

## SELF-SERVICE CENTER

### HOW TO COMPLETE THE FORMS AND SUBMIT YOUR “PETITION FOR CONCILIATION COUNSELING”

**YOU MAY USE THIS PACKET** to request conciliation counseling before or immediately after filing for divorce. If you choose to file a **“Petition for Conciliation Counseling,”** you and your spouse will be **required** to attend **free** counseling conducted by a professional counselor provided by Conciliation Services.

- If a petition for divorce, legal separation or annulment has been filed and the **“Petition for Conciliation Counseling”** is filed within 60 days of service of the petition, there will be a hold (or stay) on the proceedings for up to 60 days to allow time for scheduling and attending the counseling. This may be extended for **up to an additional 60 days** upon request to the court.
- If no petition for divorce, legal separation, or annulment has been filed, the **“Petition for Conciliation Counseling”** will prevent a divorce, legal separation, or annulment proceeding from being filed for a period of 60 days or a maximum of 120 days if an extension is requested.
- If a **“Petition for Conciliation Counseling”** has been filed by either party within the previous year, the proceeding will **not** be put on hold.

**INSTRUCTIONS:** Complete the **“Petition for Conciliation Counseling”** as follows:

**STEP 1** **USING BLACK INK ONLY, type or neatly print** the information requested in the top left-hand corner of the document. If your case has an ATLAS number, write in the ATLAS number. If you are represented by an attorney, write in the attorney’s bar number. Then, write in the case number (if you have one). Your Superior Court Case Number is the file number of your domestic relations case if you have filed for divorce, legal separation, or annulment. If you or your spouse have not filed for divorce, legal separation, or annulment, you will not have a Superior Court Case Number. Leave the Conciliation Case Number blank. Conciliation Services will fill in this information along with the “date/time filed” and “by” information.

**STEP 2** **Complete the case caption.** If you filed for divorce, legal separation or annulment, you are the petitioner; if the other party filed, he or she is the Petitioner. If the **“Petition for Conciliation Counseling”** is being filed *before* anyone has filed for divorce, legal separation or annulment, you are the Petitioner. If the other party served you with court papers, copy the caption as it appears in the papers you were served with.

**STEP 3** **Read the “Petition for Conciliation Counseling”** and answer the questions or provide the information requested. Then, date and sign the **“Petition for Conciliation Counseling”** with the current day, month and year. Provide the name, address, and telephone number of your attorney (if you have one) and your spouse’s attorney (if he or she has one).

**STEP 4** **If you have an open or active divorce, legal separation or annulment case,** make 3 copies of the completed **“Petition for Conciliation Counseling”** and take the original and 3 copies to the Office of the Clerk of the Superior Court. The Clerk will stamp and file the original copy and stamp your 3 copies as well. You will need to mail or hand deliver one copy to Conciliation Services at the locations below; send one copy to the other party; and keep one copy for your records.

**If you do not have an open or active divorce, legal separation or annulment case,** mail or deliver the completed Petition for Conciliation Counseling to the appropriate Conciliation Services Office located at:

<b>Central Court Building,</b>	201 W. Jefferson Street, 3 <sup>rd</sup> floor,	Phoenix, Arizona 85003
<b>Northeast Court Facility,</b>	18380 N. 40 <sup>th</sup> Street (40 <sup>th</sup> Street & Union Hills),	Phoenix, Arizona 85032
<b>Northwest Court Facility,</b>	14264 W. Tierra Buena Lane,	Surprise, Arizona, 85374
<b>Southeast Court Facility,</b>	222 E. Javelina Drive,	Mesa, Arizona 85210

After receiving your request, the Conciliation Services Office will review the matter and notify you of any action taken on your request.