

## Default Screening Checklist

1. **Case Number:** \_\_\_\_\_

2. **Case Type**

- Dissolution     Legal Separation     Annulment  
 Paternity     Grandparents Visitation     Other

3. **Does your case involve Children?**     Yes     No

If Yes,  
What type of Custody is requested in the  
Petition?     Joint or Shared     Sole

Have you filed your Parent Information  
Program Certificate?     Yes     No

Has the Respondent filed their Parent  
Information Program Certificate?     Yes     No     Not Sure

4. **Do you need an Interpreter?**     Yes     No

If Yes, what language and dialect? \_\_\_\_\_

5. **For Divorce, Legal Separation and  
Annulment matters only:**

Is Spousal Maintenance/Support being  
requested?     Yes     No

**Has at least 60 days passed since the  
respondent was served? ( 90 days after  
1<sup>st</sup> publication if service was by publication),  
If you answer no, you must wait until the  
time has passed.**     Yes     No

6. **For all cases) Has at least 10 working  
days passed since the Affidavit and  
Application for Default was filed?**     Yes     No

*If you answer no, you must wait until the  
time has passed.*

7. **Type of Service:**

Acceptance     In State     Out of State  
Date Acceptance was signed: \_\_\_\_\_

Private Process Server/Sheriff     In State     Out of State  
Date documents were served: \_\_\_\_\_

Registered Mail or Delivery with Signature Confirmation  
Date receipt was signed: \_\_\_\_\_

Publication  
Date of 1<sup>st</sup> publication: \_\_\_\_\_

8. **Date Application & Affidavit of Default was filed:** \_\_\_\_\_

9. **Date Application & Affidavit of Default was mailed:** \_\_\_\_\_

**CALL 602-372-3332 TO SCHEDULE YOUR HEARING between 8 a.m. and 5 p.m., Monday–Friday.**

- Have the completed **“Default Screening Checklist”** with you when you call.
- **The date and time for your court hearing will be given to you when you call.**
- **Write down your court date/time.**
- **YOU WILL NOT RECEIVE ANY OTHER NOTICE OF YOUR COURT DATE AND HEARING TIME.**

**MY HEARING IS SET FOR THE FOLLOWING DATE AND TIME:** \_\_\_\_\_