

# **REQUEST TO APPEAR BY TELEPHONE FOR**

**\*Early Resolution Conference**

**\*Mediation Conference**

## **FORMS & INSTRUCTIONS**

## **INSTRUCTIONS:**

### **HOW TO FILL OUT THE “REQUEST TO APPEAR TELEPHONICALLY FOR CONFERENCE” FORM**

The court will not grant requests to appear by telephone without specific reasons, (example: residing out of state, traveling out of state for employment, etc...) Supporting documents **MUST** be submitted with request *unless*, your address on file with court is an out of state address, or both parties agree with and sign request form.

Make your request as soon as possible, no less than 2 weeks prior to the conference date.

- Step 1:** In the top left corner of the first page fill out the following: Your name; Address; City; State and Zip Code; Telephone Number; and mark the box that states how you are represented in this case.
- Step 2:** **Only** fill in YOUR name in the space that says Petitioner (if you filed the original action). If the other party filed the original action, they will be the Petitioner. 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 3:** Fill in your case number where it says Case No: Your case number stays the same any time you file any papers in your case.
- Step 4:** **# 1 on form:** If you are the Petitioner check the box marked Petitioner. If you are the Respondent check the box marked Respondent. Check the box of the conference for which you are requesting to appear telephonically. In the spaces provided write the “date” & “time” of your Conference.
- Step 5:** **# 2 on form:** Provide a brief statement on the following lines detailing why you are unable to appear in person. (You must supply documentation to support your request *unless* you have an out of state address on file with the court OR the other party agrees AND has signed in # 4 of the request form)
- Step 6:** **# 3 on form:** A copy of this request must be mailed or delivered to the other party at his/her last known address (even if that address is yours). The mailing certificate at the bottom of the request form **MUST** be completed or your request may be denied.
- Step 7:** **# 4 on form:** Check ALL boxes that apply. The party submitting the request to appear by telephone **MUST** sign and date. If the request is submitted less than 2 weeks from the conference date, then both parties must sign the request, or the request may be denied.
- Step 8:** **Mailing Certificate:** On the bottom of the request, indicate that you are mailing or delivering a copy to the other party involved in your case. Do this by (1) filling in the date the copy will be mailed or delivered, (2) selecting the box [mailed OR delivered by] (making sure to include the name of the person delivering), and (3) filling in the other party’s address where the request was sent.

Name of Person Filing: \_\_\_\_\_  
Your Address: \_\_\_\_\_  
Your City, State, Zip \_\_\_\_\_  
Your Telephone # \_\_\_\_\_  
Representing  Self (Without an Attorney) OR  
Attorney for  Petitioner OR  Respondent

## REQUEST TO APPEAR TELEPHONICALLY FOR A CONFERENCE

\_\_\_\_\_  
(Name of Petitioner)

Case No. \_\_\_\_\_

\_\_\_\_\_  
(Name of Respondent)

1. I am the  Petitioner  Respondent in this case. I currently have (a)n

- Early Resolution Conference
- Mediation Conference

scheduled on: \_\_\_\_\_ at \_\_\_\_\_  
(Date) (Time)

2. I am unable to attend the specified conference at the above date and time in person and request to appear telephonically for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. By completing the Certificate of Mailing or Delivery at the bottom of this form, I certify that I am mailing or delivering a copy of this request to the other party.

4. Check all boxes that are true:

- The other party is in agreement with this request and has provided a signature, **OR**
- I have mailed a copy of this request to the party at his/her last known address, **AND**
- If I know the other party is represented by an attorney, I have also mailed a copy to that attorney.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Requesting Party's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Other Party's Signature

On (date) \_\_\_\_\_ a copy of this document was (check only one box)  
 mailed postage pre-paid, OR  delivered by \_\_\_\_\_ (name of  
person who did the delivery) to the other party at the following:

Address: \_\_\_\_\_  
\_\_\_\_\_

**PROCEDURES:**  
**WHAT TO DO WITH THE “REQUEST TO APPEAR  
TELEPHONICALLY FOR CONFERENCE” ONCE THE FORM IS  
COMPLETED**

**Step 1:**           **REVIEW COMPLETED FORM** to ensure all correct boxes are marked, all sections are completed, the form is signed, and the mailing certificate is filled out. (Attach Supporting Documents)

**Step 2:**           **MAKE COPIES:** Make 2 copies of the “Request to Appear Telephonically for Conference” form (with attached documents). **MAIL or DELIVER a COPY** to the other party involved in the case at their last known address (even if that address is your own) and keep one copy for your own records.

**Step 3:**           **DELIVER, MAIL, or FAX** your “Request to Appear Telephonically for Conference” according to the conference you specified below.

**\*Early Resolution Conference:** direct to Family Court Administration to the attention of the “ERC Scheduler”.

Downtown, Southeast, and Northwest cases:

Family Court Administration  
201 West Jefferson Street, 6th floor  
Phoenix, Arizona 85003  
FAX: 602-506-3123

Northeast cases:

Family Court Administration  
18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032  
FAX: 602-372-7918

**\*Mediation Conference:** direct to Conciliation Services to the attention of “Conciliation Services”.

Downtown Phoenix  
Conciliation Services  
Central Court Building  
201 West Jefferson, 3rd floor  
Phoenix, Arizona 85003  
FAX: 602-506-1670

Southeast Regional Court Complex  
Family Court, Conciliation Services  
222 East Javelina Drive, Suite 1300  
Mesa, Arizona 85210  
FAX: 602-506-3272

Northeast Regional Court Center  
Family Court, Conciliation Services  
18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032  
FAX: 602-372-7918

Northwest Regional Court Complex  
Family Court, Conciliation Services  
14264 West Tierra Buena Lane  
Surprise, Arizona 85374  
FAX: 602-372-9440

## Step 4:

**MONITOR YOUR CASE** to see if your request has been approved or denied. If your request has been granted, you will receive a Notice allowing you to attend your conference by telephone and the phone number to call.

**NOTE:** If you do not receive a notice allowing you to appear by telephone, you will need to attend your Conference in person as scheduled. Failure to Appear at a Conference may result in your being ordered to pay a No Show Fee up to \$200.00 by the assigned judge in your case.

## Step 5:

**QUESTIONS:** If you have any questions regarding your request or for more information on your case call:

**Early Resolution Conference:** for Northwest, Southeast, and Downtown cases, call 602-506-1880; if your case is located at the Northeast Regional Court Center, call 602-372-7700.

**Mediation Conference:** for Northwest cases call 602-372-0492; for Southeast cases call 602-506-2300; for Downtown cases call 602-506-3296; if your case is located at the Northeast Regional Court Center, call 602-372-7700.