

REQUEST TO RESCHEDULE

***Early Resolution Conference**

***Mediation Conference**

FORMS & INSTRUCTIONS

INSTRUCTIONS: HOW TO FILL OUT THE “REQUEST TO RESCHEDULE CONFERENCE” FORM

The court will not grant requests to reschedule without specific reasons out of control of the parties, such as an emergency (example: hospitalization, accident, death, etc...), or if prior plans have been made (example: jury duty, pre-planned trip, etc...) supporting documents MUST be submitted with request, unless both parties agree with and sign request form.

Only one request to reschedule by each party can be submitted; all other requests must be made by proper Motion to the judge assigned to your case.

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 reschedule. In the spaces provided write the “date” & “time” of your Conference.
- Step 5:** **# 2 on form:** Check the appropriate box AND provide a statement on the following lines detailing why you are unable to appear. (You must supply documentation to support your request *unless* the other party agrees AND has signed the request 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 reschedule 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 RESCHEDULE CONFERENCE

_____ Case No. _____
(Name of Petitioner)

(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 conference at the above date and time and wish to request to have the conference rescheduled to another date for the following reasons:

- Emergency: (hospitalization, accident, death)
- Previously planned: (travel, school, employment conference)
- Jury duty
- Other – Explain:

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 RESCHEDULE 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 Reschedule 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 Reschedule 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 40th 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 40th 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 cancelling your conference.

NOTE: If you do not receive a notice cancelling your conference, you will need to attend your conference 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.