

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

**FILING FOR DEFAULT IN A DOMESTIC RELATIONS  
CASE WHEN A HEARING IS NOT REQUIRED**

**TYPE OR PRINT IN BLACK INK ONLY.**

**STEP 1:** Determine whether a court hearing is necessary (see page titled “Filing for Default in a Domestic Relations Case”)

**STEP 2:** Complete the following forms if a hearing is not required:

- **APPLICATION AND AFFIDAVIT FOR DEFAULT**
- **MOTION AND AFFIDAVIT FOR DEFAULT DECREE**
- **ORDER GRANTING MOTION**

**INSTRUCTIONS: APPLICATION AND AFFIDAVIT FOR DEFAULT**

1. Fill in your information in the upper left corner.
2. Fill in the name of the Petitioner and Respondent the same way you did on the other papers you filed in this case.
3. Fill in your case number.
4. Mark the box(es) to tell the Court how service was made. (a) Attach a copy of the proof of service or acceptance of service, or (b) After January 1, 2021 if proof of service or acceptance of service has been filed with the court, instead of attaching a copy, you may mark the boxes to tell the Court the date and manner in which service was made. (You may do both by attaching a copy and marking the boxes.)
5. Mark the box in line 3 if the statement about military service is true.
6. A copy of the Application and Affidavit for Default must be mailed or hand-delivered to the Respondent or legal counsel at the time it is filed. Complete the requested information to tell the court which method you chose.

**IF SERVICE WAS MADE BY PUBLICATION**, you are not required to mail a copy of the Application and Affidavit for Default.

- \* Make two (2) copies. One is for you to keep for your records; the other is to mail or hand-deliver to the Respondent or legal counsel. If service was made by publication, you need only make one copy for yourself.

**IMPORTANT!**

- **IF YOUR MOTION FOR A DEFAULT JUDGMENT WITHOUT A HEARING IS GRANTED**, the Judge may sign the Order Granting and the original Judgment and send them to the Clerk of the Court for processing. The Clerk will send a copy of the Order and the Decree to each party. This is your notification that your case is concluded.
- **IF YOUR MOTION IS DENIED**, the Court will issue a minute entry order that may briefly inform you as to the problems with the documents.

**INSTRUCTIONS: MOTION AND AFFIDAVIT FOR DEFAULT DECREE**

- (A) – (C) Fill in exactly the same as you did in the Petition.
- (D) Mark each box that applies to you.

\* Make two (2) copies. One is for you to keep for your records; the other to mail or hand-deliver to the Respondent. If service was made by publication, you need only make one copy for yourself.

**INSTRUCTIONS: ORDER GRANTING MOTION**

- (A) – (C) Fill in exactly the same as you did in the Petition. No copies are needed.

**STEP 3: File the papers at the Clerk of the Superior Court**

Take the original and copies of the papers to the CLERK OF THE SUPERIOR COURT between 8:00 a.m. and 4:00 p.m., Monday – Friday (except on federal holidays):

Clerk of Superior Court  
Yavapai County Courthouse  
120 South Cortez Street  
Prescott, AZ 86303

Clerk of Superior Court  
Yavapai County Superior Court  
2840 N. Commonwealth Drive  
Camp Verde, AZ 86322

**FEES:** There is no additional fee to file this document.

**WHAT THE CLERK WILL DO:** The clerk will stamp the copies and track the time limit for a Response and send the Motion and Affidavit, Order Granting and the Decree to the judge's office when the time limit has passed if no Response is filed.

**STEP 4: Mail or hand-deliver the Respondent's copy**

The Respondent has an additional 10 days (NOT COUNTING SATURDAYS, SUNDAYS OR LEGAL HOLIDAYS) in which to file a written response. If a Response is filed, you are in a contested case and the Arizona Rules of Family Law Procedure require you to follow certain procedures.

*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.**

**IF THE DEFAULT IS GRANTED, YOU WILL RECEIVE A COPY OF THE ORDER AND DECREE IN THE MAIL.** If there is a problem, you will also be notified by mail.