

INSTRUCTIONS: HOW TO FILE PAPERS WITH THE COURT FOR DISSOLUTION OF A NON-COVENANT MARRIAGE (DIVORCE) WITH MINOR CHILDREN

STEP 1: Make **2** copies of the following documents after you have filled them out:

- *“Family Court Cover Sheet” / “Sensitive Data Sheet”*
- *“Summons”*
- *“Preliminary Injunction”*
- *“Petition for Dissolution of Marriage (Divorce) With Children*
- *“Notice Regarding Creditors”*
- *“Notice of Right to Convert Health Insurance”*
- *“Support Form 50”*
- *“Order and Notice for the Parent Information Program”*
- *“Affidavit Regarding Minor Children”*

STEP 2: SEPARATE YOUR DOCUMENTS INTO THREE (3) SETS:

<p>SET 1 - ORIGINALS FOR CLERK OF COURT:</p> <ul style="list-style-type: none"> • <i>“Family Court Cover Sheet” / “Sensitive Data Sheet”</i> • <i>“Summons”</i> • <i>“Preliminary Injunction”</i> • <i>“Petition for Dissolution of Marriage (Divorce) With Children”</i> • <i>“Notice Regarding Creditors”</i> • <i>“Notice of Right to Convert Health Insurance”</i> • <i>“Support Form 50”</i> • <i>“Order and Notice for Parent Information Program”</i> • <i>“Affidavit Regarding Minor Children”</i> 	<p>SET 2 - COPIES FOR SPOUSE:</p> <ul style="list-style-type: none"> • <i>“Family Court Cover Sheet” / “Sensitive Data Sheet”</i> • <i>“Summons”</i> • <i>“Preliminary Injunction”</i> • <i>“Petition for Dissolution of Marriage (Divorce) With Children”</i> • <i>“Notice Regarding Creditors”</i> • <i>“Notice of Right to Convert Health Insurance”</i> • <i>“Support Form 50”</i> • <i>“Order and Notice for Parent Information Program”</i> • <i>“Affidavit Regarding Minor Children”</i>
<p>SET 3 – COPIES FOR YOU:</p> <ul style="list-style-type: none"> • <i>“Family Court Cover Sheet” / “Sensitive Data Sheet”</i> • <i>“Summons”</i> • <i>“Preliminary Injunction”</i> • <i>“Petition for Dissolution of Marriage (Divorce) With Children”</i> • <i>“Notice Regarding Creditors”</i> • <i>“Notice of Right to Convert Health Insurance”</i> • <i>“Support Form 50”</i> • <i>“Order and Notice for Parent Information Program”</i> • <i>“Affidavit Regarding Minor Children”</i> 	

STEP 3: FILE THE PAPERS AT THE COURT:

GO TO: GO TO THE COURT TO FILE YOUR PAPERS:
You should go to the court at least two hours before it closes. You may file your court papers at 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 is a filing fee and service fees for all Petitions.

PAPERS: Hand all three (3) sets of your court papers to the Clerk along with cash, check or a Money Order to pay the filing fee.

MAKE SURE YOU GET THE FOLLOWING BACK FROM THE CLERK:

- Your Set of Copies
- Your Spouse's Set of Copies

IMPORTANT: If you are a Pro Per Litigant and want to receive your paperwork from the Court electronically (via e-mail), fill out the "Pro Per Litigant(s) Electronic Distribution" form.