

**PROCEDURES: WHAT TO DO WITH THE NOTICE TO DISMISS WITHOUT PREJUDICE NOW THAT YOU HAVE FILLED IT OUT.**

**USE THIS FORM ONLY** if you have filled out the Notice to Dismiss Without Prejudice. Here are the steps you need to take:

**STEP 1:**                      **COPIES.** Make **3 copies** of the Notice to Dismiss Without Prejudice.

**STEP 2:**                      **FILE THE ORIGINAL NOTICE TO DISMISS WITHOUT PREJUDICE** with the Clerk of the Court and ask to have the copies of the Notice stamped. These are called **Aconformed copies** and is proof that the original was filed.

**STEP 3:**                      **PROCESSING YOUR NOTICE.** Deliver or mail one conformed copy of the Notice to Dismiss Without Prejudice to Family Court Administration and keep the other copy for your records.

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, )  
  )   )   )  
  )   )   )  
  )   )   )  
  )   )   )  
\_\_\_\_\_ )   )  
  )           Respondent.   )

Case No.  
Notice to Dismiss  
Without Prejudice

Comes now Petitioner, representing his/her self, undersigned, and provides notice that the Court  
Dismiss this action without prejudice for the following reasons:

Petitioner

SUBSCRIBED AND SWORN to before  
me this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_\_.

Copy of this document mailed/  
hand delivered to Family Court  
Administration this \_\_\_\_\_ day of  
\_\_\_\_\_,

NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

# INSTRUCTIONS: HOW TO FILL OUT THE NOTICE TO DISMISS WITHOUT PREJUDICE

**USE THIS FORM ONLY** If you wish to have your case dismissed in its entirety and the respondent(s) have not been served.

- Step 1:** 9 Make sure your form is titled Notice to Dismiss Without Prejudice. **Type or print using black ink only.**
- Step 2:** 9 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:** 9 Fill in YOUR name in the space that says APetitioner≅ 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 ARespondent,≅ 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:** 9 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 5:** 9 You must sign the Notice to Dismiss Without Prejudice in front of a Notary Public.