

# **PARENTING TIME (VISITATION)**

## **To Get The First Court Order**

Part 1: Completing and Filing  
the Court Papers

SELF-SERVICE CENTER

ESTABLISHMENT OF A COURT ORDER FOR  
PARENTING TIME

CHECKLIST

*You may use the forms and instructions in this packet if . . .*

- ✓ You are the natural or adoptive parent of the minor child(ren), **AND**
- ✓ You are **not** legally married to the other parent,\* **AND**
- ✓ Paternity has already been legally established because:
  - You already have a court order establishing paternity, **OR**
  - You have a court order for child support, **OR**
  - Both parents signed and filed an Acknowledgment of Paternity through the Hospital Paternity Program or other means provided by law, and a birth certificate listing the name of the father was issued as a result, **AND**
- ✓ You want to file a ***“Petition to Establish Parenting Time”***, **AND**
- ✓ The minor child(ren) resided (lived) in Arizona at least 6 months (or since birth if younger than 6 months) before you file the petition or you talked to a lawyer who advised you that even so you could pursue the case in Arizona.

\* If you are *legally married* to the other parent, you may only obtain an order for parenting time (or custody) as part of an action for legal separation, divorce, or annulment. A.R.S. § 25-401(B) and A.R.S. § 25-408

**READ ME:** Consulting a lawyer before filing documents with the court may help prevent unexpected results. A list of lawyers you may hire to advise you on handling your own case or to perform specific tasks, as well as a list of court-approved mediators can be found on the Self-Service Center website.

## SELF-SERVICE CENTER

### HOW TO FILL OUT PAPERS TO ESTABLISH PARENTING TIME

#### WHEN TO USE THIS FORM:

Use this form if you want to get a court order for parenting time. **YOU CANNOT USE THIS FORM TO ESTABLISH PATERNITY.** Use this form **ONLY IF** you are the natural or adoptive parent of the minor child(ren), **AND**

- ✓ You have a court order establishing paternity, **OR**
- ✓ You have a court order for child support.

#### IF YOU HAVE A COURT ORDER FOR PATERNITY OR CHILD SUPPORT FROM ANOTHER STATE OR ANOTHER COUNTY IN ARIZONA

If you have a court order involving any minor children from this case from a different state, or from a different county in Arizona, you **must** do the following before you can file the court papers:

- ✓ Get a certified copy of the paternity or child support order from the other state, **AND**
- ✓ Give the certified copy of the order to the Clerk of the Court before you file your court papers, **AND**
- ✓ The Clerk of the Court will file the order and assign a case number to your case.

#### IMPORTANT NOTICE ABOUT WHEN YOU CAN BRING A PARENTING TIME CASE IN THE SUPERIOR COURT IN ARIZONA:

Generally, you should have resided (lived) in Arizona with the minor child(ren) for at least 6 months, or Arizona must be the minor child(ren)'s primary place of residence before you file your court papers, or if the child(ren) is/are less than 6 months old, the child(ren) must have resided (lived) in Arizona since his/her birth. If you have questions regarding this requirement, see a lawyer before filing.

**IMPORTANT NOTICE ABOUT WHEN YOU CAN SUE ANOTHER PERSON IN ARIZONA:** You can sue the other party in Arizona to establish, enforce, or change a custody, parenting time or support order, or establish paternity, if **ONE** of the following statements is true about the other party:

- ✓ The person is a resident of Arizona; **OR**
- ✓ You personally serve the person with the court papers in Arizona (See the Self-Service Center packet on service to learn more about this requirement); **OR**
- ✓ The person agrees to have the case heard here and files written papers in the court case; **OR**
- ✓ The person lived with the minor child in this state at some time; **OR**
- ✓ The person lived in this state and provided pre-birth expenses or support for the child; **OR**
- ✓ The child lives in this state because of the acts or directions of that person; **OR**
- ✓ The person had sex in this state and the minor child may have been conceived; **OR**
- ✓ The person signed a birth certificate that is filed in this state; **OR**
- ✓ The person signed an affidavit acknowledging paternity; **OR**
- ✓ The person did other acts that substantially connect the person with this state (see a lawyer to help you decide this).

## DOMESTIC VIOLENCE

Domestic violence can be part of any relationship. Domestic violence includes **physical violence**, such as hitting, slapping, pushing or kicking, directed against you and/or your children. It also includes **threats** of physical violence against you and/or your children, and/or **verbal abuse** against you and/or your children, used to control you.

Court documents request your address and phone number. If you are a victim of domestic violence, or if you do not want your address known to protect yourself or your children from further violence, **you must file a "Petition for an Order of Protection" and ask that your address not be disclosed on court papers.** With that order, you do **not** need to put your address and phone number on your court papers.

If possible, get a P.O. box or provide another address where you can be contacted with these papers. If you do not have another address or phone where you can be reached when you file your court papers, write "**protected**" in the space where you are asked for this information. As soon as possible, give the Clerk of the Court an address and phone number where you can be reached.

## CASE NUMBER

Use the Case Number on all your court papers. This is the number you were assigned in the paternity or child support case you had in Maricopa County.

Or, if your paternity or child support case was from another county or another state, use the number the Clerk of the Court assigned you when you filed the certified copy of your other court case in Maricopa County.

## FAMILY COURT / SENSITIVE DATA COVER SHEET: (All Forms: TYPE OR PRINT IN BLACK INK)

Write in the information requested about the petitioner, the respondent, and any children under the age of 18.

**DO NOT INCLUDE MAILING ADDRESS ON THIS FORM IF REQUESTING ADDRESS PROTECTION.**

**Case Type:** Mark only one box that matches the legal procedure for which you are filing the documents in this packet:  
 **Parenting Time (visitation)**.

**Interpreter:** Check "yes" or "no" to indicate whether an interpreter is needed. If "yes", write in what language(s).

## SUMMONS

Fill in the following information: Your name; address (if not protected); city, state and zip code; telephone number; ATLAS NUMBER; name of Petitioner (your name); and name of Respondent (the other party's name). You will have an ATLAS number **ONLY** if you receive, or have received, AFDC or other government benefits for the minor child(ren) for whom you want to establish parenting time.

## PETITION

- A. Make sure your form states PETITION FOR PARENTING TIME in the upper right-hand part of the first page.
- B. In the top left corner of the first page, fill out: YOUR name; address (if not protected); city, state and zip code; telephone number; and your ATLAS number, if you are receiving, or have received, AFDC from the Arizona Department of Economic Security.
- C. Fill in the space that says "Name of Petitioner" and "Name of Respondent". You will be the PETITIONER if your paternity or child support order was from another county or another state, and this is the first time you are filing a court case in Maricopa County. Otherwise, complete the caption the same way as it was in the paternity or child support case in Maricopa County.

**WARNING: IF YOU HAVE AN EXISTING CASE IN MARICOPA COUNTY WITH THE SAME PARTY, DO NOT GET A NEW CASE NUMBER WHEN FILING YOUR CASE! USE YOUR EXISTING CASE NUMBER. IF YOU DO NOT KNOW YOUR EXISTING CASE NUMBER, ASK THE CLERK FOR YOUR EXISTING NUMBER BEFORE YOU FILE YOUR COMPLAINT/PETITION.**

**D. General information:**

1. Fill in the Petitioner's name, address (if not protected) and date of birth. This is basic information about, the PETITIONER, and the Petitioner's relationship to the minor child(ren).
2. Fill in the Respondent's name, address and date of birth. This is basic information about the RESPONDENT.
3. Decide why you can pursue a court case in Arizona. Check all boxes that apply.
4. Fill in information about all the minor child(ren) for whom you want custody or parenting time. The mother and father should be the same for all the minor children for whom you want this order. If you think the children have different fathers or mothers, you need to file a separate lawsuit against that person.

**E. Statements about paternity AND child custody AND child support:** Tell the court what the current situation is.

5. What is the status of paternity in this case?  
**ORDER:** Check this box if there is an Order from any court. On the first line, print the date the Order was signed. On the second line, print the county where the Order was made. On the next line, print the name of the father.  
**OTHER:** Check this box if you do not have a formal court order for paternity but you do have a court order for child support.
6. What is the status of child custody? Check the box that describes who has custody now. If neither the father nor mother have physical custody, be sure to complete all the information about who has the minor child(ren) and why.
7. What is the status of child support? Give the date of the last child support order in the case.

**F. Other information about the children:** If you are aware of court cases about the minor children, you need to tell the court. Attach a copy of any order about custody, parenting time, or child support to the petition, unless the order is from the Superior Court in Maricopa County.

8. Fill out where the minor child(ren) involved in this action has/have been living **for the past 5 years.** If any children are under age 5, put information about where the children have lived since birth. Write each child's name; the address where the child lived; what dates the child(ren) lived at each address; whom the child(ren) lived with; and the relationship of that person to the child(ren). While you may not remember exact dates and addresses, please fill it out **as completely as possible.**
9. You must tell the court if you participated as a party or witness in any court case involving issues OTHER THAN custody or parenting time of the minor child(ren). If your answer is "no" check the first box and GO ON. If there is another case, check the second box and give as much information as possible. This information could affect you and/or your minor child(ren's) rights in this case.
10. The court **MUST** know if there have been other cases involving custody, parenting time or child support of the children of this case, even if you were not a party. If there are no other custody or parenting time cases, or you do not know of any, check the first box and GO ON. If you have been involved in any way with this type of court case, check the second box and give the information where requested. Tell the court what happened and what is going on in the other case(s).

11. If you do not know of another person OTHER THAN THE OTHER PARTY who has physical custody of the minor child(ren) or is claiming custody or parenting time rights to any of the minor children, check the first box and GO ON. If you do know of such a person, put the information here, including the child's name and the person who believes they have a custody or parenting time claim. If there is such a person, you **must** include the person as a Respondent in this court case.

**G. Other statements to the court:**

12. **VENUE:** This tells the court that one parent or the minor children live here, so the court can decide your case.

**H. Request to the court for Parenting Time and Child Support.** This section of the Complaint/Petition requests that the court make Orders relating to parenting time and child support.

1. **Parenting Time.** Describe who should get parenting time, and how the parenting time should work. Be specific. Use detail.
2. **Supervised parenting time to the non-custodial parent.** You may request supervised parenting time if the non-custodial parent cannot adequately care for the minor child(ren) or cannot do so without another person present. You may request this if the person not having custody abuses drugs or alcohol; is violent or abusive; or, does not have the parenting skills to care for a minor child without another adult present. Remember, supervised parenting time is not intended to punish the parent, but to protect the child(ren). You must write in why you say the parenting time should be supervised parenting time.
3. **Supervised parenting time.** Describe how you think this should be handled.
4. **Other orders:** Check this box if you have made other requests to the court. If you check this box, write in the additional orders you are requesting the court to make that were not covered in your Petition.

**I. Oath and verification of party filing this petition:** Sign this form in front of a Clerk of the Court or a Notary Public. By doing so you are telling the court that everything contained in the Petition is true.

## NOTICE REGARDING THE PARENT INFORMATION PROGRAM

This is an important document. You and the other parent must attend and complete a class in the Parent Information Program. This is a very exciting and wonderful class. It was designed to help you. The purpose of the Parent Information Program is to give parents information about the impacts that divorce, the changes in the family unit, and/or court involvement have on minor children involved in a divorce, paternity, or custody case. This Notice applies to all parents who file an action for dissolution of marriage or legal separation, or any paternity proceeding, in which a party has requested that the court determine custody or parenting time on or after January 1, 1997, and to all other family court cases if ordered by the court.

**MAKE SURE YOU READ THIS NOTICE, DO WHAT IT SAYS, AND SERVE THIS NOTICE ON THE OTHER PARTY.**

Person Filing: \_\_\_\_\_  
 Address (if not protected): \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 ATLAS Number: \_\_\_\_\_  
 Lawyer's Bar Number: \_\_\_\_\_

FOR CLERK'S USE ONLY

Representing  Self, without a Lawyer or  Attorney for  Petitioner OR  Respondent

## SUPERIOR COURT OF ARIZONA IN GRAHAM COUNTY

\_\_\_\_\_  
 Petitioner Case No. \_\_\_\_\_

\_\_\_\_\_  
 Respondent ATLAS No. \_\_\_\_\_

**FAMILY COURT / SENSITIVE DATA  
 COVERSHEET WITH CHILDREN  
 (CONFIDENTIAL RECORD)**

Fill out. File with Clerk of Court. Social Security Numbers should appear on this form only and should be omitted from other court forms. Access Confidential pursuant to ARFLP 43(G)(1).

<b>A. Personal Information:</b>	<b>Petitioner</b>	<b>Respondent</b>
<b>Name</b>	_____	_____
<b>Gender</b>	<input type="checkbox"/> Male or <input type="checkbox"/> Female	<input type="checkbox"/> Male or <input type="checkbox"/> Female
<b>Date of Birth</b> (Month/Day/Year)	_____	_____
<b>Social Security Number</b>	_____	_____

**WARNING: DO NOT INCLUDE MAILING ADDRESS ON THIS FORM  
 IF REQUESTING ADDRESS PROTECTION**

<b>Mailing Address</b>	_____	_____
<b>City, State, Zip Code</b>	_____	_____
<b>Contact Phone</b>	_____	_____
<b>Email Address</b>	_____	_____
<b>Current Employer Name</b>	_____	_____
<b>Employer Address</b>	_____	_____
<b>Employer City, State, Zip Code</b>	_____	_____
<b>Employer Telephone Number</b>	_____	_____
<b>Employer Fax Number</b>	_____	_____

<b>B. Child(ren) Information:</b>			
<b>Child Name</b>	<b>Gender</b>	<b>Child Social Security Number</b>	<b>Child Date of Birth</b>
_____	_____	_____	_____
_____	_____	_____	_____

<b>C. Type of Case being filed - Check only one category.</b>		<b>Interpreter Needed:</b>
<i>*Check only if no other category applies</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Dissolution (Divorce)	<input type="checkbox"/> Paternity	<b>If yes, what language?</b>
<input type="checkbox"/> Legal Separation	<input type="checkbox"/> *Legal Decision Maker (Custody)/Visitation	_____
<input type="checkbox"/> Annulment	<input type="checkbox"/> *Child Support	_____
<input type="checkbox"/> Order of Protection	<input type="checkbox"/> Other	_____

**DO NOT COPY OR FILE THIS DOCUMENT. DO NOT SERVE THIS DOCUMENT TO THE OTHER PARTY.**

Person Filing: \_\_\_\_\_  
Address (if not protected): \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
ATLAS Number: \_\_\_\_\_  
Lawyer's Bar Number: \_\_\_\_\_

FOR CLERK'S USE ONLY

Representing  Self, without a Lawyer or  Attorney for  Petitioner OR  Respondent

## SUPERIOR COURT OF ARIZONA IN GRAHAM COUNTY

Regarding the Matter of:

Case No. \_\_\_\_\_

\_\_\_\_\_  
(Name of Petitioner)

### PETITION TO ESTABLISH PARENTING TIME

AND

\_\_\_\_\_  
(Name of Respondent)

### STATEMENTS THE COURT, UNDER OATH OR AFFIRMATION

#### 1. INFORMATION ABOUT ME, THE PETITIONER:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Occupation: \_\_\_\_\_

Relationship to children for whom I want the Primary Residence, Legal Decision Making and Parenting Time (or Parenting Time and Child Support) Order:

Mother  
 Father  
 Other. My relation to the children is: \_\_\_\_\_

#### 2. INFORMATION ABOUT OTHER PARTY, THE RESPONDENT:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Occupation: \_\_\_\_\_

**Relationship to children for whom I want the Primary Residence, Legal Decision Making and Parenting Time (or Parenting Time and Child Support) Order:**

- Mother**
- Father**
- Other. My relation to the children is:** \_\_\_\_\_

**3. WHY I AM FILING THIS COURT CASE IN ARIZONA AGAINST THE OTHER PERSON:** (check one or more boxes that are true)

- The person is a resident of Arizona
- I believe that I will personally serve the person in Arizona (see packet on service to know about this)
- The person agrees to have the case heard here and will file written papers in the court case;
- The person lived with the minor child in this state at some time;
- The person lived in this state and provided pre-birth expenses or support for the minor child;
- The minor child lives in this state as a result of the acts or directions of the person;
- The person had sexual intercourse in this state as a result of which the minor child may have been conceived;
- The person signed an acknowledgment of paternity that is filed in this state;
- The person did any other acts that substantially connect the person with this state (see a lawyer to help you determine this).

**4. INFORMATION ABOUT MINOR CHILD(REN) FOR WHOM I WANT THE PARENTING TIME ORDER:**

Name \_\_\_\_\_  
 Birth date \_\_\_\_\_  
 Current Address: \_\_\_\_\_  
 \_\_\_\_\_  
 County of residence: \_\_\_\_\_  
 Father: \_\_\_\_\_  
 Mother: \_\_\_\_\_

Name: \_\_\_\_\_  
 Birth date: \_\_\_\_\_  
 Current Address: \_\_\_\_\_  
 \_\_\_\_\_  
 County of residence: \_\_\_\_\_  
 Father: \_\_\_\_\_  
 Mother: \_\_\_\_\_

Name \_\_\_\_\_  
 Birth date \_\_\_\_\_  
 Current Address: \_\_\_\_\_  
 \_\_\_\_\_  
 County of residence: \_\_\_\_\_  
 Father: \_\_\_\_\_  
 Mother: \_\_\_\_\_

Name \_\_\_\_\_  
 Birth date: \_\_\_\_\_  
 Current Address: \_\_\_\_\_  
 \_\_\_\_\_  
 County of residence: \_\_\_\_\_  
 Father: \_\_\_\_\_  
 Mother: \_\_\_\_\_

**5. PATERNITY WAS ESTABLISHED BY: (check one box).**

(A copy of any Order or document referenced here should already be in the Court file or attached.)

**A Court Order for Paternity from this county or previously transferred to this county** stating that \_\_\_\_\_ is the natural father of minor child(ren). (A.R.S. § 25-502(c))

Both parents signing an Acknowledgment of Paternity through the Hospital Paternity Program **or other means provided by law after July 18, 1996, and a birth certificate listing the name of the father was issued as a result.** (A.R.S. § 36-334)

**We do not have an order of paternity, but we do have a child support order.** (See instructions)

Parties were legally married when minor child(ren) was (were) born, conceived or adopted.\*

**\*NOTE: If married when minor child(ren) born, conceived or adopted, and no decree of Divorce or Separation has been issued, STOP! Do not use these forms unless advised to do so by an attorney. Requests for parenting time and authority for legal decision making (custody) must generally be filed as part of a case for Separation or Divorce.**

**6. INFORMATION ABOUT CUSTODY OF THE MINOR CHILD(REN): (check one box)**

**Mother has had physical custody of the minor child(ren) for the last 6 months, and I do not contest physical custody.**

**Father has had physical custody of the minor child(ren) for the last 6 months, and I do not contest physical custody.**

**A person other than mother or father has had physical custody of the minor child(ren) for the last 6 months, *because of a court case*, and I do not contest physical custody.** (Describe case below)

Names of Parties: \_\_\_\_\_

Date of order or judgment (if one already entered) \_\_\_\_\_

Court Case Number: \_\_\_\_\_

Location of court (city and state): \_\_\_\_\_

Explain Type of Case: (Criminal, Order of Protection, Injunction Against Harassment, Divorce, Paternity, etc.) \_\_\_\_\_

What order or judgment said: \_\_\_\_\_

**Status of Case Now:**

- Final Order Entered; Case is Over
- Hearing Date Set: On (date) \_\_\_\_\_ at (time) \_\_\_\_\_  
Location/address: \_\_\_\_\_
- Other (explain in detail): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- A person other than mother or father has had physical custody of the minor child(ren) for the last 6 months, because of a government agency, and I do not contest physical custody.** (List the agency, for example, "Child Protective Services", date, type of case, and case status.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. INFORMATION ABOUT CHILD SUPPORT FOR CHILDREN:** An Order for Child Support is dated \_\_\_\_\_ from (name of court) \_\_\_\_\_ which states that child support is established. Note: if order is from court other than Superior court in Maricopa County. (See instructions)

**Other information about the children:**

**8. WHERE THE CHILDREN WHO ARE UNDER 18 YEARS OLD HAVE LIVED FOR THE LAST 5 YEARS.** (Attach extra pages if necessary.)

Child's Name: \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Lived with: \_\_\_\_\_ Relationship to child: \_\_\_\_\_  
Street address: \_\_\_\_\_ City, State: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Lived with: \_\_\_\_\_ Relationship to child: \_\_\_\_\_  
Street address: \_\_\_\_\_ City, State: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Lived with: \_\_\_\_\_ Relationship to child: \_\_\_\_\_  
Street address: \_\_\_\_\_ City, State: \_\_\_\_\_

**9. COURT CASES NOT INVOLVING PHYSICAL CUSTODY, LEGAL DECISION MAKING (LEGAL CUSTODY) OR PARENTING TIME RELATED TO THE CHILDREN UNDER 18**

**YEARS OLD: (check one box)**  I HAVE  I HAVE NOT been a party or a witness in court in this state or any other state regarding the legal decision making (custody) or parenting time of any of the minor children named above (If so, explain below, using extra pages if necessary. **IF NOT, GO ON.**)

Name of each child: \_\_\_\_\_  
Court State: \_\_\_\_\_ Court location (county/city): \_\_\_\_\_  
Court case number: \_\_\_\_\_ Current case status: \_\_\_\_\_  
How the minor children are involved: \_\_\_\_\_

Summary of any Court Order: \_\_\_\_\_

**10. PHYSICAL CUSTODY, LEGAL DECISION MAKING (LEGAL CUSTODY) OR PARENTING TIME CASES RELATED TO CHILDREN UNDER 18 YEARS OLD: (Check one box)**

I DO NOT HAVE  I DO HAVE information about a legal decision making (custody) or parenting time court case relating to any of the minor children named above that is pending in this state or in any other state (If so, explain below, using extra pages if necessary. **IF NOT, GO ON.**)

Name of each child: \_\_\_\_\_  
Court State: \_\_\_\_\_ Court location (county/city): \_\_\_\_\_  
Court case number: \_\_\_\_\_ Current case status: \_\_\_\_\_  
Nature (type) of court proceeding: \_\_\_\_\_

Summary of any Court Order: \_\_\_\_\_

**11. PHYSICAL CUSTODY, LEGAL DECISION MAKING (LEGAL CUSTODY) OR PARENTING TIME CLAIMS OF ANY PERSON: (check one box)**

I DO NOT KNOW  I DO KNOW a person other than the Petitioner or the Respondent who has physical custody or who claims legal decision making authority (custody) or parenting time rights to any of the minor children named above. (If so, explain below, using extra pages if necessary. **IF NOT, GO ON.**)

Name of each child: \_\_\_\_\_  
Name of Person with the claim: \_\_\_\_\_  
Address of Person with the claim: \_\_\_\_\_  
Nature of the Claim: \_\_\_\_\_

**OTHER STATEMENTS TO THE COURT:**

- 12. **DOMESTIC VIOLENCE** (Check here if the following is true):  Domestic Violence has **not** occurred between the parties.
  
- 13. **VENUE:** This is the proper court to bring this lawsuit under Arizona law because it is the county of residence of the petitioner, or the respondent, or the child(ren).

**REQUESTS I MAKE TO THE COURT:**

**1. AWARD PARENTING TIME AS FOLLOWS: (Check only one.)**

- Reasonable parenting time rights to the (other parent) the  Mother OR  Father
- Supervised parenting time between the children and  Mother OR  Father,
- No parenting time rights to the  Mother OR  Father.

**2.** (IF you requested either "Supervised or No parenting time" above, explain.)

**Supervised or no parenting time is in the best interests of the child(ren), because: \***

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Explanation continues on attached pages made part of this document by reference.

**a. Name this person to supervise:** \_\_\_\_\_  
(If applicable)

**b. Restrict parenting time as follows:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**c. Order cost of supervised parenting time (if applicable) to be paid by:**

Mother  Father, **OR**  Shared equally by the parties.

**3. OTHER ORDERS:**

TRANSPORTATION will be provided by (name): \_\_\_\_\_ as follows: (explain)

During WEEKENDS (explain specifically): \_\_\_\_\_

\_\_\_\_\_

During the SUMMER MONTHS OR SCHOOL BREAKS: (explain specifically): \_\_\_\_\_

\_\_\_\_\_

FOR HOLIDAYS AND BIRTHDAYS: (explain specifically): \_\_\_\_\_

\_\_\_\_\_

FOR TELEPHONE CALLS: (explain specifically): \_\_\_\_\_

\_\_\_\_\_

OTHER: (Explain specifically): \_\_\_\_\_

\_\_\_\_\_

**UNDER OATH OR BY AFFIRMATION**

**I swear or affirm under penalty of perjury that the contents of this document are true and correct to the best of my knowledge and belief.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Petitioner's Signature

Sworn to or Affirmed before me this \_\_\_\_\_ by \_\_\_\_\_  
(Date)

\_\_\_\_\_  
Printed Name

My Commission Expires: (or Seal below) \_\_\_\_\_

\_\_\_\_\_  
Deputy Clerk or  Notary Public

Person Filing: \_\_\_\_\_  
Address (if not protected): \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
ATLAS Number: \_\_\_\_\_  
Lawyer's Bar Number: \_\_\_\_\_



Representing  Self, without a Lawyer or  Attorney for  Petitioner OR  Respondent

## SUPERIOR COURT OF ARIZONA IN GRAHAM COUNTY

\_\_\_\_\_  
Name of Petitioner

Case No.: \_\_\_\_\_

And

### SUMMONS

\_\_\_\_\_  
Name of Respondent

**WARNING: This is an official document from the court that affects your rights. Read this carefully.  
If you do not understand it, contact a lawyer for help.**

**FROM THE STATE OF ARIZONA TO:** \_\_\_\_\_  
Name of Respondent

1. A lawsuit has been filed against you. A copy of the lawsuit and other court papers are served on you with this "Summons".
2. If you do not want a judgment or order taken against you without your input, you must file an "Answer" or a "Response" in writing with the court, and pay the filing fee. If you do not file an "Answer" or "Response" the other party may be given the relief requested in his/her Petition or Complaint. To file your "Answer" or "Response" take, or send, the "Answer" or "Response" to the:

*Graham County Clerk of the Court  
800 W. Main Street  
Safford, Az 85546*

**Mail a copy of your "Response" or "Answer" to the other party at the address listed on the top of this Summons.**

3. If this “*Summons*” and the other court papers were served on you by a registered process server or the Sheriff, within the State of Arizona, your “*Response*” or “*Answer*” must be filed within TWENTY (20) CALENDAR DAYS from the date you were served, not counting the day you were served. If this “*Summons*” and the other papers were served on you by a registered process server or the Sheriff outside the State of Arizona, your Response must be filed within THIRTY (30) CALENDAR DAYS from the date you were served, not counting the day you were served. Service by a registered process server or the Sheriff is complete when made. Service by Publication is complete thirty (30) days after the date of the first publication.
4. You can get a copy of the court papers filed in this case from the Petitioner at the address listed at the top of the preceding page, from the Clerk of the Superior Court’s Customer Service Center at:

Graham County Clerk of the Court  
800 W. Main Street  
Safford, Az 85546

5. If this is an action for dissolution (divorce), legal separation or annulment, either or both spouses may file a *Petition for Conciliation* for the purpose of determining whether there is any mutual interest in preserving the marriage or for Mediation to attempt to settle disputes concerning legal decision-making (custody) and parenting time issues regarding minor children.
6. Requests for reasonable accommodation for persons with disabilities must be made to the office of the judge or commissioner assigned to the case, at least ten (10) judicial days before your scheduled court date.
7. Requests for an interpreter for persons with limited English proficiency must be made to the office of the judge or commissioner assigned to the case at least ten (10) judicial days in advance of your scheduled court date.

SIGNED AND SEALED this date

\_\_\_\_\_  
DARLEE MAYLEN, CLERK OF COURT

By \_\_\_\_\_  
Deputy Clerk

**SUPERIOR COURT OF ARIZONA  
IN GRAHAM COUNTY**

Case Number \_\_\_\_\_

\_\_\_\_\_  
Name of Petitioner

**ORDER AND NOTICE TO ATTEND  
PARENT INFORMATION  
PROGRAM CLASS**

\_\_\_\_\_  
Name of Respondent

**THIS IS AN OFFICIAL COURT ORDER. IF YOU FAIL TO OBEY THIS ORDER,  
THE COURT MAY FIND YOU IN CONTEMPT OF COURT.**

**THE COURT FINDS:**

This case involves minor child(ren) and is an action for:

- Dissolution of Marriage;
- Legal Separation, or
- Paternity with a Request to Determine Legal Decision-Making Authority (Custody) or Parenting Time or Child Support;
- Request to Determine Legal Decision-Making Authority (Custody) or Parenting time or Support.

**THE COURT ORDERS** pursuant to ARS §25-352:

1. **ATTEND CLASS.** You must attend and complete the Parent Information Program Class, or if not in Arizona, its equivalent in your state of residence.
2. **WITHIN 45 DAYS.** Both the Petitioner and the Respondent **must** complete this class within 45 days from the date the Respondent is served with, or accepts service of, the Petition/Complaint. The Respondent must register for and complete the course whether or not a "**Response**" or "**Answer**" to the Petition/Complaint is filed.
3. **PAY THE CLASS FEE.** Each party must pay the class fee to the Program Provider.
4. **FILE CERTIFICATE OF COMPLETION.** Both the Petitioner and the Respondent must each file a "**Certificate of Completion**" with the Clerk of the Court immediately after completing the class and prior to receiving the final judgment/order/decree in the case.
5. **FAILURE TO ATTEND CLASS.** If you file a Petition/Complaint or "**Response**" or "**Answer**" and do **not** complete the Parent Information Program Class, the judge **may not** sign your papers and you **may not** get the things you asked the court to give you. You may also be denied the right to seek modification and/or enforcement of the decree/judgment/order until completion of the class. If you are the party required to file a Response/Answer and choose not to file a "**Response**" or "**Answer**", and do not complete the Parent Information Program Class, **you may be denied** the right to seek modification and/or enforcement of the decree/judgment/order until completion of the class.

**D. COREY SANDERS**

Pro-Tem Judge of the Superior Court

## SELF-SERVICE CENTER

### PROCEDURES: HOW TO FILE PAPERS WITH THE COURT TO ESTABLISH PARENTING TIME (WHEN PATERNITY HAS ALREADY BEEN ESTABLISHED)

**STEP 1:** Complete the *"Family Court / Sensitive Data Coversheet"*.  
(Do not copy this document.)

Make **2** copies of the following documents after you have filled them out:

- *"Summons"*
- *"Order and Notice for the Parent Information Program"*
- *"Petition to Establish First Court Order for Parenting Time"*

**STEP 2:** SEPARATE YOUR DOCUMENTS INTO THREE (3) SETS:

<b>SET 1 - <u>ORIGINALS</u> FOR CLERK OF COURT:</b> <ul style="list-style-type: none"><li>• <i>"Family Court / Sensitive Data Cover Sheet"</i></li><li>• <i>"Summons"</i></li><li>• <i>"Petition to Establish First Court Order for Parenting Time"</i></li><li>• <i>"Order and Notice for Parent Information Program"</i></li></ul>	<b>SET 2 - <u>COPIES</u> FOR OTHER PARTY:</b> <ul style="list-style-type: none"><li>• <i>"Summons"</i></li><li>• <i>"Petition to Establish First Court Order for Parenting Time"</i></li><li>• <i>"Order and Notice for Parent Information Program"</i></li></ul>
<b>SET 3 - <u>COPIES</u> FOR YOU:</b> <ul style="list-style-type: none"><li>• <i>"Summons"</i></li><li>• <i>"Petition to Establish First Court Order for Parenting Time"</i></li><li>• <i>"Order and Notice for Parent Information Program"</i></li></ul>	

**STEP 3:** FILE THE PAPERS AT THE COURT:

**GO TO:** **THE COURT TO FILE YOUR PAPERS:** The court is open from 8 a.m.-5 p.m., Monday - Friday. **You should go to the court at least two hours before it closes.** You may file your court papers at the following Superior Court locations:

Graham County Clerk of the Court  
800 W. Main Street  
Safford, Az 85546

**FILE:** Go to the Clerk of the Court filing counter at the location where you will file your papers.

**FEES:** A list of current fees is available from the Self Service Center and from the Clerk of Court's website.

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. Deferral Applications are available at no charge from the Self-Service Center.

**PAPERS:** Hand all three (3) sets of your court papers to the Clerk along with along with the 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 at the Self-Service Center called "Service of Court Papers" that applies to your situation. 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.

**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. See the Self-Service Center's "Default" (or "Default Without Children") packet and follow the timetable and procedures there to apply for your default court order.