

**SUPERIOR COURT OF ARIZONA
IN MARICOPA COUNTY**

SELF-SERVICE CENTER REQUEST FOR COURT FORMS AND/OR INFORMATION

Date:
(MM/DD/YY) Full Name Complete Mailing Address, City, State, Zip

The forms are designed for use in the **State of Arizona ONLY**.

1. **Fee: \$5.00 postage and handling per order - PLUS the amount indicated in the brackets for each procedure (packet) you are requesting.** Send check or money order - for the **exact amount** - made payable to **Clerk of Superior Court**. Postage and Handling Fee is authorized by Arizona law (A.R.S. 12-284 A(g)) and applies to all packets requested. Please mail the payment to:

**Superior Court of Arizona
Attn.: Self-Service Center
101 West Jefferson, 1st floor
Phoenix, AZ 85003**

There are NO REFUNDS.

2. **Delivery could take 2 - 3 weeks.**
3. **Need them right away? Packets may be downloaded and printed FREE** (if you have a printer) from the Self-Service Center website at:
<http://www.superiorcourt.maricopa.gov/SuperiorCourt/Self-ServiceCenter/forms/Index.asp>
4. If the forms you are looking for are not listed, you can try the following alternatives:

➡ **Check the Maricopa County Superior Court Law Library** located at 101 W. Jefferson, Phoenix.

➡ **Look in the Yellow Pages** under "Legal Forms".

➡ **Consult with a lawyer.** The Self-Service Center has a list of lawyers who are willing to help people who represent themselves. **Call (602) 506-SELF**, and press 3 for more information. This list is also available online at:
<http://www.superiorcourt.maricopa.gov/SuperiorCourt/FamilyCourt/Rosters/Attorney/lawMap.aspx>

➡ **View other options online at:**
<http://www.superiorcourt.maricopa.gov/SuperiorCourt/Self-ServiceCenter/resources.asp>

IF YOU HAVE ALL THE OTHER FORMS AND YOU JUST NEED SERVICE PACKET ONLY- ORDER PACKET BELOW

NOTE: If you decide to have the Sheriff or a private process server serve papers to the other party, you MAY NOT NEED the service packet. Some sheriff departments and process servers use their OWN forms.

SERVICE IN FAMILY COURT CASES

- ☐ Serve the Other Party in your case **[\$5]**
(Several service options in same packet)
- ☐ You Need More Time to Serve the Other Party in your case **[\$5]**

SERVICE IN JUVENILE COURT CASES

- ☐ Juvenile Dependency Service **[\$5]**
- ☐ Juvenile Emancipation Service **[\$5]**
- ☐ Petition for Destruction of Juvenile Records Service **[\$5]**
- ☐ Object to Assessment of Juvenile Placement Costs Service **[\$5]**
- ☐ Terminate Parental Rights Service **[\$5]**

SERVICE IN JUVENILE GUARDIANSHIP CASES

- ☐ Temporary Guardianship Service **[\$5]**
- ☐ Discharge Juvenile Guardianship Service **[\$5]**

Date

Full Name

Complete Mailing Address

To Get the First Order—Read selections CAREFULLY and make sure to check the CORRECT box(es)**Divorce (Non-Covenant Marriage Only)**

- ☐ **with Children** [\$15]
☐ **without children** [\$15]
☐ You want Temporary Orders too [\$5]
☐ You want Emergency Temporary Orders too [\$5]
☐ You want to **respond** to a divorce only
☐ **with Children** [\$5]
☐ **without Children** [\$5]
☐ Get Default Divorce Decree
☐ **with** or without minor children [\$5]
☐ Get Divorce by Consent Stipulation
☐ **with** or without minor children [\$5]
☐ Get Support Only [\$10]
☐ You want Temporary Orders too [\$5]
☐ Get Custody, Parenting Time (Visitation) & Support [\$15]
☐ You want Temporary Orders too [\$5]
☐ You want Emergency Temporary Orders too [\$5]
☐ You want to respond only [\$5]

Legal Separation (Non-Covenant Marriage Only)

- ☐ **with Children** [\$15]
☐ **without Children** [\$15]
☐ You want Temporary Orders too [\$5]
☐ You want Emergency Temporary Orders too [\$5]
☐ You want to respond to a Legal Separation only
☐ **with** minor children [\$5]
☐ **without** minor children [\$5]
☐ Get Default Legal Separation with **or** without minor children [\$5]

Mediation

- ☐ Pre-Decree Mediation [\$5]
☐ Post Decree Mediation [\$5]

Establish Paternity, Get Custody, Visitation

- ☐ Get Voluntary Paternity only [\$5]
☐ Voluntary Paternity (mother married) [\$5]
☐ Stipulation to File Consent Decree [\$5]
☐ Get Paternity with Custody, Parenting Time (Visitation) & Support [\$15]
☐ You want Temporary Orders too [\$5]
☐ You want Emergency Temporary Orders too [\$5]
☐ You want to respond only [\$5]
☐ Get Parenting Time (Visitation) only [\$15]
☐ You want Temporary Orders too [\$5]
☐ You want Emergency Temporary Orders too [\$5]
☐ You want to respond only [\$5]
☐ Get Grandparent Visitation only [\$15]
☐ You want to respond to a Grandparent Visitation Petition only [\$5]

To Change or Stop An Order That is ALREADY in Existence**Child Support and Spousal Support Only**

- ☐ Change An Existing Order About Child Support (Simplified) (Request this if the Change is **15% or more** of the amount already being paid) OR
☐ To assign or change medical insurance responsibility [\$5]
☐ You **object** to the change requested [\$5]
☐ Change An Existing Order About Child Support (Standard) (Due to Continuing Change in Circumstances) [\$5]
☐ Change an Existing Order about Spousal Maintenance (Support) (Due to Continuing Change in Circumstances) [\$5]

Custody, Parenting Time & Support

- ☐ Change An Existing Order for Custody, Parenting Time and Support (Check here only if the **parties disagree**) [\$10]
☐ Check here only if **both parties agree** about the change [\$5]
☐ You want an Emergency Change [\$5]

Conciliation Services

- ☐ Conciliation Counseling **FREE**

Parenting Time Only

- ☐ Change An Existing Order About Parenting Time (Choose this packet **ONLY** if parties **DISAGREE**) [\$10]
☐ Check here **ONLY** if **both parties AGREE** about the change [\$5]
☐ You want an Emergency change too [\$5]

Mediation

- ☐ Pre-Decree Mediation [\$5]
☐ Post Decree Mediation [\$5]

Service of Family Court Papers

NOTE: If you decide to have the Sheriff or a private process server serve papers to the other party, you MAY NOT NEED the service packet.

Some sheriff departments and process servers use their OWN forms

- ☐ Serve the Other Party in your case [\$5] (**Several service options in same packet**)
☐ You Need More Time to Serve the Other Party in your case [\$5]

Income Withholding Order – Change or Stop existing Order

- ☐ Check **ONLY** if parties **DISAGREE** ☐ To Stop [\$5] OR ☐ To Change [\$5]
☐ Check **ONLY** if both parties **AGREE** to **Change** an **Existing** Income Withholding Order [\$5]
☐ Check here **ONLY** if both parties **AGREE** to **Stop** an **Existing** Income Withholding Order [\$5]
☐ Check here if you **OBJECT** to a change being requested [\$5]

(Enforce) Make Someone OBEY An Order That is ALREADY in Existence

- ☐ Enforce a Court Order for Support [\$5]
☐ Enforce a Court Order for Parenting Time (Visitation) [\$5]
☐ Enforce a Court Order for Custody [\$5]
☐ Make Someone Obey An Existing Order About Property Division [\$5]
☐ Get Income Withholding Order - Without Notice [\$5]
☐ Request Hearing on Income Withholding Order (Without Notice) [\$5]

Other Materials You May Want, or Need, to File Your Papers

- ☐ You want to know how much income the other party receives in order to calculate child support [\$5]
☐ Update your address with the court [**Free**]**
☐ Request Protected Address [**Free**]**

Guidelines

- ☐ Child Support Guidelines [\$5]
☐ Parenting Time (Visitation) Guidelines [\$5]
☐ Model Parenting Time Booklet [\$5]

- ☐ Trial Preparation [\$5]
☐ Deferral of Filing and/or Service Fees [**Free**]**
☐ Further Deferral of Fees [**Free**]*

- ☐ Subpoena [\$5]

Date	Full Name	Complete Mailing Address

Probate (Guardianship/Conservatorship/Small Estate Transfers) / Mental Health <i>(Service Packets Included With Packets in this Section)</i>		
<u>Get Guardianship Only</u> <input type="checkbox"/> For an adult [\$20] <input type="checkbox"/> You want Temporary Orders [\$5] <u>Maintain or End a Guardianship and/or a Conservatorship</u> <input type="checkbox"/> You need forms for the annual accounting [\$10] <input type="checkbox"/> You need forms for the annual report of guardian [\$5] <input type="checkbox"/> You only need to release the restricted funds of a minor [\$5] <input type="checkbox"/> You need forms to end a guardianship/conservatorship for a minor only and release restricted funds [\$5]	<u>Get Conservatorship Only</u> <input type="checkbox"/> For a minor [\$20] <input type="checkbox"/> For an adult [\$20] <input type="checkbox"/> You want Temporary Orders [\$5] <u>Object to Guardianship AND/OR Conservatorship</u> <input type="checkbox"/> Object to Guardianship of Minor [\$5] <input type="checkbox"/> Object to Conservatorship of Minor [\$5] <input type="checkbox"/> Object to Guardianship AND Conservatorship of Minor [\$5] <input type="checkbox"/> Object to Guardianship AND/OR Conservatorship of Adult [\$5]	<u>Get Guardianship and Conservatorship</u> <input type="checkbox"/> For a minor [\$20] <input type="checkbox"/> For an adult [\$20] <input type="checkbox"/> You want Temporary Orders [\$5] <u>Informal Probate</u> <input type="checkbox"/> Get the informal appointment of a Personal Representative when a person dies [\$20] <input type="checkbox"/> You only need a Closing Statement [\$5] <input type="checkbox"/> You have a Claim Against the Estate [\$5] <input type="checkbox"/> You want to object to an appointment and request a formal proceeding [\$5] <input type="checkbox"/> Transfer Property of a Small Estate When a Person Dies [\$5] <input type="checkbox"/> Appointment of Special Administrator for Funeral Arrangements [\$5]

Juvenile <i>(choose service packet needed)</i>	State Property Tax Appeal <i>(no service packet needed)</i>	Name Change <i>(no service packet needed)</i>
<input type="checkbox"/> Dependency [\$5] <input type="checkbox"/> plus Service [\$5] <input type="checkbox"/> Emancipation [\$5] <input type="checkbox"/> plus Service [\$5] <input type="checkbox"/> Respond to Emancipation [\$5] <i>(no service needed)</i> <input type="checkbox"/> Juvenile Severance/Termination of Rights [\$5] <input type="checkbox"/> Petition for Destruction of Juvenile Records [\$0] <input type="checkbox"/> Object to Assessment of Juvenile Placement Costs [\$0] <u>Juvenile Guardianship</u> <input type="checkbox"/> Guardianship [\$15] <i>(includes service)</i> <input type="checkbox"/> Temporary Guardianship [\$5] <input type="checkbox"/> plus service [\$5] <input type="checkbox"/> Discharge Juvenile Guardianship <input type="checkbox"/> plus service [\$5]	<input type="checkbox"/> To file a small claims property tax appeal [\$5] <div style="border: 1px solid black; padding: 2px; text-align: center;">Excess Proceeds Refund</div> <input type="checkbox"/> To file for Refund of Excess Proceeds [\$5] <div style="border: 1px solid black; padding: 2px; text-align: center;">Power of Attorney</div> <input type="checkbox"/> General Power of Attorney [NC] <input type="checkbox"/> Parental Power of Attorney [NC] <input type="checkbox"/> Special Power of Attorney [NC] <input type="checkbox"/> Revocation of Power of Attorney [NC]	<input type="checkbox"/> To file for name change for adult without minor child(ren) [\$5] <input type="checkbox"/> To file for name change for adult with minor child(ren) [\$5] <input type="checkbox"/> To file for name change for a minor child [\$5] <input type="checkbox"/> To file for name change for a family [\$5] <input type="checkbox"/> To apply for Delayed Birth Certificate [\$5] <input type="checkbox"/> To amend birth certificate for adult [\$5] <input type="checkbox"/> To amend birth certificate for a minor [\$5] <div style="border: 1px solid black; padding: 2px; text-align: center;">Criminal Cases</div> <input type="checkbox"/> Reduce Class 6 Felony to Misdemeanor [\$5]

NOTICE: You may request that the “filing fees” and “sheriff service fees” be deferred if you do not have the money to pay them now. You will be required to fill out a financial affidavit and verify your financial situation in order to qualify for this deferral.

☐ Check here if you have not yet completed a Deferral Packet, and want one sent to you. This deferral packet covers filing fees and service of papers **by Sheriff Only NOT PRIVATE PROCESS SERVERS.**

****This packet is FREE but there is a \$26 filing fee effective Feb. 6, 2009 to file the deferral packet. Other packets costing \$5.00 each, (PLUS \$5.00 shipping and handling fees) and private process server fees must be paid for even if you qualify to have service by the Sheriff's Dept. and Clerk of Court filing fees deferred.**

Other Comments: