

**YAVAPAI COUNTY
Self-Service Center**

ESTABLISHING GRANDPARENT VISITATION

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

STEP 1: Make copies of the following documents:

DOCUMENT	NUMBER OF COPIES***
* Petition for Grandparent Visitation	2
* Summons	2

STEP 2: Separate your documents into three*** sets.

SET 1 - ORIGINALS:

- * Petition for Grandparent Visitation
- * Summons
- * Domestic Relation Coversheet

SET 2 - COPIES FOR PETITIONER (you)

- * Petition for Grandparent Visitation
- * Summons

SET 3 - COPIES FOR RESPONDENT(S) (for you to serve after filing)

- * Petition for Grandparent Visitation
- * Summons

***** IF THERE IS MORE THAN ONE RESPONDENT, YOU MUST MAKE MORE THAN TWO COPIES. EACH RESPONDENT MUST RECEIVE A SET OF COPIES.**

STEP 3: File the papers at the Court:

GO TO: THE SUPERIOR COURT TO FILE YOUR PAPERS. The court is open from 8:00 a.m. – 5:00 p.m., 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

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 link to the fees

schedule on 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.

WHAT THE CLERK WILL DO: The Clerk will file and keep the original documents and stamp the two sets of copies. These are called "conformed" copies. The clerk will place all your original documents in your court file.

STEP 4: Serve the documents on the other party.

Service of the following documents is required by the Arizona Statute and/or Rules of Civil Procedure:

- * Petition for Grandparent Visitation
- * Summons

See **HOW TO SERVE LEGAL PAPERS** packet, available from Yavapai County Self-Service Center, if you are unsure about how to complete service.

File the original document which shows service of the other party or parties.

STEP 5: WAIT

Each Respondent has a certain amount of time to file a Response. The time limits are described in the **SERVICE PACKETS**.

STEP 6: If no Response is filed, get the **FILING FOR DEFAULT AND GETTING A DEFAULT HEARING** packet from the Self-Service Center and proceed as instructed.

Also get the **GOING TO COURT FOR GRANDPARENT VISITATION RIGHTS** packet to help you prepare for the hearing.

If a Response is filed and you and the other party cannot reach an agreement about the visitation, the judge will make the decision after hearing testimony at a trial. This is a **contested case**. By law, certain things must be done in a contested case. The Self-Service Center has a packet called **BEFORE YOU CAN ASK FOR A TRIAL DATE** giving information and forms for some of those things.

THE COURT MAY ORDER YOU AND THE OTHER PARTY TO ATTEND A MEDIATION SESSION WITH A COURT-APPOINTED MEDIATOR WHO WILL HELP YOU TRY TO REACH AN AGREEMENT. The mediation session is free, but if you do not attend when ordered by the Court to do so, the Court can order you to pay the cost of the missed session.