

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

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

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

<b>DOCUMENT</b>	<b>NUMBER OF COPIES</b>
Response to Petition for Dissolution of Marriage	2
Child Support Worksheet for Child Support Amount	2
Parenting Plan	2

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

**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 the 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. Ask the Clerk to stamp the two sets of copies for you also. These are called conformed copies. The Clerk will register you in a Parent Education Program class.

**IF YOU THINK YOUR MARRIAGE CAN BE SAVED** and you fill out and file a PETITION FOR CONCILIATION (available at the Self-Service Center), the Clerk will send the Petition for Conciliation to the judge. The judge may order you and your spouse to meet with a counselor. 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 e-mail the copies to your spouse.

**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 PREPARING FOR TRIAL PACKET, PRETRIAL STATEMENT PACKET and BEFORE TRIAL - WITNESS & EXHIBIT LIST 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 (no shorts, tank tops or ripped jeans and shoes are required)
- 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) to court, **do not bring any child(ren) to court.**