

PARENTING TIME (VISITATION)

1

To Get The First Court Order

Part 1: Completing and Filing
the Court Papers



SELF-SERVICE CENTER

ESTABLISHMENT OF A COURT ORDER FOR PARENTING TIME

CHECKLIST

You may use the forms and instructions in this packet if . . .

- ✓ You are the natural or adoptive parent of the minor child(ren), **AND**
- ✓ You are **not** legally married to the other parent,* **AND**
- ✓ Paternity has already been legally established because:
 - You already have a court order establishing paternity, **OR**
 - You have a court order for child support, **AND**
- ✓ You want to file a ***“Petition to Establish Parenting Time”***, **AND**
- ✓ The minor child(ren) resided (lived) in Arizona at least 6 months (or since birth if younger than 6 months) before you file the petition or you talked to a lawyer who advised you that even so you could pursue the case in Arizona.

*** If you are *legally married* to the other parent, you may only obtain an order for custody (or parenting time) as part of an action for legal separation, divorce, or annulment.
A.R.S. § 25-401(B) and A.R.S. § 25-408**

READ ME: Consulting a lawyer before filing documents with the court may help prevent unexpected results. A list of lawyers you may hire to advise you on handling your own case or to perform specific tasks, as well as a list of court-approved mediators can be found on the Self-Service Center website at www.superiorcourt.maricopa.gov/SSC

SELF-SERVICE CENTER

Forms & Instructions

TO ESTABLISH PARENTING TIME

This packet contains court-approved forms and instructions to obtain a Court Order for parenting time *when paternity has already been established*. The documents should appear in order as listed below. Items listed in **BOLD** are forms that you will need to file with the Court. Do **NOT** copy or file *non-bold* items.

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The documents you have received are copyrighted by the Superior Court of Arizona in Maricopa County. You have permission to use them for any lawful purpose. These forms shall not be used to engage in the unauthorized practice of law. The Court assumes no responsibility and accepts no liability for actions taken by users of these documents, including reliance on their contents. The documents are under continual revision and are current only for the day they were received. It is strongly recommended that you verify on a regular basis that you have the most current documents.

SELF-SERVICE CENTER

HOW TO FILL OUT PAPERS TO ESTABLISH PARENTING TIME

WHEN TO USE THIS FORM:

Use this form if you want to get a court order for parenting time. **YOU CANNOT USE THIS FORM TO ESTABLISH PATERNITY.** Use this form **ONLY IF** you are the natural or adoptive parent of the minor child(ren), **AND**

- ✓ You have a court order establishing paternity, **OR**
- ✓ You have a court order for child support.

IF YOU HAVE A COURT ORDER FOR PATERNITY OR CHILD SUPPORT FROM ANOTHER STATE OR ANOTHER COUNTY IN ARIZONA

If you have a court order involving any minor children from this case from a different state, or from a different county in Arizona, you **must** do the following before you can file the court papers:

- ✓ Get a certified copy of the paternity or child support order from the other state, **AND**
- ✓ Give the certified copy of the order to the Clerk of the Court before you file your court papers, **AND**
- ✓ The Clerk of the Court will file the order and assign a case number to your case.

IMPORTANT NOTICE ABOUT WHEN YOU CAN BRING A PARENTING TIME CASE IN THE SUPERIOR COURT IN ARIZONA: Generally, you should have resided (lived) in Arizona with the minor child(ren) for at least 6 months, or Arizona must be the minor child(ren)'s primary place of residence before you file your court papers, or if the child(ren) is/are less than 6 months old, the child(ren) must have resided (lived) in Arizona since his/her birth. If you have questions regarding this requirement, see a lawyer before filing.

IMPORTANT NOTICE ABOUT WHEN YOU CAN SUE ANOTHER PERSON IN ARIZONA: You can sue the other party in Arizona to establish, enforce, or change a custody, parenting time or support order, or establish paternity, if **ONE** of the following statements is true about the other party:

- ✓ The person is a resident of Arizona; **OR**
- ✓ You personally serve the person with the court papers in Arizona (See the Self-Service Center packet on service to learn more about this requirement); **OR**
- ✓ The person agrees to have the case heard here and files written papers in the court case; **OR**
- ✓ The person lived with the minor child in this state at some time; **OR**
- ✓ The person lived in this state and provided pre-birth expenses or support for the child; **OR**
- ✓ The child lives in this state because of the acts or directions of that person; **OR**
- ✓ The person had sex in this state and the minor child may have been conceived; **OR**
- ✓ The person signed a birth certificate that is filed in this state; **OR**
- ✓ The person signed an affidavit acknowledging paternity; **OR**
- ✓ The person did other acts that substantially connect the person with this state (see a lawyer to help you decide this).

DOMESTIC VIOLENCE

Domestic violence can be part of any relationship. Domestic violence includes **physical violence**, such as hitting, slapping, pushing or kicking, directed against you and/or your children. It also includes **threats** of physical violence against you and/or your children, and/or **verbal abuse** against you and/or your children, used to control you.

Court documents request your address and phone number. If you are a victim of domestic violence, or if you do not want your address known to protect yourself or your children from further violence, **you must file a "Petition for an Order of Protection" and ask that your address not be disclosed on court papers.** With that order, you do **not** need to put your address and phone number on your court papers. If possible, get a P.O. box or provide another address where you can be contacted with these papers. If you do not have another address or phone where you can be reached when you file your court papers, write "**protected**" in the space where you are asked for this information. As soon as possible, give the Clerk of the Court an address and phone number where you can be reached.

CASE NUMBER

Use the Case Number on all your court papers. This is the number you were assigned in the paternity or child support case you had in Maricopa County.

Or, if your paternity or child support case was from another county or another state, use the number the Clerk of the Court assigned you when you filed the certified copy of your other court case in Maricopa County.

FAMILY COURT / SENSITIVE DATA COVER SHEET: (All Forms: TYPE OR PRINT IN BLACK INK)

Write in the information requested about the petitioner, the respondent, and any children under the age of 18.

DO NOT INCLUDE MAILING ADDRESS ON THIS FORM IF REQUESTING ADDRESS PROTECTION.

Case Type: Mark only one box that matches the legal procedure for which you are filing the documents in this packet: **Parenting Time (visitation)**.

Interpreter: Check "yes" or "no" to indicate whether an interpreter is needed. If "yes", write in what language(s).

SUMMONS

Fill in the following information: Your name; address (if not protected); city, state and zip code ; telephone number; ATLAS NUMBER; name of Petitioner (your name); and name of Respondent (the other party's name). You will have an ATLAS number **ONLY** if you receive, or have received, AFDC or other government benefits for the minor child(ren) for whom you want to establish parenting time.

PETITION

- A. Make sure your form states PETITION FOR PARENTING TIME in the upper right-hand part of the first page.
- B. In the top left corner of the first page, fill out: YOUR name; address (if not protected); 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.
- C. Fill in the space that says "Name of Petitioner" and "Name of Respondent". You will be the PETITIONER

if your paternity or child support order was from another county or another state, and this is the first time you are filing a court case in Maricopa County. Otherwise, complete the caption the same way as it was in the paternity or child support case in Maricopa County.

WARNING: IF YOU HAVE AN EXISTING CASE IN MARICOPA COUNTY WITH THE SAME PARTY, DO NOT GET A NEW CASE NUMBER WHEN FILING YOUR CASE! USE YOUR EXISTING CASE NUMBER. IF YOU DO NOT KNOW YOUR EXISTING CASE NUMBER, ASK THE CLERK FOR YOUR EXISTING NUMBER BEFORE YOU FILE YOUR COMPLAINT/PETITION.

D. General information:

1. Fill in the Petitioner's name, address (if not protected) and date of birth. This is basic information about, the PETITIONER, and the Petitioner's relationship to the minor child(ren).
2. Fill in the Respondent's name, address and date of birth. This is basic information about the RESPONDENT.
3. Decide why you can pursue a court case in Arizona. Check all boxes that apply.
4. Fill in information about all the minor child(ren) for whom you want custody or parenting time. The mother and father should be the same for all the minor children for whom you want this order. If you think the children have different fathers or mothers, you need to file a separate lawsuit against that person.

E. Statements about paternity AND child custody AND child support: Tell the court what the current situation is.

5. What is the status of paternity in this case? **ORDER:** Check this box if there is an Order from any court. On the first line, print the date the Order was signed. On the second line, print the county where the Order was made. On the next line, print the name of the father.
OTHER: Check this box if you do not have a formal court order for paternity but you do have a court order for child support.
6. What is the status of child custody? Check the box that describes who has custody now. If neither the father nor mother have physical custody, be sure to complete all the information about who has the minor child(ren) and why.
7. What is the status of child support? Give the date of the last child support order in the case.

F. Other information about the children: If you are aware of court cases about the minor children, you need to tell the court. Attach a copy of any order about custody, parenting time, or child support to the petition, unless the order is from the Superior Court in Maricopa County.

8. Fill out where the minor child(ren) involved in this action has/have been living **for the past 5 years**. If any children are under age 5, put information about where the children have lived since birth. Write each child's name; the address where the child lived; what dates the child(ren) lived at each address; whom the child(ren) lived with; and the relationship of that person to the child(ren). While you may not remember exact dates and addresses, please fill it out **as completely as possible**.
9. You must tell the court if you participated as a party or witness in any court case involving issues OTHER THAN custody or parenting time of the minor child(ren). If your answer is "no" check the first box and GO ON. If there is another case, check the second box and give as much information as possible. This information could affect you and/or your minor child(ren's) rights in this case.
10. The court **MUST** know if there have been other cases involving custody, parenting time or child

support of the children of this case, even if you were not a party. If there are no other custody or parenting time cases, or you do not know of any, check the first box and GO ON. If you have been involved in any way with this type of court case, check the second box and give the information where requested. Tell the court what happened and what is going on in the other case(s).

11. If you do not know of another person OTHER THAN THE OTHER PARTY who has physical custody of the minor child(ren) or is claiming custody or parenting time rights to any of the minor children, check the first box and GO ON. If you do know of such a person, put the information here, including the child's name and the person who believes they have a custody or parenting time claim. If there is such a person, you **must** include the person as a Respondent in this court case.

G. Other statements to the court:

12. **VENUE:** This tells the court that one parent or the minor children live here, so the court can decide your case.

H. Request to the court for Parenting Time and Child Support. This section of the Complaint/Petition requests that the court make Orders relating to parenting time and child support.

1. **Parenting Time.** Describe who should get parenting time, and how the parenting time should work. Be specific. Use detail.
 2. **Supervised parenting time to the non-custodial parent.** You may request supervised parenting time if the non-custodial parent cannot adequately care for the minor child(ren) or cannot do so without another person present. You may request this if the person not having custody abuses drugs or alcohol; is violent or abusive; or, does not have the parenting skills to care for a minor child without another adult present. Remember, supervised parenting time is not intended to punish the parent, but to protect the child(ren). You must write in why you say the parenting time should be supervised parenting time.
 3. **Supervised parenting time.** Describe how you think this should be handled.
 4. **Other orders:** Check this box if you have made other requests to the court. If you check this box, write in the additional orders you are requesting the court to make that were not covered in your Petition.
- I. **Oath and verification of party filing this petition:** Sign this form in front of a Clerk of the Court or a Notary Public. By doing so you are telling the court that everything contained in the Petition is true.

NOTICE REGARDING THE PARENT INFORMATION PROGRAM

This is an important document. You and the other parent must attend and complete a class in the Parent Information Program. This is a very exciting and wonderful class. It was designed to help you. The purpose of the Parent Information Program is to give parents information about the impacts that divorce, the changes in the family unit, and/or court involvement have on minor children involved in a divorce, paternity, or custody case. This Notice applies to all parents who file an action for dissolution of marriage or legal separation, or any paternity proceeding, in which a party has requested that the court determine custody or parenting time on or after January 1, 1997, and to all other family court cases if ordered by the court.

MAKE SURE YOU READ THIS NOTICE, DO WHAT IT SAYS, AND SERVE THIS NOTICE ON THE OTHER PARTY.

Do not type in ALL CAPS

Name:

Representing: Self Petitioner Respondent

(If Attorney) State Bar Number:



SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

FOR CLERK'S USE ONLY

Petitioner	Case No.
	ATLAS No.
Respondent	FAMILY COURT / SENSITIVE DATA COVERSHEET WITH CHILDREN (CONFIDENTIAL RECORD)

Fill out. File with Clerk of Court. Social Security Numbers should appear on this form only and should be omitted from other court forms. Access Confidential pursuant to ARFLAP 43(G)(1).

A. Personal Information:	Petitioner	Respondent
Name		
Gender	Male or Female	Male or Female
Date of Birth (Month/Day/Year)		
Social Security Number		

WARNING: DO NOT INCLUDE MAILING ADDRESS ON THIS FORM IF REQUESTING ADDRESS PROTECTION

Mailing Address
 City, State, Zip Code
 Contact Phone
 Email Address
 Current Employer Name
 Employer Address
 Employer City, State, Zip Code
 Employer Telephone Number
 Employer Fax Number

B. Child(ren) Information:			
Child Name	Gender	Child Social Security No.	Child Date of Birth
	Male Female		
	Male Female		
	Male Female		
	Male Female		

C. Type of Case being filed - Check only one category.	Interpreter Needed:
<i>*Check only if no other category applies</i>	Yes No
Dissolution (Divorce)	If yes, what language?
Legal Separation	
Annulment	
Order of Protection	
Paternity	
*Custody/Visitation	
*Child Support	
Other	

DO NOT COPY OR FILE THIS DOCUMENT AND DO NOT SERVE A COPY TO THE OTHER PARTY.

Your Name: _____
Your Address: _____
Your City, State, ZIP: _____
Your Telephone No: _____
ATLAS #: _____
Attorney's Bar No: _____
Representing Self (Without Attorney) OR
Attorney for Petitioner Respondent

FOR CLERK'S USE ONLY

SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

Regarding the Matter of: _____ Case No. _____

(Name of Petitioner)

PETITION TO ESTABLISH PARENTING TIME

AND

(Name of Respondent)

General Information:

1. INFORMATION ABOUT THE PETITIONER:

Name: _____
Address: _____
County of residence: _____
Date of Birth: _____
Occupation: _____

Relationship to children for whom I want the PARENTING TIME order:

Mother
 Father
 Other: (explain): _____

2. INFORMATION ABOUT THE RESPONDENT:

Name: _____
Address: _____
County of residence: _____
Date of Birth: _____
Occupation: _____

Relationship to children for whom I want the PARENTING TIME order:

- Mother
- Father
- Other: (explain): _____

3. WHY I AM FILING THIS COURT CASE IN ARIZONA AGAINST THE OTHER PERSON: (check one or more boxes that are true)

- The person is a resident of Arizona
- I believe that I will personally serve the person in Arizona (see packet on service to know about this)
- The person agrees to have the case heard here and will file written papers in the court case;
- The person lived with the minor child in this state at some time;
- The person lived in this state and provided pre-birth expenses or support for the minor child;
- The minor child lives in this state as a result of the acts or directions of the person;
- The person had sexual intercourse in this state as a result of which the minor child may have been conceived;
- The person signed a birth certificate that is filed in this state;
- The person did any other acts that substantially connect the person with this state (see a lawyer to help you determine this).

4. INFORMATION ABOUT MINOR CHILD(REN) FOR WHOM I WANT THE PARENTING TIME ORDER:

Name _____
 Birth date _____
 Current Address: _____

 County of residence: _____
 Father: _____
 Mother: _____

Name: _____
 Birth date: _____
 Current Address: _____

 County of residence: _____
 Father: _____
 Mother: _____

Name _____
 Birth date _____
 Current Address: _____

 County of residence: _____
 Father: _____
 Mother: _____

Name _____
 Birth date: _____
 Current Address: _____

 County of residence: _____
 Father: _____
 Mother: _____

5. PATERNITY WAS ESTABLISHED BY: (check one box).

(A copy of any Order or document referenced here should already be in the Court file or attached.)

- A Court Order for Paternity from this county or previously transferred to this county** stating that _____ is the natural father of minor child(ren). (A.R.S. § 25-502(c))
- Both parents signing an Acknowledgment of Paternity through the Hospital Paternity Program or other means provided by law after July 18, 1996, and a birth certificate listing the name of the father was issued as a result. (A.R.S. § 36-334)

We do not have an order of paternity, but we do have a child support order. (See instructions)

Parties were legally married when minor child(ren) was (were) born, conceived or adopted.*

***NOTE: If married when minor child(ren) born, conceived or adopted, and no decree of Divorce or Separation has been issued, STOP! Do not use these forms unless advised to do so by an attorney. Requests for custody and visitation (parenting time) must generally be filed as part of a case for Separation or Divorce.**

6. INFORMATION ABOUT CUSTODY OF THE MINOR CHILD(REN): (check one box)

Mother has had physical custody of the minor child(ren) for the last 6 months, and I do not contest physical custody.

Father has had physical custody of the minor child(ren) for the last 6 months, and I do not contest physical custody.

A person other than mother or father has had physical custody of the minor child(ren) for the last 6 months, because of a court case, and I do not contest physical custody. (Describe court case)

Names of Parties:

Date of order or judgment (if one already entered)

What order or judgment said: _____

Court Case Number _____;

Location of court (city and state): _____

Explain Type of Case: (Criminal, Order of Protection, Injunction Against Harassment, Divorce, Paternity, etc.) _____

Status of Case Now:

Final Order Entered; Case is Over

Hearing Date Set: On (date) _____ at (time) _____
Location/address: _____

Other (explain in detail): _____

A person other than mother or father has had physical custody of the minor child(ren) for the last 6 months, because of a government agency, and I do not contest physical custody. (Describe the agency -- for example, Child Protective Services -- date, type of case, and status of case right now.) _____

7. INFORMATION ABOUT CHILD SUPPORT FOR CHILDREN: An Order for Child Support is dated _____ from (name of court) _____ which states that child support is established. Note: if order is from court other than Superior court in Maricopa County, see instructions)

Other information about the children:

8. WHERE THE CHILDREN WHO ARE UNDER 18 YEARS OLD HAVE LIVED FOR THE LAST 5 YEARS. (Attach extra pages if necessary.)

Case No. _____

Child's Name _____ Dates: From _____ To _____
Lived with _____ Relationship to child _____
Street address _____ City, State _____

Child's Name _____ Dates: From _____ To _____
Lived with _____ Relationship to child _____
Street address _____ City, State _____

Child's Name _____ Dates: From _____ To _____
Lived with _____ Relationship to child _____
Street address _____ City, State _____

9. COURT CASES NOT INVOLVING CUSTODY OR PARENTING TIME RELATED TO THE CHILD(REN) UNDER 18 YEARS OLD: (check one box)

I HAVE OR I HAVE NOT been a party or a witness in court in this state or in any other state regarding issues OTHER THAN the custody or parenting time of any of the minor child(ren) named above (If so, explain below, using extra pages if necessary. IF NOT, GO ON.)

Name of each child: _____

Court state _____ Court location _____

Court case number _____ Current status _____

How the child is involved: _____

Nature of the court proceeding: _____

Summary of any Court Order: _____

10. CUSTODY OR PARENTING TIME CASES RELATED TO CHILDREN UNDER 18 YEARS OLD: (check one box)

I DO HAVE OR I DO NOT HAVE information about a custody or parenting time court case relating to any of the minor children named above that is pending in this state or in any other state (If so, explain below, using extra pages if necessary. IF NOT, GO ON).

Name of each child: _____

Court state _____ Court location _____

Court Case Number _____ Current status _____

Nature of the court proceeding: _____

Summary of Court order: _____

11. CUSTODY OR PARENTING TIME CLAIMS OF ANY PERSON: (check one box)

I DO KNOW OR I DO NOT KNOW a person other than the Petitioner or the Respondent who has physical custody or who claims custody or parenting time rights to any of the minor children named above. (If so, explain below, using extra pages if necessary. IF NOT, GO ON).

Name of each child: _____

Name of person with the claim: _____

Address of person with the claim: _____

Nature of the claim: _____

OTHER STATEMENTS TO THE COURT:

- 11. **DOMESTIC VIOLENCE** (Check here if the following is true): Domestic Violence has **not** occurred between the parties.
- 13. **VENUE:** This is the proper court to bring this lawsuit under Arizona law because it is the county of residence of the petitioner, or the respondent, or the child(ren).

REQUESTS I MAKE TO THE COURT ABOUT VISITATION AND RELATED MATTERS:

- 1. Reasonable parenting time rights to (name) _____ as follows:
 - TRANSPORTATION will be provided by (name): _____ as follows: (explain)
 - During WEEKENDS (explain specifically) _____
 - _____
 - During the SUMMER MONTHS OR SCHOOL BREAKS: (explain specifically) _____
 - _____
 - FOR HOLIDAYS AND BIRTHDAYS: (explain specifically) _____
 - _____
 - FOR TELEPHONE CALLS: (explain specifically) _____
 - _____
 - OTHER: (explain specifically) _____
 - _____

- 2. **(Complete and explain only if you want to have supervised parenting time:)** Supervised parenting time between the minor child(ren) and a parent is in the best interests of the children, pursuant to A.R.S. Section 25-337 and 25-338, because (explain reasons for supervision): _____
- _____

Supervised Parenting time to (name) _____ only in the presence of another person, who is named by the court (suggestion below) upon a finding that supervised access is in the best interest of the minor child(ren),

Name of person to supervise: _____

Requested restrictions on parenting time: (explain here) _____

Case No. _____

The cost of supervised parenting time shall be paid by: the parent being supervised;
 the parent having custody; shared equally by the parties.

3. **Other orders:** write in here anything else you want the court to order: _____

OATH OR AFFIRMATION

I swear or affirm that the contents of this document are true and correct under penalty of perjury.

Signature

Date

Printed Name

Name of Person Filing: _____
Your Address: _____
Your City, State, Zip Code: _____
Your Telephone Number: _____
ATLAS Number (if applicable): _____
Attorney Bar Number (if applicable): _____
Representing: Self (Without an Attorney)
Or Attorney for Petitioner Respondent



**SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY**

_____ Case No.: _____
Name of Petitioner

SUMMONS

And

Name of Respondent

WARNING: This is an official document from the court that affects your rights. Read this carefully. If you do not understand it, contact a lawyer for help.

FROM THE STATE OF ARIZONA TO: _____
Name of Respondent

1. A lawsuit has been filed against you. A copy of the lawsuit and other court papers are served on you with this "Summons".
2. If you do not want a judgment or order taken against you without your input, you must file an "Answer" or a "Response" in writing with the court, and pay the filing fee. If you do not file an "Answer" or "Response" the other party may be given the relief requested in his/her Petition or Complaint. To file your "Answer" or "Response" take, or send, the "Answer" or "Response" to the Office of the Clerk of the Superior Court, 201 West Jefferson Street, Phoenix, Arizona 85003-2205 or Office of the Clerk of the Superior Court, 18380 North 40th Street, Phoenix, Arizona 85032 OR Office of the Clerk of Superior Court, 222 East Javelina Drive, Mesa, Arizona 85210-6201 or Office of the Clerk of Superior Court, 14264 West Tierra Buena Lane, Surprise, Arizona, 85374. Mail a copy of your "Response" or "Answer" to the other party at the address listed on the top of this Summons.
3. If this "Summons" and the other court papers were served on you by a registered process server or the Sheriff, within the State of Arizona, your "Response" or "Answer" must be filed within TWENTY (20) CALENDAR DAYS from the date you were served, not counting the day you were served. If this "Summons" and the other papers were served on you by a registered process server or the Sheriff outside the State of Arizona, your Response must be filed within THIRTY (30) CALENDAR DAYS from the date you were served, not counting the day you were served. Service by a registered process server or the Sheriff is complete when made. Service by Publication is complete thirty (30) days after the date of the first publication.

Case No. _____

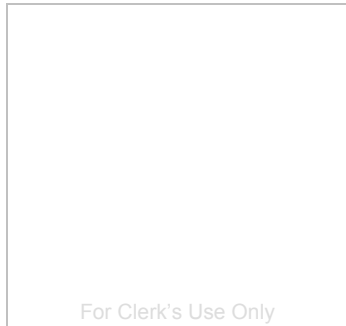
4. You can get a copy of the court papers filed in this case from the Petitioner at the address listed at the top of the preceding page, from the Clerk of the Superior Court's Customer Service Center at:
 - 601 West Jackson, Phoenix, Arizona 85003, or
 - 18380 North 40th Street, Phoenix, Arizona 85032
 - 222 East Javelina Drive, Mesa, Arizona 85210
 - 14264 West Tierra Buena Lane, Surprise, Arizona, 85374.
5. If this is an action for dissolution (divorce), legal separation or annulment, either or both spouses may file a *Petition for Conciliation* for the purpose of determining whether there is any mutual interest in preserving the marriage or for Mediation to attempt to settle disputes concerning custody and parenting time issues regarding minor children.
6. Requests for reasonable accommodation for persons with disabilities must be made to the office of the judge or commissioner assigned to the case, at least ten (10) days before your scheduled court date.

SIGNED AND SEALED this date

MICHAEL JEANES, CLERK OF COURT

By _____
Deputy Clerk

**SUPERIOR COURT OF ARIZONA
IN MARICOPA COUNTY**



For Clerk's Use Only

Name of Petitioner

Case Number: _____

**ORDER AND NOTICE TO ATTEND
PARENT INFORMATION
PROGRAM CLASS**

Name of Respondent

**THIS IS AN OFFICIAL COURT ORDER. IF YOU FAIL TO OBEY THIS ORDER,
THE COURT MAY FIND YOU IN CONTEMPT OF COURT.**

THE COURT FINDS:

This case involves minor child(ren) and is an action for:

- Dissolution of Marriage;
- Legal Separation; or
- Paternity with a Request to Determine Custody or Parenting Time or Child Support.
- Request to Determine Custody or Parenting Time or Support

THE COURT ORDERS pursuant to ARS § 25-352:

1. **ATTEND CLASS.** You must attend and complete the Parent Information Program Class, or if not in Arizona, its equivalent in your state of residence.
2. **WITHIN 45 DAYS.** Both the Petitioner and the Respondent **must** complete this class within 45 days from the date the Respondent is served with, or accepts service of, the Petition/Complaint. The Respondent **must** register for and complete the course whether or not a **“Response”** or **“Answer”** to the Petition/Complaint is filed.
3. **PAY THE CLASS FEE.** Each party must pay the class fee to the Program Provider.
4. **FILE CERTIFICATE OF COMPLETION.** Both the Petitioner and the Respondent **must** each file a **“Certificate of Completion”** with the Clerk of the Court immediately after completing the class and prior to receiving the final judgment/order/decree in the case.
5. **FAILURE TO ATTEND CLASS.** If you file a Petition/Complaint or **“Response”** or **“Answer”** and do **not** complete the Parent Information Program Class, the judge **may not** sign your papers and you **may not** get the things you asked the court to give you. You may also be denied the right to seek modification and/or enforcement of the decree/judgment/order until completion of the class. If you are the party required to file a Response/Answer and choose not to file a **“Response”** or **“Answer,”** and do not complete the Parent Information Program Class, you **may be denied** the right to seek modification and/or enforcement of the decree/judgment/order until completion of the class.



Presiding Judge, Family Court Department

PARENT INFORMATION PROGRAM NOTICE

Parent Information Program - **This is a very important document. Read it completely.** You and the other parent **must** attend and complete a class in the **PARENT INFORMATION PROGRAM**. You do **NOT** attend the class with the other parent. As a precaution against any type of abuse or harassment, you and the other parent **MUST** attend **SEPARATE** classes. You may each take the class from the same agency, but **NOT** at the same time. This is **NOT** a parenting skills class. The purpose of the program is to give parents information about how children are affected by matters that involve family courts: divorce, paternity, or custody matters and parenting time. This Notice applies to all parents who file any of the following actions in the Superior Court of Arizona in Maricopa County on or after January 1, 1997:

- (1) dissolution of marriage or legal separation that involves a natural or adopted minor, un-emancipated child common to the parties, or
- (2) paternity with a request that the court determine custody or parenting time or child support, or
- (3) any other domestic relations/family court cases if attendance is ordered by the court.

WARNING: ATTENDANCE IS REQUIRED. (A.R.S. § 25-352 and Administrative Order No. 08-104).

ATTENDANCE AT THE PARENT INFORMATION CLASS IS REQUIRED BY LAW AND BY THIS COURT. IF YOU DO NOT ATTEND THE CLASS, THE JUDGE MAY NOT SIGN YOUR PAPERS AND YOU MAY NOT GET THE THINGS YOU ASKED THE COURT TO DO. THE JUDGE MAY ALSO FIND YOU IN CONTEMPT OF COURT.

Notice to Other Party.

After you file your court papers with the Court, you must serve this document on the other parent. If you have questions on how to serve the other party, the four Superior Court Self-Service Center locations have forms and instructions on service:

1. Downtown Phoenix, 1st floor East Court Building, 101 West Jefferson Street;
2. Northeast Phoenix, 18380 North 40th St.; in the east valley,
3. Southeast Complex, 222 East Javelina Avenue in Mesa; and in the
4. Northwest valley 14264 West Tierra Buena Lane in Surprise.

Information can also be found on the Family Court web site at <http://www.superiorcourt.maricopa.gov/superiorcourt/familycourt>.

Approved Parent Information Classes in Maricopa County.

You may choose which class you want to attend. The court will not assign you to attend a specific class. If you are led to believe otherwise, please contact Conciliation Services at (602) 506-1448. Court-approved provider classes are available in both English and Spanish. A list of approved classes, including telephone numbers and addresses, can be found on the Family Court web site at:

<http://www.superiorcourt.maricopa.gov/superiorcourt/FamilyCourt/Services/ConciliationServices/ParentInformationProgram/>

If you do not have a computer, you may call Conciliation Services at **(602) 506-1448**.

These classes meet the requirements of the Parent Information Program. You may also choose to attend a different class that is comparable to the classes listed. However, you will have to tell the judge why that class is like the classes on the list of approved classes and you may have to provide all the materials from that class and information about it to show it is comparable. It will be up to the judge to decide if that class meets Parent Information Program requirements.

Registration (sign-up) for class.

You must sign up for the class in advance. You should sign up for the class as soon as you receive this Notice. There may be a limit on the number of people that can attend each class. That means that YOU MUST CALL TO SIGN UP for the class BEFORE the class is scheduled to start.

Information regarding the provider classes and ONLINE REGISTRATION opportunities may be found on the Family Court website at:

<http://www.superiorcourt.maricopa.gov/superiorcourt/FamilyCourt/Services/ConciliationServices/ParentInformationProgram/>

Maricopa County Approved Parent Information Program Providers

Center for Families
in Transition
480-855-0075 or 480-946-9680
Español 480-206-3885
<http://www.center4families.com>

AZ Priority Education
and Counseling
602-485-1200
for English/Español
<http://www.azpec.com>

Phoenix Interfaith Counseling
602-971-8207
Español 602-451-4046
<http://www.phx-interfaith.org>

Cost.

- (1) You are required to pay the provider of the class the fee of **\$50.00** (Effective 9/1/08). You must bring your case number and a picture I.D. to the class.
- (2) If you choose a class that is not listed, you are required to pay the provider of that class the fee it charges. The provider of the class may charge you whatever it wants.

Class procedures.

Arrive at the class a few minutes early to check in. **You must check in at the class and you must check out of the class. If you do not check in and out, your attendance may not be counted.** You must bring picture identification with you. **DO NOT BRING CHILDREN TO THE CLASS.** A ***“Certificate of Completion”*** of the class will be given to you at the end of the class. After you have attended the class and have received the ***“Certificate of Completion”***, you must bring the certificate to the court and file it with the Clerk of the Court. Remember to bring your case number to the class.

SPECIAL NEEDS OR ACCOMMODATIONS

If, due to a disability, language problem, or other special need, you have difficulty finding a Parent Information Class that can accommodate you, or if you have any questions about the Parent Information Program, please contact Conciliation Services at 201 West Jefferson Street, third floor, Phoenix, Arizona, or telephone **(602) 506-1448**, when you receive this Notice for assistance.

SELF-SERVICE CENTER

**PROCEDURES: HOW TO FILE PAPERS WITH THE COURT
TO ESTABLISH PARENTING TIME**
(WHEN PATERNITY HAS ALREADY BEEN ESTABLISHED)

STEP 1: Complete the *“Family Court / Sensitive Data Coversheet”*.
(Do not copy this document.)

Make **2** copies of the following documents after you have filled them out:

- *“Summons”*
- *“Order and Notice for the Parent Information Program”*
- *“Petition to Establish First Court Order for Parenting Time”*

STEP 2: SEPARATE YOUR DOCUMENTS INTO THREE (3) SETS:

SET 1 - ORIGINALS FOR CLERK OF COURT: <ul style="list-style-type: none">• <i>“Family Court / Sensitive Data Cover Sheet”</i>• <i>“Summons”</i>• <i>“Petition to Establish First Court Order for Parenting Time”</i>• <i>“Order and Notice for Parent Information Program”</i>	SET 2 - COPIES FOR OTHER PARTY: <ul style="list-style-type: none">• <i>“Summons”</i>• <i>“Petition to Establish First Court Order for Parenting Time”</i>• <i>“Order and Notice for Parent Information Program”</i>
SET 3 – COPIES FOR YOU: <ul style="list-style-type: none">• <i>“Summons”</i>• <i>“Petition to Establish First Court Order for Parenting Time”</i>• <i>“Order and Notice for Parent Information Program”</i>	

STEP 3: FILE THE PAPERS AT THE COURT:

GO TO: **THE COURT TO FILE YOUR PAPERS:** The court is open from 8am-5pm, Monday-Friday. **You should go to the court at least two hours before it closes.** You may file your court papers at the following Superior Court locations:

Clerk of the Superior Court
Central Court Building
201 West Jefferson, 1st floor
Phoenix, Arizona 85003

or Clerk of the Superior Court
Northeast Court Facility
18380 North 40th Street
Phoenix, Arizona 85032

Clerk of the Superior Court
Southeast Court Facility
222 East Javelina Drive, 1st floor
Mesa, Arizona 85210

or Clerk of the Superior Court
Northwest Court Facility
14264 West Tierra Buena Lane
Surprise, Arizona 85374

FILE: Go to the Clerk of the Court filing counter at the location where you will file your papers.

FEES: There are fees for filing petitions, responses, requests, motions, objections, and various forms with the Court. Cash, VISA/MasterCard debit or credit cards, money order, or personal in-state check made payable to the "Clerk of Superior Court" are acceptable forms of payment.

Go online to <http://clerkofcourt.maricopa.gov/fees.asp> or the Self-Service Center for a list of current fees.

If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, you may request a **deferral** (payment plan) when you file your papers with the Clerk of the Court. **Deferral Applications** are available at **no charge** from the Self-Service Center.

PAPERS: Hand all three (3) sets of your court papers to the Clerk along with along with the filing fee.

MAKE SURE YOU GET THE FOLLOWING BACK FROM THE CLERK:

- ✓ Your Set of Copies
- ✓ The Other Party's Set of Copies

STEP 4: SERVE THE PAPERS ON THE OTHER PARTY. Read the packet at the Self-Service Center called "Service of Court Papers" that applies to your situation. This will explain how to serve the other party. Remember to file your Affidavit, Waiver or Acceptance of Service as soon as the Respondent is served.

STEP 5: WAIT. Depending on HOW and WHERE you served the papers on the other party (in-state, out of state, by publication, etc.), he or she has a certain number of days to file a RESPONSE to tell the Court that he or she disagrees with your facts, or objects to the Orders you want the Court to make. You should receive a copy of the Response and a notice about when and where you must appear for any Court procedure or hearing.

If NO RESPONSE is filed, you must file papers to tell the Court the other party DEFAULTED - that is, the other party agrees with your request - or at least did not file papers to disagree, so the Court should move forward. See the Self-Service Center's "Default" (or "Default Without Children") packet and follow the timetable and procedures there to apply for your default court order.