

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

**LEGAL SEPARATION WITH MINOR CHILDREN**

**WHAT TO DO WITH THE COURT DOCUMENTS AFTER COMPLETING THEM**

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

<b>DOCUMENT</b>	<b>NUMBER OF COPIES</b>
* Petition for Legal Separation	2
* Summons	2
* Preliminary Injunction	2
* Child Support Worksheet for Child Support Amount	2
* Notice: Re Creditors	2
* Parenting Plan	2
* Order and Notice to Attend Parent Education Program Class	2
* Notice of Right to Convert Health Insurance	2

**DO NOT MAKE COPIES OF THE FOLLOWING DOCUMENTS:**

- \* Confidential Sensitive Data Sheet
- \* Domestic Relations Cover Sheet
- \* Resolution Statement

**DO NOT FILE THE FOLLOWING DOCUMENTS:**

- \* Parenting Coordinator Information Sheet
- \* Resolution Statement

**STEP 2:** File the papers at the Court:

**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 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.

WHEN YOU FILE YOUR PAPERS, YOU WILL RECEIVE A FACT SHEET REGARDING THE MANDATORY PARENT EDUCATION CLASS. YOU ARE REQUIRED TO SERVE THE RESPONDENT’S SHEET ALONG WITH THE COPIES OF OTHER DOCUMENTS.

**STEP 3:** Serve the documents on the other party and file Proof of Service with the court. The Service packet is available at the Yavapai County Self-Service Center.

Service of the following documents is required by Arizona Statutes and/or Rules of Family Law Procedure:

- \* Notice of Right to Convert Health Insurance
- \* Petition for Legal Separation of Marriage
- \* Summons
- \* Preliminary Injunction
- \* Notice: Re Creditors
- \* Order and Notice to Attend Parent Education Program Class signed by judge.

Although not required by law to be served, the Superior Court in Yavapai County requires you include the **Child Support Worksheet for Child Support Amount and Legal Decision Making/ Parenting Time Agreement**.

**STEP 4:** Wait for a Response. The Respondent has a certain amount of time to file a Response. The time limits are described in the SERVICE PACKETS.

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

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

**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.**