

**SUPERIOR COURT OF ARIZONA
IN MARICOPA COUNTY**

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

Date: _____

The forms you have requested **are available** through this Court. Please be aware that these forms are designed for use in the **State of Arizona ONLY**. Here are the different ways to get the form(s) you need:

In Person **Fee: \$5.00 per procedural step requested.** The Superior Court of Arizona in Maricopa County has four (4) Self-Service Center sites at the following locations where you can pick up forms: *, Mon – Fri, 8:00am – 5:00pm

***Downtown Phoenix**
101 W. Jefferson, 1st floor,
Mon - Fri, 8am - 5pm

*** North Phoenix**
18380 N. 40th St.
Mon – Fri, 8am – 5pm

*** Mesa**
222 E. Javelina
Law Library
Mon – Fri, 8am – 5pm

*** Surprise**
14264 W. Tierra Buena Lane
Mon-Fri, 8am-5pm

By Mail **Fee: \$5.00 postage and handling per order - PLUS the amount indicated in the brackets for each procedure (packet) requested.** 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**

Delivery could take 2 - 3 weeks (This includes internal processing and postal delivery time). If you find the procedure(s) you want, please check the appropriate box(es) on the following pages and submit the correct fees. **(PLEASE NOTE: PACKETS ARE NOT FREE EVEN IF YOU QUALIFY FOR WAIVER OR DEFERRAL, THE PACKETS MUST BE PAID FOR. If fees are not sent with the order, your form will be returned to you).**

By Internet **Fee: NONE if you download the forms** from the Self-Service Center Internet Homepage at: <http://www.superiorcourt.maricopa.gov/ssc/sschome.html>. This site is available 24 hours a day, 7 days a week.

The form(s) you have requested **is (are) NOT** available through this Court. You may want to:



Check the Maricopa County Superior Court Law Libraries located at 101 W. Jefferson, Phoenix; or 222 E. Javelina, Mesa, or at the law library in your area.



Look in the Yellow Pages under “Legal Forms” for stores that carry additional legal forms, because the Court does not have the form(s) you are requesting.



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 at the Internet site listed above.



Contact Community Information & Referral Services at (602) 263-8856 to learn about other services in the community that may be able to help you.

Other _____

Read each selection **CAREFULLY** and check the appropriate box(es). **There are NO REFUNDS for packets.** The fee(s) for each selection is/are located next to your selection(s) in []. Don't forget to check the Service Packet you need on page 3 if the other party must be served.

If you want to receive your packets immediately, add up all the fees for the packets you have requested and add **\$5.00 to cover postage and handling fee of the packets.** Make your check payable to the **Clerk of Superior Court** for the total amount and mail this form, along with your check, to the address shown on the first page.

*****PLEASE NOTE: The actual fees listed for the packets PLUS the Postage and Handling Fee MUST BE PAID. THESE FEES CANNOT BE WAIVED OR DEFERRED EVEN IF YOU QUALIFY FOR A WAIVER OR DEFERRAL FOR COURT FILING AND SHERIFF SERVICE FEES.**

CAUTION: If you have copies of the order form dated before January 2011, they are obsolete. Get most recent version of order form [here](#).

Family Court Forms – Maricopa County (Formerly known as Domestic Relations)

To Get the First Order—Read selections CAREFULLY and make sure to check the CORRECT box(es)

(See page 3 and check the service packet(s) you need – Please add the costs of service packets to the amount you must send in.)

Get a 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]**

Get a 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
- Get Default Legal Separation
 - with or without minor children **[\$5]**

Mediation

- You want to request Pre-Decree Mediation **[\$5]**

- 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]**

DON'T FORGET TO SELECT SERVICE PACKET(S) HERE OR ON PAGE 3 IN ORDER TO PROCEED WITH YOUR COURT CASE

To Change or Stop An Order That is ALREADY in Existence

(See page 3 and check the service packet(s) you need – Please add the costs of service packets to the amount you must send in.)

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 Too 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 (Visitation) & Support

- Change An Existing Order for Custody, Parenting Time (Visitation) 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]**

Parenting Time (Visitation) Only

- Change An Existing Order About Parenting Time (Visitation) (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**
- You want to request Post-Decree Mediation **[\$5]**

<p align="center">Order of Assignment (Remember to select Service Packet below)</p>	<p align="center">To Make Someone <u>OBEY</u> An Order That is <u>ALREADY</u> in Existence (Remember to select Service Packet below)</p>	
<p>Change or Stop Existing Order of Assignment</p> <p><input type="checkbox"/> (Check below ONLY if parties DISAGREE) <input type="checkbox"/> To Stop [\$5] OR <input type="checkbox"/> To Change [\$5]</p> <p><input type="checkbox"/> Check here ONLY if both parties AGREE to Change an Existing Order of Assignment [\$5]</p> <p><input type="checkbox"/> Check here ONLY if both parties AGREE to Stop an Existing Order of Assignment [\$5]</p> <p><input type="checkbox"/> Check here if you OBJECT to a change being requested [\$5]</p>	<p><input type="checkbox"/> To Enforce a Court Order for Support [\$5]</p> <p><input type="checkbox"/> To Enforce a Court Order for Parenting Time (Visitation) [\$5]</p> <p><input type="checkbox"/> To Enforce a Court Order for Custody [\$5]</p> <p><input type="checkbox"/> Make Someone Obey An Existing Order About Property Division [\$5]</p> <p><input type="checkbox"/> Get Order of Assignment Without Notice [\$5]</p> <p><input type="checkbox"/> Request Hearing on Order of Assignment Without Notice [\$5]</p>	
<p align="center">Other Materials You May Want, or Need, to File Your Papers (Remember to select Service Packet.) →</p>		<p align="center">Service Information</p> <p>(Please read each selection carefully to see whether or not service packet fees are already included. If not, you must pay \$5.00 extra)</p>
<p><input type="checkbox"/> You Want to Know How Much the Other Party Makes in Order to Calculate Child Support [\$5]</p> <p><input type="checkbox"/> Update your address with the court [Free]**</p> <p><input type="checkbox"/> Request Protected Address [Free]**</p> <p>Guidelines</p> <p><input type="checkbox"/> Child Support Guidelines [\$5]</p> <p><input type="checkbox"/> Parenting Time (Visitation) Guidelines [\$5]</p> <p><input type="checkbox"/> Model Parenting Time Booklet [\$5]</p>	<p><input type="checkbox"/> Trial Preparation [\$5]</p> <p><input type="checkbox"/> Deferral of Filing and/or Service Fees [Free]**</p> <p><input type="checkbox"/> Further Deferral of Fees [Free]**</p> <p><u>Conciliation Services</u></p> <p><input type="checkbox"/> Mandatory Mediation [\$5]</p> <p><input type="checkbox"/> Conciliation Counseling FREE</p> <p><input type="checkbox"/> Pre-Decree Mediation (see pg 1)</p> <p><input type="checkbox"/> Post-Decree Mediation (see pg 1)</p>	<p>If you decide to have the Sheriff or a private process server serve papers to the other party, you <u>MAY NOT NEED</u> the service packet. Some sheriff departments and process servers use their OWN forms rather than the forms in these packets.</p> <p><input type="checkbox"/> Serve the Other Party in your case [\$5] (Several service options in same packet)</p> <p><input type="checkbox"/> You Need More Time to Serve the Other Party in your case[\$5]</p> <p>Please check the appropriate box for the type of service you need and include \$5.00</p>
<p align="center">Probate (Guardianship/Conservatorship/Small Estate Transfers) / Mental Health (Service Packets Included With Packets in this Section)</p>		
<p><u>Get Guardianship Only</u></p> <p><input type="checkbox"/> For an adult [\$20]</p> <p><input type="checkbox"/> You want Temporary Orders [\$5]</p>	<p><u>Get Conservatorship Only</u></p> <p><input type="checkbox"/> For a minor [\$20]</p> <p><input type="checkbox"/> For an adult [\$20]</p> <p><input type="checkbox"/> You want Temporary Orders [\$5]</p>	<p><u>Get Guardianship and Conservatorship</u></p> <p><input type="checkbox"/> For a minor [\$20]</p> <p><input type="checkbox"/> For an adult [\$20]</p> <p><input type="checkbox"/> You want Temporary Orders [\$5]</p>
<p align="center">Amend (Correct Marriage License) (no service packet needed)</p>	<p align="center">Reduce Felony to Misdemeanor (no service packet needed)</p>	<p align="center">Birth Certificates (no service packet needed)</p>
<p>Amend (Correct Marriage License issued in Maricopa County AZ) [\$5]</p>	<p>Reduce Class 6 Felony to Misdemeanor [\$5]</p>	<p><input type="checkbox"/> To apply for Delayed Birth Certificate [\$5]</p> <p><input type="checkbox"/> To amend birth certificate for adult [\$5]</p> <p><input type="checkbox"/> To amend birth certificate for a minor [\$5]</p>

