

YAVAPAI COUNTY
Self-Service Center

**INSTRUCTIONS: COMPLETING THE ORDER
FOR GRANDPARENT VISITATION**

USE THIS FORM ONLY IF:

1. YOU ARE THE PETITIONER(S) AND YOU ARE SCHEDULED FOR A DEFAULT HEARING:
The Respondent(s) did not file a written Response to your Petition.

OR

2. YOU ARE THE PETITIONER(S) OR THE RESPONDENT(S) AND BOTH SIDES HAVE REACHED
AN AGREEMENT REGARDING ALL THE ISSUES IN THIS CASE.

OR

3. YOU ARE THE PETITIONER(S) OR THE RESPONDENT(S) AND YOU HAVE ALREADY HAD A
TRIAL AND THE JUDGE RULED ON ALL THE ISSUES AND ORDERED YOU TO PREPARE A
FINAL ORDER FOR SIGNATURE.

The Order is a legal document that states the Court's order in the case. The signed Order is important because it determines the rights and responsibilities of all the parties in the case. If any party does not follow the Order, then the other(s) can ask the Court for help in enforcing the terms of the Order.

TYPE OR PRINT USING BLACK INK ONLY.

- A. Make sure your form is titled ORDER REGARDING PETITION TO ESTABLISH GRAND-PARENT VISITATION.
- B. In the top left corner of the first page, fill out the following: your name, mailing address, daytime phone number.
- C. Fill in the parties' names exactly as you have on the other documents you filed in the case.
- D. Fill in your case number where it says "Case Number". Your case number stays the same any time you file any papers in your case.
- E. Print or type the full names and dates of birth for the child(ren) in the spaces provided.
- F. Print or type the full names and dates of birth of the (great)grandparent(s) who want visitation in the spaces provided.

IF YOU ARE PETITIONER(S) AND ARE SCHEDULED FOR DEFAULT HEARING:

Your Order **MUST** repeat as closely as possible what you requested in your Petition, unless the opposing party has provided written consent to any changes. You cannot mark something different in the Order from what you asked for in the Petition, unless the change clearly benefits the opposing party. If you try to do this, the judge or commissioner will not sign the Order. If you want to change your requests to the Court, you must file an Amended Petition. It is a good idea to have your Petition handy when you follow the instructions to fill out your order.

- G.** Complete paragraph #6 exactly as in your Petition.
- H.** In paragraph #7, mark the box(es) in front of each person who is named as a Respondent in this case, and who did not file a written Response. These are the persons against whom this order is effective. If a parent or guardian is not named as a party to the case and served with copies of the documents, the order is not effective as to that parent or guardian.

In the section titled **THEREFORE, IT IS ORDERED:**

- I.** Mark the box in paragraph #1 describing visitation, and fill in the information exactly as in your Petition.
- J.** The Court will complete the rest of the Order.
- K.** Deliver the order to the Clerk's office to be forwarded to the judge with your file, before your hearing date.

IF BOTH SIDES HAVE REACHED AN AGREEMENT AS TO ALL THE ISSUES IN THE CASE:

Your Order **MUST** state the terms to which both sides have agreed. Generally, the Court will approve such an agreement, but the Court can set a hearing to take testimony about any issues. All parties must sign their approval of the Order before the judge will sign it.

- L.** Complete the rest of the Order as you have agreed.
- M.** All parties sign their approval of the Order at the bottom of the last page.
- N.** Submit the Order to the judge for approval and signature, either at a hearing or by delivering the Order to the Clerk's office to be forwarded to the judge.

IF YOU HAVE ALREADY HAD A TRIAL AND THE JUDGE ORDERED YOU TO PREPARE A FINAL ORDER:

Your Order **MUST** state the terms exactly as the judge ordered at trial. If you try to make any changes from the judge's orders, the Order will not be signed. You are required to send a copy of the completed Order to the other parties in the case, so they may review it for accuracy before the judge signs it.

- O.** Complete the rest of the Order as the judge decided at trial.
- P.** Mail copies to all the other parties, and sign at the bottom of the Order that you did so.
- Q.** Deliver the Order to the Clerk's office to be forwarded to the judge.