

YAVAPAI COUNTY
Self-Service Center

**INSTRUCTIONS: COMPLETING A RESPONSE TO PETITION FOR ORDERS OF PATERNITY,
LEGAL DECISION-MAKING, PARENTING TIME AND CHILD SUPPORT**

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.**

Type or print in BLACK ink only.

Make sure your form is titled RESPONSE TO PETITION FOR ORDERS OF PATERNITY, LEGAL DECISION-MAKING, PARENTING TIME AND CHILD SUPPORT in the upper right hand part of the first page.

1. In the top left corner of the first page, fill out the following information: your name, mailing address, DAYTIME telephone number and your ATLAS number if you have one for this child(ren).
2. Fill in the name of the Petitioner and Respondent the same way as it looks on the Petition. You must do that for every document you file with the court regarding this case from now on. **You will always be the Respondent; the other party will always be the Petitioner.**
3. Use the DO case number that is written above the title of all the documents served on you. You must use that case number for every document you file with the court regarding this case from now on.

GENERAL INFORMATION:

1. **Information about the other party.** Fill in the other party's (the Petitioner's) name, address, date of birth, occupation and length of time lived in Arizona. This is basic information about the PETITIONER.
2. **Information about me.** Fill in your name, address, date of birth, occupation, and length of time lived in Arizona. This is basic information about YOU, the RESPONDENT.

INFORMATION ABOUT THE CHILD(REN) FOR WHOM THE ORDERS ARE REQUESTED:

3. Write in the names and other information of any child(ren) under age 18 who were named in the Petition **AND/OR** who were born to you and the Petitioner.

Addresses of the child(ren) for the last 5 years. Tell the Court where the child(ren) you listed in #3 have been living **for the last 5 years**. For any child(ren) under age 5, provide information since the birth. Write each child's name; each address where the child has lived for the past 5 years; the dates the child lived at each address; with whom the child lived; the relationship of that person to the child; and the **PRESENT ADDRESS** of that person. While you may not remember exact dates or addresses, fill in this information as completely as possible.

4. **Legal Decision-Making or Parenting Time Cases Involving the Minor Child(ren).** You must tell the Court whether you have been involved in any prior legal decision-making or parenting time case involving your minor child(ren) where you were a party or a witness. If there are no cases, check the second box. If there are other cases, check the first box and give as much information as possible. This information could affect you or your child(ren)'s rights.
5. **Pending/Past cases.** You must tell the Court if any other cases are going on right now that might affect this case. If no other cases are going on right now, or you do not know of any cases, check the first box. If you know of a case that is going on right now, check the second box. Fill in the required information about the case(s).
6. **Legal Decision-Making or Parenting Time claims of any other person.** If you do not know of another person, **BESIDES THE OTHER PARTY IN THIS CASE**, who provides primary physical residence or claims legal decision-making or parenting time rights to any child(ren) listed in #3, check the first box. If you know someone who provides primary physical residence or claims such rights, put required the information here.

STATEMENTS ABOUT PATERNITY:

There are several choices in this section. Read each one carefully, and select any that apply to your situation. If you are not disputing the identity of the father, leave these boxes blank.

7. Mark this box **ONLY IF YOU DO NOT AGREE** with the Petitioner as to the identity of the father of the child(ren). Then mark the statement that denies what the Petitioner said in the Petition.
8. Mark this box **ONLY IF YOU AGREE** with the Petitioner as to the identity of the father of the child(ren).
9. Mark whether the mother was or was not married at the time of the conception or birth of the child(ren). Leave blank if you do not know.

SUMMARY OF WHAT I SAY ABOUT PATERNITY AND THE CHILD(REN) THAT IS DIFFERENT FROM WHAT THE PETITIONER SAYS IN THE PETITION. Briefly tell the Court what you have said in the Response about paternity and the child(ren) that is different from what the Petitioner said in the Petition.

OTHER STATEMENTS TO THE COURT:

10. **MEDICAL EXPENSES:** Read the paragraph carefully, and mark the box(es) that you believe apply in this case.
11. **OTHER EXPENSES:** No instructions needed.
12. The Attorney General may be a third party to your case if a party receives TANF (Temporary Assistance for Needy Families) or IV-D benefits. Contact your local office if you are unsure whether or not their office is involved in your case.

13. Read the statement, and mark the box if the statement is true. It must be true if you are asking for joint legal decision-making.
14. This statement tells the Court that Yavapai County is the proper place for this paternity action to be decided because the Petitioner or the Respondent or the child(ren) live here. If this is not true or if you are not sure whether Yavapai County is the proper place for this action, consult an attorney.
15. **GENERAL DENIAL.** This section tells the Court that even if you did not answer everything said in the Petition, you deny anything you did not answer. This is extra protection for you.

REQUESTS TO THE COURT. This section asks the Court to make certain orders concerning paternity, legal decision-making, parenting time and child support and tells the Court other requests you are making:

1. **PATERNITY:** Read carefully and mark the box you want the Court to order. Fill in the name of the person you want the court to order **IS** or **IS NOT** the father of the child(ren).
2. **BIRTH CERTIFICATE:** Check this box if you want the father's name added to the child(ren)'s birth certificate(s).
3. **LAST NAME:** Check this if you want the child(ren)'s last name(s) changed to the last name of the father.
4. **LEGAL DECISION-MAKING AND PARENTING TIME.**

SOLE LEGAL DECISION-MAKING FOR CHILD(REN) AND PARENTING TIME. If you want sole legal decision-making, check the box that applies, including the parenting time you are requesting.

Parenting time: Check only one box. You can ask that the non-legal decision-making parent (the parent providing primary physical residence for of the child less than 50% of the time) have one of the following types of parenting time (If you want to know more about legal decision-making and parenting time, read the Parenting Time Guidelines booklet that you received with your packet):

Reasonable parenting time. This suggests an amount of parenting time appropriate to the age of the child(ren). The Court offers suggested amounts of parenting time, but the amount can vary by agreement of both parents.

OR

Supervised parenting time to the non-legal decision-making parent. You can request supervised parenting time if you believe the non-legal decision-making parent cannot adequately care for the child(ren) without another person present. You may request this if the person not having legal decision-making abuses drugs or alcohol; is violent or abusive; or does not have the parenting skills to care for a child without another adult present. Remember, supervised parenting time is not intended to punish the parent, but to protect the child(ren).

OR

No parenting time to the non-legal decision-making parent. You should mark this option only if the non-legal decision-making parent has seriously harmed, abused, or otherwise is a serious danger to the child(ren)'s physical and emotional health, or if there is a criminal Court Order stating no contact between the child(ren) and the non-legal decision-making parent. You may use this as a last resort to protect the child(ren).

OR

JOINT LEGAL DECISION-MAKING: If you are asking for joint legal decision-making, you must file a **Joint Legal Decision-Making Agreement signed by both parents** that the Court must approve.

5. **CHILD SUPPORT:** Tell the Court who you think should pay child support. The person who has legal decision-making for the child(ren), or who has physical care of the child(ren) more than 50% of the time, is the person who should receive the support. The other parent, often called the “non-legal decision-making” parent, must pay the support. The income of the parties generally determines the amount of the support according to court guidelines. You must check only one box.
6. **EXPENSES OF MOTHER:** This asks the Court to order the father to pay part or all the mother’s expenses for the birth(s) of the child(ren). The Court will decide whether to do this.
7. **INSURANCE AND HEALTH CARE EXPENSES FOR THE CHILD(REN):** Check only one box. Tell the Court which parent should provide insurance for the child(ren). Whichever parent has the most affordable insurance plan available through work generally should pay for insurance. Adjustments can be made to child support to reflect the costs of insurance for the child(ren).
8. **TESTING AND COSTS:** This asks the Court to order testing if you are disputing paternity and to order Petitioner to pay all costs of this case if the Court rules in your favor.
9. **OTHER ORDERS:** Tell the Court anything else you may want ordered that has not been covered in your Response.

OATH AND VERIFICATION OF RESPONDENT. Sign this form in front of a notary public. By doing so, you are telling the Court that everything contained in the Response to the Petition for Orders of Paternity, Legal Decision-Making, Parenting Time and Child Support is true.

YOU MUST MAIL, HAND-DELIVER OR FAX A COPY OF THIS RESPONSE TO THE PETITIONER AFTER YOU FILE THE ORIGINAL. Fill in the date you are going to mail the copy and sign.

PARENTING COORDINATOR INFORMATION SHEET

Read this information. A form to request a Parenting Coordinator is available in the Self-Service Center.

NEXT: GO ON TO COMPLETE PARENT’S WORKSHEET FOR CHILD SUPPORT AMOUNT AND CHILD SUPPORT ORDER

ALSO COMPLETE THE LEGAL DECISION-MAKING/PARENTING TIME PLAN. The instructions are included with the form.

RESOLUTION STATEMENT

This form is not needed unless the Court requests it or a Response is filed. Follow the instructions provided with the form.

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