

# CONCILIATION SERVICES

# 1

**Free Conciliation Counseling to determine  
if there is desire to save the marriage or  
resolve differences**

(Forms and Instructions)



## SELF-SERVICE CENTER

### REQUEST FOR CONCILIATION COUNSELING

#### CHECKLIST

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

- ✓ You are legally married according to Arizona law (**A.R.S. 25-101**)
- ✓ You or your spouse either have or *have not* filed a petition for divorce, legal separation or annulment.
- ✓ You want to try to reconcile (get back together) or resolve the issues in your case with your spouse.

**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](http://www.superiorcourt.maricopa.gov/SSC)

## SELF-SERVICE CENTER

# REQUEST FOR CONCILIATION COUNSELING

This packet contains court forms and instructions to request Conciliation Services for parties who are married and want to receive free counseling either prior to filing a petition for divorce or immediately after filing a petition for divorce. The documents should appear in the following order:

Order	File Number	Title	# pages.
1	DRADC1k	Checklist: <i>You may use these forms if . . .</i>	1
2	DRADC1t	Table of Contents (this page)	1
3	DRADC14h	How to Complete and Submit the Forms to Request Conciliation Counseling	1
4	DRADC14f	<b><i>"Petition for Conciliation Counseling"</i></b>	2

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 COMPLETE THE FORMS AND SUBMIT YOUR “PETITION FOR CONCILIATION COUNSELING”

**YOU MAY USE THIS PACKET** to request conciliation counseling before or immediately after filing for divorce. If you choose to file a **“Petition for Conciliation Counseling,”** you and your spouse will be **required** to attend **free** counseling conducted by a professional counselor provided by Conciliation Services.

- If a petition for divorce, legal separation or annulment has been filed and the **“Petition for Conciliation Counseling”** is filed within 60 days of service of the petition, there will be a hold (or stay) on the proceedings for up to 60 days to allow time for scheduling and attending the counseling. This may be extended for **up to an additional 60 days** upon request to the court.
- If no petition for divorce, legal separation, or annulment has been filed, the **“Petition for Conciliation Counseling”** will prevent a divorce, legal separation, or annulment proceeding from being filed for a period of 60 days or a maximum of 120 days if an extension is requested.
- If a **“Petition for Conciliation Counseling”** has been filed by either party within the previous year, the proceeding will **not** be put on hold.

**INSTRUCTIONS:** Complete the **“Petition for Conciliation Counseling”** as follows:

**STEP 1** **USING BLACK INK ONLY, type or neatly print** the information requested in the top left-hand corner of the document. If your case has an ATLAS number, write in the ATLAS number. If you are represented by an attorney, write in the attorney’s bar number. Then, write in the case number (if you have one). Your Superior Court Case Number is the file number of your domestic relations case if you have filed for divorce, legal separation, or annulment. If you or your spouse have not filed for divorce, legal separation, or annulment, you will not have a Superior Court Case Number. Leave the Conciliation Case Number blank. Conciliation Services will fill in this information along with the “date/time filed” and “by” information.

**STEP 2** **Complete the case caption.** If you filed for divorce, legal separation or annulment, you are the petitioner; if the other party filed, he or she is the Petitioner. If the **“Petition for Conciliation Counseling”** is being filed *before* anyone has filed for divorce, legal separation or annulment, you are the Petitioner. If the other party served you with court papers, copy the caption as it appears in the papers you were served with.

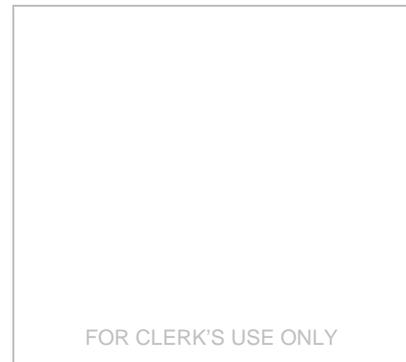
**STEP 3** **Read the “Petition for Conciliation Counseling”** and answer the questions or provide the information requested. Then, date and sign the **“Petition for Conciliation Counseling”** with the current day, month and year. Provide the name, address, and telephone number of your attorney (if you have one) and your spouse’s attorney (if he or she has one).

**STEP 4** **If you have an open or active divorce, legal separation or annulment case,** make 3 copies of the completed **“Petition for Conciliation Counseling”** and take the original and 3 copies to the Office of the Clerk of the Superior Court. The Clerk will stamp and file the original copy and stamp your 3 copies as well. You will need to mail or hand deliver one copy to Conciliation Services at the locations below; send one copy to the other party; and keep one copy for your records.

**If you do not have an open or active divorce, legal separation or annulment case,** mail or deliver the completed Petition for Conciliation Counseling to the appropriate Conciliation Services Office located at:

<b>Central Court Building,</b>	201 W. Jefferson Street, 3 <sup>rd</sup> floor,	Phoenix, Arizona 85003
<b>Northeast Court Facility,</b>	18380 N. 40 <sup>th</sup> Street (40 <sup>th</sup> Street & Union Hills),	Phoenix, Arizona 85032
<b>Northwest Court Facility,</b>	14264 W. Tierra Buena Lane,	Surprise, Arizona, 85374
<b>Southeast Court Facility,</b>	222 E. Javelina Drive,	Mesa, Arizona 85210

After receiving your request, the Conciliation Services Office will review the matter and notify you of any action taken on your request.



FOR CLERK'S USE ONLY

Name of Person Signing Document: \_\_\_\_\_  
Your Address: \_\_\_\_\_  
Your City, State, and Zip Code: \_\_\_\_\_  
Your Telephone Number: \_\_\_\_\_  
ATLAS Number (if applicable): \_\_\_\_\_  
Attorney's Bar Number (if applicable): \_\_\_\_\_

### SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

Case Number: \_\_\_\_\_

\_\_\_\_\_  
Name of Petitioner

Conciliation Case Number: \_\_\_\_\_

### PETITION FOR CONCILIATION COUNSELING

\_\_\_\_\_  
Name of Respondent

\_\_\_\_\_  
Name of Judge assigned to your Superior Court case  
(if applicable).  
If unknown call: (Phoenix) 602-506-1561  
(Mesa) 602-506-2021

**I, \_\_\_\_\_, respectfully represent as follows:**

1. A controversy/disagreement between my spouse and myself exists. The help of the court is requested to effect a reconciliation or an amicable settlement of the controversy.
2. I fully understand that this Petition may not be withdrawn from Conciliation Services until the minimum required conferences have been concluded, or until the court ends the proceedings.
3. To the best of my knowledge, there  **is** OR  **is not** a Domestic Relations action (annulment, legal separation, or divorce) pending between my spouse and myself.
4. A Petition for Conciliation Counseling  **has** or  **has not** been previously filed in this court by either spouse.
5. My present address and telephone number is:

Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

6. My spouse's present address and telephone number is:

Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

7. The name(s) and age(s) of each minor child, including any stepchild(ren), whose welfare may be affected by the controversy are: (use additional sheets of paper if necessary.)

Name and Age: \_\_\_\_\_  
Name and Age: \_\_\_\_\_  
Name and Age: \_\_\_\_\_  
Name and Age: \_\_\_\_\_  
Name and Age: \_\_\_\_\_

8. Do you or the other party need an interpreter? Yes  No  If yes, what language? \_\_\_\_\_

**RELIEF REQUESTED.** Therefore, I request that the parties be ordered to attend Conciliation Services in an effort to effect a reconciliation of the spouses, or an amicable settlement of the controversies involved.

Today's Date: \_\_\_\_\_  
Signature of Person Requesting Conciliation Counseling

**Your attorney's name, address and telephone number:** (if applicable)

Attorney's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

**Your spouse's attorney's name, address, and telephone number:** (if applicable)

Attorney's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_