

# PROCEDURES: FILING THE MOTION AND COURT PAPERS FOR PRE-DECREE TEMPORARY ORDERS

Here are the steps to ask the court for **TEMPORARY** orders while you wait for a final court order for divorce, legal separation or annulment, and/or for legal decision making, child support, and/or parenting time. This process has several steps. After you complete filling in the court papers, follow, each step in order as described below:

**STEP 1 MAKE COPIES OF ALL THE PAPERWORK.** Make copies of the documents to assemble the originals and copies into **3 SETS**, as described in the boxes below.

Note that some of the forms listed are **ONLY** required if you are asking for temporary orders regarding minor children, and some are only required if you are asking for orders for spousal maintenance.

## **SET ONE - ORIGINALS FOR CLERK OF COURT**

- "Motion for Temporary Orders"
- "Affidavit of Financial Information" (completed)
- "Parenting Plan"
- "Parents Worksheet for Child Support" (completed)
- "Sensitive Data Sheet"

## **SET TWO - COPIES FOR OTHER PARTY**

- "Motion for Temporary Orders"
- "Affidavit of Financial Information" (completed)
- "Order to Appear on Temporary Orders"
- "Parenting Plan"
- "Parents Worksheet for Child Support" (completed)
- BLANK "Affidavit of Financial Information"
- BLANK "Parents Worksheet for Child Support"

## **SET THREE – COPIES FOR YOU**

- "Motion for Temporary Orders"
- "Affidavit of Financial Information" (completed)
- "Order to Appear on Temporary Orders"
- "Parenting Plan"
- "Parents Worksheet for Child Support" (completed)

**These forms are ONLY required if you are requesting:**

- 1) temporary spousal maintenance/support and/or attorney fees.
- 2) temporary legal decision making/parenting time
- 3) temporary child support

**STEP 2 FILE THE PAPERS AT THE COURT.**

**GO TO THE CLERK OF THE COURT'S FILING COUNTER:** Hand over the originals and two sets of copies to the Clerk at the filing counter **and pay the filing fee**. 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**  
415 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

- 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

**FEES:** There are fees for filing petitions, responses, requests, motions, objections, and various forms with the Court. Cash, VISA/MasterCard debit or credit cards, money order, or personal in-state check made payable to the “Clerk of Superior Court” are acceptable forms of payment.

**If you have already paid a filing fee (or had the fee deferred) in this case, there is no additional fee for filing for temporary orders.**

Go online to <http://www.mohavecourts.az.gov> and click on forms for a list of the current fees.

If you cannot afford the filing fee, you may request a deferral (payment plan) when you file your papers with the Clerk of the Court. **Deferral Applications** are available at no charge.

#### **IMPORTANT NOTE ABOUT YOUR CASE NUMBER**

If either party previously filed the “Petition” for Divorce, Legal Separation, Annulment, Legal Decision Making, Parenting Time, and/or Child Support, and you are now only filing a request for temporary orders, make sure you have written the same case number as stamped on the “Petition” on all your documents. If you are filing the “Petition” now, at the same time as these papers for temporary orders, the Clerk will stamp a new case number in the upper right-hand corner of all the documents.

**Use this number on every paper you file with the court for this case.**

**STEP 3 SCHEDULING OF HEARING.** The Judge will schedule the hearing and you will be notified by mail the date, time and location of the hearing. This information will be listed on your “Order to Appear.” **Do not bring children to court.**

**STEP 4 SERVE THE PAPERS ON THE OTHER PARTY.**  
If one of the petitions listed above “STEP 1” has already been filed and served by one of the parties, you may send these documents by mail or other method though you may want to consider using a method that provides proof of delivery. If you are filing these temporary orders papers together with the petition, then the papers may be “served” along with the Petition and may be delivered by the Sheriff’s Department, a licensed private process server, commercial delivery service or mail by which you can obtain an original or copy of the other party’s signature confirming delivery or by “**Acceptance of Service**”.

**STEP 5 AT THE HEARING.**  
Be on time. Dress neatly. Be prepared to tell the Judge about the case, and why the temporary order is necessary. Bring all paperwork with you that you think the Judge should look at, such as reports about the children and financial records.

Bring your set of copies with you to the hearing.