

## SELF-SERVICE CENTER

### PROCEDURES: HOW TO FILE A RESPONSE WITH THE COURT

**STEP 1:** Complete the "Family Court/Sensitive Data Sheet". (Do NOT copy or provide this document to the other party).

Make **2** copies of the "Response" and the "Response to Child Support Information Form" after you have filled them out.

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

**SET 1 - ORIGINALS FOR CLERK OF COURT:**

- "Family Court/Sensitive Data Sheet"
- "Response"

**SET 3 – YOUR COPIES**

- "Response"

**SET 2 - COPIES FOR SPOUSE:**

- "Response"

**STEP 3:** FILE THE PAPERS AT THE COURT:

**GO TO:** **THE CLERK OF THE COURT TO FILE YOUR PAPERS:** The court is open from 8:00 a.m.- 5:00 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:

**Central Court Building**  
201 West Jefferson, 1st floor  
Phoenix, Arizona 85003

**Southeast Court Facility**  
222 East Javelina Avenue, 1st floor  
Mesa, Arizona 85210

**Northwest Court Facility**  
14264 West Tierra Buena Lane  
Surprise, Arizona 85374

**Northeast Regional Court Center**  
18380 North 40<sup>th</sup> Street  
Phoenix, AZ 85032

**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 along with the filing fee.

**MAKE SURE YOU GET BACK THE FOLLOWING FROM THE CLERK:**

- Your set of copies
- Your spouse's copies

**STEP 4:** Keep one copy for yourself, and mail or hand-deliver the other copy to the other person (or the person's attorney, if he/she is represented by an attorney. If the person is represented by an attorney, the attorney's name and address will be on the Petition in the upper left hand corner.)

**STEP 5:** **What will happen next.**

You will receive notice to attend either a hearing or a conference.