

SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

SELF-SERVICE CENTER REQUEST FOR COURT FORMS AND/OR INFORMATION

Date: _____
(MM/DD/YY) Full Name Complete Mailing Address, City, State, Zip

GENERAL INFORMATION

The forms are designed for use in the **State of Arizona ONLY**.

Fee: \$5.00 postage and handling per order - PLUS the amount indicated for each procedure (packet) you are requesting. Postage and Handling Fee is authorized by Arizona law (A.R.S. § 11-251.08) and applies to all packets requested.

There are **NO REFUNDS**.

Delivery could take **2 - 3 weeks**.

Need them right away? Packets may be downloaded and printed FREE (if you have a printer) from the Self-Service Center website at:

<http://www.superiorcourt.maricopa.gov/SuperiorCourt/Self-ServiceCenter/forms/Index.asp>

If the forms you are looking for are not listed, you can try the following alternatives:



Check the Maricopa County Superior Court Law Library located at 101 W. Jefferson, Phoenix.



Look in the Yellow Pages under "Legal Forms".



Consult with a lawyer. The Self-Service Center has a list of lawyers who are willing to help people who represent themselves. **Call (602) 506-SELF**, and press 3 for more information. This list is also available online at:

<http://www.superiorcourt.maricopa.gov/SuperiorCourt/FamilyCourt/Rosters/Attorney/lawMap.aspx>



View other options online at:

<http://www.superiorcourt.maricopa.gov/SuperiorCourt/Self-ServiceCenter/resources.asp>

HOW TO ORDER

STEP ONE: Enter the date, your name and your complete mailing address on the form

STEP TWO: Check the box next to each procedure (packet) you are requesting;
Read options carefully and make sure to check the correct box(es)

STEP THREE: Add up the cost of all procedures (packets) you have checked

STEP FOUR: Add the \$5.00 postage and handling fee to your total

STEP FIVE: Prepare a **money order for the exact amount** owed, made payable to Clerk of Superior Court, and mail the money order and completed form to:

Superior Court of Arizona
Attn.: Self-Service Center
101 West Jefferson, 1st floor
Phoenix, AZ 85003

Date: _____
(MM/DD/YY)

Full Name _____

Complete Mailing Address, City, State, Zip _____

**Family Court
To Get the First Order**

Divorce (non-covenant marriage only)

STEP 1 – Petition with minor children [\$5]
 STEP 1 – **Petition** without minor children [\$5]
 Request Temporary Orders [\$5]
 Request Emergency Temporary Orders [\$5]
 STEP 2 – **Service** [\$5]
 Request for more time to serve [\$5]
 STEP 3 – **Response** with children [\$5]
 STEP 3 – **Response** without children [\$5]
 STEP 3 – Request for Default [\$5]
 STEP 4 – **Default Decree** [\$5]
 STEP 4 – **Consent Decree** [\$5]

Legal Separation (non-covenant marriage only)

STEP 1 – **Petition** with minor children [\$5]
 STEP 1 – **Petition** without minor children [\$5]
 Request Temporary Orders [\$5]
 Request Emergency Temporary Orders [\$5]
 STEP 2 – **Service** [\$5]
 Request for more time to serve [\$5]
 STEP 3 – **Response** with children [\$5]
 STEP 3 – **Response** without children [\$5]
 STEP 3 – Request for Default [\$5]
 STEP 4 – **Default Decree** [\$5]
 STEP 4 – **Consent Decree** [\$5]

Mediation

Pre-Decree Mediation [\$5]

Annulment (non-covenant marriage only)

STEP 1 – **Petition** without minor children [\$5]
 STEP 2 – **Service** [\$5]
 Request for more time to serve [\$5]
 STEP 3 – **Response** without children [\$5]
 STEP 4 – Request for Default [\$5]
 STEP 4 – **Default Decree** [\$5]
 STEP 4 – **Consent Decree** [\$5]

Establish Paternity

Petition Voluntary Paternity (not married) [\$5]
 Petition Voluntary Paternity (mother is married, not to father) [\$5]

STEP 1 – Petition Paternity with Legal Decision Making (custody), Parenting Time (Visitation) & Child Support [\$5]
 Request Temporary Orders [\$5]
 Request Emergency Temp Orders [\$5]
 STEP 2 – **Service** [\$5]
 STEP 3 – **Response** to Petition for Paternity with Legal Decision Making (custody), Parenting Time (Visitation) & Child Support [\$5]
 STEP 3 – Request for Default [\$5]
 STEP 4 – **Default Decree** [\$5]
 STEP 4 – Stipulation (Agreement) to file a Consent Paternity Judgment/Order [\$5]
 STEP 5 – **Order** [\$5]

Establish Legal Decision-Making (custody)(LDM), Parenting Time (visitation)(PT) and/or Child Support (CS) [paternity already established]

STEP 1 – Petition for **Legal Decision Making, Parenting Time & Child Support** [\$5]
 Request Temporary Orders [\$5]
 Request Emergency Temp Orders [\$5]
 STEP 1 – Petition **Parenting Time** only [\$5]
 Request Temporary Orders [\$5]
 Request Emergency Temp Orders [\$5]
 STEP 1 – Petition **Child Support** only [\$5]
 Request for Temporary Orders [\$5]
 STEP 1 – Petition **Grandparent Visitation** [\$5]
 STEP 2 – **Service** [\$5]
 Request for more time to serve [\$5]
 STEP 3 – **Response** LDM &/or PT [\$5]
 STEP 3 – **Response** Parenting Time only [\$5]
 STEP 3 – **Response** Grandparent Visit [\$5]
 STEP 3 – Request **Default** LDM &/or PT [\$5]
 STEP 4 – **Order** LDM [\$5]
 STEP 4 – **Order** Parenting Time only [\$5]
 STEP 4 – **Order** Child Support only [\$5]
 STEP 4 – **Order** Grandparent Visitation [\$5]

To Change or Stop an Order that ALREADY Exists

Child Support and Spousal Support Only

STEP 1 – Change an order for Child Support (simplified) and/or to assign or change medical insurance responsibility (only if the change is **15% or more** of the current order) [\$5]
 STEP 1 – Change an order for Child Support (**standard**) due to change in circumstance [\$5]
 STEP 1 – Change an existing order for **Spousal Maintenance** (support) due to continuing change in circumstance [\$5]
 STEP 2 – **Service** [\$5]
 Object to change, simplified process only [\$5]
 Change an existing order for Child Support by **agreement** [\$5]

Legal Decision-Making (custody), Parenting Time (visitation) & Child Support

STEP 1 – Change an existing order for Custody, Parenting Time and Child Support [\$5]
 Request Emergency Temporary Orders [\$5]
 STEP 2 – **Service** [\$5]
 STEP 3 – **Order** [\$5]
 Change an existing order for Custody, Parenting Time and Child Support by **agreement** [\$5]

Parenting Time Only

STEP 1 – Change an existing order for Parenting Time [\$5]
 Request Emergency Temporary Orders [\$5]
 STEP 2 – **Service** [\$5]
 STEP 3 – **Order** [\$5]
 Change an existing order for Parenting Time by **agreement** [\$5]

Conciliation Services

Conciliation Counseling [FREE]

Mediation

Post-Decree Mediation [\$5]

To Change or Stop an Income Withholding Order

STEP 1 – **Change** an Income Withholding Order [\$5]
 STEP 1 – **Stop** an Income Withholding Order [\$5]
 STEP 2 – **Service** [\$5]
 Object to requested change/stop to Income Withholding Order and request hearing [\$5]
 Change an Income Withholding Order by **agreement** [\$5]
 Stop an Income Withholding Order by **agreement** [\$5]

To (Enforce) Make Someone OBEY an Existing Order

STEP 1 – Enforce **Support** Order [\$5]
 STEP 1 – Enforce **Parenting Time** Order [\$5]
 STEP 1 – Enforce **Legal Decision Making** Order [\$5]
 STEP 2 – **Service** [\$5]
 STEP 1 – Make Someone Obey an Existing Order about Property Division [\$5]
 STEP 2 – **Service**
 STEP 1 – Request an **Ex Parte Income Withholding Order** [\$5]
 STEP 2 – **Service**
 Object to Ex Parte Income Withholding Order and request hearing [\$5]

Service of Family Court Papers

NOTE: If you decide to have the Sheriff or a private process server serve papers to the other party, you MAY NOT NEED the service packet.
Some sheriff departments and process servers use their OWN forms

Serve the other party in your case [\$5] (several service options available in the same packet)
 Request for more time to serve the other party [\$5]

Miscellaneous Family Court Forms or Documents You May Need

Fee Deferral Application [FREE]*
 Further Deferral of Fees [FREE]*
 You want to know how much income the other party receives in order to calculate child support [\$5]
 Child Support Guidelines [\$5]
 Parenting Time (Visitation) Guidelines [\$5]
 Model Parenting Time Booklet [\$5]

Trial Preparation [\$5]
 Subpoena [\$5]
 Update your address with the court [FREE]
 Request Protected Address [FREE]
 Register a Foreign Family Support Order [\$5]
 Register a Foreign Family Court Order for Legal Decision-Making (custody, Parenting Time (Visitation) [\$5]

Date: _____ (MM/DD/YY) _____ Full Name _____ Complete Mailing Address, City, State, Zip _____

Probate Court		
<p><u>Guardianship Only</u></p> <input type="checkbox"/> STEP 1 – Petition for an adult [\$5] <input type="checkbox"/> Request Temporary Orders [\$5] <input type="checkbox"/> STEP 2 – Service [\$5] <input type="checkbox"/> STEP 3 – Preparing for the Hearing [\$5] <input type="checkbox"/> STEP 4 – After the Hearing [\$5]	<p><u>Maintain or End Guardianship and/or Conservatorship</u></p> <input type="checkbox"/> Annual Report of Guardian - adult [\$5] <input type="checkbox"/> Annual Report of Guardian - minor [\$5] <input type="checkbox"/> 1 st Conservator Accounting [\$5] <input type="checkbox"/> Annual Conservator Accounting [\$5] <input type="checkbox"/> Final Conservator Accounting [\$5] <input type="checkbox"/> Simplified Conservator Accounting [\$5] <input type="checkbox"/> Request Release of Restricted Funds [\$5] <input type="checkbox"/> Request to end a guardianship and conservatorship for a minor & release restricted funds [\$5] <input type="checkbox"/> Request to end a conservatorship for a minor & release restricted funds [\$5] <input type="checkbox"/> Request to end a guardianship and/or conservatorship for an adult & release restricted funds [\$5]	<p><u>Informal Probate</u></p> <input type="checkbox"/> STEP 1 – Petition for appointment of a Personal Representative when a person dies [\$5] <input type="checkbox"/> STEP 2 – Give Notice of Appointment [\$5] <input type="checkbox"/> STEP 3 – Administering and Accounting before Closing [\$5] <input type="checkbox"/> STEP 4 – Closing the Estate as Personal Representative [\$5]
<p><u>Conservatorship Only</u></p> <input type="checkbox"/> STEP 1 – Petition for a minor [\$5] <input type="checkbox"/> STEP 1 – Petition for an adult [\$5] <input type="checkbox"/> Request Temporary Orders [\$5] <input type="checkbox"/> STEP 2 – Service [\$5] <input type="checkbox"/> STEP 3 – Preparing for the Hearing [\$5] <input type="checkbox"/> STEP 4 – After the Hearing [\$5]	<p><u>Object to Guardianship AND/OR Conservatorship</u></p> <input type="checkbox"/> Object to Conservatorship of Minor [\$5] <input type="checkbox"/> Object to Guardianship & Conservatorship of Minor [\$5] <input type="checkbox"/> Object to Guardianship and/or Conservatorship of Adult [\$5]	<p><u>Miscellaneous-Probate</u></p> <input type="checkbox"/> Objecting to an appointment and request a formal proceeding [\$5] <input type="checkbox"/> Make a Claim Against an Estate [\$5] <input type="checkbox"/> Transfer Property of a Small Estate when a person dies [\$5] <input type="checkbox"/> Appointment of Special Administrator for Funeral Arrangements [\$5] <input type="checkbox"/> Demand for Notice [\$0.20] <input type="checkbox"/> Status Report [\$0.20] <input type="checkbox"/> Update your address with the court [FREE] <input type="checkbox"/> Fee Deferral Application [FREE]*
<p><u>guardianship AND Conservatorship</u></p> <input type="checkbox"/> STEP 1 – Petition for a minor [\$5] <input type="checkbox"/> STEP 1 – Petition for an adult [\$5] <input type="checkbox"/> Request Temporary Orders [\$5] <input type="checkbox"/> STEP 2 – Service [\$5] <input type="checkbox"/> STEP 3 – Preparing for the Hearing [\$5] <input type="checkbox"/> STEP 4 – After the Hearing [\$5]		<p><u>Adult Adoption</u></p> <input type="checkbox"/> Petition for Adult Adoption [\$5] <input type="checkbox"/> Fee Deferral Application [FREE]*
<p><u>Misc.-Guardianship/Conservatorship</u></p> <input type="checkbox"/> Update your address with the court [FREE] <input type="checkbox"/> Fee Deferral Application [FREE]*		

Juvenile Court		
<p><u>Emancipation</u></p> <input type="checkbox"/> Petition for Emancipation [\$5] <input type="checkbox"/> Response to Petition for Emancipation [\$5]	<p><u>Juvenile Guardianship</u></p> <input type="checkbox"/> STEP 1 – Petition for Guardian of minor [\$5] <input type="checkbox"/> Request for Temporary Guardianship [\$5] <input type="checkbox"/> STEP 2 – Service [\$5] <input type="checkbox"/> Object to Juvenile Guardianship [\$5] <input type="checkbox"/> Annual Report – Juvenile Guardianship [\$5]	<p><u>Miscellaneous</u></p> <input type="checkbox"/> Petition for Destruction of Juvenile Records [FREE] <input type="checkbox"/> Object to Assessment of Juvenile Placement Costs [FREE] <input type="checkbox"/> Update your address with the court [FREE] <input type="checkbox"/> Fee Deferral Application-Guardianship [FREE]* <input type="checkbox"/> Fee Deferral Application-Emancipation [FREE]* <input type="checkbox"/> Further Deferral of Fees-Guardianship [FREE]*
<p><u>Dependency</u></p> <input type="checkbox"/> STEP 1 – Petition for Dependency [\$5] <input type="checkbox"/> STEP 2 – Service [\$5]	<p><input type="checkbox"/> STEP 1 – Request to end/terminate Juvenile Guardianship [\$5] <input type="checkbox"/> STEP 2 – Service [\$5]</p>	
<p><u>Sever/Terminate Parental Rights</u></p> <input type="checkbox"/> STEP 1 – Petition to Sever/Terminate Parental Rights [\$5] <input type="checkbox"/> STEP 2 – Service [\$5]		

Miscellaneous Forms and Documents		
<p><u>State Property Tax Appeal</u></p> <input type="checkbox"/> File a small claims property tax appeal [\$5]	<p><u>Criminal Cases</u></p> <input type="checkbox"/> Reduce Class 6 Felony to Misdemeanor [\$5] <input type="checkbox"/> Application for Post-Conviction Relief [\$5]	<p><u>Name Change</u></p> <input type="checkbox"/> Request a name change for adult who has no minor children [\$5] <input type="checkbox"/> Request a name change for adult who has minor children [\$5] <input type="checkbox"/> Request a name change for minor child [\$5] <input type="checkbox"/> Request a name change for a family [\$5]
<p><u>Excess Proceeds Refund</u></p> <input type="checkbox"/> To file for Refund of Excess Proceeds [\$5]	<p><u>Marriage License</u></p> <input type="checkbox"/> Request to Correct a Marriage License (Maricopa County Issued) [\$5]	<p><input type="checkbox"/> Apply for Delayed Birth Certificate [\$5] <input type="checkbox"/> Amend birth certificate for adult [\$5] <input type="checkbox"/> Amend birth certificate for a minor [\$5]</p>
<p><u>Power of Attorney</u></p> <input type="checkbox"/> General Power of Attorney [\$5] <input type="checkbox"/> Parental Power of Attorney [\$5] <input type="checkbox"/> Special Power of Attorney [\$5] <input type="checkbox"/> Revocation of Power of Attorney [\$5]	<p><u>Civil Case</u></p> <input type="checkbox"/> Fee Deferral Application [FREE]*	

You may request that the "filing fees" and "sheriff service fees" be deferred if you do not have the money to pay them now. You will be required to fill out a financial affidavit and verify your financial situation in order to qualify for this deferral.

*Effective February 1, 2009, IF your request for deferral is granted, a charge of \$27 will be added to your deferred fees.

The \$5.00 cost of packets and the \$5.00 shipping and handling fee cannot be deferred or waived even if you qualify to have the service by the Sheriff's Department fee waived and/or Clerk of Court filing fees deferred.

Other Comments: _____

