

SELF-SERVICE CENTER

PROCEDURES: HOW TO FILE PAPERS WITH THE COURT TO ESTABLISH PARENTING TIME (WHEN PATERNITY HAS ALREADY BEEN ESTABLISHED)

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"*
- *"Order and Notice for the Parent Information Program"*
- *"Petition to Establish First Court Order for Parenting Time"*

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

SET 1 - ORIGINALS FOR CLERK OF COURT: <ul style="list-style-type: none">• <i>"Family Court / Sensitive Data Cover Sheet"</i>• <i>"Summons"</i>• <i>"Petition to Establish First Court Order for Parenting Time"</i>• <i>"Order and Notice for Parent Information Program"</i>	SET 2 - COPIES FOR OTHER PARTY: <ul style="list-style-type: none">• <i>"Summons"</i>• <i>"Petition to Establish First Court Order for Parenting Time"</i>• <i>"Order and Notice for Parent Information Program"</i>
SET 3 - COPIES FOR YOU: <ul style="list-style-type: none">• <i>"Summons"</i>• <i>"Petition to Establish First Court Order for Parenting Time"</i>• <i>"Order and Notice for Parent Information Program"</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
Northeast Court Facility
18380 North 40th Street
Phoenix, Arizona 85032

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

or

Clerk of the Superior Court
Northwest Court Facility
14264 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.

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

MAKE SURE YOU GET THE FOLLOWING BACK FROM THE CLERK:

- ✓ Your Set of Copies
- ✓ The Other Party's Set of Copies

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" (or "Default Without Children") packet and follow the timetable and procedures there to apply for your default court order.