

SELF-SERVICE CENTER

PROCEDURES: HOW TO GET A PATERNITY JUDGMENT/ORDER BY CONSENT

REQUIREMENTS: To get a Paternity Judgment/Order by Consent (Agreement), both parties must be or do the following things:

- **PAPERWORK and SIGNATURES.** Both parties (and their lawyers if lawyers represent them) must sign the *Stipulation to File the Consent Paternity Judgment/Order*, and sign at the bottom of the *Paternity Judgment/Order* to show that both parties have read, approved and agreed to the Paternity Judgment/Order. You must also file all other required paperwork. **The Paternity Judgment/Order and the other paperwork you will need are in Self-Service Center Packet No. 4: Paternity: The Court Order.**
- **PARENT INFORMATION PROGRAM.** Both parties must attend the **Parent Information Program (PIP)** class) and have the class provider file a **Certificate of Completion with the Clerk of the Court.**
- **FEES:** There are fees for filing petitions, responses, requests, motions, objections, and various forms with the Court. Cash, AMEX/VISA/MasterCard debit or credit cards, money order, or personal check **made payable to the "Clerk of Superior Court"** are acceptable forms of payment.

A list of current fees is available from the Clerk of Court's website.

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

If you cannot afford the filing or response/answer fee, 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.

PROCEDURE:

- **READ AND COMPLETE** all paperwork as instructed.
- **MAIL OR TAKE THE STIPULATION, PATERNITY JUDGMENT/ORDER AND OTHER PAPERWORK TO FAMILY COURT ADMINISTRATION:** Mail or take your papers to Family Court Administration at the court where you filed your Petition for Paternity. Court Administration business hours are Monday through Friday, **8:00 a.m. to 5:00 p.m.** at:
 - 201 W. Jefferson, 3rd Floor, Phoenix, Arizona 85003; OR,
 - 222 E. Javelina Avenue, 2nd Floor, Mesa, Arizona 85210; OR,
 - 14264 West Tierra Buena Lane, Surprise, Arizona 85374; OR,
 - 18380 North 40th Street, Phoenix, AZ 85032

- **ORIGINAL AND COPIES OF PAPERS:** You must mail or take the following documents to Family Court Administration:
 - The original and two copies of the **Stipulation to File the Consent Paternity Judgment/Order** signed by both parties, (and lawyers, if lawyers represent the parties).
 - The original and two copies of the **Paternity Judgment/Order** signed by both parties (and lawyers, if lawyers represent the parties).
 - Two copies of each receipt to prove payment of the filing fees by both the **Petitioner and the Respondent; OR, the two copies of the initial Order of Deferral.**
 - **Two stamped 9" x 12" envelopes.** Address one envelope to the Petitioner or his or her attorney. Address the other envelope to the Respondent or his or her attorney. Provide the current addresses on both envelopes, including zip code. **Make sure you put enough postage on the envelopes.**
 - The original and 2 copies of the completed **Joint Parenting Plan** signed by both parties, **AND**
 - The original and 2 copies of the **Joint Custody Agreement** signed by parties *if the parties are asking for joint custody*, **AND**
 - The original and 2 copies of the completed **Parent's Child Support Worksheet**, **AND**
 - The original and 2 copies of the completed **Child Support Order**, **AND**
 - The original and 2 copies of the completed **Current Employer Information Sheet**, **AND**
- **WHAT THE JUDGE/COMMISSIONER WILL DO:** The judicial officer will decide by reading the **Stipulation and the Paternity Judgment/Order** whether to schedule a hearing or to sign the Judgment/Order. It is within his or her discretion to do either. If a hearing is scheduled, both parties will need to appear in court at the scheduled time to answer any questions the judge might have. A party who is unable to appear in person may request to "appear" by phone for good reason.
- **WAIT FOR THE PAPERWORK:** Both parties or their attorneys should receive a signed Paternity Judgment/Order *or a Rejection Notice* in the mail from the Court in about four weeks from the date you submitted the paperwork. If you do not receive paperwork within that time, you can call Family Court Administration at **506-1561**.
- **IF YOUR STIPULATION FOR A CONSENT PATERNITY JUDGMENT/ORDER IS ACCEPTED:** You will not have to see the judge. The judge will sign the original Paternity Judgment/Order and have it filed with the Clerk of the Court. The Court will send a copy of the signed Paternity Judgment/Order to each party using the envelopes you provided. This is your notification that Paternity has been established.
- **IF YOUR STIPULATION FOR A CONSENT DECREE IS REJECTED:** The Court will send you a **REJECTION/CORRECTION NOTICE** informing you of the mistakes with the documents. Follow the instructions on the Notice if the mistakes can be corrected. If the mistakes cannot be corrected, you should see a lawyer for help.