

## SELF-SERVICE CENTER

### PROCEDURES: HOW TO FILE A RESPONSE TO A PETITION ABOUT CUSTODY, PARENTING TIME, and CHILD SUPPORT

1. **COMPLETE THE FOLLOWING DOCUMENTS:**

- **Sensitive Data Sheet** (Do NOT copy. Do NOT send to other party.)
- **Response** (Make 2 copies)

2. **TAKE THE PAPERS TO THE CLERK OF THE SUPERIOR COURT FILING COUNTER:**

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 papers at any of the following Superior Court locations:

**Central Court Building** (downtown Phoenix)  
201 West Jefferson, 1st floor  
Phoenix, Arizona 85003

**Southeast Court Facility**  
222 East Javelina Drive, 1st floor  
Mesa, Arizona 85210

**Northeast Court Center** (40<sup>th</sup> Street & Union Hills)  
18380 North 40<sup>th</sup> Street  
Phoenix, AZ 85032

**Northwest Court Facility**  
4264 West Tierra Buena Lane  
Surprise, Arizona 85374

**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 this is the first time one of the parties or his or her attorney has "appeared", that is, filed papers in this case, a substantial "**appearance fee**" (also known as a "response" or "answer" fee) *will be due from that party* at the time of filing.

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.

3. **FILE RESPONSE AND PAY THE FILING FEE:** (also known as "response" or "answer" fee)

- File the "**Sensitive Data Sheet**", the original and both copies of your "**Response**" with the Clerk of Court, and pay your filing fee.
- The Clerk will keep the originals, stamp and return the copies to you.
- Make sure you receive both (2) copies back from the Clerk and they have been stamped.

4. **MAIL A COPY TO THE OTHER PARTY:** Mail or hand-deliver one copy to the other party.

- If an attorney represents the other party, mail or hand-deliver the copy to the attorney.
- **If DES is already involved** in child support matters regarding any of the children in this case, **send a copy to DES as well at: Attorney General, Child Support Enforcement, P. O. Box 6123, Site Code 775 C, Phoenix, AZ 85005.**

5. **KEEP THE LAST COPY FOR YOUR RECORDS.**

6. **WHAT TO DO WITH THE OTHER DOCUMENTS:**

- **Parents Worksheet for Child Support**
- **Alternative Dispute Resolution (ADR) Statement to the Court**

**You may either** complete the Parents Worksheet now, file the original and two copies along with your other court papers and provide Clerk-stamped copies to the other party, **OR** complete it before the final court hearing date and bring it to the hearing.

- Refer to the separate instructions and the **Arizona Child Support Guidelines** to complete the **Parents Worksheet**, **or** you may substitute a printout of the worksheet produced by the Superior Court's **online** Child Support Calculator at:<http://ecourt.maricopa.gov>
- Read and follow the instructions on the document titled "When and How to Use the **Alternative Dispute Resolution (ADR) Statement to the Court**"

7. **WHAT WILL HAPPEN NEXT?**

You will receive an Order from the court telling you and the other party to come to an ERC (Early Resolution Conference). You **must** come to that conference *or you will be charged a "no show" fee for failure to appear.*

Do not copy  
or file this page