

# PROCEDURES: HOW TO FILE PAPERS WITH THE COURT FOR ESTABLISHMENT OF PATERNITY, LEGAL DECISION MAKING, PARENTING TIME AND CHILD SUPPORT

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

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

- *“Summons”*
- *“Petition for Paternity, Legal Decision Making, Parenting Time, and Child Support”*
- *“Order and Notice for the Parent Information Program”*
- *“Family Court Electronic Distribution Opt-Out or Consent”*

**STEP 2:** **Separate your documents into three (3) sets: (4 if DES or DCSS is involved)**

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

**STEP 3:** **FILE THE PAPERS AT THE COURT:** Take the original and two 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:**

<p><b>Clerk of the Court</b>          Mohave County Superior Court          415 E Spring Street          Kingman, AZ 86401          (928) 753-0713          (Hours 8:00–5:00)</p>	<p><b>Clerk of the Court</b>          Mohave County Superior Court          2225 Trane Road          Bullhead City, AZ 86442          (928) 758-0730          (Hours 8:30–12:00 &amp; 1:30-4:30)</p>	<p><b>Clerk of the Court</b>          Mohave County Superior Court          2001 College Drive          Lake Havasu City, AZ 86404          (928) 453-0701          (Hours 8:30–12:00 &amp; 1:30-4:30)</p>
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- 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 n-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) 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.

If this is a joint-filing by both parties as in a “stipulation” or “agreement” and it is the first time one of the parties or his or her attorney has “appeared” or filed papers in this case, an “appearance fee” (also known as a “filing”, “response” or “answer” fee) will be due from that party at the time of filing.

**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**”. Go to [www.mohavecourts.az.gov](http://www.mohavecourts.az.gov), Superior Court Forms, DivorceThe Petition, Step 2 and choose section A., B., or C. This will explain how to serve the other party. Remember to file your Affidavit, Waiver or Acceptance of Service as soon as the Respondent is served.

The State of Arizona may be involved if any party received public assistance for the children or used the services of the State in establishing or collecting child support. If either party already has a case with the State (DCSS or DES) involving the same children as in this case, notice of this action must also be given to the Attorney General’s Office.

**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. Go to [www.mohavecourts.az.gov](http://www.mohavecourts.az.gov), Superior Court Forms, Divorce The Petition, Step 3 - **Default Divorce** and follow the timetable and procedures there to apply for your default court order.