

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

1. Complete the following documents:

- Family Court Sensitive Data (copy for yourself if desired)
- Family Court Electronic Distribution Opt Out Or Consent
- Response
- Parenting Plan

2. Complete Parent's Worksheet for Child Support online (print 1 copy of completed form)

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/>

3. Make 2 copies of the completed originals:

- Response
- Parent's Worksheet for Child Support
- Parenting Plan
- Family Court Electronic Sensitive Distribution Opt Out or Consent

4. Separate your completed documents into three (3) sets; (4) sets if the State of Arizona is a party in your case):

<p>Set 1 – <u>Originals</u> for Clerk of Superior Court:</p> <ul style="list-style-type: none"> • Family Court Sensitive Data • Family Court Electronic Distribution Opt Out or Consent • Response • Parenting Plan • Parent's Worksheet for Child Support 	<p>Set 2 -- <u>Copies</u> for other party:</p> <ul style="list-style-type: none"> • Family Court Electronic Distribution Opt Out or Consent • Response • Parent's Worksheet for Child Support • Parenting Plan • blank copy of ADR Statement to the Court w/procedures
<p>Set 3 – <u>Copies</u> for you:</p> <ul style="list-style-type: none"> • Family Court Electronic Distribution Opt Out or Consent • Response • Parent's Worksheet for Child Support • Parenting Plan • blank copy of ADR Statement to the Court w/procedures 	<p>Set 4 – To serve on the State if DES or DCSE is involved:</p> <ul style="list-style-type: none"> • Family Court Electronic Distribution Opt Out or Consent • Response • Parent's Worksheet for Child Support • Parenting Plan

5. TAKE THE PAPERS TO THE CLERK OF THE SUPERIOR COURT FILING

COUNTER: eFiling is available at <https://efile.azcourts.gov/>. 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/AMEX 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.com for a list of current fees. eFiling is available at <https://efile.azcourts.gov/>.

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.

6. **FILE RESPONSE AND PAY THE FILING FEE:** (also known as "response" or "answer" fee)
 - File the original and copies of your **Response** and other documents 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. (If you do not have copies, the court charges \$.50 per page for copies.)
7. **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
2400 Airway Ave, Ste A
Kingman, AZ 86409
928-753-5070
8. **KEEP THE LAST COPY FOR YOUR RECORDS:**
9. **WHAT TO DO WITH THE *Alternative Dispute Resolution (ADR) Statement to the Court:***
 - Read and follow the instructions on the "***Alternative Dispute Resolution Statement to the Court.***"
10. **WHAT WILL HAPPEN NEXT?**

You will receive notification by mail or email of what will happen next in your case. Both you and the other party will need to have attended the mandatory Parent Education/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.