

YAVAPAI COUNTY
Self-Service Center

RESPONDING TO A PETITION FOR 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***
* Response to Petition for Grandparent Visitation	2

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

SET 1 - ORIGINAL:

* Response to Petition for Grandparent Visitation

SET 2 - COPY FOR RESPONDENT (you)

* Response to Petition for Grandparent Visitation

SET 3 - COPY FOR PETITIONER(S) (for you to mail after filing)

* Response to Petition for Grandparent Visitation

***** IF THERE IS MORE THAN ONE PETITIONER, YOU WILL NEED MORE THAN TWO COPIES. EACH PETITIONER 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: You are required to mail a copy of the Response to each Petitioner. On the last page of the original Response, you must make note of the name(s) of the persons to whom you mailed a copy and the date mailed.

If you and the other party cannot reach an agreement about the visitation, the judge will make the decision after hearing testimony at a trial. To request a trial date be set, get the **HOW TO GET A TRIAL DATE** packet from the Self-Service Center or contact a lawyer to help you.

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.