

YAVAPAI COUNTY
Self-Service Center

INSTRUCTIONS: COMPLETING THE PACKET FOR PETITION FOR:

- * **Relocation of Child(ren)**
- * **Prevent Relocation of Child(ren)**
- * **Modification of Legal Decision-Making**
- * **Modification of Parenting Time**
- * **Clarification of Parenting Time**

TO COMPLETE THIS FORM YOU WILL NEED TO:

- ✓ Have in front of you a copy of your current legal decision-making and/or parenting time order, parenting plan (if there is one), child support order, and any wage assignment order. You will need to look at these documents as you complete the forms.

IMPORTANT NOTICE: If you are changing legal decision-making, you **must** consider whether it will be necessary to modify child support, too. You will complete a Parent's Worksheet for Child Support Amount to see if the child support should be modified. The Worksheet, Instructions and Guidelines are included in this packet for that purpose. If the child support needs to be changed, all the forms that are used to modify a child support order must be completed and filed. They are included as a "mini-packet" within this packet.

TYPE OR PRINT IN BLACK INK ONLY.

CONFIDENTIAL SENSITIVE DATA SHEET:

Most court files are open to the public for review. Use this form to keep your sensitive information confidential. By writing your sensitive data on this form and then writing "SEE CONFIDENTIAL SENSITIVE DATA FORM" on the papers you file with the court, the public will not have access to this information.

REQUEST FOR ORDER FOR PROTECTED ADDRESS:

You may file this form if your address is not known to the other party and you reasonably believe that physical or emotional harm may result to you or a minor child if your address is not protected. If the court grants this request, the other party will serve you by delivering your copy of any filed documents to the Clerk of the Superior Court. The Clerk will then mail you the papers at the address you provide. **YOU MUST KEEP YOUR ADDRESS CURRENT WITH THE CLERK.**

DOMESTIC RELATIONS COVER SHEET:

Complete the Petitioner and Respondent information and the attorney information if applicable. Also mark the appropriate box in the Nature of Action section. Leave the rest of the form blank.

PETITION

- (A) Complete using your information.
- (B) Fill in the name of Petitioner and name of Respondent, **exactly as it appears on your original Divorce, Paternity, or Legal Decision-Making papers.**
- (C) If your original case was in Yavapai County, you will use the same case number. If this is a new case in Yavapai County, check with the Clerk of the Court to see if you must file a **certified copy** of your legal decision-making order and register it as a foreign order. You will get a new case number at that time.

- (D) Choose the type(s) of Petition(s) you are filing. Relocating or Preventing the Relocation of Child(ren) often involves a change in Legal Decision-Making or Parenting Time. If this is the case, mark all the boxes that apply. A Clarification of Parenting Time is requested if you and the other party do not interpret your Parenting Time Order to mean the same thing.
- (1)-(6) Fill in all requested information.
- (7) Complete only if this is a Petition For Relocation or Prevention of Relocation of Minor Child(ren).
- (8)-(9) Complete only if this is a Petition For Relocation or Prevention of Relocation of Minor Child(ren). The court considers several factors when determining whether or not to grant your request. These can be found in A.R.S. 25-408, which is located in the Law Library. Notice to the other parent is also required under certain circumstances.
- (10) Mark the box in front of the type of Legal Decision-Making/Parenting Time Order you have. If you do not already have a court order, YOU CANNOT FILE THIS PETITION.
- (11)-(12) No instructions needed.
- (13) Complete only if this is a Petition for Relocation or Prevention of Relocation of Minor Child(ren).
- (14) No instructions needed.
- (15)-(16) Complete only if this is a Petition for Clarification.
- (17)-(18) No instructions needed.

REQUESTS TO THE COURT

- (1)-(5) Mark the box(es) in front of all requests you are making. If you are seeking to change legal decision-making or parenting time, mark either the Sole Legal Decision-Making or the Joint Legal Decision-Making box and complete all required information below it.
- (6) When legal decision-making and parenting time changes, child support often changes too. Complete the child support information section if you are requesting a change in parenting time and/or legal decision-making. The judicial officer will determine whether the child support amount changes.
- (7)-(8) No instructions needed.

PARENTING COORDINATOR INFORMATION SHEET

Read this information. A form to request a Parenting Coordinator is available in the Self-Service Center.

INSTRUCTIONS: LEGAL DECISION-MAKING AND/OR PARENTING PLAN.

Complete this form if your current legal decision-making and/or parenting time plan will change because of this Petition. This form is not required if you are requesting Clarification of Parenting Time only. If both parties are in agreement as to the new Legal Decision-Making and Parenting Time arrangement, this will be a Joint Agreement and both of you must sign in front of a notary public. Instructions included with form.

INSTRUCTIONS: PETITION FOR ORDER TO APPEAR

- (A) Write in your information.
- (B)-(C) Complete using your case information.
- (1) Write in the Petitioner and Respondent information.
- (2) Check the box and write in the type of Petition you are filing with this Petition for Order to Appear. Write in any new facts that you believe will help convince the judicial officer that a hearing or conference is required in your case that are not included in the Petition you are filing with this Petition for Order to Appear.

- (3) Pre-Decree matters are those you have never gone to court over before. If you have gone to Court for the same matter, and are seeking to modify or enforce a current court order, mark the Post-Decree box.
- (4)-(9) No instructions needed.

INSTRUCTIONS: ORDER TO APPEAR

Write in all information requested above the gray READ THIS NOTICE box. The Judicial Officer will complete the rest of the form if the Order to Appear is issued.

INSTRUCTIONS:

ORDER OF...

Write in all information requested above THE COURT FINDS section. The Judicial Officer will complete the rest of the form

EDUCATION ORDER: COMPLETE ONE OF THE TWO INCLUDED ORDERS: Beginning January 2024, all final orders involving legal decision-making and parenting time will require that the court also issue a separate education order. The Orders are for either **joint** legal decision-making or for **sole** decision-making. The education order will serve to guide the schools regarding education-related issues. Parents are required to provide a copy of the signed order to the child(ren)'s school(s).

INSTRUCTIONS: Included with forms.

1. **PARENT'S WORKSHEET FOR CHILD SUPPORT AMOUNT**
2. **CHILD SUPPORT ORDER**
3. **INCOME WITHHOLDING ORDER**

RESOLUTION STATEMENT

This form is not needed unless the Court requests it or the other party files a response. If this happens, follow the instructions provided with the form.

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