

# PROCEDURES: HOW TO FILE PAPERS WITH THE COURT TO ESTABLISH PARENTING TIME

**STEP 1:** Complete the ***“Family Court Sensitive Data”***  
(Do not copy this document)

Make 2 copies of the following documents after you have filled them out:

- *“Family Court Electronic Distribution Opt-Out Or Consent”*
- *“Summons”*
- *“Order and Notice for the Parent Information Program”*
- *“Petition to Establish First Court Order for Parenting Time”*

**STEP 2:** Separate your documents into three (3) sets:

<b>SET 1 – ORIGINALS FOR CLERK OF COURT:</b> <ul style="list-style-type: none"><li>• <i>“Family Court Sensitive Data”</i></li><li>• <i>“Family Court Electronic Distribution Opt-Out Or Consent”</i></li><li>• <i>“Summons”</i></li><li>• <i>“Petition to Establish Parenting Time”</i></li><li>• <i>“Order and Notice for Parent Information Program”</i></li></ul>	<b>SET 2 – COPIES FOR OTHER PARTY:</b> <ul style="list-style-type: none"><li>• <i>“Family Court Electronic Distribution Opt-Out Or Consent”</i></li><li>• <i>“Summons”</i></li><li>• <i>“Petition to Establish Parenting Time”</i></li><li>• <i>“Order and Notice for Parent Information Program”</i></li></ul>
<b>SET 3 – COPIES FOR YOU:</b> <ul style="list-style-type: none"><li>• <i>“Family Court Electronic Distribution Opt-Out Or Consent”</i></li><li>• <i>“Summons”</i></li><li>• <i>“Petition to Establish Parenting Time”</i></li><li>• <i>“Order and Notice for Parent Information Program”</i></li></ul>	

**STEP 3:** **FILE THE PAPERS AT THE COURT:** Take the original and 2 sets of copies to the Clerk of the Court filing counter. 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 at any of 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

- If you cannot or do not want to file the documents in person, you can also mail the documents to the Clerk of the Court. Provide a self-addressed, stamped envelope with proper postage so that the Clerk can return your “conformed” (stamped by Court staff) copies to you.

**Mail to:** Clerk of Superior Court  
P.O. Box 7000  
Kingman, AZ 86402

**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 checks made payable to the “Clerk of Superior Court” are acceptable forms of payment.

Go online to [www.mohavecourts.az.gov](http://www.mohavecourts.az.gov) for a list of 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.

**PAPERS:** Hand all three (3) sets of your court papers to the Clerk along with the correct filing fee.

**MAKE SURE YOU GET THE FOLLOWING BACK FROM THE CLERK:**

- Your Set of **Copies**
- The Other Party’s Set of **Copies**

**STEP 4:** **SERVE THE PAPERS ON THE OTHER PARTY.** Read the packet **“Service of Court Papers”** found at the Clerk of Superior Court filing counter. This will explain how to serve the other party. You may also go on line at [www.mohavecourts.az.gov](http://www.mohavecourts.az.gov) and look under quick links, court forms, to view **“Service of Court Papers.”** Remember to file your Affidavit, Waiver or Acceptance of Service as soon as the Respondent is served.

**STEP 5:** **WAIT.** Depending on HOW and WHERE you served the papers on the other party (in-state, out of state, by publication, etc), he or she has a certain number of days to file a RESPONSE to tell the court that he or she disagrees with your facts, or objects to the Orders you want the court to make. You should receive a copy of the Response and a notice about when and where you must appear for any court procedure or hearing.

**IF NO RESPONSE** is filed, you must file papers to tell the court the other party DEFAULTED – that is, the other party agrees with your request – or at least did not file papers to disagree, so the court should move forward. For the procedures, instructions and forms to begin the Default process go to [www.mohavecourts.az.gov](http://www.mohavecourts.az.gov), Divorce With Minor Children, Step 3 - Default Divorce and follow the timetable and procedures there to apply for your default court order.