

**YAVAPAI COUNTY**  
**Self-Service Center**

**RESPONDING TO A PETITION TO ESTABLISH LEGAL  
DECISION-MAKING, PARENTING TIME AND/OR CHILD SUPPORT**

**WHAT TO DO WITH THE RESPONSE  
AFTER I HAVE COMPLETED IT**

**STEP 1:** Make copies of the following document:

<b>DOCUMENT</b>	<b>NUMBER OF COPIES</b>
* Response to Petition to Establish Legal Decision-Making and/or Parenting Time	2
* Parenting Plan	2
* Parent's Worksheet (if applicable)	2

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

**SET 1 - ORIGINAL**

**SET 2 - COPY FOR YOU TO KEEP**

**SET 3 - COPY FOR YOU TO MAIL OR GIVE TO THE OTHER PARENT**

**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 sets of copies for you also. These are called "conformed" copies. The clerk will place the original Response in your court file. You will also be registered for a Parent Education Program class.

**STEP 4:** Mail or give a copy of the Response to the other parent or the attorney, if the other parent has one. You are now in a **CONTESTED MATTER**. It is recommended you seek the advice of an attorney.