

## **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 Sensitive Data”*** form (you may want a copy for yourself)

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

- *“Family Court Electronic Distribution Opt Out or Consent”*
- *“Summons”*
- *“Preliminary Injunction”*
- *“Petition to Establish Legal Decision Making, Parenting Time and Child Support”*
- *“Order and Notice to Attend Parent Education Class”*
- *“Parenting Plan for Joint / Sole Legal Decision Making”*
- *“Notice Regarding Child Support”*

**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 Sensitive Data”</i></li><li>• <i>“Family Court Electronic Distribution Opt Out or Consent”</i></li><li>• <i>“Summons”</i></li><li>• <i>“Preliminary Injunction”</i></li><li>• <i>“Petition to Establish Legal Decision Making, Parenting Time and Child Support”</i></li><li>• <i>“Order and Notice to Attend Parent Education Class”</i></li><li>• <i>“Parenting Plan for Joint / Sole Legal Decision Making”</i></li><li>• <i>“Notice Regarding Child Support Forms”</i></li></ul>	<b>SET 2 – COPIES FOR OTHER PARTY:</b> <ul style="list-style-type: none"><li>• <i>“Family Court Electronic Distribution Opt Out or Consent”</i></li><li>• <i>“Summons”</i></li><li>• <i>“Preliminary Injunction”</i></li><li>• <i>“Petition to Establish Legal Decision Making, Parenting Time and Child Support”</i></li><li>• <i>“Order and Notice to Attend Parent Education Class”</i></li><li>• <i>“Parenting Plan for Joint / Sole Legal Decision Making”</i></li><li>• <i>“Notice Regarding Child Support Forms”</i></li></ul>
<b>SET 3 – COPIES FOR YOU:</b> <ul style="list-style-type: none"><li>• <i>“Family Court Sensitive Data”</i></li><li>• <i>“Family Court Electronic Distribution Opt Out or Consent”</i></li><li>• <i>“Summons”</i></li><li>• <i>“Preliminary Injunction”</i></li><li>• <i>“Petition to Establish Legal Decision Making, Parenting Time and Child Support”</i></li><li>• <i>“Order and Notice to Attend Parent Education Class”</i></li><li>• <i>“Parenting Plan for Joint / Sole Legal Decision Making”</i></li><li>• <i>“Notice Regarding Child Support Forms”</i></li><li>• </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></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 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. eFiling is available at <https://efile.azcourts.gov/>.

**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/AMEX debit or credit cards, money order, or personal checks made payable to the “Clerk of Superior Court” are acceptable forms of payment. Go online at [www.mohavecourts.com](http://www.mohavecourts.com) for a list of current fees.

**PAPERS:** Hand all 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(s) of **Copies**

**STEP 4: SERVE THE PAPERS ON THE OTHER PARTY.** Read the packet “***Service of Court Papers***” found on the court’s website [www.mohavecourts.com](http://www.mohavecourts.com) or available for purchase in the Law Library. 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:

2400 Airway Ave, Suite A  
Kingman, AZ 86409  
Phone: (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 response. A party who is served with the papers outside Arizona has 30 days from the date of service to file their response.

**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 from the Respondent, and an order for mediation from the court shortly after the Response is filed. Mediation will then contact you with a date for a mandatory mediation conference.

**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.com](http://www.mohavecourts.com), Paternity & Legal Decision Making - Forms and Form Kits, Establishing Custody (if Paternity is Established) Step 3b- **Default Hearing** and follow the timetable and procedures there to apply for your default court order.