

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

**INSTRUCTIONS: COMPLETING FORMS TO REQUEST  
GRANDPARENT VISITATION**

**WHO MAY USE THIS FORM:**

Use this form if you are natural or adoptive grandparent(s) or great grandparent(s) who want to get a court order for visitation with your grandchild(ren).

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

**IMPORTANT NOTE:** If the child(ren) for whom you are seeking visitation rights was/were **BORN OUT OF WEDLOCK**, you will file a **NEW CASE** in the county where the child(ren) live(s). If the parents of the child(ren) were married, they must be divorced or one parent must be missing or deceased. If the **PARENTS ARE DIVORCED**, you will file in the **SAME COUNTY AND CASE NUMBER** as the divorce. If the parents are not divorced and **ONE PARENT IS MISSING OR DECEASED**, you will file a **NEW CASE** in the county where the child(ren) live(s).

**SUMMONS:**

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(s) as Petitioner(s) and the parent's name as Respondent. You will be given a case number at the time you file, either a new one, or the clerk can look up the dissolution case number if you do not know it. Fill in the parent'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.

**PETITION:**

- A. Make sure your form states **PETITION TO ESTABLISH GRANDPARENT VISITATION RIGHTS** in the upper right hand part of the first page.
- B. Fill out the top left corner of the first page the same as you did the **SUMMONS**.
- C. Fill in **YOUR** name on the line that says "Petitioner(s)." If more than one person is the grandparent who wants visitation, put both names here. Remember, you will be the **PETITIONER(S)** through the whole case. On the line that says "Respondent(s)," fill in the name of the father, mother, and/or other legal guardian, who will be the **RESPONDENT(S)** for the rest of your case. Generally you name whoever has legal decision-making for the child(ren) because this is the person who will have to obey the visitation order.

**THE CASE NUMBER ( 1300DO ) WILL BE ENTERED BY THE CLERK WHEN YOU FILE.**  
However, if there was a dissolution case and you know the number, you may fill it in.

## **Paragraph #**

1. **Information about you:** Fill in your name(s), address, date(s) of birth. This is basic information about YOU, the PETITIONER(S), and your relationship to the child(ren) for whom you want the order.
2. **Information about the mother:** Fill in the information you know about the mother, including address and date of birth.
3. **Information about the father:** Fill in the information you know about the father, including address and date of birth.
4. **Information about the legal guardian (if any):** Fill in the information you know about any legal guardian for the child(ren), including address and date of birth.
5. **Information about the child(ren):** Fill in information about all the children for whom you want this order. The same person(s) should be the legal decision-making adult(s) for all the children for whom you want this order. If the children have different adults who have legal decision-making, name all the adults with legal decision-making as respondents in the caption, and complete all the information about them in numbers 2, 3, and/or 4 above.
6. **Legal reason you should have visitation:** By law [A.R.S. 25-409], grandparents can only have visitation orders in certain cases. Read all the choices and decide which one applies to you. Then complete all the information about the choice you selected. **If your situation does not fit one of the choices, do not file the Petition. You can ask a lawyer for help, to see if there is some other legal ground on which you can ask for visitation.**
7. **Relationship with Child(ren):** Explain what your relationship with the child(ren) has been for the past six months, and why it is best for the child(ren) to have visitation with you.
8. **Your visitation plan:** Explain **specifically** what visitation arrangements you think are best for the child(ren).

## **STATEMENT TO THE COURT:**

9. **Proper location for this court case [Venue]:** The grandparents, parents/legal decision-maker, or child(ren) must live in Yavapai County for this to be a proper county for you to pursue your court case. **SEE IMPORTANT NOTE AT BEGINNING OF THESE INSTRUCTIONS.**

## **REQUESTS MADE TO THE COURT:**

**This section of the Petition formally requests that the Court make Orders relating to grandparent visitation. Mark the appropriate box(es).**

## **OATH AND VERIFICATION OF PETITIONER(S):**

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

## **GO ON TO: WHAT TO DO AFTER I HAVE COMPLETED THE DOCUMENTS**