

PROCEDURES: HOW TO GET YOUR DECREE OF DISSOLUTION SIGNED BY THE JUDGE

REQUIREMENTS:

A decree is your final court order that states that you are legally divorced. Before you get the decree, the following requirements must be completed.

- ✓ **Parent Information Program:** The court must have a copy of your “Certificate of Completion” showing that you attended the Parent Information Program.
- ✓ **Fees:** Your court fees must be paid. This includes all filing fees. If you were granted a deferral (Payment plan), the payments must be current. Please note: you must **attach** to the decree, **proof** of payment for fees in the form of a receipt, or a copy of the Order for initial Deferral of fees.
- ✓ **Time Frame:** The parties must wait at least 60 days after the date the other party was personally served a copy of the Petition and other documents, before you file your Decree with the Court.

If you completed the above requirements, follow the steps below.

PROCEDURES:

STEP 1 COMPLETE the FORMS in the packet: Remember your **original forms** are the papers you wrote on, or printed from the computer:

- **DECREE** of Dissolution.
 - **ADD** to the last page of the Decree, the completed **Exhibit A** about the division of property and debt, if it is not a part of the Decree already.
 - **ADD** to the last page of the Decree, the fee RECEIPT or a copy of the ORDER for Initial Deferral to show the “Paid” status of your case.
- **Parenting Plan**, signed by you.
- **Child Support Order**

STEP 2 COMPLETE the Child Support Worksheet, and Current Employer Information **ONLINE** via ezCourtForms

(<https://www.superiorcourt.maricopa.gov/ezCourtForms/index.asp>) or
the Arizona Supreme Court website,
(<http://www.azcourts.gov/familylaw/Child-Support-Calculator-Information>).

PRINT OUT 1 COPY of the completed Child Support Worksheet and Current Employer Information Sheet.

STEP 3 **PHOTOCOPY** - Make two (2) photocopies of the set of original forms listed above.

STEP 4 **SEPARATE** - Make three (3) sets of the papers you photocopied:

SET 1 - ORIGINALS FOR CLERK OF COURT:

- ***“Decree of Dissolution”***
- **+ *“Exhibit A”*** about the division of property and debt, if it is not part of the decree
- **+FEE RECEIPT**, or a copy of the ORDER for initial fee deferral
- ***“Parenting Plan”***
- ***“Child Support Worksheet”***
- ***“Child Support Order”***
- ***“Current Employer Information”***

SET 3 – YOUR COPIES

- ***“Decree of Dissolution”***
- **+ *“Exhibit A”*** about the division of property and debt, if it is not part of the decree
- **+FEE RECEIPT**, or a copy of the ORDER for initial fee deferral
- ***“Parenting Plan”***
- ***“Child Support Worksheet”***
- ***“Child Support Order”***
- ***“Current Employer Information”***

SET 2 - COPIES FOR SPOUSE:

- ***“Decree of Dissolution”***
- **+ *“Exhibit A”*** about the division of property and debt, if it is not part of the decree
- **+FEE RECEIPT**, or a copy of the ORDER for initial fee deferral
- ***“Parenting Plan”***
- ***“Child Support Worksheet”***
- ***“Child Support Order”***
- ***“Current Employer Information”***

STEP 5 Take the documents to your court default hearing or to your trial for the Judge to review and sign if he or she approves them.