

PARENTING TIME (VISITATION)

1

To Get The First Court Order

Part 1: Completing and Filing
the Court Papers



SELF-SERVICE CENTER

ESTABLISHMENT OF A COURT ORDER FOR
PARENTING TIME

CHECKLIST

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

- ✓ You are the natural or adoptive parent of the minor child(ren), **AND**
- ✓ You are **not** legally married to the other parent,* **AND**
- ✓ Paternity has already been legally established because:
 - You already have a court order establishing paternity, **OR**
 - You have a court order for child support, **OR**
 - Both parents signed and filed an Acknowledgment of Paternity through the Hospital Paternity Program or other means provided by law, and a birth certificate listing the name of the father was issued as a result, **AND**
- ✓ You want to file a ***“Petition to Establish Parenting Time”***, **AND**
- ✓ The minor child(ren) resided (lived) in Arizona at least 6 months (or since birth if younger than 6 months) before you file the petition or you talked to a lawyer who advised you that even so you could pursue the case in Arizona.

* If you are *legally married* to the other parent, you may only obtain an order for parenting time (or custody) as part of an action for legal separation, divorce, or annulment. A.R.S. § 25-401(B) and A.R.S. § 25-408

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.

SELF-SERVICE CENTER

ESTABLISH PARENTING TIME

(when paternity has already been established)

(Forms and Instructions)

This packet contains court forms and instructions to file establishing parenting time. Items in **BOLD** are forms that you will need to file with the Court. Non-bold items are instructions or procedures. Do not copy or file those pages!

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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 FILL OUT PAPERS TO ESTABLISH PARENTING TIME

WHEN TO USE THIS FORM:

Use this form if you want to get a court order for parenting time. **YOU CANNOT USE THIS FORM TO ESTABLISH PATERNITY.** Use this form **ONLY IF** you are the natural or adoptive parent of the minor child(ren), **AND**

- ✓ You have a court order establishing paternity, **OR**
- ✓ You have a court order for child support.

IF YOU HAVE A COURT ORDER FOR PATERNITY OR CHILD SUPPORT FROM ANOTHER STATE OR ANOTHER COUNTY IN ARIZONA

If you have a court order involving any minor children from this case from a different state, or from a different county in Arizona, you **must** do the following before you can file the court papers:

- ✓ Get a certified copy of the paternity or child support order from the other state, **AND**
- ✓ Give the certified copy of the order to the Clerk of the Court before you file your court papers, **AND**
- ✓ The Clerk of the Court will file the order and assign a case number to your case.

IMPORTANT NOTICE ABOUT WHEN YOU CAN BRING A PARENTING TIME CASE IN THE SUPERIOR COURT IN ARIZONA: Generally, you should have resided (lived) in Arizona with the minor child(ren) for at least 6 months, or Arizona must be the minor child(ren)'s primary place of residence before you file your court papers, or if the child(ren) is/are less than 6 months old, the child(ren) must have resided (lived) in Arizona since his/her birth. If you have questions regarding this requirement, see a lawyer before filing.

IMPORTANT NOTICE ABOUT WHEN YOU CAN SUE ANOTHER PERSON IN ARIZONA: You can sue the other party in Arizona to establish, enforce, or change a custody, parenting time or support order, or establish paternity, if **ONE** of the following statements is true about the other party:

- ✓ The person is a resident of Arizona; **OR**
- ✓ You personally serve the person with the court papers in Arizona (See the Self-Service Center packet on service to learn more about this requirement); **OR**
- ✓ The person agrees to have the case heard here and files written papers in the court case; **OR**
- ✓ The person lived with the minor child in this state at some time; **OR**
- ✓ The person lived in this state and provided pre-birth expenses or support for the child; **OR**
- ✓ The child lives in this state because of the acts or directions of that person; **OR**
- ✓ The person had sex in this state and the minor child may have been conceived; **OR**
- ✓ The person signed a birth certificate that is filed in this state; **OR**
- ✓ The person signed an affidavit acknowledging paternity; **OR**
- ✓ The person did other acts that substantially connect the person with this state (see a lawyer to help you decide this).

DOMESTIC VIOLENCE

Domestic violence can be part of any relationship. Domestic violence includes **physical violence**, such as hitting, slapping, pushing or kicking, directed against you and/or your children. It also includes **threats** of physical violence against you and/or your children, and/or **verbal abuse** against you and/or your children, used to control you.

Court documents request your address and phone number. If you are a victim of domestic violence, or if you do not want your address known to protect yourself or your children from further violence, **you must file a "Petition for an Order of Protection" and ask that your address not be disclosed on court papers.** With that order, you do **not** need to put your address and phone number on your court papers.

If possible, get a P.O. box or provide another address where you can be contacted with these papers. If you do not have another address or phone where you can be reached when you file your court papers, write "**protected**" in the space where you are asked for this information. As soon as possible, give the Clerk of the Court an address and phone number where you can be reached.

CASE NUMBER

Use the Case Number on all your court papers. This is the number you were assigned in the paternity or child support case you had in Maricopa County.

Or, if your paternity or child support case was from another county or another state, use the number the Clerk of the Court assigned you when you filed the certified copy of your other court case in Maricopa County.

FAMILY COURT / SENSITIVE DATA COVER SHEET: (All Forms: TYPE OR PRINT IN BLACK INK)

Write in the information requested about the petitioner, the respondent, and any children under the age of 18.

DO NOT INCLUDE MAILING ADDRESS ON THIS FORM IF REQUESTING ADDRESS PROTECTION.

Case Type: Mark only one box that matches the legal procedure for which you are filing the documents in this packet: **[x] Parenting Time (visitation)**.

Interpreter: Check "yes" or "no" to indicate whether an interpreter is needed. If "yes", write in what language(s).

SUMMONS AND PRELIMINARY INJUNCTION:

Fill in the following information where requested: Your name; address (if not protected); city, state and zip code; telephone number; ATLAS NUMBER (if you have one); name of Petitioner (your name); and name of Respondent (the other party's name).

If you are represented by an attorney, write in the attorney's bar number. Tell the court whether you represent yourself or are represented by an attorney. **DO NOT** fill out the rest of the form except on Page 2 of the Preliminary Injunction, fill out the description of other party. The Clerk of Court will complete it later.

PETITION

- A.** Make sure your form states PETITION FOR PARENTING TIME in the upper right-hand part of the first page.
- B.** In the top left corner of the first page, fill out: YOUR name; address (if not protected); city, state and zip code; telephone number; and your ATLAS number, if you are receiving, or have received, AFDC from the Arizona Department of Economic Security.

- C. Fill in the space that says "Name of Petitioner" and "Name of Respondent". You will be the PETITIONER if your paternity or child support order was from another county or another state, and this is the first time you are filing a court case in Maricopa County. Otherwise, complete the caption the same way as it was in the paternity or child support case in Maricopa County.

WARNING: IF YOU HAVE AN EXISTING CASE IN MARICOPA COUNTY WITH THE SAME PARTY, DO NOT GET A NEW CASE NUMBER WHEN FILING YOUR CASE! USE YOUR EXISTING CASE NUMBER. IF YOU DO NOT KNOW YOUR EXISTING CASE NUMBER, ASK THE CLERK FOR YOUR EXISTING NUMBER BEFORE YOU FILE YOUR COMPLAINT/PETITION.

D. **General information:**

1. Fill in the Petitioner's name, address (if not protected) and date of birth. This is basic information about the PETITIONER, and the Petitioner's relationship to the minor child(ren).
2. Fill in the Respondent's name, address and date of birth. This is basic information about the RESPONDENT.
3. Decide why you can pursue a court case in Arizona. Check all boxes that apply.
4. Fill in information about all the minor child(ren) for whom you want custody or parenting time. The mother and father should be the same for all the minor children for whom you want this order. If you think the children have different fathers or mothers, you need to file a separate lawsuit against that person.

E. **Statements about paternity AND child custody AND child support:** Tell the court what the current situation is.

5. What is the status of paternity in this case?
ORDER: Check this box if there is an Order from any court. On the first line, print the date the Order was signed. On the second line, print the county where the Order was made. On the next line, print the name of the father.
OTHER: Check this box if you do not have a formal court order for paternity but you do have a court order for child support.
6. What is the status of child custody? Check the box that describes who has custody now. If neither the father nor mother have physical custody, be sure to complete all the information about who has the minor child(ren) and why.
7. What is the status of child support? Give the date of the last child support order in the case.

F. **Other information about the children:** If you are aware of court cases about the minor children, you need to tell the court. Attach a copy of any order about custody, parenting time, or child support to the petition, unless the order is from the Superior Court in Maricopa County.

8. Fill out where the minor child(ren) involved in this action has/have been living **for the past 5 years**. If any children are under age 5, put information about where the children have lived since birth. Write each child's name; the address where the child lived; what dates the child(ren) lived at each address; whom the child(ren) lived with; and the relationship of that person to the child(ren). While you may not remember exact dates and addresses, please fill it out **as completely as possible**.
9. You must tell the court if you participated as a party or witness in any court case involving issues OTHER THAN custody or parenting time of the minor child(ren). If your answer is "no" check the first box and GO ON. If there is another case, check the second box and give as much information as possible. This information could affect you and/or your minor child(ren's) rights in this case.

10. The court **MUST** know if there have been other cases involving custody, parenting time or child support of the children of this case, even if you were not a party. If there are no other custody or parenting time cases, or you do not know of any, check the first box and GO ON. If you have been involved in any way with this type of court case, check the second box and give the information where requested. Tell the court what happened and what is going on in the other case(s).

11. If you do not know of another person OTHER THAN THE OTHER PARTY who has physical custody of the minor child(ren) or is claiming custody or parenting time rights to any of the minor children, check the first box and GO ON. If you do know of such a person, put the information here, including the child's name and the person who believes they have a custody or parenting time claim. If there is such a person, you **must** include the person as a Respondent in this court case.

G. Other statements to the court:

12. **VENUE:** This tells the court that one parent or the minor children live here, so the court can decide your case.

H. Request to the court for Parenting Time and Child Support. This section of the Complaint/Petition requests that the court make Orders relating to parenting time and child support.

1. **Parenting Time.** Describe who should get parenting time, and how the parenting time should work. Be specific. Use detail.

2. **Supervised parenting time to the non-custodial parent.** You may request supervised parenting time if the non-custodial parent cannot adequately care for the minor child(ren) or cannot do so without another person present. You may request this if the person not having custody abuses drugs or alcohol; is violent or abusive; or, does not have the parenting skills to care for a minor child without another adult present. Remember, supervised parenting time is not intended to punish the parent, but to protect the child(ren). You must write in why you say the parenting time should be supervised parenting time.

3. **Supervised parenting time.** Describe how you think this should be handled.

4. **Other orders:** Check this box if you have made other requests to the court. If you check this box, write in the additional orders you are requesting the court to make that were not covered in your Petition.

I. Oath and verification of party filing this petition: Sign this form in front of a Clerk of the Court or a Notary Public. By doing so you are telling the court that everything contained in the Petition is true.

NOTICE REGARDING THE PARENT INFORMATION PROGRAM

This is an important document. You and the other parent must attend and complete a class in the Parent Information Program. This is a very exciting and wonderful class. It was designed to help you. The purpose of the Parent Information Program is to give parents information about the impacts that divorce, the changes in the family unit, and/or court involvement have on minor children involved in a divorce, paternity, or custody case. This Notice applies to all parents who file an action for dissolution of marriage or legal separation, or any paternity proceeding, in which a party has requested that the court determine custody or parenting time on or after January 1, 1997, and to all other family court cases if ordered by the court.

MAKE SURE YOU READ THIS NOTICE, DO WHAT IT SAYS, AND SERVE THIS NOTICE ON THE OTHER PARTY.

Person Filing: _____
 Address (if not protected): _____
 City, State, Zip Code: _____
 Telephone: _____
 Email Address: _____
 ATLAS Number: _____
 Lawyer's Bar Number: _____

For Clerk's Use Only

Representing Self, without a Lawyer or Attorney for Petitioner OR Respondent

SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

Petitioner	Case No. _____
Respondent	ATLAS No. _____

**FAMILY COURT / SENSITIVE DATA
 COVERSHEET WITH CHILDREN
 (CONFIDENTIAL RECORD)**

Fill out. File with Clerk of Court. Social Security Numbers should appear on this form only and should be omitted from other court forms. Access Confidential pursuant to ARFLP 43(G)(1).

A. Personal Information:	Petitioner	Respondent
Name	_____	_____
Gender	<input type="checkbox"/> Male or <input type="checkbox"/> Female	<input type="checkbox"/> Male or <input type="checkbox"/> Female
Date of Birth (Month/Day/Year)	_____	_____
Social Security Number	_____	_____

**WARNING: DO NOT INCLUDE MAILING ADDRESS ON THIS FORM
 IF REQUESTING ADDRESS PROTECTION**

Mailing Address	_____	_____
City, State, Zip Code	_____	_____
Contact Phone	_____	_____
Email Address	_____	_____
Current Employer Name	_____	_____
Employer Address	_____	_____
Employer City, State, Zip Code	_____	_____
Employer Telephone Number	_____	_____
Employer Fax Number	_____	_____

B. Child(ren) Information:			
Child Name	Gender	Child Social Security Number	Child Date of Birth
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

C. Type of Case being filed - Check only one category. <i>*Check only if no other category applies</i>		Interpreter Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what language? _____
<input type="checkbox"/> Dissolution (Divorce)	<input type="checkbox"/> Paternity	
<input type="checkbox"/> Legal Separation	<input type="checkbox"/> *Legal Decision Maker (Custody)/Visitation	
<input type="checkbox"/> Annulment	<input type="checkbox"/> *Child Support	
<input type="checkbox"/> Order of Protection	<input type="checkbox"/> Other	
	<input type="checkbox"/> Register Foreign Order	

DO NOT COPY THIS DOCUMENT. DO NOT SERVE THIS DOCUMENT TO THE OTHER PARTY.

Person Filing: _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
ATLAS Number: _____
Lawyer's Bar Number: _____

FOR CLERK'S USE ONLY

Representing Self, without a Lawyer or Attorney for Petitioner OR Respondent

SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

Regarding the Matter of:

Case No. _____

(Name of Petitioner/Parent A)

PETITION TO ESTABLISH PARENTING TIME

AND

(Name of Respondent/Parent B)

STATEMENTS THE COURT, UNDER OATH OR AFFIRMATION

1. INFORMATION ABOUT ME, THE PETITIONER:

Name: _____
Address: _____
Date of Birth: _____
Occupation: _____

Relationship to children for whom I want the Primary Residence, Legal Decision Making and Parenting Time (or Parenting Time and Child Support) Order:

- Mother
 Father
 Other. My relation to the children is: _____

2. INFORMATION ABOUT OTHER PARTY, THE RESPONDENT:

Name: _____
Address: _____
Date of Birth: _____
Occupation: _____

Relationship to children for whom I want the Primary Residence, Legal Decision Making and Parenting Time (or Parenting Time and Child Support) Order:

- Mother**
- Father**
- Other. My relation to the children is:** _____

3. WHY I AM FILING THIS COURT CASE IN ARIZONA AGAINST THE OTHER PERSON:

(check one or more boxes that are true)

- The person is a resident of Arizona
- I believe that I will personally serve the person in Arizona (see packet on service to know about this)
- The person agrees to have the case heard here and will file written papers in the court case;
- The person lived with the minor child in this state at some time;
- The person lived in this state and provided pre-birth expenses or support for the minor child;
- The minor child lives in this state as a result of the acts or directions of the person;
- The person had sexual intercourse in this state as a result of which the minor child may have been conceived;
- The person signed an acknowledgment of paternity that is filed in this state;
- The person did any other acts that substantially connect the person with this state (see a lawyer to help you determine this).

4. INFORMATION ABOUT MINOR CHILD(REN) FOR WHOM I WANT THE PARENTING TIME ORDER:

Name _____

Birth date _____

Current Address: _____

County of residence: _____

Parent A: _____

Parent B: _____

Name: _____

Birth date: _____

Current Address: _____

County of residence: _____

Parent A: _____

Parent B: _____

Name _____

Birth date _____

Current Address: _____

County of residence: _____

Parent A: _____

Parent B: _____

Name _____

Birth date: _____

Current Address: _____

County of residence: _____

Parent A: _____

Parent B: _____

5. PATERNITY WAS ESTABLISHED BY: (check one box).

(A copy of any Order or document referenced here should already be in the Court file or attached.)

- A Court Order for Paternity from this county or previously transferred to this county** stating that _____ is the natural father of minor child(ren). (A.R.S. § 25-502(c))
- Both parents signing an Acknowledgment of Paternity through the Hospital Paternity Program **or other means provided by law after July 18, 1996, and a birth certificate listing the name of the father was issued as a result.** (A.R.S. § 36-334)
- We do not have an order of paternity, but we do have a child support order.** (See instructions)
- Parties were legally married when minor child(ren) was (were) born, conceived or adopted.*

***NOTE: If married when minor child(ren) born, conceived or adopted, and no decree of Divorce or Separation has been issued, STOP! Do not use these forms unless advised to do so by an attorney. Requests for parenting time and authority for legal decision making (custody) must generally be filed as part of a case for Separation or Divorce.**

6. INFORMATION ABOUT CUSTODY OF THE MINOR CHILD(REN): (check one box)

- Parent A has had physical custody of the minor child(ren) for the last 6 months, and I do not contest physical custody.**
- Parent B has had physical custody of the minor child(ren) for the last 6 months, and I do not contest physical custody.**
- A person other than mother or father has had physical custody of the minor child(ren) for the last 6 months, because of a court case, and I do not contest physical custody.** (Describe case below)

Names of Parties: _____

Date of order or judgment (if one already entered) _____

Court Case Number: _____

Location of court (city and state): _____

Explain Type of Case: (Criminal, Order of Protection, Injunction Against Harassment, Divorce, Paternity, etc.) _____

What order or judgment said: _____

Status of Case Now:

- Final Order Entered; Case is Over
- Hearing Date Set: On (date) _____ at (time) _____
Location/address: _____
- Other (explain in detail): _____

- A person other than Parent A or Parent B has had physical custody of the minor child(ren) for the last 6 months, because of a government agency, and I do not contest physical custody.**
(List the agency, for example, "Child Protective Services", date, type of case, and case status.)

7. INFORMATION ABOUT CHILD SUPPORT FOR CHILDREN: An Order for Child Support is dated _____ from (name of court) _____ which states that child support is established. Note: if order is from court other than Superior court in Maricopa County. (See instructions)

Other information about the children:

8. WHERE THE CHILDREN WHO ARE UNDER 18 YEARS OLD HAVE LIVED FOR THE LAST 5 YEARS. (Attach extra pages if necessary.)

Child's Name: _____ Dates: From _____ To _____

Lived with: _____ Relationship to child: _____

Street address: _____ City, State: _____

Child's Name: _____ Dates: From _____ To _____

Lived with: _____ Relationship to child: _____

Street address: _____ City, State: _____

Child's Name: _____ Dates: From _____ To _____

Lived with: _____ Relationship to child: _____

Street address: _____ City, State: _____

9. COURT CASES NOT INVOLVING PHYSICAL CUSTODY, LEGAL DECISION MAKING (LEGAL CUSTODY) OR PARENTING TIME RELATED TO THE CHILDREN UNDER 18 YEARS OLD: (check one box) I HAVE I HAVE NOT been a party or a witness in court in this state or any other state regarding the legal decision making (custody) or parenting time of any of the minor children named above (If so, explain below, using extra pages if necessary. **IF NOT, GO ON.**)

Name of each child: _____
Court State: _____ Court location (county/city): _____
Court case number: _____ Current case status: _____
How the minor children are involved: _____

Summary of any Court Order: _____

10. PHYSICAL CUSTODY, LEGAL DECISION MAKING (LEGAL CUSTODY) OR PARENTING TIME CASES RELATED TO CHILDREN UNDER 18 YEARS OLD: (Check one box)

I DO NOT HAVE I DO HAVE information about a legal decision making (custody) or parenting time court case relating to any of the minor children named above that is pending in this state or in any other state (If so, explain below, using extra pages if necessary. **IF NOT, GO ON.**)

Name of each child: _____
Court State: _____ Court location (county/city): _____
Court case number: _____ Current case status: _____
Nature (type) of court proceeding: _____

Summary of any Court Order: _____

11. PHYSICAL CUSTODY, LEGAL DECISION MAKING (LEGAL CUSTODY) OR PARENTING TIME CLAIMS OF ANY PERSON: (check one box)

I DO NOT KNOW I DO KNOW a person other than the Petitioner or the Respondent who has physical custody or who claims legal decision making authority (custody) or parenting time rights to any of the minor children named above. (If so, explain below, using extra pages if necessary. **IF NOT, GO ON.**)

Name of each child: _____
Name of Person with the claim: _____
Address of Person with the claim: _____
Nature of the Claim: _____

OTHER STATEMENTS TO THE COURT:

12. DOMESTIC VIOLENCE (Check here if the following is true): Domestic Violence has **not** occurred between the parties.

13. VENUE: This is the proper court to bring this lawsuit under Arizona law because it is the county of residence of the petitioner, or the respondent, or the child(ren).

REQUESTS I MAKE TO THE COURT:

1. AWARD PARENTING TIME AS FOLLOWS: (Check only one.)

- Reasonable parenting time** rights to the (other parent) Parent A OR Parent B
- Supervised parenting time** between the children and Parent A OR Parent B,
- No parenting time** rights to Parent A OR Parent B.

2. (IF you requested either "Supervised or No parenting time" above, explain.)

Supervised or no parenting time is in the best interests of the child(ren), because: *

Explanation continues on attached pages made part of this document by reference.

a. Name this person to supervise: _____
(If applicable)

b. Restrict parenting time as follows: _____

c. Order cost of supervised parenting time (if applicable) to be paid by:

Parent A Parent B, OR Shared equally by the parties.

3. OTHER ORDERS:

TRANSPORTATION will be provided by (name): _____ as follows: (explain)

During WEEKENDS (explain specifically): _____

During the SUMMER MONTHS OR SCHOOL BREAKS: (explain specifically): _____

FOR HOLIDAYS AND BIRTHDAYS: (explain specifically): _____

FOR TELEPHONE CALLS: (explain specifically): _____

OTHER: (Explain specifically): _____

UNDER OATH OR BY AFFIRMATION

I swear or affirm under penalty of perjury that the contents of this document are true and correct to the best of my knowledge and belief.

Date

Signature

STATE OF _____

COUNTY OF _____

Subscribed and sworn to or affirmed before me this: _____ by
(date)

_____.

(notary seal)

Deputy Clerk or Notary Public

Person Filing: _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
ATLAS Number: _____
Lawyer's Bar Number: _____



Representing Self, without a Lawyer or Attorney for Petitioner OR Respondent

SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

Name of Petitioner

Case No.: _____

And

SUMMONS

Name of Respondent

**WARNING: This is an official document from the court that affects your rights. Read this carefully.
If you do not understand it, contact a lawyer for help.**

FROM THE STATE OF ARIZONA TO: _____
Name of Respondent

1. A lawsuit has been filed against you. A copy of the lawsuit and other court papers are served on you with this *"Summons"*.
2. If you do not want a judgment or order taken against you without your input, you must file an *"Answer"* or a *"Response"* in writing with the court, and pay the filing fee. If you do not file an *"Answer"* or *"Response"* the other party may be given the relief requested in his/her Petition or Complaint. To file your *"Answer"* or *"Response"* take, or send, the *"Answer"* or *"Response"* to the:

- Office of the Clerk of the Superior Court, 201 West Jefferson Street, Phoenix, Arizona 85003-2205
OR
- Office of the Clerk of the Superior Court, 18380 North 40th Street, Phoenix, Arizona 85032 *OR*
- Office of the Clerk of Superior Court, 222 East Javelina Avenue, Mesa, Arizona 85210-6201 *OR*
- Office of the Clerk of Superior Court, 14264 West Tierra Buena Lane, Surprise, Arizona, 85374.

Mail a copy of your *"Response"* or *"Answer"* to the other party at the address listed on the top of this Summons.

3. If this “*Summons*” and the other court papers were served on you by a registered process server or the Sheriff, within the State of Arizona, your “*Response*” or “*Answer*” must be filed within TWENTY (20) CALENDAR DAYS from the date you were served, not counting the day you were served. If this “*Summons*” and the other papers were served on you by a registered process server or the Sheriff outside the State of Arizona, your Response must be filed within THIRTY (30) CALENDAR DAYS from the date you were served, not counting the day you were served. Service by a registered process server or the Sheriff is complete when made. Service by Publication is complete thirty (30) days after the date of the first publication.
4. You can get a copy of the court papers filed in this case from the Petitioner at the address listed at the top of the preceding page, from the Clerk of the Superior Court’s Customer Service Center at:
 - 601 West Jackson, Phoenix, Arizona 85003
 - 18380 North 40th Street, Phoenix, Arizona 85032
 - 222 East Javelina Avenue, Mesa, Arizona 85210
 - 14264 West Tierra Buena Lane, Surprise, Arizona, 85374.
5. If this is an action for dissolution (divorce), legal separation or annulment, either or both spouses may file a *Petition for Conciliation* for the purpose of determining whether there is any mutual interest in preserving the marriage or for Mediation to attempt to settle disputes concerning legal decision-making (custody) and parenting time issues regarding minor children.
6. Requests for reasonable accommodation for persons with disabilities must be made to the office of the judge or commissioner assigned to the case, at least ten (10) judicial days before your scheduled court date.
7. Requests for an interpreter for persons with limited English proficiency must be made to the office of the judge or commissioner assigned to the case at least ten (10) judicial days in advance of your scheduled court date.

SIGNED AND SEALED this date

MICHAEL JEANES, CLERK OF COURT

By _____
Deputy Clerk

Person Filing: _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
ATLAS Number: _____
Lawyer's Bar Number: _____

FOR CLERK'S USE ONLY

Representing Self, without a Lawyer or Attorney for Petitioner OR Respondent

SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

Name of Petitioner

Case Number: _____

AND

PRELIMINARY INJUNCTION

Name of Respondent

A. INFORMATION about this PRELIMINARY INJUNCTION

1. **PETITIONER HAS FILED** at least ONE of the following papers with the Petition:

- A Copy of the Birth Certificate that lists FATHER as a parent of the child subject of this petition, or
- An Affidavit or Acknowledgement signed by the FATHER admitting paternity, or
- An Adoption Order listing BOTH PARTIES as parents, or
- A Court Order establishing paternity.

2. **ACTIONS FORBIDDEN by this Court Order:** BOTH the Petitioner and the Respondent **shall not** do any of the following:

- ✓ You may **not** molest, harass, disturb the peace of or commit an assault or battery on the person of the other party or any natural or adopted child of the parties, **AND**
- ✓ You may **not** remove any natural or adopted child of the parties then residing in this state from the jurisdiction of the court without the prior written consent of the parties or the permission of the court, **AND**
- ✓ You may **not** remove or cause to be removed any child of the parties from any existing insurance coverage, including medical, hospital, dental, automobile, or disability insurance.

WARNING: This is an official Court Order.

If you disobey this order the court may find you in contempt of court. You may also be arrested and prosecuted for the crime of interfering with judicial proceedings and any other crime you may have committed in disobeying this order. You or the other party may file a certified copy of this order with your local law enforcement agency. A certified copy may be obtained from the clerk of the court that issued this order. If you are the person who brought this action, you must also file evidence with the law enforcement agency that this order was served on the other party. This court order is effective until a final order of paternity, legal decision-making or parenting time is filed or the action is dismissed.

3. REQUIREMENTS of this Court Order: Arizona Law, A.R.S. §25-808(B)(2) requires:

- ✓ Both Petitioner and Respondent (Mother and Father) must maintain ALL INSURANCE COVERAGE in full force and effect during the Petition process.

4. This PRELIMINARY INJUNCTION:

- **Does not prejudice** the rights of the parties or of any child that are to be adjudicated at the subsequent hearings in the proceeding.
- **May be revoked or modified** before the final decree on a showing by affidavit of the facts necessary for revocation or modification of a final decree.
- **Terminates** when the final order is entered or when the Petition is dismissed.

B. DESCRIPTION OF THE PARTIES:

1. Petitioner:

Name: _____

Gender: Male Female

Height: _____

Weight: _____

Driver's License (last 4 nos.) _____

Date of Birth: _____

2. Respondent:

Name: _____

Gender: Male Female

Height: _____

Weight: _____

Driver's License (last 4 nos.) _____

Date of Birth: _____

C. OFFICIAL SIGNATURE:

GIVEN UNDER MY HAND AND THE SEAL OF THE COURT this ____ day of _____, _____.

Clerk of the Superior Court

By: _____, Deputy Clerk

**SUPERIOR COURT OF ARIZONA
IN MARICOPA COUNTY**

Case Number _____

Name of Petitioner

**ORDER AND NOTICE TO ATTEND
PARENT INFORMATION
PROGRAM CLASS**

Name of Respondent

**THIS IS AN OFFICIAL COURT ORDER. IF YOU FAIL TO OBEY THIS ORDER,
THE COURT MAY FIND YOU IN CONTEMPT OF COURT.**

THE COURT FINDS:

This case involves minor child(ren) and is an action for:

- Dissolution of Marriage;
- Legal Separation, or
- Paternity with a Request to Determine Legal Decision-Making Authority (Custody) or Parenting Time or Child Support;
- Request to Determine Legal Decision-Making Authority (Custody) or Parenting Time or Support.

THE COURT ORDERS pursuant to ARS §25-352:

1. **ATTEND CLASS.** You must attend and complete the Parent Information Program Class.
2. **WITHIN 45 DAYS.** Both the Petitioner and the Respondent **must** complete this class within 45 days from the date the Respondent is served with, or accepts service of, the Petition/Complaint. The Respondent must register for and complete the course whether or not a **“Response”** or **“Answer”** to the Petition/Complaint is filed.
3. **PAY THE CLASS FEE.** Each party must pay the class fee to the Program Provider.
*If the court fees in your Family Court case have been deferred or waived, you are eligible to have the PIP program fees deferred or waived, respectively. You must provide documentation of your deferral or waiver to the PIP program provider at the time you register for the class.
4. **CERTIFICATE OF COMPLETION.** Upon your completion of the class the provider for the class will e-file a certificate with the court indicating that you have completed the class. Only approved providers will be able to e file a certificate.
5. **FAILURE TO ATTEND CLASS.** If you file a Petition/Complaint or **“Response”** or **“Answer”** and do **not** complete the Parent Information Program Class, the judge **may not** sign your papers and you **may not** get the things you asked the court to give you. You may also be denied the right to seek modification and/or enforcement of the decree/judgment/order until completion of the class. If you are the party required to file a Response/Answer and choose not to file a **“Response”** or **“Answer”**, and do not complete the Parent Information Program Class, **you may be denied** the right to seek modification and/or enforcement of the decree/judgment/order until completion of the class.

Suzanne Cohen
Presiding Judge, Family Court Department

PARENT INFORMATION PROGRAM NOTICE

ATTENDANCE IS REQUIRED (A.R.S. §25-352 and Administrative Order No. 2013-020). You and the other parent must attend and complete a class in the PARENT INFORMATION PROGRAM. As a precaution against any type of abuse or harassment, you and the other parent must attend separate classes. You may each take the class from the same agency, but not at the same time. This is not a parenting skills class. The purpose of the program is to give parents information about how children are affected by matters that involve family courts: divorce, paternity, or legal decision making (custody) matters and parenting time. This Notice applies to all parents who file any of the following actions.

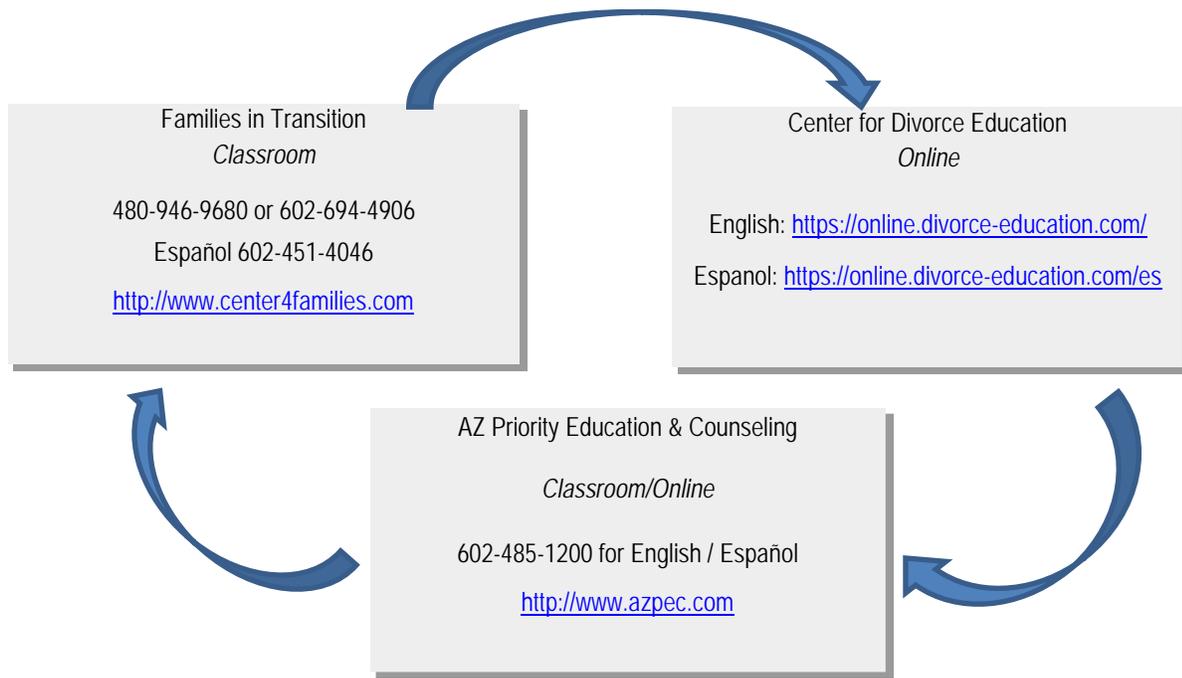
- Dissolution of marriage or legal separation that involves a natural or adopted minor, un-emancipated child common to the parties, or
- Paternity with a request that the court determine legal decision-making authority (custody), parenting time or child support, or
- Any other domestic relations/family court cases if attendance is ordered by the court.

IF YOU DO NOT ATTEND THE PARENT INFORMATION CLASS, THE JUDGE MAY NOT SIGN YOUR PAPERS AND YOU MAY NOT GET THE THINGS YOU ASKED THE COURT TO DO. THE JUDGE MAY ALSO FIND YOU IN CONTEMPT OF COURT.

NOTICE TO THE OTHER PARENT. After you file your court papers, you must serve the Order and Notice on the other parent. If you have questions on how to serve the other parent, the Superior Court Self-Service Center locations have forms and instructions available.

- Downtown Phoenix 1st floor East Court Building, 101 W Jefferson Street
- Northeast Phoenix 18380 North 40th Street,
- Southeast Complex 222 E Javelina Avenue, Mesa
- Northwest Valley 14264 West Tierra Buena Lane, Surprise
- Self Service Web-Site

APPROVED PARENT INFORMATION CLASSES IN MARICOPA COUNTY. You may choose which class you want to attend. The court will not assign you to attend a specific class. Court-approved provider classes are available in both English and Spanish. You can register for your class by contacting one of the providers listed below.



COST. • UNLESS YOU ARE ENTITLED TO A FEE WAIVER OR DEFERRAL you are required to pay the provider of the class the fee (not to exceed) \$50.00. You are entitled to a fee waiver or deferral if the court fees in your Family Court case have been deferred or waived. Please contact the provider regarding the required documentation for a waiver or deferral.

SPECIAL NEEDS OR ACCOMMODATIONS. If, due to a disability, language, or other needs, you have difficulty finding a Parent Information Program class that can accommodate your needs, please contact Family Court Administration at 602-506-1561 for assistance.

- CLASS PROCEDURES.**
- Arrive a few minute early
 - Bring picture Identification
 - Bring your case number
 - Do not bring children
 - You must check in to the class and check out. Failure to check in and out of the class may result in your attendance not being counted.

- ONLINE PROCEDURES.**
- Find a time and a place free of distractions
 - Have your case number and credit card available
 - Make sure the technical requirements of the program match your device
 - Remember you do not have to take the entire class at once. The computer remembers where you left off. You may get more out of the class if you break it up into several settings.

SELF-SERVICE CENTER

PROCEDURES: HOW TO FILE PAPERS WITH THE COURT TO ESTABLISH PARENTING TIME (WHEN PATERNITY HAS ALREADY BEEN ESTABLISHED)

STEP 1: Complete the *“Family Court / Sensitive Data Coversheet”*.
(Do not copy this document.)

Make **2** copies of the following documents after you have filled them out:

- *“Summons”*
- *“Preliminary Injunction”*
- *“Order and Notice for the Parent Information Program”*
- *“Petition to Establish First Court Order for Parenting Time”*

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

SET 1 - ORIGINALS FOR CLERK OF COURT:

- *“Family Court / Sensitive Data Cover Sheet”*
- *“Summons”*
- *“Preliminary Injunction”*
- *“Petition to Establish First Court Order for Parenting Time”*
- *“Order and Notice for Parent Information Program”*

SET 2 - COPIES FOR OTHER PARTY:

- *“Summons”*
- *“Preliminary Injunction”*
- *“Petition to Establish First Court Order for Parenting Time”*
- *“Order and Notice for Parent Information Program”*

SET 3 – COPIES FOR YOU:

- *“Summons”*
- *“Preliminary Injunction”*
- *“Petition to Establish First Court Order for Parenting Time”*
- *“Order and Notice for Parent Information Program”*

STEP 3: FILE THE PAPERS AT THE COURT:

GO TO: **THE COURT TO FILE YOUR PAPERS:** The court is open from 8 a.m.-5 p.m., Monday - Friday. **You should go to the court at least two hours before it closes.** You may file your court papers at the following Superior Court locations:

Clerk of the Superior Court
Central Court Building
201 West Jefferson, 1st floor
Phoenix, Arizona 85003

or

Clerk of the Superior Court
Northeast Court Facility
18380 North 40th Street
Phoenix, Arizona 85032

Clerk of the Superior Court
Southeast Court Facility
222 East Javelina Avenue, 1st floor
Mesa, Arizona 85210

or

Clerk of the Superior Court
Northwest Court Facility
14264 West Tierra Buena Lane
Surprise, Arizona 85374

FILE: Go to the Clerk of the Court filing counter at the location where you will file your papers.

FEES: A list of current fees is available from the Self Service Center and from the Clerk of Court's website.

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 along with the filing fee.

MAKE SURE YOU GET THE FOLLOWING BACK FROM THE CLERK:

- ✓ Your Set of **Copies**
- ✓ The Other Party's Set of **Copies**

STEP 4: **SERVE THE PAPERS ON THE OTHER PARTY.** Read the packet at the Self-Service Center called "Service of Court Papers" that applies to your situation. This will explain how to serve the other party. Remember to file your Affidavit, Waiver or Acceptance of Service as soon as the Respondent is served.

STEP 5: **WAIT.** Depending on HOW and WHERE you served the papers on the other party (in-state, out of state, by publication, etc.), he or she has a certain number of days to file a RESPONSE to tell the Court that he or she disagrees with your facts, or objects to the Orders you want the Court to make. You should receive a copy of the Response and a notice about when and where you must appear for any Court procedure or hearing.

If NO RESPONSE is filed, you must file papers to tell the Court the other party DEFAULTED - that is, the other party agrees with your request - or at least did not file papers to disagree, so the Court should move forward. See the Self-Service Center's "Default" (or "Default Without Children") packet and follow the timetable and procedures there to apply for your default court order.