

YAVAPAI COUNTY
Self-Service Center

**CHANGING LEGAL DECISION-MAKING AND/OR PARENTING TIME: PARENTS DON'T
AGREE**

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

STEP 1: Make two copies of each of the following documents:

- * Response to Petition for Modification
- * Parent's Worksheet (if applicable)
- * Parenting Plan (if applicable)

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

SET 1 - ORIGINAL to file at the Court:

- * Response to Petition for Modification
- * Confidential Sensitive Data Sheet (if applicable)
- * Request for Protected Address (if applicable)
- * Parent's Worksheet (if applicable)
- * Parenting Plan (if applicable)

SET 2 - COPIES FOR YOU

- * Response to Petition for Modification
- * Parent's Worksheet (if applicable)
- * Parenting Plan (if applicable)

SET 3 - COPIES FOR THE OTHER PARENT

- * Response to Petition for Modification of Legal Decision-Making and/or Parenting Time
- * Parent's Worksheet (if applicable)
- * Parenting Plan (if applicable)

DO NOT MAKE COPIES OF THE FOLLOWING DOCUMENTS;

- * Confidential Sensitive Data Sheet
- * Request for Protected Address
- * Parenting Coordinator Information Sheet
- * Resolution Statement

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 86303-4737

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 Response and stamp the two copies. These are called "conformed" copies. Keep one for yourself. **You MUST mail the other copy to the other parent immediately.**

STEP 4: At the hearing, please remember the following:

- Be sure to write down the date, time, and place of the court hearing, and come to the hearing.
- Be on time (10 to 15 minutes early is best). **Do not bring any child(ren) to court.**
- Dress neatly.
- Be prepared to show the Judge why you believe you are entitled to the relief for which you are asking.