

YAVAPAI COUNTY
Self-Service Center

**OBJECTING TO THE TRANSFER OF CASE
TO ANOTHER ARIZONA COUNTY: CHILD SUPPORT ONLY**

WHAT TO DO WITH THE COURT DOCUMENTS AFTER I HAVE COMPLETED THEM

1: Make copies of the following document:

DOCUMENT	NUMBER OF COPIES
* Affidavit and Objection to Request for Transfer	2

2: Separate your documents into three (3) sets.

SET 1 - ORIGINALS:

- * Affidavit and Objection to Request for Transfer
- * Order to Appear

SET 2 - COPY FOR YOU

- * Affidavit and Objection to Request for Transfer

SET 3 - COPY FOR YOU TO MAIL TO THE OTHER PARTY

- * Affidavit and Objection to Request for Transfer

3: GO TO: The filing counter at the CLERK OF THE SUPERIOR COURT to file your papers. 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 your children with you.** You may file your court papers at either of the following Superior Court locations:

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

The 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://www.co.yavapai.az.us/clerksupct.aspx> and find the fees schedule on the left hand side of the page, or call the Clerks' 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 Clerks' Office, though a fee for applying for the deferral will be added to your costs.

WHAT THE CLERK WILL DO: The Clerk will file and keep the original documents and stamp the 2 copies for you. These are called conformed copies. The clerk will place your original documents in your court file.

- 4: Mail a conformed copy of the Affidavit and Objection to the other party.
- 5: Wait to hear from the Court regarding the Order to Appear. You and the other party will receive a copy of the Order to Appear in the mail giving the date, place and time of the hearing.
- 6: **AT THE HEARING: DRESS PROPERLY** in neat, clean clothing. **DO NOT** wear cutoffs, sleeveless T-shirts or other very casual clothing.

DO NOT bring food or drinks or chew gum in the courtroom. **DO NOT** wear a hat in the courtroom.

DO NOT bring your children with you to Court.

BE ON TIME. 10 or 15 minutes early is best.