

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”
- “Family Court Electronic Distribution Opt-Out or Consent”

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

<p>SET 1 - ORIGINALS FOR CLERK OF COURT:</p> <ul style="list-style-type: none"> • “Sensitive Data Sheet” • “Summons” • “Preliminary Injunction” • “Petition for Dissolution of Non-Covenant Marriage (Divorce) With 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” • “Family Court Electronic Distribution Opt-Out or Consent” 	<p>SET 2 - COPIES FOR SPOUSE:</p> <ul style="list-style-type: none"> • “Summons” • “Preliminary Injunction” • “Petition for Dissolution of Non-Covenant Marriage (Divorce) With 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”
<p>SET 3 – COPIES FOR YOU:</p> <ul style="list-style-type: none"> • “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” • “Family Court Electronic Distribution Opt-Out or Consent” 	

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