

**REGISTER A FOREIGN
FAMILY
COURT ORDER**

1

**FOR
Legal Decision Making (Legal Custody), Parenting Time
(Visitation), or Non-parent Visitation**

**Part 1: Completing and Filing the Court Papers
(Forms and Instructions)**

**TO REGISTER A FOREIGN (Out-of-State) COURT ORDER for
LEGAL DECISION-MAKING,
PARENTING TIME, or NON-PARENT VISITATION**

A.R.S. § 25-1055 (UCCJEA)

CHECKLIST

You may use this packet if . . .

- ✓ You have a court order from another state regarding legal decision-making, parenting time, or non-parent visitation of minor children, **AND**
- ✓ You want to **register** the order so that you may **now or later** ask the Arizona court to enforce or modify the order.

DO NOT use this packet if . . .

- ✓ You want to ask an Arizona court to enforce or modify the out-of-state order. Separate forms are required if you want to ask an Arizona court to enforce or modify the order.
- ✓ You want to register an out-of-state child support or spousal maintenance (alimony) court order.

IMPORTANT:

1. Filing this application today with the Court does not necessarily mean the Court has jurisdiction to modify or enforce this out-of-state order.
2. For an Arizona Court to have power to modify (change) another state's court order, the minor child must have lived with a parent or a person acting as a parent in Arizona for at least six consecutive months prior to the filing of the Petition to Modify **AND** either:
 - All parties must have moved from the state where the order was issued, **OR**
 - The court where the order was issued determines that it no longer has jurisdiction to modify the order or that Arizona would be a more convenient forum.
3. The forms in this packet only apply to registering legal decision-making, parenting time, or non-parent visitation orders from another state.

READ ME: Consulting a lawyer before filing documents
with the court may help prevent unexpected results.

REGISTER A FOREIGN (Out-of-State) COURT ORDER for CUSTODY, LEGAL DECISION-MAKING, PARENTING TIME or NON-PARENT VISITATION

PART 1 – COMPLETING AND FILING THE COURT PAPERS

(Instructions and Forms)

This packet contains court-approved forms with instructions to register a foreign (out-of-state) court order for legal decision-making, parenting time, or non-parent visitation. Items listed in **BOLD** are forms that you will need to fill out and file with the Court. Do **NOT** copy or file non-bold items.

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**Use only if you need to list more than 3 minors on the Affidavit Regarding Minor Children.*

These forms shall not be used to engage in the unauthorized practice of law. The Court assumes no responsibility and accepts no liability for actions taken by users of these documents, including reliance on their contents. The documents are under continual revision and are current only for the day they were received. It is strongly recommended that you verify, on a regular basis that you have the most current documents.

INSTRUCTIONS: HOW TO FILL OUT THE FORMS TO REGISTER A FOREIGN (Out-of-State) COURT ORDER for LEGAL DECISION-MAKING (Legal Custody), PARENTING TIME, or NON-PARENT VISITATION

PLEASE NOTE:

- Filing this application today with the Court does not necessarily mean the Court has jurisdiction to modify (change) or enforce this out-of-state court order.
- The papers in this packet only serve to *request registration* of the other state's order in Arizona.
- Registration is effective when filed. (**A.R.S. § 25-1055**)
- Separate forms are required to request the order be enforced or modified, and are available from the .
- Arizona may not modify (change) the order unless it has legal authority ("jurisdiction") to do so.
- Arizona will not have jurisdiction unless the issuing court has lost jurisdiction because no child, parent, or person acting as parent reside in the issuing state (**A.R.S. § 25-1033**), or other basis of jurisdiction under **A.R.S. §§ 25-1031-1034** applies.

All Forms: TYPE OR PRINT IN BLACK INK

FAMILY DEPARTMENT/ SENSITIVE DATA COVERSHEET

- Write in the information requested about the Petitioner and Respondent, (as listed in other state's case), and any children still under the age of 18 who are subjects of the order.
- **DO NOT INCLUDE MAILING ADDRESS ON THIS FORM (OR OTHERS) IF REQUESTING ADDRESS PROTECTION.**
- **Case Type:** Mark the box [x] for "**Register Foreign Custody Order**".
- **Interpreter:** Check "yes" or "no" to indicate whether an interpreter will be needed for any party. If "yes", write in for what language(s).
- No additional copies of this document are needed.

NOTICE: If specific address or identifying information would endanger a party or child and the information is not already known to other parties, write "Protected" in the space for that information. Then, complete the "Request for Protected Address" form available from any location or the website. You may file the "protected address" form with your "Register Foreign Order" format the Clerk of Court filing counter.

REQUEST TO REGISTER FOREIGN (Other State's) COURT ORDER

This form serves as a cover or transmittal letter to state your request to the Court and to accompany the documents required to register the foreign order in Arizona.

- Fill in the information requested at top left about the person filing the request to register the other state's order in Arizona.
- Do not fill in the box that says "For Court Use Only". The Clerk at the Filing Counter will stamp a new case number in that space when the papers are filed.
 - Please read and be aware of the content of the statements that appear below the information about the order.
 - **Enclosures:** Read and check the appropriate boxes to indicate you are including the documents that apply to your situation.
 - Sign and date the letter.

AFFIDAVIT TO REGISTER FOREIGN ORDER

(Regarding Legal Decision-Making, Parenting Time, or Non-Parent Visitation)

- Fill in the information requested at top left about the person filing the request to register the other state's order in Arizona.
- Do not fill in the box that says "For Court Use Only". The Clerk at the Filing Counter will stamp a new, local case number in that space when the papers are filed.
- Write in the name of the Petitioner and Respondent as listed on the Order you are seeking to register in Arizona.
- Check one or more boxes to indicate the purpose for registering the other state's order in Arizona.

1. INFORMATION ABOUT THE FOREIGN (Other State's) ORDER TO BE REGISTERED IN ARIZONA.

A. Fill in the information requested about the foreign (non-Arizona) order to be registered.

- Check the box to indicate your understanding and belief that this is the most recent and valid order and that it has not been modified.

B. "Have all parties named in the other state's order moved out of the issuing state?"

- Answer "**Yes**" if the parties named in the order no longer live in the state that issued the order.
- Answer "**No**" if any party named in the out-of-state order still lives in the issuing state.

2. INFORMATION ABOUT THE PARTIES.

Supply the information requested about the adult parties named in the other state's order. If specific address or identifying information would endanger a party or child and the information is not already known to other parties, write "Protected" in the space for that information. You will need to supply the information to the Court on the "**Request for Protected Address**" form available from the Law Library or the website.

3. INFORMATION ABOUT MINOR CHILDREN IN THE OUT-OF-STATE CASE.

Write the information in the boxes about each child named in the other state's order.

4. ADDITIONAL CASE INFORMATION.

List any states (not including the issuing state) where the order has previously been registered.

Note that you will need to supply additional information about the children who are still under the age of 18 on the separate "**Affidavit Regarding Minor Children to Register Foreign Order**", the next document in the "Forms" packet.

Sign the form in the presence of a Clerk of the Court or a Notary Public. By signing this document you are stating to the court under oath or by affirmation, that the information you have provided is true and correct. Note that intentionally providing false information could subject you to prosecution for the crime of perjury.

AFFIDAVIT REGARDING MINOR CHILDREN TO REGISTER FOREIGN ORDER

- Fill in the information requested at top left about the person filing the request to register the other state's order in Arizona.
- Do not fill in the box that says "For Court Use Only". The Clerk at the Filing Counter will stamp a new, local case number in that space when the papers are filed.
- Write in the name of the Petitioner and Respondent as listed on the other state's order.

1. FIVE YEAR RESIDENTIAL HISTORY FOR EACH MINOR.

- Space is provided on this form to list three (3) minor children and their residential history for the past five (5) years, or since birth for any younger than five.
- **IF THERE ARE MORE THAN THREE (3):** Check the box at the bottom of page 2 to indicate additional minor children (and their residential histories) are listed on an "**Additional Children**" document included with, and which should be considered part of this Affidavit. Your oath or affirmation on this Affidavit that the information provided is true and correct to the best of your knowledge and belief applies to the extra page(s) as well.
- You are also required to list the current address of any adult with whom any child named in the order lived over the past five years **unless**:
 1. that information is not already known to other parties, **AND**
 2. that information would endanger those persons or someone else if made public or included with documents to be served on (delivered to) other parties in the case.

If **BOTH** 1 and 2 above apply, write "Protected" in the space provided for the address and supply that information on the **Request for Protected Address** form available from the or the website.

REGARDING 2, 3, and 4 (below): Space is provided to describe only one other legal or physical custody-related case, one other non-legal or physical custody-related case or proceeding, and one non-party person (or agency) who claims rights regarding one or more children named in the other state's order, **if there is more than one:**

- Check the box at the bottom of each section to indicate you are supplying the same information as required for that section on extra pages, which should be considered part of this Affidavit.
- Give the added pages the same title as the section for which you are supplying the additional information, for example "**Other Cases you participated as a party, a witness . . .**" etc.
- Your oath or affirmation on the Affidavit that the information provided is true and correct applies to the extra page(s) as well.

2. OTHER COURT CASES YOU PARTICIPATED AS A PARTY, A WITNESS OR OTHERWISE IN ANY MATTER THAT ADDRESSED YOUR LEGAL DECISION-MAKING, PARENTING TIME, or NON-PARENT VISITATION involving any minor named in the other state's order (other than the case which resulted in the other state's order).

Check "Yes" or "No" to indicate whether there are other court cases as described above. If "yes", read carefully and provide the information requested.

3. ANY DOMESTIC VIOLENCE, PROTECTIVE ORDER, TERMINATION OF PARENTAL RIGHTS AND ADOPTIONS INVOLVING ANY OF THE PARTIES IN THE CASE YOU ARE SEEKING TO REGISTER. Check "Yes" or "No" to indicate whether there are other any cases or proceedings like the cases listed.

4. ANY OTHER PERSON WHO HAS, PHYSICAL CUSTODY OF OR NON-PARENT VISITATION WITH THE CHILDREN LISTED. Check "Yes" or "No" to indicate whether there are persons other than those listed in the other state's order who claim a right to physical custody or non-parent visitation of any minor named in that order. Use the space provided to list those persons' names and (if not protected) addresses. Briefly explain why each believes he or she has or should have rights concerning any child named in the other state's order. For example you could simply list their relation to the child or children, such as "grandparent", or state that one or more of the children lived with that individual for some period of time.

YOUR SIGNATURE

Sign the form in the presence of a Clerk of the Court or a Notary Public. By signing this document you are stating to the Court under oath or affirmation that the information you have provided is true and correct to the best of your knowledge and belief. Note that intentionally providing false information could subject you to prosecution for the crime of perjury.

NEXT: Go to "**PROCEDURES, What to do After Completing all Forms**" (the last document in this packet) and follow the instructions on how to organize and file your papers.

Person Filing: _____
 Address (if not protected): _____
 City, State, Zip Code: _____
 Telephone: _____
 Email Address: _____
 Lawyer's Bar Number: _____
 Representing: Self Petitioner Respondent

SUPERIOR COURT OF ARIZONA IN MOHAVE COUNTY

Petitioner

Case No. _____

ATLAS No. _____

Respondent

CONFIDENTIAL SENSITIVE DATA FORM (Not a public record)

Social Security & Account Numbers can be omitted on other forms when included on this form. File form with Clerk of Superior Court. (Do NOT serve this document on the other party)

A. Personal Information:

Petitioner

Respondent

Name		
Gender	<input type="checkbox"/> Male or <input type="checkbox"/> Female	<input type="checkbox"/> Male or <input type="checkbox"/> Female
Date of Birth (Month/Day/Year)		
Social Security Number		

WARNING: DO NOT INLCUDE MAILING ADDRESS ON THIS FORM IF REQUESTING ADDRESS PROTECTION

Mailing Address		
City, State, Zip Code		
Contact Phone		
Email Address		
Current Employer Name		
Employer Address		
Employer city, State, zip Code		
Employer telephone Number		
Employer Fax Number		

B. Child(ren) Information:

Child's Name	Gender	Child's Social Security Number	Child's Date of Birth

C. Type of Case being filed – Check only one category.

Interpreter Needed:

**Check only if no other category applies*

Yes No
 If yes, what language?

- | | |
|--|--|
| <input type="checkbox"/> Dissolution (Divorce) | <input type="checkbox"/> Paternity |
| <input type="checkbox"/> Legal Separation | <input type="checkbox"/> *Legal Decision-Making (Custody)/Visitation |
| <input type="checkbox"/> Annulment | <input type="checkbox"/> *Child Support |
| <input type="checkbox"/> Order of Protection | <input type="checkbox"/> Other |

Register Foreign Order

Person Filing: _____

Address (if not protected): _____

City, State, Zip Code: _____

Telephone: _____

Email Address: _____

ATLAS Number: _____

Lawyer's Bar Number: _____

Representing Self, without a Lawyer or Attorney for Petitioner OR Respondent

SUPERIOR COURT OF ARIZONA IN MOHAVE COUNTY

To:

Clerk of the Superior Court in Mohave County

415 E. Spring Street

Kingman, Arizona 86401

**REQUEST to REGISTER a FOREIGN COURT ORDER for LEGAL DECISION- MAKING
(Legal custody), PARENTING TIME (Visitation) or NON-PARENT VISITATION in ARIZONA**

You must check each box in order to use this form.

I want to register an out-of-state court order concerning custody, legal decision-making, parenting time, or non-parent visitation of minor children, as provided for under the Uniform Child Custody Jurisdiction and Enforcement Act, or UCCJEA (A.R.S. §§ 25-1001-1067).

I understand that: (Read carefully and sign below to indicate you understand the following.)

- A registered order may be enforced as if issued by an Arizona Court.
- A registered order may not be changed by Arizona unless it has jurisdiction to do so.
- If one of the parties still lives in the state from which the order was issued and has never moved from that state, Arizona may not have power to change the order.

- Payment of the filing fee for this registration request does not guarantee that Arizona has jurisdiction or will give you what you are asking for even if Arizona does have jurisdiction.
- The other parties to the case will be served notice of my request to register the order in Arizona, and will have the opportunity to request a hearing to disagree as to:
 - whether the state that issued the order had jurisdiction to do so,
 - whether proper notice was given before the order was issued,
 - whether the order to be registered is a valid order (whether it has been vacated, stayed, suspended or modified by a court with proper jurisdiction),
 - whether Arizona can or should assume jurisdiction.

Enclosures: (REQUIRED)

- I have enclosed two copies, including at least one court-stamped, certified copy of the order to be registered, or if multiple orders are involved, of all orders.
 - The enclosed information includes the name and address of the person seeking registration and any parent or person acting as a parent who has been awarded legal decision-making (legal custody), parenting time or non-parent visitation in the out-of-state order sought to be registered pursuant to A.R.S. § 25-1055 (A)(3).
- I also enclosed an **Affidavit to Register a Foreign Order** and an **Affidavit Regarding Minor Children to Register Foreign Order**, containing all other information required under **A.R.S. § 25-1039**.

Respectfully,

(Date)

Signature of Person requesting registration, (or)
by Attorney, on behalf of person named below

Printed Name (of person requesting registration)

Person Filing: _____

Address (if not protected): _____

City, State, Zip Code: _____

Telephone: _____

Email Address: _____

ATLAS Number: _____

Lawyer's Bar Number: _____

Representing Self, without a Lawyer or Attorney for Petitioner OR Respondent

SUPERIOR COURT OF ARIZONA IN MOHAVE COUNTY

	Leave Blank. For Court Use Only.
<hr/> Petitioner (in out-of-state case)	
	Arizona Superior Court Case Number

Respondent (in out-of-state case)

AFFIDAVIT TO REGISTER FOREIGN (OUT OF STATE) CUSTODY, LEGAL DECISION-MAKING, PARENTING TIME, or NON-PARENT VISITATION ORDER in ARIZONA

(A.R.S. § 25-1055) (UCCJEA)

PURPOSE OF REGISTERING THE OTHER STATE'S ORDER IN ARIZONA:

- Registration Only:** I only want to register the order at this time.
- Enforcement:** I want to be able to enforce the order in Arizona.
- Modification:** I want to be able to change the order in Arizona.

(Note: Separate forms are required to request either enforcement or modification.)

UNDER OATH OR AFFIRMATION

1. INFORMATION ABOUT THE OTHER STATE'S ORDER I WANT TO REGISTER IN ARIZONA:

1. A. Case Name: _____	
Title of Order: _____	
Case Number: _____	Date Signed: _____
Name of Court: _____	Name of Judge: _____
State Which Issued the Order: _____	
Information About Adult Parties in the Case (Name and relation to any children involved)	
Petitioner: _____	<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Other
Respondent: _____	<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Other
Other (1) (if any): _____	Relation: _____
Other (2) (if any): _____	Relation: _____

I state to the Court to the best of my knowledge and belief this is the most recent and valid order and has not been modified.

1. B. Have all parties named in the other state's order moved out of the issuing state?

Yes **No**

2. INFORMATION ABOUT THE PARTIES IN THE OUT-OF-STATE CASE:

Note: If specific address or identifying information would endanger a party or child and the information is not already known to other parties, write "Protected" in the space for that information and supply it to the Court on the "Request for Protected Address" form available from the or other form designated by the Clerk of Court.

Petitioner: Full Legal Name: _____
Name as Listed in Other State's Case: (if different) _____
Previous Name or Aliases: _____
Current Address: _____ <div style="text-align: right; margin-top: 5px;">(Street Address, City, State, Zip)</div>
Employer Name: _____
Employer Address: _____

Respondent: Full Legal Name:	_____
Name as Listed in Other State's Case: (if different)	_____
Previous Name or Aliases:	_____
Current Address:	_____ (Street Address, City, State, Zip)
Employer Name:	_____
Employer Address:	_____

OTHER ADULT (or agency): Full Legal Name:	_____
Name as Listed in Other State's Case: (if different)	_____
Previous Name or Aliases:	_____
Relation to this Case:	<input type="checkbox"/> Has legal decision-making authority or is court appointed guardian of minor(s) <input type="checkbox"/> Is caretaker or someone the child(ren) lives with <input type="checkbox"/> Other. Explain: _____
Current Address:	_____ (Street Address, City, State, Zip)
In this case, this Person is:	<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> 3 rd Party

OTHER ADULT (or agency): Full Legal Name:	_____
Name as Listed in Other State's Case: (if different)	_____
Previous Name or Aliases:	_____
Relation to this Case:	<input type="checkbox"/> Has legal decision-making authority or is the court-appointed guardian of minor(s) <input type="checkbox"/> Is caretaker or someone the child(ren) lives with <input type="checkbox"/> Other. Explain: _____
Current Address:	_____ (Street Address, City, State, Zip)
In this case, this Person is:	<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> 3 rd Party

3. INFORMATION ABOUT MINOR CHILD(REN) IN THE OUT-OF-STATE CASE:

(For Place of Birth: enter city (or county) and state (or country, if outside the U.S.).
 (Enter child's sex as "M" for male, "F" for Female.)

	Child's Name	Place of Birth	Current Age	Sex
A.				
B.				
C.				
D.				
E.				

4. ADDITIONAL CASE INFORMATION:

This order is registered in the following states (other than the issuing state and Arizona):

I am enclosing an "Affidavit Regarding Minor Children to Register Foreign Order" containing additional information required by the Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA), A.R.S. § 25-1039.

UNDER OATH OR BY AFFIRMATION

I swear or affirm under penalty of perjury that the contents of this document are true and correct and that the attached order has not been modified to the best of my knowledge and belief

Date

Signature

Printed Name

STATE OF _____

COUNTY OF _____

Subscribed and sworn to or affirmed before me this: _____ by
 (date)

(notary seal)

Deputy Clerk or Notary Public

Person Filing: _____

Address (if not protected): _____

City, State, Zip Code: _____

Telephone: _____

Email Address: _____

ATLAS Number: _____

Lawyer's Bar Number: _____

Representing Self, without a Lawyer or Attorney for Petitioner OR Respondent

SUPERIOR COURT OF ARIZONA IN MOHAVE COUNTY

	Leave Blank. For Court Use Only.
_____ Petitioner (in out-of-state case)	
	Arizona Superior Court Case Number

AFFIDAVIT REGARDING MINOR CHILDREN to REGISTER FOREIGN CUSTODY ORDER under the Uniform Child Custody Jurisdiction Enforcement Act
 (UCCJEA) (A.R.S. § 25-1039)

Respondent (in out-of-state case)

Note: If specific address or identifying information would endanger a party or child and the information is not already known to other parties, write "Protected" in the space for that information and supply it to the court on the "Request for Protected Address" form available from any location or at its website.

UNDER OATH OR AFFIRMATION

- FIVE (5) YEAR RESIDENTIAL HISTORY FOR EACH MINOR**, or since birth, for child younger than five: (Enter Birthdate as **Month/Date/Year**. Enter "**M**" for male, "**F**" for Female.)

A. Child's Name		Place of Birth	Birthdate	Sex
Where Lived for Past 5 Years (City & State)	From / To (Month/Year)	Name of Person Child Lived With AND that Person's Current Address		
	to			
	to			
	to			
	to			

B. Child's Name		Place of Birth	Birthdate	Sex
Where Lived for Past 5 Years (City & State)	From / To (Month/Year)	Name of Person Child Lived With AND that Person's Current Address		
	to			
	to			
	to			
	to			

C. Child's Name		Place of Birth	Birthdate	Sex
Where Lived for Past 5 Years (City & State)	From / To (Month/Year)	Name of Person Child Lived With AND that Person's Current Address		
	to			
	to			

	to	
	to	

Information about additional children continues on included pages made part of this document.

2. Other than the case which issued the order you are seeking to register, have you participated as a party, a witness or otherwise, in any matter that addressed your custody, visitation, or parenting time, with the minor children listed above?

YES NO

(If you have, explain below. IF NO, GO TO #3)

Children involved: _____

Name of Court: _____ Case Number: _____

State which issued Order: _____

Type of Proceeding: Family Law Guardianship Other: _____

Case Status: Dismissed Pending Order Signed (date): _____

Court Decision: _____

Continues on additional pages included and made part of this document.

3. Other than the case which issued the order you are seeking to register, do you know of any matter concerning domestic violence, protective order, termination of parental rights and adoptions involving any of the parties in the case which issued the order you are seeking to register?

YES NO

(If you know of such matters, explain below. IF NO, GO TO #4.)

Children involved: _____

Name of Court/Agency: _____ Case Number: _____

State which issued Order: _____

Type of Proceeding: (Describe briefly) _____

Case Status: Dismissed Pending Order Signed (date): _____

Court Decision or Agency Action (if any) : _____

Continues on additional pages included and made part of this document.

4. Do you know of any person, other than the one named in the order you are seeking to register, who has physical custody of or visitation with the children listed above?

YES NO

(If you know of such person(s), explain below.)

Name of Person Claiming Custody or Visitation: _____

Complete Address: _____

Basis of Claim: (Why this person believes he or she has rights concerning the child(ren))

Children Involved (Names): _____

 Continues on additional pages included and made part of this document.

OATH OR AFFIRMATION

By signing below, I swear or affirm under penalty of perjury that the contents of this document are true and correct to the best of knowledge and belief.

Signature of Person Sending Documents

Date

STATE OF _____

COUNTY OF _____

Subscribed and sworn to or affirmed before me this: _____ by
(date)

_____.

(notary seal)

Deputy Clerk or Notary Public

FIVE YEAR RESIDENTIAL HISTORY – additional children. Attach this sheet to the Affidavit Regarding Minor Children.

D. Child's Name		Place of Birth	Birthdate	Sex
Where Lived for Past 5 Years (City & State)	From / To (Month/Year)	Name of Person Child Lived With AND that Person's Current Address		
	to			
	to			
	to			
	to			

E. Child's Name		Place of Birth	Birthdate	Sex
Where Lived for Past 5 Years (City & State)	From / To (Month/Year)	Name of Person Child Lived With AND that Person's Current Address		
	to			
	to			
	to			
	to			

Information about additional children continues on included pages made part of this document.

PROCEDURES: WHAT TO DO AFTER YOU HAVE COMPLETED ALL FORMS TO REGISTER A FOREIGN COURT ORDER

(For LEGAL DECISION-MAKING (Legal Custody), PARENTING TIME (Visitation),
Or
NON-PARENT VISITATION IN ARIZONA)

AFTER YOU HAVE COMPLETED THE FOLLOWING DOCUMENTS:

- “Family Department Sensitive Data Cover Sheet” (no copies needed)
- “Request to Register” letter
- “Affidavit to Register a Foreign Order”
- “Affidavit Regarding Minor Children to Register Foreign Custody Order”, along with any extra pages used.
- “Five Year Residential History – Additional Children”, (if necessary)

STEP 1. GATHER (Out-of-State) CERTIFIED COPIES OF THE ORDER(S) to be registered.

STEP 2. MAKE 2 COPIES (or more, if more than one other party is involved) **of the following:**

- Request to Register letter
- Affidavit to Register Foreign Custody Order
- Affidavit Regarding Minor Children (along with any extra pages)
- The out-of-state foreign order(s) being registered.

STEP 3. SEPARATE YOUR DOCUMENTS INTO 3 SETS* (or More, if additional parties)

SET 1: FOR CLERK OF COURT	SET 2: Your Copy
<p>Originals (some will be copies of originals)</p> <ul style="list-style-type: none"> • Confidential Sensitive Data Coversheet • Request to Register letter • Affidavit to Register Foreign Custody Order • Affidavit Regarding Minor Children + extra • Five Year History sheet – if needed • Two copies of Foreign Order (One copy must be certified copy) 	<ul style="list-style-type: none"> • Request to Register letter • Affidavit to Register Foreign Custody Order • Affidavit Regarding Minor Children + extra • Five Year History sheet – if needed • Copy of Foreign Order
<p>SET 4: (or more)* Only if needed. (See below)</p>	<p style="text-align: center;">SET 3 (or more):* Other Party’s Copy</p> <ul style="list-style-type: none"> • Request to Register letter • Affidavit to Register Foreign Custody Order • Affidavit Regarding Minor Children + extra • Five Year History sheet – if needed • Copy of Foreign Order

***If more than one other adult** (or agency) is listed as a party in the order being registered, you will need to make an **additional** set of the documents listed in Set 3 for **each party**.

STEP 4. FILE YOUR PAPERS WITH THE CLERK OF COURT.

Go to the Clerk of the Court's Filing Counter. Hand over the originals, all sets of copies, and the filing fee or **Fee Deferral Application** to the Clerk at the filing counter.

Court is open Monday through Friday, except holidays. You may file at any of the following court locations.

Kingman Office
415 E. Spring Street
PO Box 7000
Kingman, AZ 86402

Lake Havasu City Office
2001 College Drive
Lake Havasu City, AZ 86404

Bullhead City Office
2225 Trane Road
Bullhead City, AZ 86442

Business Hours:
Monday-Friday
8:00am to 5:00pm

Business Hours:
Monday-Friday
8:30am to 12:00pm
1:30pm to 4:30pm

Business Hours:
Monday-Friday
8:30am to 12:00pm
1:30pm to 4:30pm

FEES: There is a filing fee to register another state's court order regarding matters of legal decision-making, parenting time, or non-parent visitation in Arizona. If you cannot afford the filing fee, you may obtain the (free) application for fee deferral or waiver from any Superior Court location or from the online.

The Clerk will:

- Assign a new Mohave County case number,
- Review the Fee Deferral Application (if applicable).
- Keep the originals and all but one set of copies,
- Stamp the extra copies to indicate they conform to (are the same as) documents filed with the Court, *and*
- Return one set of stamped ("conformed") copies for you to keep for your records.

NOTE: For purposes of *enforcement*, a legal decision-making, parenting time or non-parent visitation order is registered when filed (A.R.S. § 25-1055), and may be immediately enforced in the same manner as an order issued by a court of this state. However, no court of this state may *modify* (change) that order if the issuing court still has jurisdiction (A.R.S. §§ 25-1033, 1056).

AFTER YOU FILE:

- The Court will notify the non-registering party of your request to register the other state's order in Arizona. Notice will include copies of orders involved and related documents.
- The party receiving notice has **twenty (20) days** to request a hearing to object or otherwise respond to the order being registered in Arizona.

If a non-registering party requests a hearing, the Court will notify all parties of the date, time and place of the hearing.

STEP 5 (A). IF THERE IS A HEARING: GO. If a conference and hearing have been scheduled, be sure to write down the date, time and place, and attend the hearing.

- **Be on time.**
- **Dress neatly.**
- **Do not bring children to court.**

A party disputing the validity or enforcement of a registered order or seeking to vacate (cancel) the registration has the burden of proving one or more of the defenses listed in **A.R.S. § 25-1055 (D)**.

WHAT THE COURT WILL DO:

If a party presents evidence establishing a full or partial defense, the Court may:

- Stay (halt or prevent) enforcement of the registered order,
- Continue the proceeding to permit introduction of additional relevant evidence,
- Enforce the uncontested parts of the order.

If the contesting party does not establish a defense to the validity of the order itself or to enforcement of the order, the Court will issue an order confirming the order. **A.R.S. § 25-1055(D)**.

STEP 5 (B). IF THERE IS NO HEARING.

If no request for hearing is made within 20 days, in accord with **A.R.S. § 25-1055 (D)** and **(E)**,

1. **Registration will be confirmed by operation of law** (automatically),
2. **Later attempts to dispute any matter that could have been brought up will be barred, and**
3. **The Court will notify the person who requested registration and all other parties previously served of the confirmation.**

NOTICE: Once registration is confirmed, whether after notice and hearing or by operation of law because no party requested a hearing to dispute it, **later attempts to dispute any matter that could have been brought up at the time of registration are barred.** **A.R.S. § 25-1055 (F)**.

Once registration is confirmed, the order may be enforced as if issued by a court of this state. However, you must file forms to request enforcement, which may be found at any or online.

Separate requirements apply however, for this state to be able to **change** the order. If you want to modify the registered order, see **A.R.S. § 25-1033** and the other statutes it mentions to help determine whether Arizona may now or in the future have jurisdiction to modify the order, or consult an Arizona licensed attorney for advice.