUDGE/COMMISSIONER OF THE SUPERIOR COURT

# INSTRUCTIONS: HOW TO FILL OUT THE STIPULATION TO DISMISS

**USE THIS FORM ONLY** If you and the other party involved in your case wish to have your case dismissed in its entirety.

- Step 1:** Make sure your form is titled Stipulation to Dismiss. **Type or print using black ink only.**
- Step 2:** In the top left corner of the first page fill out the following: Your name; Address; City; State and Zip Code; Telephone Number; and your ATLAS Number, if you are receiving or have received AFDC from the Arizona Department of Economic Security.
- Step 3:** Fill in YOUR name in the space that says Petitioner if you filed the original action. Whoever was the Petitioner for the original action will be the Petitioner for any other papers related to this case. If the other party filed the original action, they will be the Petitioner/Plaintiff. In the space that says Respondent, fill in the name of the Respondent that has been used throughout your case. Whoever was the Respondent for the original action will be the Respondent for any other papers related to this case.
- Step 4:** Fill in your case number where it says No. Your case number stays the same any time you file any papers in your case.
- Step 5:** Both you and the other party must sign the stipulation in front of a Notary Public.
- Step 6:** Complete the Order to Dismiss by following steps 2 thru 4.

**NOTE: Failure to follow the above procedures could result in a further delay in your case.**