

**YAVAPAI COUNTY
Self-Service Center**

INFORMATION ABOUT THE PRETRIAL STATEMENT

If you and the other party are filing the Pretrial Statement jointly:

Local rules and Rule 76(C) of the Arizona Rules of Family Law Procedure (ARFLP) govern the filing of the Pretrial Statement. These rules are available in the Law Library.

The following forms may be required to be filed with the Pretrial Statement:

- ✓ Inventory of Property and Debt (dissolution, legal separation, annulment only)
- ✓ Affidavit of Financial Information
- ✓ Parent's Worksheet for Child Support Amount (if child support is an issue)

If you are filing the Pretrial Statement separately:

If a party does not file a Pretrial Statement or talk with the other party(ies) regarding the Pretrial Statement, the judge may order sanctions. These sanctions may include the party being prevented from using evidence s/he has at trial and awarding attorney fees to the other side.

IF THERE IS A DOMESTIC VIOLENCE ORDER IN PLACE BETWEEN YOU AND THE OTHER PARTY, YOU ARE ABLE TO FILE A SEPARATE PRETRIAL STATEMENT.

INSTRUCTIONS: PRETRIAL STATEMENT

GENERAL DEFINITIONS:

“Uncontested fact”: Something that both parties agree happened or is true.

“Contested issues of fact”: Parties disagree whether something happened in a certain way or whether it is true.

“Issues of law”: Legal questions that require the court's decision.

“Material fact”: A fact that is important and necessary when determining the outcome of your case.

If you are uncertain how to complete this form, consult with an attorney.

Note: The letters and numbers in the instructions match the letters and numbers in the form.

- (A) – (B) If parties are filing this form jointly, write in Petitioner and Respondent information. If a separate statement is being filed, complete only the section for the person that is filing.
- (C) – (D) No instructions needed.
- (1) – (5) No instructions needed.
- (6) List all the exhibits you intend to present at trial, or the judge/commissioner may not let you use it.
- (7) – (8) No instructions needed.

- (9) List any agreements the parties have made about the issues/facts to be decided at trial.
- (10)-(12) Refer to “General Definitions” above.
- (13) The disclosure and discovery rules can be found in Rules 49 – 65 of the Arizona Rules of Family Law Procedure.
- (14) No instructions needed.

WARNING! Unless you can prove to the Court that you had a very good legal reason for not listing a witness or exhibit on this Statement, you will not be permitted to use an omitted witness or exhibit at trial.

INSTRUCTIONS: AFFIDAVIT OF FINANCIAL INFORMATION

- * Instructions found with the form. Required for all domestic relations cases.

INSTRUCTIONS: INVENTORY OF PROPERTY AND DEBT

- * Instructions found with the form. Required for dissolution, legal separation and annulment cases only.

INSTRUCTIONS: PARENT’S WORKSHEET FOR CHILD SUPPORT AMOUNT

- * Instructions found with the form.

WHAT TO DO NEXT:

STEP 1: Make two (2) copies of the following documents:

- * Pretrial Statement
- * Affidavit of Financial Information
- * Inventory of Property and Debt (if applicable)
- * Parent’s Worksheet for Child Support Amount (if applicable)

STEP 2: File the papers at the Court. There will not be a fee.

GO TO: THE SUPERIOR COURT TO FILE YOUR PAPERS. The court is open from 8:00 am – 5:00 pm, Monday -Friday. **You should go to the court at least two hours before it closes. It is recommended that you not bring your children with you.** You may file your court papers at either of the following Superior Court locations:

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

STEP 3: Mail, hand-deliver or fax the copy that the Clerk gave back to you to the other party or his or her attorney.

The Court may schedule a conference to review this statement or you may proceed directly to trial.

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.