

INSTRUCTIONS: HOW TO FILE PAPERS WITH THE COURT FOR DISSOLUTION OF A NON-COVENANT MARRIAGE (DIVORCE) WITH MINOR CHILDREN

STEP 1: Make **1** copy of the “Family Court Cover Sheet” after you have filled it out.

Make **2** copies of the following documents after you have filled them out:

- “Sensitive Data Sheet”
- “Summons”
- “Preliminary Injunction”
- “Petition for Dissolution of Marriage (Divorce) With Children
- “Notice Regarding Creditors”
- “Notice of Right to Convert Health Insurance”
- “Support Form 50”
- “Order and Notice for the Parent Information Program”
- “Affidavit Regarding Minor Children”

STEP 2: SEPARATE YOUR DOCUMENTS INTO THREE (3) SETS:

SET 1 - ORIGINALS FOR CLERK OF COURT:

- “Family Court Cover Sheet”
- “Sensitive Data Sheet”
- “Summons”
- “Preliminary Injunction”
- “Petition for Dissolution of Marriage (Divorce) With Children
- “Notice Regarding Creditors”
- “Notice of Right to Convert Health Insurance”
- “Support Form 50”
- “Order and Notice for Parent Information Program”
- “Affidavit Regarding Minor Children”

SET 2 - COPIES FOR SPOUSE:

- “Sensitive Data Sheet”
- “Summons”
- “Preliminary Injunction”
- “Petition for Dissolution of Marriage (Divorce) With Children”
- “Notice Regarding Creditors”
- “Notice of Right to Convert Health Insurance”
- “Support Form 50”
- “Order and Notice for Parent Information Program”
- “Affidavit Regarding Minor Children”

SET 3 – COPIES FOR YOU:

- “Family Court Cover Sheet”
- “Sensitive Data Sheet”
- “Summons”
- “Preliminary Injunction”
- “Petition for Dissolution of Marriage (Divorce) With Children”
- “Notice Regarding Creditors”
- “Notice of Right to Convert Health Insurance”
- “Support Form 50”
- “Order and Notice for Parent Information Program”
- “Affidavit Regarding Minor Children”

STEP 3: FILE THE PAPERS AT THE COURT:

GO TO:

GO TO THE COURT TO FILE YOUR PAPERS:

You should go to the court at least two hours before it closes. You may file your court papers at 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, AZ 86442
(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

FEES: There is a filing fee and service fees for all Petitions.

PAPERS: Hand all three (3) sets of your court papers to the Clerk along with cash, check or a Money Order to pay the filing fee.

MAKE SURE YOU GET THE FOLLOWING BACK FROM THE CLERK:

- Your Set of Copies
- Your Spouse's Set of Copies

IMPORTANT: If you are a Pro Per Litigant and want to receive your paperwork from the Court electronically (via e-mail), fill out the “Pro Per Litigant(s) Electronic Distribution” form.