

YAVAPAI COUNTY
Self-Service Center

**ESTABLISHING LEGAL DECISION-MAKING,
PARENTING TIME, and/or CHILD SUPPORT**

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

STEP 1: Make copies of the following documents:

| DOCUMENTS: | NUMBER OF COPIES |
|---|-------------------------|
| * Summons | 2 |
| * Petition to Establish Legal Decision-Making, Parenting time and/or Child Support | 2 |
| * Parenting Plan | 2 |
| * Parent's Worksheet (if applicable) | 2 |
| * Order and Notice to attend Parent Education Program Class | 2 |

DO NOT MAKE COPIES OF THE FOLLOWING DOCUMENTS:

- * Confidential Sensitive Data
- * Request for Protected Address (If applicable)
- * Parenting Coordinator Information Sheet
- * Order for Legal Decision-Making, Parenting Time, and/or Child Support (see instructions)
- * Resolution Statement

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

SET 1 - ORIGINALS

SET 2 - COPIES FOR YOU TO KEEP

SET 3 - COPIES FOR YOU TO SERVE ON THE OTHER PARENT

STEP 3: File the papers at the Clerk's office (bring all three sets):

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 the documents, 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, credit and debit cards will be accepted with a valid photo ID. A fee schedule can be viewed at <http://www.co.yavapai.az.us/clerksupct.aspx>. The link to the fee schedule is located 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 cost of having the papers served by the Sheriff or by publication, if necessary, you may request a **deferral or waiver** (delay or completely waive fees and/or costs) before filing 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 if approved, 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 for you. These are called "conformed" copies. Please read the Order and Notice to attend Parent Education Class carefully. You must follow the Order of the court. You will be scheduled for a class at the time of filing.

STEP 4: Serve the following documents on the other party and file a service document at the Clerk's office. A SERVICE PACKET, with forms and instructions, is available in the Self-Service Center.

- * Summons
- * Petition to Establish Legal Decision-Making, Parenting Time, and/or Child Support
- * Order and Notice to attend Parent Education Program Class
- * Parenting Plan
- * Parent's Worksheet (if applicable)

STEP 5: WAIT

The other parent has a certain amount of time, after being served, to file a written Response to your Petition. This usually means there is a disagreement about the legal decision-making, parenting time, and/or child support. The time limits are described in the SERVICE PACKET and depend on how and where the other parent was served.

If no Response is filed. Obtain a DEFAULT PACKET from the Self-Service Center and proceed as instructed.

If a Response is filed. Fill out the RESOLUTION STATEMENT included in this packet and proceed as instructed.

IF THE JUDGE SETS 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 minutes 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.
- Unless you have been ordered by the Judge to bring your child(ren), **do not bring any children to court.**

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, 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.