

PROCEDURES: HOW TO FILE A RESPONSE TO A PETITION ABOUT CUSTODY, PARENTING TIME, and CHILD SUPPORT

1. **COMPLETE THE FOLLOWING DOCUMENTS:**

- ***Sensitive Data Sheet*** (Do NOT copy. Do NOT send to other party.)
- ***Response*** (Make 2 copies)

2. **TAKE THE PAPERS TO THE CLERK OF THE SUPERIOR COURT FILING**

COUNTER: You may file your papers 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

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 checks made payable to the "Clerk of the Superior Court" are acceptable forms of payment. Go online to www.mohavecourts.az.gov for a list of current fees.

If this is the first time one of the parties or his or her attorney has "appeared", that is, filed papers in this case, a substantial "**appearance fee**" (also known as a "response" or "answer" fee) *will be due from that party* at the time of filing.

3. **FILE RESPONSE AND PAY THE FILING FEE:** (also known as "response" or "answer" fee)

- File the "***Sensitive Data Sheet***", the original and both copies of your "***Response***" with the Clerk of the Court, and pay your filing fees.
- The Clerk will keep the originals, stamp and return the copies to you.
- Make sure you receive both (2) copies back from the Clerk and they have been stamped.

4. **MAIL A COPY TO THE OTHER PARTY:** Mail or hand-deliver one copy to the other party.

- If an attorney represents the other party, mail or hand-deliver the copy to the attorney.
- **If DES is already involved** in child support matters regarding any of the children in this case, **send a copy to DES as well as to:**

Attorney General, Child Support Enforcement
519 E. Beale Street, Suite # 120
Kingman, AZ 86401

5. **KEEP THE LAST COPY FOR YOUR RECORDS:**

6. **WHAT TO DO WITH THE OTHER DOCUMENTS:**

- ***Parents Worksheet for Child Support***

- ***Alternative Dispute Resolution (ADR) Statement to the Court***

You may either complete the Parents Worksheet now, file the original and two copies along with your other court papers and provide Clerk-stamped copies to the other party, **OR** complete it before the final court hearing date and bring it to the hearing.

- Refer to the separate instructions and the **Arizona Child Support Guidelines** to complete the **Parents Worksheet**, **or** you may substitute a printout of the worksheet produced by the Superior Court's **online** Child Support Calculator at <https://superiorcourt.maricopa.gov/llrc/child-support-calculator/>
- Read and follow the instructions on the document titled "When and How to Use the **Alternative Dispute Resolution (ADR) Statement to the Court.**"

7. **WHAT WILL HAPPEN NEXT?**

You will receive notification by mail of what will happen next in your case. both you and the other party will need to have attended the mandatory Parent Information Class prior to any final hearing in your case, and you may also be required to attend a Mediation Conference where you and the other party meet with a mediator to attempt to come to an agreement to resolve the issues in your case.