

## DISSOLUTION (DIVORCE) DEFAULT TIME TABLE

### STEP 1 COUNT DOWN

- **BEGIN COUNTING THE DAY AFTER YOUR SPOUSE RECEIVED THE PAPERS** – Look at the Default Time Table below. **WARNING:** You cannot begin Step 2 below until on or after your last counted day in the Default Time Table below.
- **INCLUDE WEEKENDS AND HOLIDAYS IN YOUR COUNT** – Until you reach the number of days in Default Time Table below, so if the last day for your spouse to respond falls on a Saturday, Sunday, or legal holiday, you DO NOT count that day.
- If your spouse files a written Response with the court, **YOU CANNOT PROCEED BY DEFAULT.**

#### DEFAULT TIME TABLE

SERVICE BY	COUNT	EVENT
Acceptance	21 Days	after Spouse signed the Acceptance
Acceptance Out-of-State	31 Days	after Spouse signed the Acceptance
Process Server	21 Days	after Spouse received papers from Server
Sheriff in Arizona	21 Days	after Spouse received papers from Sheriff
Sheriff Out-of-State	31 Days	after Spouse received papers from Sheriff
Registered Mail	31 Days	after Spouse signed the green receipt
Publication	61 Days	after the 1 <sup>st</sup> date of publication

### STEP 2 COURT PAPERWORK

- Complete Application and Affidavit for Default

### STEP 3 SIGN, NOTARIZE & COPY APPLICATION

- **SIGNATURE:** Go to a Notary Public to sign under oath in front of the Notary and to have the Application.
- **COPIES:** Make two copies of your Application and Affidavit for Default after you and a Notary sign it:

Original to be filed with the court;  
1 for the spouse;  
1 copy for yourself.

### STEP 4 FILE & MAIL

- **FILING:** Go to the Clerk of the Superior Court at:  
401 East Spring Street      OR      2225 Trane Road      OR      2001 College Drive  
Kingman, AZ 86409              Bullhead City, AZ 86442              Lake Havasu City, AZ 86403

- **Hand the person at the filing counter** the original & both copies of Application and Affidavit for Default. Clerk will keep original. Clerk will stamp copies and return both sets of stamped copies to you. **Make Sure** you have the copies stamped.
- Mail or hand-deliver a copy of Application and Affidavit for Default to your spouse. (A file stamped copy is preferred. Remember this step must be done at, or after, the time the default is applied for.)
- A party upon whom you have requested a default has ten (10) court days to file a Response after the Application and Affidavit of Entry of Default has been filed.