

## SELF-SERVICE CENTER

### INSTRUCTIONS:

#### HOW TO COMPLETE FORMS FOR the RESPONSE to ANNULMENT PETITION

There are three forms in this Part 3 Response packet. The following instructions progress by the order of forms in the packet.

**STEP 1:** In **BLACK INK**, please complete the following:

**1. FORM: Family Court Sensitive Data Sheet:** You are the Respondent. Write in the information requested about you, the Respondent and the Petitioner (your spouse). With this form you may ask that your address NOT be disclosed on court papers.

- DO NOT include your mailing address on this form if you are requesting address protection.
- Case Type: Mark only one box that matches the annulment legal procedure:
  - Annulment
- Interpreter: Check “yes” or “no” to indicate whether you need a language interpreter. If you check, “yes”, write in what language(s) are needed.
- No additional copies are needed of this form. Do NOT serve this form on the other party.
- **IMPORTANT:** After completing this form, set aside the FORM: Family Court / Sensitive Data Coversheet.

**2. FORM: RESPONSE to the PETITION FOR ANNULMENT of a NON-COVENANT MARRIAGE – WITHOUT MINOR CHILDREN.**

- At the top of the form, please fill in your name, street address (if not protected), city, state, zip code, telephone number (if not protected), Attorney bar number (if you are represented by an Attorney).
- Check the space if you are representing yourself.
- Print your name (as Respondent), then print the name of your spouse (the Petitioner).
- 90 Day Residency Requirement: If you or your spouse have/has lived in Arizona at least 90 days before you file this petition, check the box.
- Items 2 through 4: Fill in information about the Petitioner (your spouse), you (the Respondent), and your marriage. If you have a protected address, do not write it in. Also write in the month, day and year of your spouse’s birth, your birth, and the date you were married. Write in the number of years and months both you and your spouse have lived as married in Arizona. If you think you have a covenant marriage, please attach your marriage license at the end of this form.
- Item 5: Check the box that describes the condition of the wife at the time you file this response.

- Item 6: Defenses to Petition for Annulment. This section is highly important. The Petitioner has checked at least one reason for requesting the Court grant the annulment, or has checked “Other Reason” and written a reason on the lines provided. Under the column marked “Your Defense” and on the line next to the Petitioner’s reason, please write your reason for opposing the Petition for annulment, if you oppose it, and explain the reason. If you have other reasons that you are against the annulment, explain the reasons in the last line titles “Other Defense(s).” If you oppose it, you may explain that.
- Items 7 and 8: Check the box which best describes both you and your spouse’s property and debts surrounding the marriage. Then LIST the description of property and amount of debts for Parts A and B.
- Item 9: Other statements to the Court: Here, you may write any facts you believe the judicial officer needs to know to make the final decision about your case.
- Request(s) to the Court. Items 1, 2 and 3: Check the boxes that best tell what you want. If you wish the Court to consider an additional order, fill in Item 5 with WHAT you want and WHY you want the Court to Order it.
- Name Change: Optional. Complete this section ONLY if you want your name restored to a former name.
- When you are filing this Response with the Court Clerk, you will sign the oath in front of the clerk.

**3. FORM: ALTERNATIVE DISPUTE RESOLUTION (ADR) STATEMENT TO THE COURT:** ADR is a method that you and your spouse may use to resolve your disputes outside of the courtroom. ADR may involve negotiation, conciliation, or mediation with the common theme of being faster, less formal, less expensive, and often less adversarial than a court trial.

- At the top of the form, please fill in your name, street address (if not protected), city, state, zip code, telephone number (if not protected), Attorney bar number (if you are represented by an Attorney).
- Check the space if you are representing yourself.
- Print the name of your spouse (the Petitioner), then print your name (as Respondent).
- If you are completing this form by yourself, check the box in front of the “Respondent’s Statement.” If you and your spouse are completing this form together, check the box in front of “Joint Statement.”
- Items 1 and 2: Put a checkmark in the boxes that best tells the Court what form of ADR you want. NOTE THE 90 DAY DEADLINE (See below)
- Date and Sign you name to the form, and add this ADR form to the Response form.
- **90 DAY DEADLINE:** The parties must meet (in person or by telephone), within 90 days of the filing of the response with the court (not the date the response is delivered to the petitioner). If you have not discussed these matters with the other party as required, be prepared to explain to the court the reasons. (“Inconvenience” is not an acceptable reason.)
- Within 30 days AFTER you meet, and NOT LATER THAN 120 DAYS AFTER THE DATE THE RESPONSE WAS ORIGINALLY FILED WITH THE CLERK OF COURT you must file the “Alternative Dispute Resolution Statement to the Court.”

- You may file earlier, but not later than 30 days after discussing your ADR options with the other party. If you cannot agree to file together on one form (jointly), then you must both file your own forms separately. If you have not discussed these matters as required, you must file your separate forms within 120 days after the date the Response was filed. There is no charge for this filing. Keep a copy of the completed form for your records.

**STEP 2: MAKE** Two (2) copies of the following FORMS:

- Response
- Alternative Dispute Resolution (ADR) Statement to the Court

NOTE: You will now have 2 copies plus 1 original set of forms.

**STEP 3: ADD** the Family Court / Sensitive Data Coversheet form to the **1 original** set of forms. **Separate** this original set of forms.

- 3 SETS:** You should have a total of **1 original** set of forms, **plus 2 copies** of the forms (your photocopies from STEP 3 above):

SET 1 – ORIGINALS	SET 2 – Copies for SPOUSE	SET 3 – Copies for YOU
Family Court / Sensitive Data Coversheet	-	-
Response	Response	Response
ADR Statement to the Court	ADR Statement to the Court	ADR Statement to the Court

**STEP 4: TAKE** your 3 sets of papers to the Superior Court, Family Court Filing Counter at one of the locations listed below. The Court is open Monday through Friday from 8:00 a.m. to 5:00 p.m.

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

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

**Clerk of the Superior Court**  
NORTHEAST COURT COMPLEX  
18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032

**Clerk of the Superior Court**  
NORTHWEST COURT COMPLEX  
14264 West Tierra Buena Lane  
Surprise, Arizona 85374

**STEP 5: HAND** all 3 sets of papers to the clerk and pay your filing fee at the Family Court filing counter. Give sufficient time to file with the Clerk, as the office closes at 5:00 p.m. daily

- **FEES:** There are fees for filing your responses, petitions, motions, and other papers. Acceptable payment types include cash, AMEX/ VISA/MasterCard debit or credit cards, money order or personal check made payable to the “Clerk of Superior Court”. Go online to <http://clerkofcourt.maricopa.gov/fees.asp> or the Self Service Center for a list of current fees.
- **WAIT** for the Court Clerk to give you back the following: 1) your copy of the set of papers, and 2) your spouse’s copy of the set of papers.

**STEP 6: KEEP one copy** for you, and **MAIL or HAND DELIVER** the other set of papers to: 1) Your spouse’s attorney or 2) If no attorney is involved, to your spouse.

**STEP 7: READ** the packet called the “**Service of Court Papers**”, at the Superior Court Self Service Center, to find out how to serve the other party (your spouse).

**WHAT NEXT?** You will receive an Order from the Court to attend an Early Resolution Conference (ERC). If you fail to attend, you will be charged a “No Show” fee for failure to appear.