

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:

NUMBER OF COPIES

If you are requesting...

MODIFICATION OF LEGAL DECISION-MAKING OR RELOCATION OF MINOR CHILD(REN) IF LEGAL DECISION-MAKING CHANGE IS INVOLVED OR PREVENTION OF RELOCATION OF MINOR CHILD(REN) IF LEGAL DECISION-MAKING CHANGE IS INVOLVED

MODIFICATION OF PARENTING TIME ONLY OR RELOCATION OF MINOR CHILD(REN) IF NO LEGAL DECISION-MAKING CHANGE IS INVOLVED OR PREVENTION OF RELOCATION OF MINOR CHILD(REN) IF NO LEGAL DECISION-MAKING CHANGE IS INVOLVED OR CLARIFICATION OF PARENTING TIME ONLY

* Petition	2
* Parenting Plan	2
* Order to Appear	2
* Order	2
* Education Order (Sole or Joint as appropriate)	2

DO NOT MAKE COPIES OF THE FOLLOWING DOCUMENTS:

- * Confidential Sensitive Data Sheet
- * Domestic Relations Cover Sheet
- * Parenting Coordinator Information Sheet
- * Resolution Statement

MAKE TWO (2) COPIES OF THE FOLLOWING DOCUMENTS IF THERE IS A LEGAL DECISION-MAKING AND/OR PARENTING TIME CHANGE:

- * Parent's Worksheet for Child Support Amount
- * Child Support Order
- * Income Withholding Order

STEP 2: File the papers at the Court:

GO TO: THE SUPERIOR COURT TO FILE YOUR PAPERS. The court is open from 8:00 a.m. – 5:00 p.m., 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

<https://courts.yavapaiaz.gov/Pay-Fines-Fees/Fee-Schedules> 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.

MODIFICATION OF LEGAL DECISION-MAKING FOR CHILD(REN) (OR RELOCATION/PREVENTION OF RELOCATION IF IT INVOLVES A LEGAL DECISION-MAKING CHANGE) or MODIFICATION OR CLARIFICATION OF PARENTING TIME

WHAT THE JUDGE MAY DO: After reading your Petition, the judge will decide whether there is enough reason to set a hearing and order the parents to appear in court. You will hear, by mail, what the judge decides about a hearing. If a hearing is set, you will receive a completed copy of the Order to Appear, signed by the judge.

WHAT YOU MUST DO: The following documents are to be served on the other parent once you receive the Order to Appear signed by the judicial officer. There are several ways of doing this. If you are unsure about how to complete service, **there is a SERVICE PACKET AVAILABLE at the Self-Service Center.**

- * Petition
- * Petition for Order to Appear
- * Order to Appear
- * Parenting Plan

IF CHILD SUPPORT IS AN ISSUE

- * Parent's Worksheet for Child Support Amount

STEP 3: File the proof of service documents with the Clerk of the Superior Court. These are included in the SERVICE PACKET available in the Self-Service Center.

WHAT HAPPENS NEXT

DISCLOSURE AND DISCOVERY. Parties are generally required to exchange information and documents about the case. For more complete information, see Rules 49-65 and 91 of the Arizona Rules of Family Law Procedure (ARFLP). If your case proceeds to trial or hearing, 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.

STEP 4: If the judge sets 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.
- Unless you have been ordered by the judge to bring your child(ren) to court, **do not bring any child(ren) to court.**