

# 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:

- “Sensitive Data Sheet”
- “Summons”
- “Preliminary Injunction”
- “Petition for Dissolution of Non-Covenant Marriage (Divorce) With Minor Children”
- “Parenting Plan for Joint Legal Decision-Making or Sole Legal Decision Making”
- “Notice Regarding Child Support Forms”
- “Parent’s Worksheet for Child Support”
- “Notice Regarding Creditors”
- “Notice of Right to Convert Health Insurance”
- “Notice of Requirement to Attend Co-Parenting Class and Order”
- “Affidavit Regarding Minor Children”
- “Consent to Restoration of Former Name”
- \* “Pro Per Litigant(s) Electronic Distribution” (if you are representing yourself)

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

<p><b>SET 1 - ORIGINALS FOR CLERK OF COURT:</b></p> <ul style="list-style-type: none"> <li>• “Sensitive Data Sheet”</li> <li>• “Summons”</li> <li>• “Preliminary Injunction”</li> <li>• “Petition for Dissolution of Non-Covenant Marriage (Divorce) With Children”</li> <li>• “Parenting Plan for Joint Legal Decision-Making or Sole Legal Decision Making”</li> <li>• “Notice Regarding Child Support Forms”</li> <li>• “Parent’s Worksheet for Child Support”</li> <li>• “Notice Regarding Creditors”</li> <li>• “Notice of Right to Convert Health Insurance”</li> <li>• “Notice of Requirement to Attend Co-Parenting Class and Order”</li> <li>• “Affidavit Regarding Minor Children”</li> <li>• “Consent to Restoration of Former Name”</li> <li>• “Pro-Per Litigant Electronic Distribution Form”</li> </ul>	<p><b>SET 2 - COPIES FOR SPOUSE:</b></p> <ul style="list-style-type: none"> <li>• “Summons”</li> <li>• “Preliminary Injunction”</li> <li>• “Petition for Dissolution of Non-Covenant Marriage (Divorce) With Children”</li> <li>• “Parenting Plan for Joint Legal Decision-Making or Sole Legal Decision Making”</li> <li>• “Notice Regarding Child Support Forms”</li> <li>• “Parent’s Worksheet for Child Support”</li> <li>• “Notice Regarding Creditors”</li> <li>• “Notice of Right to Convert Health Insurance”</li> <li>• “Notice of Requirement to Attend Co-Parenting Class and Order”</li> <li>• “Affidavit Regarding Minor Children”</li> <li>• “Consent to Restoration of Former Name”</li> </ul>
<p><b>SET 3 – COPIES FOR YOU:</b></p> <ul style="list-style-type: none"> <li>• “Sensitive Data Sheet”</li> <li>• “Summons”</li> <li>• “Preliminary Injunction”</li> <li>• “Petition for Dissolution of Non-Covenant Marriage (Divorce) With Minor Children”</li> <li>• “Parenting Plan for Joint Legal Decision-Making or Sole Legal Decision Making”</li> <li>• “Notice Regarding Child Support Forms”</li> <li>• “Parent’s Worksheet for Child Support”</li> <li>• “Notice Regarding Creditors”</li> <li>• “Notice of Right to Convert Health Insurance”</li> <li>• “Notice of Requirement to Attend Co-Parenting Class and Order”</li> <li>• “Affidavit Regarding Minor Children”</li> <li>• “Consent to Restoration of Former Name”</li> <li>• “Pro-Per Litigant Electronic Distribution Form”</li> </ul>	

**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

**E-FILING: OR YOU MAY FILE ELECTRONICALLY HERE:** <https://efile.azcourts.gov/>

**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.