

# PROCEDURES: HOW TO FILE LEGAL SEPARATION WITH MINOR CHILDREN PAPERS WITH THE COURT

**STEP 1:** Complete the *“Family Court Sensitive Data”* form  
Make a copy for yourself (File with your original documents.)

**Make two (2) copies of the following documents after you have filled them out.**

- *“Family Court Electronic Distribution Opt Out Or Consent”*
- *“Summons”*
- *“Preliminary Injunction”*
- *“Petition for Legal Separation with Minor Children”*
- *“Parenting Plan for Joint Legal Decision Making Agreement or Sole Legal Decision Making”*
- *“Affidavit of Minor Children”*
- *“Notice Regarding Child Support Forms”*
- *“Order and Notice for the Parent Education Class”*
- *“Notice Regarding Creditors”*

**STEP 2:** **SEPARATE YOUR DOCUMENTS INTO ONE SET of ORIGINALS and TWO SETS of COPIES.**

**STEP 3:** **FILE THE PAPERS AT THE COURT:** Take the original and all 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 one 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.

**Send to:** Clerk of Superior Court  
PO Box 7000  
Kingman, AZ 86402

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

- Your set of copies
- Your spouse’s set of copies

**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 check made payable to the “Clerk of Superior Court” are acceptable forms of payment. Go online to <http://www.mohavecourts.az.gov> for a list of current fees.

**STEP 4:** Read the “Service of Court Papers” that applies to your situation. These forms can be found on line at [www.mohavecourts.az.gov](http://www.mohavecourts.az.gov).