

**YAVAPAI COUNTY**  
**Self-Service Center**

**INSTRUCTIONS: COMPLETING DOCUMENTS FOR ANNULMENT OF MARRIAGE WITHOUT  
MINOR CHILDREN**

**USE THIS PACKET ONLY IF YOU WANT TO FILE FOR ANNULMENT AND YOU AND YOUR  
PURPORTED SPOUSE DO NOT HAVE MINOR CHILD(REN) TOGETHER AND PURPORTED WIFE IS  
CURRENTLY NOT PREGNANT WITH PURPORTED HUSBAND'S CHILD.**

**DOMESTIC VIOLENCE:**

Domestic violence can be part of any marriage. Domestic violence includes physical violence directed against you or your children, such as hitting, slapping, pushing, or kicking. Domestic violence includes threats of physical violence against you or your children, or verbal abuse used to control you.

Court documents request your address and phone number. If you are a victim of domestic violence, and you do not want your address to be known to protect yourself or your children from further violence, get a P.O. Box or use another address.

**CONFIDENTIAL SENSITIVE DATA SHEET:**

Most court files are open to the public for review. Use this form to keep your sensitive information confidential. By writing your sensitive data on this form and then writing "SEE CONFIDENTIAL SENSITIVE DATA FORM" on the papers you file with the court, the public will not have access to this information.

**REQUEST FOR ORDER FOR PROTECTED ADDRESS:**

You may file this form if your address is not known to the other party and you reasonably believe that physical or emotional harm may result to you or a minor child if your address is not protected. If the court grants this request, the other party will serve you by delivering your copy of any filed documents to the Clerk of the Superior Court. The Clerk will then mail you the papers at the address you provide. **YOU MUST KEEP YOUR ADDRESS CURRENT WITH THE CLERK.**

**DOMESTIC RELATIONS COVER SHEET:**

Complete the Petitioner and Respondent information and the attorney information if applicable. Also mark the appropriate box in the Nature of Action section. Leave the rest of the form blank.

**Type or print in BLACK ink only.**

**SUMMONS:**

Fill in the following information: Your name, address, and **daytime** telephone number in the upper left corner of each document. Fill in your name as Petitioner and your purported spouse's name as Respondent. You will be given a case number at the time you file. Fill in your purported spouse's name on the line below the shaded box. **DO NOT** fill out the rest of the form. The Clerk of Court will complete it when you file.

## PRELIMINARY INJUNCTION:

**READ THE FORM CAREFULLY**, then fill in the following information: Your name, mailing address, and **daytime** telephone number in the upper left corner of each document. Fill in your name as Petitioner and your purported spouse's name as Respondent. You will be given a case number at the time you file. Complete the information requested near the bottom of the second page. **DO NOT** sign the form. The Clerk of Court signs the form.

## PETITION FOR ANNULMENT OF MARRIAGE WITHOUT CHILDREN:

- A. Make sure your form is titled PETITION FOR ANNULMENT OF MARRIAGE WITHOUT MINOR CHILDREN in the upper right hand part of the first page.
- B. In the top left corner of the first page, fill out the following information: your name, MAILING address, and DAYTIME telephone number.
- C. Fill in the name of the "Petitioner" and "Respondent" the same way you did on the Summons and Preliminary Injunction. You are the Petitioner; your purported spouse is the Respondent. You must do that for every document you ever file with the court regarding this case from now on. **You will always be the Petitioner; your purported spouse will always be the Respondent.**
- D. You will be given a new case number at the time you file all your documents. You must use that case number for every document you ever file with the court regarding this case from now on.

## GENERAL INFORMATION:

1. **Information about you.** Fill in your (the Petitioner's) name, address, date of birth, occupation and length of time lived in Arizona. This is basic information about you, the PETITIONER.
2. **Information about your purported spouse.** Fill in your purported spouse's (the Respondent's) name, address, date of birth, occupation, and length of time lived in Arizona. This is basic information about your purported spouse, the RESPONDENT.
3. **Information about your purported marriage.** Fill in the date that you were married, and the city and state or country where you were married.
4. **90-day residency requirement.** This tells the Court that you and/or your purported spouse has lived in Arizona, or been stationed here while in the Armed Force, for at least 90 (ninety) days prior to the date your spouse filed the divorce papers. **This MUST be true. IF IT IS NOT TRUE, you cannot file until it is true.**

## INFORMATION ABOUT PROPERTY AND DEBT:

The information you give in Paragraphs 5 and 6 tells the Court about your property and debts, and how you think your property and debts should be divided.

- ✓ There are legal issues involved here if you and your purported spouse acquired property and/or debts during your purported marriage. If the marriage is voidable, and you acquired a lot of property and/or debts during the marriage, it is important for you to speak with a lawyer **BEFORE** you file for annulment.

**5a. Property acquired during the purported marriage.**

If you and your purported spouse do not have any property acquired during the purported marriage, check the first box.

If you and your purported spouse did acquire property together, check the second box.

**5b. Property acquired before purported marriage.**

If you did not have or bring any property into the purported marriage, check the first box.

If your spouse did not have or bring any property into the purported marriage, check the next box.

If you or your spouse brought property into the purported marriage, check the third and/or fourth box.

**6a. Debts incurred during the purported marriage.**

If you and your purported spouse do not owe money on any debts from the purported marriage, check the first box.

If you and your purported spouse do owe money on any debts from the purported marriage, check the second box.

If you check the second box, tell the Court which debts you should pay and which debts your purported spouse should pay. Generally, the Court will attempt to make a fair division of the debts. If you get the property on which money is owed, you probably will be given the debt. Ordering one person to pay all the debt is unusual. Think about what is a fair division of the debts before answering this question. Put enough information to identify each debt.

**6b. Separate debts. Debts incurred prior to purported marriage.**

If you did not owe money on any debts before you were married, check the first box.

If your purported spouse did not owe any money on debts before the purported marriage, check the second box.

If you owed money on debts before the purported marriage, check the third box.

If your purported spouse owed money on debts before the purported marriage, check the fourth box.

If either you or your purported spouse owe money on any debts you or your purported spouse brought into the purported marriage, describe the debts, and tell the Court which debts you should pay and which debts your purported spouse should pay.

**INFORMATION ABOUT CHILDREN AND PURPORTED WIFE'S PREGNANCY STATUS**

**7. To file for Annulment without children, these statements must be true. Mark the boxes which are true.**

**OTHER STATEMENTS TO THE COURT.**

This is where you tell the court why you think the marriage is void and should be annulled. **You must follow the law. If you give reasons that are not legal grounds for annulment, the judge may not annul your marriage. At that point, if you want a divorce, you must begin the process again, starting all over with a Petition for Dissolution of Marriage.**

**REQUESTS TO THE COURT.**

This section tells the Court what you want.

## OATH AND VERIFICATION OF PETITIONER.

Sign this Petition in front of a notary public. By doing so, you are telling the Court that everything contained in the Petition for Annulment is true.

## RESOLUTION STATEMENT

This form is not needed unless the Court requests it or the other party files a response. If this happens, follow the instructions provided with the form.

## CONSENT DECREE INFORMATION

If both parties are in agreement on dividing their property and the arrangements for legal decision-making, parenting time and child support, they may proceed by Consent Decree (Rule 45, Arizona Rules of Family Law Procedure). Generally, this means that both parties (and their attorneys, if any) must sign the Decree and any attachments. The Respondent must also pay an appearance fee to the Clerk of the Superior Court.

### IMPORTANT!!

You cannot sign and file a Consent Decree until the 61<sup>st</sup> day after the Petition was served on the Respondent.

## IF A RESPONSE IS FILED:

**DISCLOSURE AND DISCOVERY.** Parties are generally required to exchange information and documents about the case. For more complete information, see Rules 49-65 of the Arizona Rules of Family Law Procedure (ARFLP). If your case proceeds to trial, the Self-Service Center has a PRETRIAL PACKET and WITNESS & EXHIBIT PACKET available.

***Self-represented persons are required to know and follow proper procedures, just like an attorney. The Arizona Rules of Family Law Procedure, which are found in the Law Library, contain the rules you are required to follow. No allowance is made for a person who does not understand or is unaware of things that must be done.***

**WARNING!** IF YOU IGNORE A COURT ORDER, FAIL TO ADEQUATELY PREPARE FOR A SCHEDULED CONFERENCE OR HEARING, OR FAIL TO ATTEND A CONFERENCE OR HEARING, THE JUDICIAL OFFICER MAY ORDER SANCTIONS AGAINST YOU, INCLUDING HOLDING YOU IN CONTEMPT OF COURT OR REQUIRING YOU TO PAY THE OTHER PARTY'S ATTORNEY FEES.

**IF YOU DO NOT HEAR FROM THE COURT WITHIN A REASONABLE AMOUNT OF TIME, CONTACT THE COURT TO SEE IF THERE IS SOMETHING ELSE YOU MUST DO.**

**GO ON TO: WHAT TO DO AFTER I HAVE COMPLETED ALL THE FORMS**