

**SUPERIOR COURT OF ARIZONA
IN MARICOPA COUNTY**

SELF-SERVICE CENTER REQUEST FOR COURT FORMS AND/OR INFORMATION

Date:

(MM/DD/YY)

Full Name

Complete Mailing Address, City, State, Zip

The forms are designed for use in the **State of Arizona ONLY**.

1. **Fee: \$5.00 postage and handling per order - PLUS the amount indicated in the brackets for each procedure (packet) you are requesting.** Send check or money order - for the **exact amount** - made payable to **Clerk of Superior Court**. Postage and Handling Fee is authorized by Arizona law (A.R.S. 12-284 A(g)) and applies to all packets requested. Please mail the payment to:

**Superior Court of Arizona
Attn.: Self-Service Center
101 West Jefferson, 1st floor
Phoenix, AZ 85003**

There are NO REFUNDS.

2. **Delivery could take 2 - 3 weeks.**
3. **Need them right away? Packets may be downloaded and printed FREE** (if you have a printer) from the Self-Service Center website at:

<http://www.superiorcourt.maricopa.gov/SuperiorCourt/Self-ServiceCenter/forms/Index.asp>

4. If the forms you are looking for are not listed, you can try the following alternatives:



Check the Maricopa County Superior Court Law Library located at 101 W. Jefferson, Phoenix.



Look in the Yellow Pages under "Legal Forms".



Consult with a lawyer. The Self-Service Center has a list of lawyers who are willing to help people who represent themselves. **Call (602) 506-SELF**, and press 3 for more information. This list is also available online at:

<http://www.superiorcourt.maricopa.gov/SuperiorCourt/FamilyCourt/Rosters/Attorney/lawMap.aspx>



View other options online at:

<http://www.superiorcourt.maricopa.gov/SuperiorCourt/Self-ServiceCenter/resources.asp>

IF YOU HAVE ALL THE OTHER FORMS AND YOU JUST NEED SERVICE PACKET ONLY- ORDER PACKET BELOW

NOTE: If you decide to have the Sheriff or a private process server serve papers to the other party, you MAY NOT NEED the service packet. Some sheriff departments and process servers use their OWN forms.

SERVICE IN FAMILY COURT CASES

Serve the Other Party in your case **[\$5]**
(Several service options in same packet)
You Need More Time to Serve the Other Party
in your case **[\$5]**

SERVICE IN JUVENILE GUARDIANSHIP CASES

Temporary Guardianship Service **[\$5]**
Discharge Juvenile Guardianship Service **[\$5]**

SERVICE IN JUVENILE COURT CASES

Juvenile Dependency Service **[\$5]**
Juvenile Emancipation Service **[\$5]**
Petition for Destruction of Juvenile Records Service **[\$5]**
Object to Assessment of Juvenile Placement Costs Service **[\$5]**
Terminate Parental Rights Service **[\$5]**

Date

Full Name

Complete Mailing Address

To Get the First Order—Read selections CAREFULLY and make sure to check the CORRECT box(es)

Divorce (Non-Covenant Marriage Only)

with Children [\$15]
without children [\$15]
You want Temporary Orders too [\$5]
You want Emergency Temporary Orders too [\$5]
You want to **respond** to a divorce only
with Children [\$5]
without Children [\$5]
Get Default Divorce Decree
with or **without** minor children [\$5]
Get Divorce by Consent Stipulation
with or **without** minor children [\$5]
Get Support Only [\$10]
You want Temporary Orders too [\$5]
Get Custody, Parenting Time (Visitation) & Support [\$15]
You want Temporary Orders too [\$5]
You want Emergency Temporary Orders too [\$5]
You want to respond only [\$5]

Legal Separation (Non-Covenant Marriage Only)

with Children [\$15]
without Children [\$15]
You want Temporary Orders too [\$5]
You want Emergency Temporary Orders too [\$5]
You want to respond to a Legal Separation only
with minor children [\$5]
without minor children [\$5]
Get Default Legal Separation
with or **without** minor children [\$5]

Mediation

Pre-Decree Mediation [\$5]
Post Decree Mediation [\$5]

Establish Paternity, Get Custody, Visitation

Get Voluntary Paternity only [\$5]
Voluntary Paternity (mother married) [\$5]
Stipulation to File Consent Decree [\$5]

Get Paternity with Custody, Parenting Time (Visitation) & Support [\$15]
You want Temporary Orders too [\$5]
You want Emergency Temporary Orders too [\$5]
You want to respond only [\$5]
Get Parenting Time (Visitation) only [\$15]
You want Temporary Orders too [\$5]
You want Emergency Temporary Orders too [\$5]
You want to respond only [\$5]
Get Grandparent Visitation only [\$15]
You want to respond to a Grandparent Visitation Petition only [\$5]

To Change or Stop An Order That is ALREADY in Existence

Child Support and Spousal Support Only

Change An Existing Order About Child Support (Simplified) (Request this if the Change is **15% or more** of the amount already being paid) OR
To assign or change medical insurance responsibility [\$5]
You **object** to the change requested [\$5]
Change An Existing Order About Child Support (Standard) (Due to Continuing Change in Circumstances) [\$5]
Change an Existing Order about Spousal Maintenance (Support) (Due to Continuing Change in Circumstances) [\$5]

Custody, Parenting Time & Support

Change An Existing Order for Custody, Parenting Time and Support (Check here only if the **parties disagree**) [\$10]
Check here only if **both parties agree** about the change [\$5]
You want an Emergency Change [\$5]

Conciliation Services

Conciliation Counseling FREE

Parenting Time Only

Change An Existing Order About Parenting Time (Choose this packet **ONLY** if parties **DISAGREE**) [\$10]
Check here **ONLY** if **both parties AGREE** about the change [\$5]
You want an Emergency change too [\$5]

Mediation

Pre-Decree Mediation [\$5]
Post Decree Mediation [\$5]

Service of Family Court Papers

Income Withholding Order – Change or Stop existing Order

NOTE: If you decide to have the Sheriff or a private process server serve papers to the other party, you MAY NOT NEED the service packet. Some sheriff departments and process servers use their OWN forms

Serve the Other Party in your case [\$5]
(Several service options in same packet)
You Need More Time to Serve the Other Party in your case [\$5]

Check **ONLY** if parties **DISAGREE** **To Stop** [\$5] **OR** **To Change** [\$5]
Check **ONLY** if both parties **AGREE** to **Change** an *Existing* Income Withholding Order [\$5]
Check here **ONLY** if both parties **AGREE** to **Stop** an *Existing* Income Withholding Order [\$5]
Check here if you **OBJECT** to a change being requested [\$5]

(Enforce) Make Someone OBEY An Order That is ALREADY in Existence

Enforce a Court Order for Support [\$5]
Enforce a Court Order for Parenting Time (Visitation) [\$5]
Enforce a Court Order for Custody [\$5]

Make Someone Obey An Existing Order About Property Division [\$5]
Get Income Withholding Order - Without Notice [\$5]
Request Hearing on Income Withholding Order (Without Notice) [\$5]

Other Materials You May Want, or Need, to File Your Papers

You want to know how much income the other party receives in order to calculate child support [\$5]
Update your address with the court [Free]**
Request Protected Address [Free]**
Guidelines
Child Support Guidelines [\$5]
Parenting Time (Visitation) Guidelines [\$5]
Model Parenting Time Booklet [\$5]

Trial Preparation [\$5]
Deferral of Filing and/or Service Fees [Free]**
Further Deferral of Fees [Free]*

Subpoena [\$5]

Date

Full Name

Complete Mailing Address

Probate (Guardianship/Conservatorship/Small Estate Transfers) / Mental Health

(Service Packets Included With Packets in this Section)

Get Guardianship Only

For an adult **[\$20]**
You want Temporary Orders **[\$5]**

Get Conservatorship Only

For a minor **[\$20]**
For an adult **[\$20]**
You want Temporary Orders **[\$5]**

Get Guardianship and Conservatorship

For a minor **[\$20]**
For an adult **[\$20]**
You want Temporary Orders **[\$5]**

Maintain or End a Guardianship and/or a Conservatorship

You need forms for the annual accounting **[\$10]**
You need forms for the annual report of guardian **[\$5]**
You only need to release the restricted funds of a minor **[\$5]**
You need forms to end a guardianship/conservatorship for a minor only and release restricted funds **[\$5]**

Object to Guardianship AND/OR Conservatorship

Object to Guardianship of Minor **[\$5]**
Object to Conservatorship of Minor **[\$5]**
Object to Guardianship AND Conservatorship of Minor **[\$5]**
Object to Guardianship AND/OR Conservatorship of Adult **[\$5]**

Informal Probate

Get the informal appointment of a Personal Representative when a person dies **[\$20]**
You only need a Closing Statement **[\$5]**
You have a Claim Against the Estate **[\$5]**
You want to object to an appointment and request a formal proceeding **[\$5]**
Transfer Property of a Small Estate When a Person Dies **[\$5]**
Appointment of Special Administrator for Funeral Arrangements **[\$5]**

Juvenile <u>(choose service packet needed)</u>	State Property Tax Appeal <u>(no service packet needed)</u>	Name Change <u>(no service packet needed)</u>
Dependency [\$5] plus Service [\$5] Emancipation [\$5] plus Service [\$5] Respond to Emancipation [\$5] <u>(no service needed)</u> Juvenile Severance/Termination of Rights [\$5] Petition for Destruction of Juvenile Records [\$0] Object to Assessment of Juvenile Placement Costs [\$0]	To file a small claims property tax appeal [\$5]	To file for name change for adult without minor child(ren) [\$5] To file for name change for adult with minor child(ren) [\$5] To file for name change for a minor child [\$5] To file for name change for a family [\$5]
	Excess Proceeds Refund	To file for name change for a minor child [\$5] To file for name change for a family [\$5]
	To file for Refund of Excess Proceeds [\$5]	To apply for Delayed Birth Certificate [\$5] To amend birth certificate for adult [\$5] To amend birth certificate for a minor [\$5]
	Power of Attorney	Criminal Cases
Juvenile Guardianship Guardianship [\$15] <u>(includes service)</u> Temporary Guardianship [\$5] plus service [\$5] Discharge Juvenile Guardianship plus service [\$5]	General Power of Attorney [NC] Parental Power of Attorney [NC] Special Power of Attorney [NC] Revocation of Power of Attorney [NC]	Reduce Class 6 Felony to Misdemeanor [\$5]

NOTICE: You may request that the “filing fees” and “sheriff service fees” be deferred if you do not have the money to pay them now. You will be required to fill out a financial affidavit and verify your financial situation in order to qualify for this deferral.

Check here if you have not yet completed a Deferral Packet, and want one sent to you. This deferral packet covers filing fees and service of papers **by Sheriff Only NOT PRIVATE PROCESS SERVERS.**

****This packet is FREE but there is a \$26 filing fee effective Feb. 6, 2009 to file the deferral packet. Other packets costing \$5.00 each, (PLUS \$5.00 shipping and handling fees) and private process server fees must be paid for even if you qualify to have service by the Sheriff's Dept. and Clerk of Court filing fees deferred.**

Other Comments: