

**YAVAPAI COUNTY  
Self-Service Center**

**FILING A RESPONSE TO PETITION FOR LEGAL SEPARATION  
WITHOUT MINOR CHILDREN**

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

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

<b>DOCUMENT</b>	<b>NUMBER OF COPIES</b>
* Response to Petition for Legal Separation	2

**DO NOT MAKE COPIES OF THE CONFIDENTIAL DATA SHEET OR THE 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 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 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.

**IF YOU THINK YOUR MARRIAGE CAN BE SAVED** and you fill out and file a PETITION FOR CONCILIATION (available at the Self-Service Center and at the Clerk's office), the Clerk will send the Petition to the judge. The judge may order you and your spouse to meet with a counselor. The Court will select the counselor and set up an appointment. You and your spouse will receive notice of the appointment in the mail from the Court. The process should take two or three weeks.

**STEP 3:** Mail, hand-deliver or fax the copies to your spouse or legal counsel if represented.

**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, 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 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.
- **Do not bring any child(ren) to court.**