

**YAVAPAI COUNTY**  
Self Service Center

**HOW TO REQUEST A COURT ORDER FOR  
EMANCIPATION OF A MINOR**

Follow each step carefully. Each step contains forms, some of which may have extra instructions to help you.

**FIRST STEPS:**

- 1. MAKE SURE YOU MEET THE QUALIFICATIONS.** See the Checklist at the beginning of the forms packet. Note that if you are older than 17 and 9 months, you may turn 18 and be emancipated automatically before this court process is completed.
  
- 2. COMPLETE THE COURT FORMS IN THIS PACKET:** Fill out all the forms completely in **black ink**.
  - **JUVENILE EMANCIPATION INFORMATION SHEET.** Complete everything but the “Case Number”. The Clerk of Court will stamp the Case Number when you file the papers. You will use this case number on all court papers that you file with the Clerk in this case.
  - **MOTION TO SEAL COURT RECORD FOR REASONS ON CONFIDENTIALITY.** Complete this form if you wish to request that the Court order that case information be kept confidential and private. Once you have completed this form, submit it with the other forms you are filing with the Clerk’s Office.
  - **PETITION FOR EMANCIPATION OF A MINOR** (and any appropriate attachments). See the separate instructions for this form.
  - **“CONSENT TO EMANCIPATION OF A MINOR”** If any parent or guardian consents to your emancipation, have them complete the **“Consent”** form and sign it in the presence of a notary public or deputy clerk. Consent is NOT REQUIRED, but does support your request.
  - **ORDER RE: EMANCIPATION OF A MINOR.** Write your name and case number. Leave the rest of the form blank.
  - **ORDER RE: MOTION TO SEAL COURT RECORD FOR REASONS OF CONFIDENTIALITY.** Write your name and case number. Leave the rest of the form blank.
  - **NOTICE OF HEARING.** Write your name and leave the rest of the form blank. Once a hearing is scheduled, Court staff will provide notice of the date, time and location of the hearing by U.S. mail to you and other parties required to receive notice.
  
- 3. MAKE COPIES AND SEPARATE YOUR PAPERS.** Assemble and copy your papers so that you have **one set of originals for the Court, a set of copies of the papers listed below for each parent and legal guardian listed in the Petition and one set of copies for yourself.** The originals will be filed by the Clerk of Court and placed in the court file; the copies will be stamped by the Clerk and returned to you to keep for your records and to serve (see packet 58b).

**ORIGINALS** should include:

- One (1) "**Juvenile Emancipation Information Sheet**",
- One (1) "**Petition for Emancipation of a Minor**", and
- If any parent or guardian signed a "**Consent to Emancipation of a Minor**", one (1) original signed, notarized "Consent" for each that agreed;
- One (1) "**Motion to Seal Court Record for Reasons of Confidentiality**" if applicable
- One (1) "**Notice of Hearing**" for each parent and legal guardian listed in the Petition
- One (1) "**Order Re: Emancipation of a Minor**"

**COPIES** should include:

- One (1) "**Petition for Emancipation of a Minor**", and
- If any parent or guardian signed a "**Consent to Emancipation of a Minor**", one (1) original signed, notarized "Consent" for each that agreed;
- One (1) "**Motion to Seal Court Record for Reasons of Confidentiality**" if applicable
- One (1) "**Notice of Hearing**" for each parent and legal guardian listed in the Petition

#### 4. FILE THE PAPERS AT THE CLERK OF THE COURT:

Clerk of Superior Court  
YAVAPAI COUNTY COURTHOUSE  
120 S. Cortez Street  
Prescott, AZ 86303-4737

Clerk of Superior Court  
YAVAPAI COUNTY SUPERIOR COURT  
2840 N. Commonwealth Drive  
Camp Verde, AZ 86322

**FEES:** When you file with the court, there are fees for petitions, responses, requests, motions, objections and various other actions. The court will accept payment in the form of cash, VISA/MasterCard debit or credit cards, money orders, or personal checks made payable to "Clerk of Superior Court". Personal checks will be accepted with current picture ID. To check out the current fees go online to <http://courts.yavapai.us/clerk/> and find the link to the fees schedule at the top of the page, or call the Clerk's Office in either Prescott at (928) 771-3312, or Camp Verde at (928) 567-7741.

If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, you may request a **deferral or waiver** (delay or completely waive fees and/or costs) when you file your papers with the Clerk of the Court. The **Deferral or Waiver of Court Fees and/or Costs and Consent to Entry of Judgment Application** is available at **no charge** from the Clerk's Office, though a fee for applying for the deferral will be added to your costs.

5. Once the "**Petition for Emancipation of A Minor**" is filed, the Court will schedule a hearing to be held within 90 days. The Court will notify those required to receive notice of a hearing date and time. This would include your biological or adoptive parent(s), if living and their parental rights have not been terminated by Court Order, and any legal guardian(s). If you are unable to locate a parent or legal guardian, be prepared to explain to the Court at the hearing why you cannot locate that person and to prove to the Court you did everything you could to try to find the parent or legal guardian. Note that step-parents cannot give consent and need not be given notice (unless they legally adopted you).

## 6. **PREPARE FOR THE HEARING:**

Be prepared to testify at the court hearing about why you think emancipation is needed. You may also bring witnesses to testify in support of your request.

7. **OTHER HELP:** Court personnel can answer certain limited questions about the procedures involved, but only an attorney can give you legal advice. You can find a lawyer in the yellow pages of your telephone book (or online) under “attorneys”. There may be Community Legal Services to provide free legal assistance for those with limited income.