

Name of person filing: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_  
 Daytime Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 ATLAS Number (if applicable) \_\_\_\_\_  
 If attorney, Bar Number: \_\_\_\_\_  
 Representing:  Self (no attorney)  Petitioner/Plaintiff  Respondent/Defendant

For Clerk's Use Only

**IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
 IN AND FOR THE COUNTY OF YAVAPAI**

Case No. \_\_\_\_\_

\_\_\_\_\_  
 Petitioner/Plaintiff

**AFFIDAVIT OF SERVICE BY MAIL  
 with Signature Confirmation  
 ARFLP Rule 41(d) / ARCP 4.2(c)**

and

- Mail
- National Courier Service

\_\_\_\_\_  
 Respondent/Defendant

**Check the boxes that apply under your type of case – to show the Court which documents you mailed to the other party. If your case is not one of the types listed below, list the type of case and the documents you mailed to the other party under “Other Type Case” on page 4.**

**ATTACH A COPY OF A SIGNED RETURN RECEIPT FOR DELIVERED MAIL SHOWING THE SIGNATURE OF THE PERSON TO BE SERVED.**

I swear that the following is true and correct:

1. I am the  Petitioner or  Respondent in this matter.
2. I have personal knowledge of the facts set forth.
3. The other party is (choose one)
  - located inside the State of Arizona **OR**
  - located outside the State of Arizona, but within a judicial district of the United States.
4. I sent the family law case documents checked and listed below to  Petitioner  
 OR  Respondent as addressed below:

**Mailed to (Party's name):** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City, State, Zip:** \_\_\_\_\_

5. The documents were mailed by me on (date): \_\_\_\_\_
6. The documents were delivered on (date): \_\_\_\_\_
7. I sent the family law case documents to the other party in the manner indicated below:
- U.S. Mail** (Express or Priority Mail with Signature Confirmation, or Certified/Restricted Mail)
  - National Courier Service** (USP, FEDEX, etc.)
  - Duplicate Service to Inmate by First Class Mail.** In addition to one of the above methods, I mailed a second set of the documents to the Incarcerated Party by First Class U.S. Mail.
8. The documents were accepted, and the signature confirmation was signed by:
- The other party, or their attorney, and no one else.
  - An official at the jail, prison, or correctional facility where the other Party is incarcerated.
9. The following documents were enclosed and mailed to the other Party (check the appropriate boxes):

<p style="text-align: center;"><b>DIVORCE or LEGAL SEPARATION WITH CHILDREN</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Petition</li> <li><input type="checkbox"/> Summons</li> <li><input type="checkbox"/> Preliminary Injunction</li> <li><input type="checkbox"/> Health Insurance Notice</li> <li><input type="checkbox"/> Notice Regarding Creditors</li> <li><input type="checkbox"/> Parent Education Program Notice/Order</li> <li><input type="checkbox"/> Parenting Time Plan</li> <li><input type="checkbox"/> Parent's Worksheet for Child Support</li> <li><input type="checkbox"/> Spousal Maintenance Calculator</li> </ul>	<p style="text-align: center;"><b>DIVORCE, LEGAL SEPARATION, or ANNULMENT WITHOUT CHILDREN</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Petition</li> <li><input type="checkbox"/> Summons</li> <li><input type="checkbox"/> Preliminary Injunction</li> <li><input type="checkbox"/> Health Insurance Notice <input type="checkbox"/></li> <li>Notice Regarding Creditors</li> <li><input type="checkbox"/> Spousal Maintenance Calculator</li> </ul>	<p style="text-align: center;"><b>PATERNITY, LEGAL DECISION-MAKING, PARENTING TIME, and CHILD SUPPORT</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Petition</li> <li><input type="checkbox"/> Summons</li> <li><input type="checkbox"/> Preliminary Injunction</li> <li><input type="checkbox"/> Parent Education Program Notice/Order</li> <li><input type="checkbox"/> Parenting Time Plan</li> <li><input type="checkbox"/> Parent's Worksheet for Child Support</li> </ul>
<p style="text-align: center;"><b>LEGAL DECISION-MAKING, PARENTING TIME, and CHILD SUPPORT</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Petition</li> <li><input type="checkbox"/> Summons</li> <li><input type="checkbox"/> Preliminary Injunction</li> <li><input type="checkbox"/> Parent Education Program Notice/Order</li> <li><input type="checkbox"/> Parenting Time Plan</li> <li><input type="checkbox"/> Parent's Worksheet for Child Support</li> </ul>	<p style="text-align: center;"><b>LEGAL DECISION-MAKING, and PARENTING TIME <u>ONLY</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Petition</li> <li><input type="checkbox"/> Summons</li> <li><input type="checkbox"/> Preliminary Injunction</li> <li><input type="checkbox"/> Parent Education Program Notice/Order</li> <li><input type="checkbox"/> Parenting Time Plan</li> </ul>	<p style="text-align: center;"><b>NON-PARENT LEGAL DECISION-MAKING, and PARENTING TIME</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Petition</li> <li><input type="checkbox"/> Summons for Mother</li> <li><input type="checkbox"/> Summons for Father</li> <li><input type="checkbox"/> Parenting Time Plan</li> </ul>

<p><b>TEMPORARY ORDERS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Motion for Temporary Orders</li> <li><input type="checkbox"/> Order to Appear</li> <li><input type="checkbox"/> Temporary Order issued without notice</li> <li><input type="checkbox"/> Parenting Time Plan</li> <li><input type="checkbox"/> Parent's Worksheet for Child Support (if requesting temporary child support)</li> <li><input type="checkbox"/> Affidavit of Financial Information (if requesting temporary spousal maintenance, child support, or attorney fees)</li> <li><input type="checkbox"/> Spousal Maintenance Calculator (if requesting temporary spousal maintenance)</li> </ul>	<p><b>ESTABLISH CHILD SUPPORT</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Petition (Request) to Establish Child Support</li> <li><input type="checkbox"/> Parent's Worksheet for Child Support</li> <li><input type="checkbox"/> Order to Appear</li> </ul>	<p><b>MODIFY CHILD SUPPORT (SIMPLIFIED)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Petition (Request) to Modify Child Support</li> <li><input type="checkbox"/> Parent's Worksheet for Child Support</li> </ul>
<p><b>MODIFY SUPPORT (STANDARD)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Petition to Modify Support</li> <li><input type="checkbox"/> Order to Appear</li> <li><input type="checkbox"/> Parent's Worksheet for Child Support</li> <li><input type="checkbox"/> 2 Affidavits of Financial Information (one completed by moving party &amp; one blank for the other party to complete)</li> </ul>	<p><b>MODIFY WAGE ASSIGNMENT or INCOME WITHHOLDING ORDER</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Request to Modify Wage Assignment/Order of Assignment</li> <li><input type="checkbox"/> Stipulation (Agreement)</li> <li><input type="checkbox"/> Parent's Worksheet for Child Support</li> </ul>	<p><b>STOP WAGE ASSIGNMENT or INCOME WITHHOLDING ORDER</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Request to Stop Wage Assignment/Order of Assignment</li> <li><input type="checkbox"/> Stipulation (Agreement)</li> <li><input type="checkbox"/> Parent's Worksheet for Child Support</li> </ul>
<p><b>ENFORCE SUPPORT</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Petition to Enforce Support</li> <li><input type="checkbox"/> Order to Appear</li> </ul>	<p><b>MODIFY LEGAL DECISION-MAKING, and/or PARENTING TIME, and CHILD SUPPORT</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Petition</li> <li><input type="checkbox"/> Parenting Time Plan</li> <li><input type="checkbox"/> Order to Appear</li> <li><input type="checkbox"/> Parent's Worksheet for Child Support</li> <li><input type="checkbox"/> 2 Affidavits of Financial Information (one completed by moving party &amp; one blank for the other party to complete)</li> </ul>	<p><b>ENFORCE LEGAL DECISION-MAKING and/or PARENTING TIME</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Petition</li> <li><input type="checkbox"/> Order to Appear</li> <li><input type="checkbox"/> Warrant Application</li> <li><input type="checkbox"/> Order for Warrant</li> </ul>

PRE-DECREE MEDIATION	POST-DECREE MEDIATION	OTHER TYPE CASE (write in case type and list each document mailed):
<input type="checkbox"/> Request for Pre-Decree Mediation	<input type="checkbox"/> Request for Post-Decree Mediation	_____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____

I, \_\_\_\_\_ (sending Party's name), state that I have read this Affidavit. I declare under penalty of perjury that the forgoing is true and correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

STATE OF \_\_\_\_\_ )  
 )  
 County of \_\_\_\_\_ )  
 [Name of County]

**SUBSCRIBED AND SWORN** (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

by \_\_\_\_\_  
 [Name of Signer]

[Affix Seal Here]

\_\_\_\_\_  
Notary Public/Deputy Clerk

Attach signature confirmation here.