

PROCEDURES: MOTION FOR TEMPORARY ORDERS WITHOUT NOTICE

- You must not file a **“Motion for Temporary Order Without Notice”** solely to get an earlier court hearing, or to harass the other party or the court, or to cause unnecessary delay of court proceedings.
- If the Judge finds that you filed this **“Motion”** without a very good legal reason, the Judge may find you in contempt of court, order payment of money to the court or to the other party for costs or damages resulting from the wrongful filing of this **“Motion,”** or other consequences.
- If you have filed a **“Motion for Temporary Order Without Notice”** at one Superior Court location, and a Judge or Commissioner has denied your request, you may not use these forms to file another **“Motion for Temporary Order Without Notice”** at one of the other Superior Court locations. If you have questions, you should see a lawyer for help.

STEPS TO REQUEST TEMPORARY ORDERS WITHOUT NOTICE:

- STEP 1:** You must file papers for temporary orders with notice before the court can consider a request for temporary orders without notice.
- STEP 2:** Before you can file papers for temporary orders with notice, one of the parties (either one) must file papers for divorce, legal separation or annulment, or to establish legal decision making (or legal decision making along with paternity, visitation, and/or support.
- STEP 3:** Complete the **“Motion for Temporary Orders Without Notice.”**
- STEP 4:** **MAKE COPIES OF ALL THE PAPERWORK:** Make 2 copies of **“Motion”** and **“Order”** forms. Assemble the copies so that you have 3 SETS of PAPERS: One set of originals and 2 sets of the copies.
- STEP 5:** **FILE THE PAPERS AT THE COURT:** Take the original and 2 sets of copies to the Clerk of the Court filing counter. 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
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

- 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

STEP 6 **WHAT THE JUDGE WILL DO:** The Judge will look over the ***“Motion for Temporary Order Without Notice.”*** The Judge may sign the ***“Temporary Order Without Notice,”*** deny your motion, OR schedule a court hearing.

STEP 7 **SERVE THE PAPERS ON THE OTHER PARTY:**
If the Judge issues the ***“Temporary Order Without Notice”*** and/or schedules a hearing, you must provide the other party with a full set of the court papers.

STEP 8 **AT THE HEARING:**
If the Judge schedules a hearing, you will be notified the date, time and place of the court hearing. Be prepared to present your evidence about why the Judge should sign your ***“Order.”*** Be on time. Dress neatly. Bring your set of copies with you to the hearing.

DO NOT BRING CHILDREN TO COURT.