

SELF-SERVICE CENTER

PROCEDURES: WHEN AND HOW TO FILE YOUR RESPONSE TO THE PETITION

INFORMATION ABOUT WHEN YOU MUST FILE YOUR RESPONSE:

- **TIMETABLE BELOW.** If the **last day** to respond falls on a Saturday, Sunday, or legal holiday, you **DO NOT** count that day.
- **INCLUDE WEEKENDS AND HOLIDAYS IN YOUR COUNT** until you reach the number of days in the Time - Table below. If you file a written response with the court on time, the Petitioner **CANNOT PROCEED BY DEFAULT.**

DEFAULT TIME TABLE

METHOD OF SERVICE	COUNT	EVENT
Acceptance of Service in Arizona	20 Days	after YOU, Respondent, sign Acceptance of Service
Acceptance of Service out-of-state	30 Days	after YOU, Respondent, sign Acceptance of Service
Process Server in Arizona	20 Days	after YOU, Respondent, received papers from Process Server
Process Service out-of-state	30 Days	after YOU, Respondent, received papers from Process Server
Sheriff in Arizona	20 Days	after YOU, Respondent, received papers from the Sheriff
Sheriff out-of-state	30 Days	after YOU, Respondent, received papers from the Sheriff
Certified Mail out-of-state	30 Days	after YOU, Respondent, signed for the papers
Publication	60 Days	after the 1st date of publication

INFORMATION ABOUT HOW TO FILE YOUR RESPONSE:

1. **Copy the Response:** After completing your Response, make 2 copies of the Response. One copy will be for you, and the other you will mail or hand-deliver to the other party (or the party's lawyer, if a lawyer represents the other party). If a lawyer represents the other party, the lawyer's name and address will be on the Petition in the upper right-hand corner.
2. **File the Response.** File the original Response with the Clerk of the Court. **Be sure you file within the time limit set, or you will lose important rights.** See the Default Time Table to decide when you must file your Response. It is always a good idea to have the Clerk stamp your copy to show the date you filed your Response.
3. **Cost to File Response.** 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.

Hand all three (3) sets of your court papers to the Clerk along with the filing fee.