

**YAVAPAI COUNTY
Self-Service Center**

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

STEP 1: Make copies of the following document:

DOCUMENT	NUMBER OF COPIES
* Response to Petition for Annulment of Marriage	2

DO NOT MAKE COPIES OF THE CONFIDENTIAL DATA SHEET

DO NOT FILE THE RESOLUTION STATEMENT

STEP 2: **GO TO:** THE SUPERIOR COURT TO FILE YOUR PAPERS: The court is open from 8:00 am – 5:00 pm, 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

FILING: Go to the Clerk of the Court filing counter.

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/clerkstupct.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 will stamp the 2 sets of copies for you also. These are called "conformed" copies. The clerk will place all your original documents in your court file.

STEP 3: Mail, hand-deliver or fax one conformed copy of the Response to your spouse or your spouse's attorney if there is one.

YOU ARE NOW INVOLVED IN A CONTESTED CASE. PARTIES IN A CONTESTED CASE ARE REQUIRED BY THE RULES OF FAMILY LAW PROCEDURE TO DO CERTAIN THINGS. FOR FURTHER ASSISTANCE CONSULT A LAWYER.

STEP 4: Follow the instructions for the Resolution Statement

DISCLOSURE AND DISCOVERY. Parties are generally required to exchange information and documents about the case. For more complete information, see Rules 49-65 of the Arizona Rules of Family Law Procedure (ARFLP). If your case proceeds to trial or hearing, the Self-Service Center has a PRETRIAL PACKET and WITNESS & EXHIBIT PACKET available.

Self-represented persons are required to know and follow proper procedures, just like an attorney. The Arizona Rules of Family Law Procedure, which are found in the Law Library, contain the rules you are required to follow. No allowance is made for a person who does not understand or is unaware of things that must be done.

WARNING! IF YOU IGNORE A COURT ORDER, FAIL TO ADEQUATELY PREPARE FOR A SCHEDULED CONFERENCE OR HEARING, OR FAIL TO ATTEND A CONFERENCE OR HEARING, THE JUDICIAL OFFICER MAY ORDER SANCTIONS AGAINST YOU, INCLUDING HOLDING YOU IN CONTEMPT OF COURT OR REQUIRING YOU TO PAY THE OTHER PARTY'S ATTORNEY FEES.

IF YOU DO NOT HEAR FROM THE COURT WITHIN A REASONABLE AMOUNT OF TIME, CONTACT THE COURT TO SEE IF THERE IS SOMETHING ELSE YOU MUST DO.

If you receive notice of a 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 min early is best).
- Dress neatly.
- Be prepared to show the Judge why you believe you are entitled to the relief for which you are asking.
- **Do not bring any child(ren) to court.**