

## PROCEDURES: WHAT TO DO AFTER COMPLETING THE PETITION TO ENFORCE A COURT ORDER FOR PARENTING TIME (or VISITATION FOR NON-PARENT)

### STEP 1. MAKE 2 COPIES (or 3, if needed) of the “*Petition to Enforce*”

- The original will be filed with the Clerk of the Court.
- Copy 1 is for the Other Parent.
- Copy 2 is for you to keep for your records.
- Copy 3 is needed only if there is a 3<sup>rd</sup> Party such as a grandparent or other person who has intervened (filed papers and becomes a party to the case), and you, the Intervener, are filing this Petition. If this is the case, you will need Copy 3 in order to serve a copy on BOTH parents.

### STEP 2. FILE THE PAPERS AT THE COURT:

**GO TO THE CLERK OF THE COURT’S FILING COUNTER:** Hand over the originals and all three sets of copies to the Clerk at the filing counter **and pay the filing fee**. 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 from 8am to 5pm, Monday through Friday, 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 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 check made payable to the “Clerk of Superior Court” are acceptable forms of payment.

Go online to <http://mohavecourts.az.gov> and click on forms for a list of the current fees.

If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, you may request a deferral (payment plan) when you file your papers with the Clerk of the Court. **Deferral applications** are available at no charge.

### STEP 3. SERVE THE PAPERS ON THE OTHER PARTY.

Delivery may be by licensed process server, law enforcement officer, or by return receipt mail or commercial delivery service (such as FedEx, DHL, or UPS) where you can obtain a copy of the other party’s signature of receipt to file with the Court. You may only hand-deliver or otherwise send without proof of delivery if the other person will sign an **Acceptance of Service**, in front of a Notary Public or a Clerk of the Superior Court, and will return that form for you to file with the Court.” These forms can be found online at [www.mohavecourts.az.gov](http://www.mohavecourts.az.gov) or at our Law Library, Mohave County Superior Court, 401 E. Spring Street, Kingman, AZ 86401.

**STEP 4. HEARING.** The Judge will schedule the hearing and you will be notified by mail the date, time and location of the hearing. This information will be listed on your “**Order to Appear.**” Be on time. Do not bring children to court.

**PARENT FILING – Make enough copies of the Order to Appear to:**

- Serve Copy of the **Petition** and a copy of the **Order to Appear** on the other parent.
- Keep copy of the **Petition** and a copy of the **Order to Appear** for you records.
- Serve copy of the **Petition** and a copy of the **Order to Appear** on BOTH parents – if you are a grandparent or other 3<sup>rd</sup> Party Intervener.