SELF-SERVICE CENTER

PROCEDURES: HOW TO FILE PAPERS WITH THE COURT FOR ESTABLISHMENT OF PATERNITY, LEGAL DECISION MAKING (Custody), PARENTING TIME, AND CHILD SUPPORT

STEP 1:

Complete the *"Family Court Cover Sheet"* and the *"Sensitive Data Sheet"*.
(Do not copy these 2 documents.)

Make 2 copies of the following documents *after* you have filled them out:

- ***"Summons"***
- ***"Order and Notice for the Parent Information Program"***

Make 2 copies of the *"Petition for Paternity, Legal Decision Making (Custody), Parenting Time, and Child Support"* after you have filled it out. (Referred to as "Petition" below)

Do not copy or file this page

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

SET 1 - <u>ORIGINALS</u> FOR CLERK OF COURT: • ***"Family Court Cover Sheet"*** • ***"Sensitive Data Sheet"*** • ***"Summons"*** • ***"Petition"*** • ***"Order and Notice for Parent Information Program"***	**SET 2 - <u>COPIES</u> FOR OTHER PARTY:** • ***"Summons"*** • ***"Petition"*** • ***"Order and Notice for Parent Information Program"***
SET 3 – <u>COPIES</u> FOR YOU: • ***"Summons"*** • ***" Petition"*** • ***"Order and Notice for Parent Information Program"***	

STEP 3: FILE THE PAPERS AT THE COURT:

GO TO: **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:

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The Clerk of the Superior Court
Central Court Building
201 West Jefferson, 1st floor
Phoenix, Arizona 85003

The Clerk of the Superior Court
Southeast Court Facility
222 East Javelina Avenue, 1st floor
Mesa, Arizona 85210

The Clerk of the Superior Court
Northeast Court Center
18380 North 40th Street
Phoenix, AZ 85032

The Clerk of the Superior Court
Northwest Court Facility
4264 West Tierra Buena Lane
Surprise, Arizona 85374

FILE: Go to the Clerk of the Court filing counter at the location where you will file your papers.

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.

If this is a joint-filing by both parties as in a "stipulation" or "agreement", and it is the first time one of the parties or his or her attorney has "appeared", that is, filed papers in this case, a separate substantial "**appearance fee**" (also known as a "response" or "answer" fee) *will be due from that party* at the time of filing.

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

MAKE SURE YOU GET THE FOLLOWING BACK FROM THE CLERK:

- **Your Set of <u>Copies</u>**
- **The Other Party's Set of <u>Copies</u>**

STEP 4:

SERVE THE PAPERS ON THE OTHER PARTY. Read the packet at the Self-Service Center called "Service of Court Papers" that applies to your situation. This will explain how to serve the other party. Remember to file your Affidavit, Waiver or Acceptance of Service as soon as the Respondent is served.

STEP 5:

WAIT. Depending on HOW and WHERE you served the papers on the other party (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 the other party DEFAULTED - that is, the other party agrees with your request - or at least did not file papers to disagree, so the Court should move forward. See the Self Service Center's "Default" packet and follow the timetable and procedures there to apply for your default court order.

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