

## PROCEDURES:

### WHAT TO DO AFTER COMPLETING ALL FORMS TO ESTABLISH LEGAL DECISION MAKING, PARENTING TIME AND CHILD SUPPORT

(WHEN PATERNITY HAS ALREADY BEEN ESTABLISHED)

**STEP 1:** Complete the ***“Family Court Cover Sheet”*** and the ***“Sensitive Data Sheet.”***  
(Do not copy these 2 documents)

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

- *“Summons”*
- *“Petition to Establish Legal Decision Making, Parenting Time and Child Support”*
- *“Order and Notice for the Parent Information Program”*

**STEP 2:** Separate your documents into three (3) sets: (4 if DES or DCSS is involved)

<b>SET 1 – ORIGINALS FOR CLERK OF COURT:</b> <ul style="list-style-type: none"><li>• <i>“Family Court Cover Sheet”</i></li><li>• <i>“Sensitive Data Sheet”</i></li><li>• <i>“Summons”</i></li><li>• <i>“Petition to Establish Legal Decision Making, Parenting Time and Child Support”</i></li><li>• <i>“Order and Notice for Parent Information Program”</i></li></ul>	<b>SET 2 – COPIES FOR OTHER PARTY:</b> <ul style="list-style-type: none"><li>• <i>“Summons”</i></li><li>• <i>“Petition to Establish Legal Decision Making Parenting Time and Child Support”</i></li><li>• <i>“Order and Notice for Parent Information Program”</i></li></ul>
<b>SET 3 – COPIES FOR YOU:</b> <ul style="list-style-type: none"><li>• <i>“Summons”</i></li><li>• <i>“Petition to Establish Legal Decision Making, Parenting Time and Child Support”</i></li><li>• <i>“Order and Notice for Parent Information Program”</i></li></ul>	
<b>SET 4 – TO SERVE ON THE STATE IF DES OR DCSS IS INVOLVED:</b> <ul style="list-style-type: none"><li>• <i>“Petition to Establish Legal Decision Making, Parenting Time and Child Support”</i> (copy)</li><li>• <i>“Acceptance of Service”</i> (original) (See Step 4 on next page for more information about serving the State)</li></ul>	

**STEP 3:** **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 in person at the offices listed below:**

**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 checks made payable to the "Clerk of Superior Court" are acceptable forms of payment. Go online at [www.mohavecourts.az.gov](http://www.mohavecourts.az.gov) for a list of current fees.

**PAPERS:** Hand all three (3) sets of your court papers to the Clerk along with the correct filing fee.

**MAKE SURE YOU GET THE FOLLOWING BACK FROM THE CLERK:**

- Your Set of **Copies**
- The Other Party's Set of **Copies**

**STEP 4:** **SERVE THE PAPERS ON THE OTHER PARTY.** Read the packet "**Service of Court Papers**" found at the Clerk of Superior Court filing counter. This will explain how to serve the other party. Remember to file your Affidavit of Service, Waiver or Acceptance of Service as soon as the Respondent is served.

The State of Arizona may be involved if any party received public assistance for the children or used the services of the State in establishing or collecting child support. If either party already has a case with the State (DCSS or DES) involving the same children as in this case, notice of this action must also be given to the Attorney General's Office.

**SERVING PAPERS ON THE STATE:** (if required). The Office of the Attorney General (the "AG") will accept service by signing an "**Acceptance of Service**" form and returning the form for you to file with the Court. There are no court fees for serving the State with an Acceptance, as described below:

- (a) You may mail or personally deliver to the Office of the "AG" assigned to your case:
- a copy of the "**Petition to Establish Legal Decision Making, Parenting Time and Child Support**"
  - original "**Acceptance of Service**" and
  - a self-addressed, stamped envelope (addressed back to you).

The AG's Office is located:

519 E. Beale, # 120, Kingman, AZ 86401,  
Site Code 414C-4  
(928) 753-5070

- (b) The State is not considered served until the AG's signed Acceptance of Service is filed with the Court.

**NOTE:** A party who is served with the papers in Arizona, whether a person or the State of Arizona (the AG / DCSS), has 20 days from the date of service to file a request for a hearing. A party who is served with the papers outside Arizona has 30 days from the date of service to file a request for hearing.

**STEP 5:** **WAIT.** Depending on HOW and WHERE you served the papers on the other party (in-state, out of state, by publication, etc), he or she has a certain number of days to file a RESPONSE to tell the court that he or she disagrees with your facts, or objects to the Orders you want the court to make. You should receive a copy of the Response and a notice about when and where you must appear for any court procedure or hearing.

**IF NO RESPONSE** is filed, you must file papers to tell the court the other party DEFAULTED – that is, the other party agrees with your request – or at least did not file papers to disagree, so the court should move forward. Go to [www.mohavecourts.az.gov](http://www.mohavecourts.az.gov), Superior Court Forms, Divorce, The Petition, Step 3 - **Default Divorce** and follow the timetable and procedures there to apply for your default court order.