

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 3rd Party such as a grandparent or another non-parent 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 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, credit/debit 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 Fee Schedule for a list of the current fees.

STEP 3. SERVE THE PAPERS ON THE OTHER PARTY. Service 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 or at our Law Library, Mohave County Superior Court, 415 E. Spring Street, Kingman, AZ 86401.

STEP 4. HEARING. The Judge will schedule the hearing and you will be notified of 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 your records.
- Serve copy of the **Petition** and a copy of the **Order to Appear** on BOTH parents – if you are a grandparent or another 3rd Party/Non-parent Intervener