

PROCEDURES: WHAT TO DO AFTER COMPLETING ALL FORMS TO GET A COURT ORDER FOR NON-PARENT VISITATION

STEP 1: Complete the “Family Court Cover Sheet/Confidential Sensitive Data” Form and *optional “Pro Per Litigant(s) Electronic Distribution” (if you are representing yourself). No copies needed. (File these in with your original documents.)

Make three (3) copies (or more) of the following documents after you have filled them out.

- “Summons”
- “Order to Appear”
- “Petition to Establish Non-Parent Visitation”

STEP 2: SEPARATE YOUR DOCUMENTS INTO ONE SET of ORIGINALS and SETS OF COPIES FOR YOURSELF AND ONE SET FOR EACH PERSON (OR AGENCY) ENTITLED TO RECEIVE NOTICE

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

E-FILING: OR YOU MAY FILE ELECTRONICALLY HERE: <https://efile.azcourts.gov/>

FEES: There are fees for filing petitions, responses, requests, motions, objections, and various forms with the Court. Cash, most major credit/debit 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: WAIT: Once you receive the “*Order to Appear*” form back from the court with a hearing date, you must serve the “*Summons*”, “*Order to Appear*” and a copy of the “*Petition for Non-Parent Visitation*” on all interested parties to the case.

NOTE: If both parents are living and unless an order has been signed by a judge specifically stating that the parental rights of one of the parents have been “**permanently severed**,” you must serve the papers on both parents. This includes your own son or daughter, even if he or she agrees with your request.

The papers may be delivered by the Sheriff’s Department, a licensed private, commercial delivery service or mail by which you can obtain an original or copy of the other party’s signature confirming delivery, or by “**ACCEPTANCE OF SERVICE**” as described in the “SERVICE” packet found by going online to <http://www.mohavecourts.az.gov> and by clicking on “Forms and Form Kits, Service of Court Papers.”

STEP 5: ATTEND THE HEARING:

Be ready to tell the court why you should have visitation with the minor child(ren). Bring any documents or witnesses with you to help support your case.

Bring a blank Order for Non-Parent Visitation for the judge to sign.

*** IMPORTANT** If you are a Pro Per Litigant and want to receive your paperwork from the Court electronically (via e-mail), fill out the “Pro Per Litigant(s) Electronic Distribution” form.