

SELF-SERVICE CENTER

PROCEDURES:
HOW TO FILE LEGAL SEPARATION WITHOUT MINOR CHILDREN
PAPERS WITH THE COURT

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"*
- *"Petition for Legal Separation Without Minor Children"*
- *"Notice Regarding Creditors"*

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

<p>SET 1 - ORIGINALS:</p> <ul style="list-style-type: none">• <i>"Family Court / Sensitive Data Coversheet"</i>• <i>"Summons"</i>• <i>"Preliminary Injunction"</i>• <i>"Petition for Legal Separation Without Minor Children"</i>• <i>"Notice Regarding Creditors"</i>	<p>SET 2 - COPIES FOR SPOUSE:</p> <ul style="list-style-type: none">• <i>"Summons"</i>• <i>"Preliminary Injunction"</i>• <i>"Petition for Legal Separation Without Minor Children"</i>• <i>"Notice Regarding Creditors"</i>
	<p>SET 3 - YOUR COPIES:</p> <ul style="list-style-type: none">• <i>"Summons"</i>• <i>"Preliminary Injunction"</i>• <i>"Petition for Legal Separation Without Minor Children"</i>• <i>"Notice Regarding Creditors"</i>

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
SOUTHEAST COURT FACILITY
222 East Javelina Avenue, 1st floor
Mesa, Arizona 85210

The Clerk of Superior Court
NORTHEAST COURT FACILITY
18380 North 40th Street
Phoenix, Arizona 85032

OR

Clerk of Superior Court
NORTHWEST COURT FACILITY
14264 West Tierra Buena Lane
Surprise, Arizona 85374

FILE: Go to the Clerk of the Court filing counter.

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 correct filing fee.

MAKE SURE YOU GET BACK THE FOLLOWING FROM THE CLERK:

- Your Set of Copies
- Your Spouse's Set of Copies

STEP 4: Read the packet called "Service of Court Papers" that applies to your situation at the Self-Service Center to find out how to serve the other party.