

SELF-SERVICE CENTER

PROCEDURES: WHAT TO DO AFTER COMPLETING ALL FORMS TO GET A COURT ORDER FOR GRANDPARENT VISITATION

STEP 1: Complete the "Family Court / Sensitive Data Cover Sheet".
(No copies needed.)

Make 3 copies (or more*) of the following documents after you have filled them out.

- "Summons"
- "Petition to Establish Grandparent Visitation"

STEP 2: SEPARATE YOUR DOCUMENTS INTO ONE SET of ORIGINALS and SETS of COPIES FOR YOURSELF AND ONE SET FOR EACH PERSON (OR AGENCY) ENTITLED TO RECEIVE NOTICE :

SET 1 - ORIGINALS FOR CLERK OF COURT: <ul style="list-style-type: none">• "Family Court /Sensitive Data Cover Sheet"• "Summons"• "Petition for Grandparent Visitation"	SET 2 – COPIES FOR YOU: <ul style="list-style-type: none">• "Summons"• "Petition for Grandparent Visitation"
SET 3 – COPIES FOR MOTHER*: *if living and parental rights have not been terminated <i>by court order</i> <ul style="list-style-type: none">• "Summons"• "Petition for Grandparent Visitation"	SET 4 - COPIES FOR father*: *if living and parental rights have not been terminated <i>by court order</i> <ul style="list-style-type: none">• "Summons"• "Petition for Grandparent Visitation"
*SET 5 – if needed – for LEGAL GUARDIAN <ul style="list-style-type: none">• "Summons"• "Petition for Grandparent Visitation"	*SET 6 (or more, if needed) – for Other Person(s) or Agency having possession of or claiming a right to Custody of the children: <ul style="list-style-type: none">• "Summons"• "Petition for Grandparent Visitation"

STEP 3: FILE THE PAPERS AT THE COURT:

GO TO THE CLERK OF THE COURT'S FILING COUNTER: Hand over the originals and all three sets of copies to the Clerk at the filing counter **and pay the filing fee**. The Clerk will keep the originals, stamp the extra copies to show that these are copies of papers you have filed with the Court, *and return the stamped copies to you*. These stamped sets of copies are now called "conformed" copies. The Court is open from 8 a.m. to 5 p.m., Monday through Friday.

You may file your papers at any of the following Superior Court locations:

Central Court Building

201 West Jefferson, 1st floor
Phoenix, Arizona 85003

Northwest Court Complex

14264 West Tierra Buena Lane
Surprise, Arizona 85374

Southeast Court Complex

222 East Javelina Avenue, 1st floor
Mesa, Arizona 85210

Northeast Court Complex

18380 North 40th Street
Phoenix, Arizona 85032

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.

STEP 4: SERVE THE PAPERS ON THE OTHER PARTY(IES). The papers may be delivered by the Sheriff's Department, a licensed private process server, commercial delivery service or mail by which you can obtain an original or copy of the other party's signature confirming delivery or by "**Acceptance of Service**" as described in the "SERVICE" packet available from the Self-Service Center or the internet.

Scroll down and choose the appropriate Service Packet that meets your needs.

NOTE: If both parents are living and unless an order has been signed by a Judge *specifically stating* that the parental rights of one of the parents have been "**permanently severed**", you must serve the papers on **both** parents. This includes your own son or daughter, even if he or she agrees with your request.

STEP 5: WAIT. Depending on HOW and WHERE you served the papers on the other party or parties (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 that ALL other parties DEFAULTED - that is, the other parties either agree with your request *or at least did not file papers to disagree*, so the Court should move forward and give you a Court Order.

See the Self-Service Center's "DEFAULT WITH CHILDREN" packet and follow the timetable and procedures there to apply for your default court order.

IF A RESPONSE IS FILED, you should receive a copy from the other party(ies) and the Court will notify all parties of a hearing or conference date.

STEP 6: ATTEND THE HEARING. You will need packet #4, "**The Court Order**" for the hearing.