

**SELF-SERVICE CENTER
PROCEDURES:
HOW TO FILE DIVORCE PAPERS WITH THE COURT**

STEP 1: Complete the *“Family Court Cover Sheet”* and the *“Sensitive Data Sheet”*.
Do not copy these two documents.

MAKE 2 COPIES OF THE FOLLOWING DOCUMENTS ONCE YOU HAVE FILLED THEM OUT:

- *“Summons”*
- *“Preliminary Injunction”*
- *“Petition for Dissolution of Marriage (Divorce) Without Minor Children”*
- *“Notice of Right to Convert Health Insurance”*
- *“Notice Regarding Creditors”*

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

<p>SET 1 – ORIGINALS (For the Clerk):</p> <ul style="list-style-type: none"> • <i>“Family Court Cover Sheet”</i> • <i>“Sensitive Data Sheet”</i> • <i>“Summons”</i> • <i>“Preliminary Injunction”</i> • <i>“Petition for Dissolution of Marriage (Divorce) Without Minor Children”</i> • <i>“Notice of Right to Convert Health Insurance”</i> • <i>“Notice Regarding Creditors”</i> 	<p>SET 2 – COPIES (For Spouse):</p> <ul style="list-style-type: none"> • <i>“Summons”</i> • <i>“Preliminary Injunction”</i> • <i>“Petition for Dissolution of Marriage (Divorce) Without Minor Children”</i> • <i>“Notice of Right to Convert Health Insurance”</i> • <i>“Notice Regarding Creditors”</i>
<p>SET 3 – COPIES (For You):</p> <ul style="list-style-type: none"> • <i>“Summons”</i> • <i>“Preliminary Injunction”</i> • <i>“Notice Regarding Creditors”</i> • <i>“Petition for Dissolution of Marriage (Divorce) Without Minor Children”</i> • <i>“Notice of Right to Convert Health Insurance”</i> 	

STEP 3: FILE THE PAPERS AT THE COURT:

FILE: FILE YOUR PAPERS at the Clerk of Court filing counters at one of the following locations:
The Court is open from 8am-5pm, Monday-Friday. You should go to the Court at least two hours before it closes.

Clerk of the Superior Court
CENTRAL COURT BUILDING
201 West Jefferson, 1st floor
Phoenix, Arizona 85003

Clerk of the Superior Court
NORTHEAST COURT COMPLEX
18380 North 40th Street
Phoenix, Arizona 85032

Clerk of the Superior Court
SOUTHEAST COURT COMPLEX
222 East Javelina Drive, 1st floor
Mesa, Arizona 85210

Clerk of the Superior Court
NORTHWEST COURT COMPLEX
14264 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 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 the filing fee. The Clerk’s office accepts VISA/MasterCard debit or credit cards, money order, cash or personal in-state check made payable to the “Clerk of Superior Court”.

MAKE SURE YOU GET BACK THE FOLLOWING FROM THE CLERK:

- * Your Set of Copies
- * Your Spouse’s Set of Copies

STEP 4: Read the packet called *“Service of Court Papers”* that applies to your situation at the Self-Service Center to find out how to serve the other party.