

PROCEDURES:

WHAT TO DO AFTER COMPLETING ALL FORMS TO REQUEST POST-DECREE TEMPORARY ORDERS WITHOUT NOTICE FOR MODIFICATION OF CHILD CUSTODY AND/OR PARENTING TIME

- STEP 1:** Complete the *“Motion for Temporary Orders without Notice.”*
- STEP 2:** **MAKE COPIES OF ALL THE PAPERWORK:** Make 2 copies of *“Motion”* and *“Order”* forms. Assemble the copies so that you have 3 SETS of PAPERS: One set of originals and 2 sets of the copies.
- STEP 3:** **FILE THE PAPERS AT THE COURT:** Take the original and 2 sets of copies to the Clerk of the Court filing counter. The Clerk will keep the originals, stamp the extra copies to show that these are copies of papers you have filed with the court, and return the stamped (now called “conformed”) copies to you.

You may file your papers from 8am to 5pm at any of the following Superior Court locations:

Clerk of Superior Court
401 E. Spring St.
Kingman, AZ 86401
(928) 753-0713
Monday-Friday
8:00a-5:00p

Clerk of Superior Court
2225 Trane Road
Bullhead City, NV
(928) 758-0730
Monday-Friday
8:30a-12:00p, 1:30p-4:30p

Clerk of Superior Court
2001 College Drive
Lake Havasu City, AZ 86404
(928) 453-0701
Monday-Friday
8:30a-12:00p, 1:30p-4:30p

- If you cannot or do not want to file the documents in person, you can also mail the documents to the Clerk of the Court. Provide a self-addressed, stamped envelope with proper postage so that the Clerk can return your “conformed” (stamped by Court staff) copies to you.

Mail to: Clerk of Superior Court
P.O. Box 7000
Kingman, AZ 86402

- STEP 4** **WHAT THE JUDGE WILL DO:** The Judge will look over the *“Motion for Temporary Order Without Notice.”* The Judge may sign the *“Temporary Order Without Notice,”* deny you motion, OR schedule a court hearing.
- STEP 5** **SERVE THE PAPERS ON THE OTHER PARTY:**
If the Judge issues the *“Temporary Modification Order Without Notice”* and/or schedules a hearing, you must provide the other party with a copy of the Motion and Order.
- STEP 6** **AT THE HEARING:**
If the Judge schedules a hearing, you will be notified the date, time and place of the court hearing. Be prepared to present your evidence about why the Judge should sign your *“Order.”* Be on time. Dress neatly. Bring your set of copies with you to the hearing.

DO NOT BRING CHILDREN TO COURT.