

YAVAPAI COUNTY
Self-Service Center

INFORMATION AND INSTRUCTIONS: PROPOSED RESOLUTION STATEMENT TO THE COURT

IMPORTANT!! DO NOT USE THIS FORM UNLESS:

You are requested to do so by a Judicial Officer. The Arizona Rules of Family Law Procedure require the parties or their attorneys to meet, confer, and submit a written resolution statement not less than five days in advance of a scheduled conference or hearing.

NOTE: IF THERE IS AN ORDER OF PROTECTION, NO CONTACT ORDER OR A HISTORY OF DOMESTIC VIOLENCE BETWEEN THE PARTIES, YOU ARE NOT REQUIRED TO MEET AND CONFER WITH THE OTHER PARTY.

INSTRUCTIONS: Completing the Proposed Resolution Statement

- This form is where you list any agreements you have already reached with the other party, and what you would like the court to order if you haven't reached an agreement.
- The numbers of the instructions match the numbers on the form.

Write in all requested information.

- (1) Skip this question unless you are currently receiving public assistance or you have received it in the past.
- (2) List all agreements you have made with the other party concerning legal decision-making and parenting time.
- (3) List all agreements you have made with the other party concerning child support.
- (4) Past child support
- (5) List all agreements you have made with the other party concerning spousal maintenance.

General Property Definitions (use to complete numbers 6-9):

"Community Property": Generally, community property is property acquired by either spouse during the marriage that is not considered separate property.

"Separate Property": Arizona recognizes many types of separate property, which means the property belongs to one spouse only. Some of the more common types of separate property include property acquired before marriage, property obtained by gift or inheritance during the marriage, property derived from other separate property, etc.

"Tangible Personal Property": Personal property (not real estate) that can be physically touched (not stocks, money, etc.).

"Community Liens": The Court may create a lien upon the separate property of a spouse in certain situations, such as to secure support payments or when community property was used to improve separate property.

Consult with an attorney if you are unsure what type of property you have.

- (6) – (10) Write in the requested information. If you are not sure how to list your property, see an attorney.
- (11) – (14) No instructions needed.

WHAT TO DO NEXT:

1. Make two (2) copies of the Resolution Statement. If Child Support is an issue in your case, you will also need to complete a **Child Support Worksheet** and make two (2) copies. The Child Support Worksheet is available at the Self-Service Center.
2. File the papers at THE SUPERIOR COURT. There will be no fee. The court is open from 8am-5pm, Monday -Friday. **You should go to the court at least two hours before it closes. It is recommended that you not bring 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

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

3. Serve a copy of the Resolution Statement (and Child Support Worksheet if applicable) on the other party.

DISCLOSURE AND DISCOVERY. Parties are generally required to exchange information and documents about the case. For more complete information, see Rules 49 - 65 and 91 of the Arizona Rules of Family Law Procedure (ARFLP) and the PREPARING FOR TRIAL PACKET 13a available in the Self-Service Center.