

Petition to Establish Paternity



Packet # 18



These forms must not be used to engage in the unauthorized practice of law.

The court is not responsible for (1) actions taken by the users of these forms or (2) the users' reliance upon the instructions or information provided.

Read this before you complete any forms in your packet.

Sensitive data, or sensitive information, is information that you might not want other people to see. Sensitive data includes your social security number, bank account number, credit card number, and other financial account numbers.

Court documents, for the most part, can be seen by anyone. If you need to include any of types of information listed above, you should write “SEE CONFIDENTIAL SENSITIVE DATA FORM” on the document. Then you need to fill out the Confidential Sensitive Data Form. This is where you will include the actual sensitive information.

This is important because the “Confidential Sensitive Data Form” will not be seen by the public.

If you ever need to give the court new information, then you should file an updated sensitive data form. Include all other sensitive data forms that you have already given the court, plus any new sensitive information that you need to tell the court.



If you include “sensitive data” in documents filed with the court, other than on a Confidential Sensitive Data Form, you do so at your own risk.

See *Instructions on Completing the Sensitive Data Form* near the end of this packet.

GENERAL INFORMATION & Frequently Asked Questions

This packet contains general information, instructions, and court forms for you to complete and file with the court.



What is a Petition?

A petition is a written, legal request for paternity.

What do “Petitioner” and “Respondent” mean?

Because you are asking and filing for paternity, you are called the PETITIONER.

The other parent is the RESPONDENT on all your paternity documents.

What are Paternity Proceedings?

Paternity is the court process used to legally establish a parent’s identity for a child born to a couple not legally married and to establish legal decision-making, parenting time, and child support.

For more information see Packet # 17, *Paternity – General Information*.

When can I establish paternity?

In Arizona, you can establish paternity, parenting time, legal decision-making, and child support if ONE OR MORE of the following is true about the other parent:

- The parent is a resident of Arizona
- You personally serve the other parent in Arizona
- The parent agrees to have the case heard in Arizona and files written papers in the court case
- The parent lived with the child in Arizona at some time
- The parent lived in Arizona and provided pre-birth expenses or support for the child
- The child lives in Arizona as a result of the acts or directions of the person
- The parent had sexual intercourse in Arizona, and as a result the child may have been conceived
- The parent signed a birth certificate that is filed in Arizona
- The parent did any other acts that substantially connects them with Arizona

What if I already have a Child Support Order?

If you only need court orders for legal decision-making and parenting time, child support will be reviewed to determine if the Order needs to be changed. Remember if there is no Child Support Order, the court will establish one.

What if the court has issued a Paternity Order?

If you already have a court issued Paternity Order, but no Order regarding legal decision-making or parenting time, use Packet # 9, *Parenting Plans*.

Should I see a lawyer for help?



Court cases can be very complicated, and even if you are representing yourself you should see a lawyer for legal advice as to how the law applies to you and what is best in your particular situation. This might save you time, money, and trips to court and help you to avoid serious mistakes.

There are lawyers who will help you. They will only charge for giving the help you need, and you can complete the court papers on your own or ask the lawyer for help. For more information call the Self-Service Center at (520) 724-8456 and ask how to find an attorney.

Where is the Self-Service Center?

The Self-Service Center is located in the Pima County Law Library, Room 256, on the second floor of the Pima County Superior Court, 110 West Congress Street, Tucson, Arizona 85701. It is open from 8 am to 5 pm Monday through Friday (except holidays). For more information, call (520) 724-8456 or email pcll@sc.pima.gov.

What is mediation?

Mediation at the Conciliation Court is a service for parents who need help in writing a Parenting Plan. If you and the other parent cannot agree on how legal decisions will be made for your child, or when the child will spend time with each of you, you will be required to attend mediation. Mediators will not take sides; they are there to help you resolve any disputes. Mediation is a free service provided through Conciliation Court. Mediation can be done any time after the other parent has filed a Response.

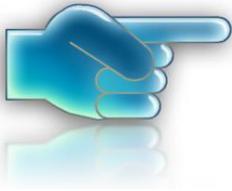
For more information see Packet # 15, *Mediation*.

What am I required to do?

All parents with minor children who are going through paternity proceedings are required to attend the “Domestic Relations Education on Children’s Issues” class (parent education). This class should be completed prior to attending mediation. You need to complete the parent education class within 45 days of filing the Petition. The other parent must also complete the parent education class within 45 days of being served with the Petition.

There is a fee for this class. You can register for the class at www.sc.pima.gov/fccc/parented or by calling (520) 724-4949.

Are you the victim of domestic violence?



Important! Read this first...

Unfortunately, domestic violence may occur in any relationship and may be directed against you personally or against your children.

You are a domestic violence victim if you or your children have experienced:

- Physical acts like hitting, slapping, pushing, or kicking
- Threats of physical violence by phone or in person
- Abusive words and/or behavior used to control you or put you in any kind of danger
- Being followed around throughout the day or having your interaction with others monitored
- Being forbidden to leave your house, or being taken against your will and kept at any other location
- Having someone enter the house against your will, behave in a disorderly manner, and/or damage property
- Conduct that involves disobeying court orders, including interfering with your parenting time



- You **DO NOT** need to have been seen at a hospital or at a doctor's office.
- The other person **DOES NOT** need to have been convicted of domestic violence or assault.

You can get an IMMEDIATE Order of Protection to keep him or her away from you and your children by obtaining a Petition for Order of Protection from the clerk of the court on the first floor of the Pima County Superior Court, Room 131A. You may submit the Petition to any of the following court locations between the hours of 8 am and 4:30 pm.

Tucson City Court
103 E. Alameda St.
(520) 791-4971

Pima County Juvenile Court Center
2225 E. Ajo Way
(520) 724-2045

Pima County Consolidated Justice Court
240 N. Stone Avenue
(520) 724-3171

Pima Superior Court Clerk's Office
110 W. Congress, 1st floor
(520) 724-3210

To get an Order of Protection after hours or on weekends or holidays, call:

Tucson Police Department
(520) 741-4444

Pima County Sheriff's Department
(520) 351-4900

In case of emergency, call 911.



If you are in a protected location or shelter DO NOT put your address or phone number on the court documents! If possible, get a P.O. Box or use another valid mailing address on the papers, and tell the clerk of the court about your existing Order of Protection and case number. You can ask for a Protected Address with the *Request for a Protected Address* form. Both the *Request for a Protected Address* and *Order for a Protected Address* are included at the end of this packet.

The Request for a Protected Address is NOT the same form as the Confidential Sensitive Data Form.

General Instructions for Completing this Packet



You may type or write on the forms, but you must use black ink.

This packet contains the following six forms that must be filled out and submitted to the court:

- Domestic Relations Cover Sheet
- Summons
- Petition for Paternity with Legal Decision-Making, Parenting Time, and Child Support
- Affidavit Re: Minor Children
- Confidential Sensitive Data Form
- Order to Complete Course in Domestic Relations Education on Children's Issues

Optional forms if your case involves domestic violence and you seek protection:

- Request for Protected Address: fill out to request your address be protected from the individual who has committed domestic violence.
- Order for a Protected Address: give to the clerk of the court after the court approves your request for a protected address.

The Caption

- **Personal information** – Fill in your name, street address, city, state, ZIP code, telephone number.
- **Case No.** – Leave this blank. The clerk will fill in this information for you when you file your Petition.
- **Petitioner** – Enter your name as the Petitioner.
- **Respondent** – Enter the name of the other parent as the Respondent.



Instructions for Completing the Domestic Relations Cover Sheet

PETITIONER'S ATTORNEY and ATTORNEY No.

- Write "none" in both spaces.

PETITIONER'S NAME and PETITIONER'S ADDRESSES

- Fill in your name and address, unless you are requesting a Protected Address.

RESPONDENT'S NAME

- Fill in the other parent's name and address.

CASE PREFERENCE

- Write A.R.S. § 25-807.

EMERGENCY ORDER SOUGHT

- Check the appropriate box if you are seeking a protective order along with the Petition.

NATURE OF ACTION

- Check the box that says "Special Paternity—Maternity (310)."
- Leave the rest of the form blank.

DOMESTIC RELATIONS COVER SHEET

Complete this form to the best of your ability and include all known petitioners and respondents.

For Court Use Only
DATE FILED: _____
CASE NUMBER: _____
JUDGE: _____

PLEASE TYPE OR PRINT

PETITIONER'S ATTORNEY _____ ATTORNEY No. _____

PETITIONER'S NAME(S) (List All)

PETITIONER'S ADDRESS(ES)
(Include only if not represented by an attorney)

RESPONDENT'S NAME(S) (List All)

CASE PREFERENCE _____
(cite statute or rule)

EMERGENCY ORDER SOUGHT:
 TEMPORARY RESTRAINING ORDER
 PRELIMINARY INJUNCTION
 OTHER

(Specify)

NATURE OF ACTION

Place an "x" in the box which describes the nature of the case you are filing.

If more than one, circle the predominant one.

CASE TYPES

- Dissolution
- Foreign Decree
- Pre-Judgment OSC
- Post-Judgment OSC
- Special Paternity – Maternity (310)
- Annulment (320)
- Legal Separation (330)
- Reciprocal Support (350)
- Domestic Violence (360)

UNCLASSIFIED DOMESTIC (370)

- Domestic Legal Decision-Making



Instructions for Completing the Summons for Special Paternity/Maternity

- **Personal information** – Fill in your name, street address, city, state, ZIP code, telephone number.
- **Case No.** – Leave this blank. The clerk will fill in this information for you when you file your Petition.
- **Petitioner** – Enter your name as the Petitioner.
- **Respondent** – Enter the name of the other parent as the Respondent in both spaces.

Leave the rest of the form blank.

Name: _____

Address: _____

City, State, ZIP: _____

Daytime Telephone No: _____

Representing Self, Without a Lawyer

ARIZONA SUPERIOR COURT, PIMA COUNTY

Petitioner

Case No. _____

and

Respondent

SUMMONS

(Special Paternity/Maternity)

WARNING: THIS IS AN OFFICIAL DOCUMENT FROM THE COURT THAT AFFECTS YOUR RIGHTS. READ THIS SUMMONS CAREFULLY. IF YOU DO NOT UNDERSTAND IT, CONTACT AN ATTORNEY FOR LEGAL ADVICE.

FROM THE STATE OF ARIZONA TO _____
(Name of Respondent)

1. A lawsuit has been filed against you. A copy of the lawsuit and other related court paperwork is served on you with this Summons.
2. If you do not want a judgment taken against you without your input, you must file a Response in writing with the Court, and you must pay the required filing fee. To file your Response, take or send the papers to: **Office of the Clerk of the Superior Court, 110 West Congress, Tucson, Arizona 85701**. Mail a copy of the Response to the other party, the Petitioner, at the address listed on the top of this Summons.
3. If this Summons and the other court papers were served on you within the State of Arizona, your Response must be filed within TWENTY (20) CALENDAR DAYS from the date of the service, not counting the day of service. If the papers were served on you outside the State of Arizona, your Response must be filed within THIRTY (30) CALENDAR DAYS, not counting the day of service.
4. Requests for reasonable accommodations for persons with disabilities must be made to the court by parties at least 3 working days in advance of a scheduled court proceeding.

GIVEN under my hand and the Seal of the Superior Court of the State of Arizona in and for the County of Pima this ____ day of _____, 20____.

CLERK OF THE SUPERIOR COURT

By _____
Deputy Clerk



Instructions for Completing the Petition for Paternity with Legal Decision-Making, Parenting Time, and Child Support

Use this form if you want a court order that includes legal decision-making, parenting time, and child support along with the Order of Paternity.



Make sure your form states **PETITION FOR PATERNITY, LEGAL DECISION-MAKING, PARENTING TIME, AND CHILD SUPPORT** in the upper right-hand part of the page.

- **Personal information** – Fill in your name, street address, city, state, ZIP code, telephone number.
- **Case No.** – Leave this blank. The clerk will fill in this information for you when you file your Petition.
- **Petitioner** – Enter your name as the Petitioner.
- **Respondent** – Enter the name of the other parent as the Respondent in both spaces.



If the child's mother was married to someone other than the child's father at the time of conception, her husband must be joined in this case. List that person as a Respondent also.

1. GENERAL INFORMATION

- **Information about me, the Petitioner**
 - Fill in your name, address, county, date of birth, and occupation.
 - Check the appropriate box that explains **your** relationship to the child(ren) for whom you want the Paternity Order.
- **Information about the other party, the Respondent**
 - Fill in the name of the other parent, his or her address, county, date of birth, and occupation.

- Check the appropriate box regarding the **other parent's** relationship to the child(ren) for whom you want the Paternity Order.
- **Information about the child(ren) for whom I want the Paternity Order**
 - Fill in the name(s), birth date(s), current address(es), county of residence, and mother's and father's names for whom you want this Paternity Order.



If seeking paternity for multiple children with **different fathers**, you will need to file a separate Paternity Order for each father.

2. JURISDICTION:

Check box

1. If the other parent has lived in Arizona.
2. If you will personally serve the Petition to the other parent in Arizona.
3. If the other parent has agreed to sign an Acceptance of Service Form.
4. If the child lived with the other parent in Arizona.
5. If the other parent provided financial support for the child in Arizona.
6. If the child moved to Arizona because of the other parent.
7. If the other parent lived in Arizona and had sexual intercourse near the date of conception.
8. If the other parent signed the child's birth certificate in Arizona.
9. If the other parent is substantially connected to Arizona in any other way.

3. STATEMENTS ABOUT PATERNITY

If you are the Petitioner and believe you are the father of the child(ren), check Petitioner.

If you believe the Respondent is the father, check Respondent.

Check every box that describes why this person is the father of the child(ren).

- **AFFIDAVIT:** Check this box if both you and the other parent signed an Affidavit of Paternity stating that the Petitioner or the Respondent is the father of the child(ren). Attach a copy of the Affidavit.

- **BIRTH CERTIFICATE:** Check this box and print the father's name if he is named on the child(ren)'s birth certificate and if the certificate has been signed by both the mother and the father. Attach a copy of the birth certificate(s).
- **DNA/BLOOD TEST:** Check this box if paternity has been established through a DNA/blood test of the mother, father, and child(ren). Print the name of the person found to be the father. Attach a copy of the test results.
- **PARTIES LIVING TOGETHER:** Check this box if the father and the mother were living together and having sexual intercourse, but were not married to each other at the probable date of conception.
- **PARTIES HAVING SEXUAL INTERCOURSE:** Check this box if the parties were not living together but had sexual intercourse at the probable date of conception, and to your knowledge the mother did not have intercourse with anyone else near that time.
- **OTHER:** Check this box if you believe there is some other reason this person is the father of the child(ren).

4. ABOUT MARRIAGE AND HUSBAND (IF APPLICABLE)

Check box

1. If the mother was NOT married at the time the child was born or conceived (within at least 10 months).
2. If the mother was married at the time the child was born or conceived (within at least 10 months), but the husband is not the father of the child.
3. If the husband is a party because of a current or former marriage.

5. OTHER STATEMENTS MADE TO THE COURT

- **Medical Expenses:** If there are unpaid expenses incurred by the mother during pregnancy and childbirth, check the first box and indicate who you believe should pay these expenses. If there are no unpaid expenses, check the second box.
- **Other Expenses:** Check this box if the child(ren) has unpaid medical expenses that you wish to share with the other parent.
- **Domestic Violence:** Check this box if there has been NO domestic violence between the parties.
- **Venue:** Check this box verifying that you, the other parent, or the child(ren) lives in Pima County.

6. REQUESTS I MAKE TO THE COURT

- **Paternity:** Write the name of the person you think is the father of the child(ren).

- **Birth Certificate:** Check this box and write the name of the father if his name is not on the child(ren)'s birth certificate(s).
- **Last name:** If you want the child(ren)'s last name changed to the father's last name, write that last name on the line.
- **Legal Decision-Making and Parenting Time (Visitation):**
 - Sole Legal Decision-Making** – Check “Petitioner” if you are requesting to have sole legal decision-making for the child(ren). Check “Respondent” if you are requesting that the other parent have sole legal decision-making for the child(ren).
 - Reasonable Parenting Time** - Check this box if you want the other parent to still have reasonable parenting time with the child(ren).
 - Supervised Parenting Time** – Check this box if you want the other parent to have supervised parenting time. Then list the reason(s) why parenting time should be supervised.
 - No Parenting Time** - Check this box if you want the other parent to have no parenting time at all. Then list the reason(s) why there should be no parenting time.

For a list of acceptable reasons to restrict parenting time, refer to Packet # 17,
Paternity – General Information.

- **Joint Legal Decision-Making** – Check this box if you are requesting joint legal decision-making. Attach a Parenting Plan to the Petition. For information on legal decision-making and parenting time, refer to Packet # 9, *Parenting Plan.*
- **Child Support** – Check “Petitioner” if you believe you should pay child support. Check “Respondent” if you believe the other parent needs to pay child support. Then check the box that indicates which parent is to receive the payments. Check the box as to when you want the payments to start. For more information, refer to Packet # 8, *Child Support.*
- **Expenses of Mother** - Check “Petitioner” if you believe you should pay expenses incurred from the birth of the child(ren). Check “Respondent” if you believe the other parent should pay the expenses.

- **Medical and Dental Insurance and Health Care Expenses for Children** - Check "Petitioner" if you believe you should pay health care expenses for the child(ren). Check "Respondent" if you believe the other parent should pay the expenses.
- **Tax Exemption** - Unless you and the other parent come to another agreement, the tax exemption should be divided between the two of you according to the percentages of your incomes. For example, if you both make the same wage, and have two children, each would get one exemption. If you only have one child, each would get the exemption every other year. If you make twice the amount the other parent makes, then you would receive the exemption two times out of three.

More details can be found in Packet # 8, *Child Support*.

- **Testing and Costs** – Check this box if paternity is disputed. You, the other parent, and the child(ren) will be ordered to submit to a DNA test to establish paternity.
- **Other Orders** – In this section you ask the court for anything else you want ordered that has not been covered already in your Petition. If you are not asking for any other orders, write "none."

OATH AND VERIFICATION OF PETITIONER:

Sign this form in front of a notary public. By doing so, you are telling the court that everything contained in your Paternity Petition is true. Generally, you should sign all papers that you are filing at the Superior Court Clerk's office. The clerk will notarize the papers.

Name: _____

Address: _____

City, State, ZIP: _____

Daytime Telephone No: _____

Representing Self, Without a Lawyer

ARIZONA SUPERIOR COURT, PIMA COUNTY

Petitioner

and

Respondent

Case No. _____

PETITION FOR PATERNITY WITH LEGAL DECISION- MAKING, PARENTING TIME, AND CHILD SUPPORT

1. GENERAL INFORMATION:

INFORMATION ABOUT ME, THE PETITIONER

Name: _____

Address: _____

County of residence: _____

Date of Birth: _____

Occupation: _____

My relationship to child(ren) for whom I want the Paternity Order:

- I am the Mother
- I am the Father
- I am a court-appointed guardian for the child(ren)

INFORMATION ABOUT THE OTHER PARTY, THE RESPONDENT

Name: _____

Address: _____

County of residence: _____

Date of Birth: _____

Occupation: _____

Respondent's relationship to the child(ren) for whom I want the Paternity Order:

- The Respondent is the Mother
- The Respondent is the Father
- The Respondent is a court-appointed guardian for the child(ren)
- The Respondent is _____

INFORMATION ABOUT THE CHILD(REN) FOR WHOM I WANT THE PATERNITY ORDER:

Name: _____

Birthdate: _____

Current Address: _____

County of residence: _____

Father: _____

Mother: _____

Name: _____

Birthdate: _____

Current Address: _____

County of residence: _____

Father: _____

Mother: _____

Name: _____

Birthdate: _____

Current Address: _____

County of residence: _____

Father: _____

Mother: _____

Name: _____

Birthdate: _____

Current Address: _____

County of residence: _____

Father: _____

Mother: _____

2. JURISDICTION

This Court has jurisdiction under A.R.S. § 25-502 to order a party to pay child support because:

- That person is a resident of Arizona
- I believe I will personally serve that person in Arizona
- That person agrees to have the case heard here and will file written court papers in this case
- That person resided with the child in this state
- That person resided in this state and provided pre-birth expenses or support for the child
- The child resides in this state as the result of the acts or directives of that person
- That person had sexual intercourse in this state and the child may have been conceived by that act of intercourse
- That person signed a birth certificate that is filed in this state
- That person did other acts which substantially connect that person with this state

This Court has jurisdiction to decide child legal decision-making matters under Arizona law, A.R.S. §§ 25-401, 25-801 and/or 25-1001 et seq.

3. STATEMENTS ABOUT PATERNITY:

WHY YOU THINK PETITIONER RESPONDENT IS THE FATHER OF THE CHILD(REN): (Check all boxes which apply)

- AFFIDAVIT: Petitioner and Respondent signed an Affidavit of Paternity acknowledging that
 - Petitioner Respondent is the child(ren)'s natural father. (Attach a copy)

- BIRTH CERTIFICATE: _____ is named as the natural father on the child(ren)'s birth certificate(s), which have been signed by both parties. (Attach a copy of each)
- DNA/BLOOD TEST: The parties had DNA (Deoxyribonucleic Acid) Testing administered and _____ is shown to be the minor child(ren)'s natural father. (Attach a copy of the test results)
- PARTIES LIVING TOGETHER: Petitioner and Respondent were not married to each other at any time during the ten months before birth of the child(ren). However, the parties lived together during the period(s) when the child(ren) could have been conceived.
- SEXUAL INTERCOURSE: Petitioner and Respondent were not living together but had sexual intercourse at the probable date of conception of the child(ren). The mother of the children did not have sexual intercourse with anyone else during the period in which the child(ren) could have been conceived.
- OTHER (explain):

4. ABOUT MARRIAGE AND HUSBAND (if applicable) -- check one box.

- Mother was not married at the time the child(ren) were born or conceived or at least 10 months before child(ren) were born or conceived, OR
- Mother was married when child(ren) were born or conceived or at least 10 months before child(ren) were born or conceived, but husband is not father of child(ren).
- Husband is a party to this court case because of marriage.

5. OTHER STATEMENTS MADE TO THE COURT:

- MEDICAL EXPENSES:** THERE ARE THERE ARE NOT unreimbursed medical expenses **incurred by the mother**, resulting from the birth of the minor child(ren) . If there are, these costs and expenses should be awarded against PETITIONER RESPONDENT according to law, A.R.S. § 25-809.
- OTHER EXPENSES:** The parties should be ordered to divide between them any uninsured medical, dental, or health expenses, reasonably **incurred for the minor child(ren)**, in proportion to their respective incomes.
- DOMESTIC VIOLENCE:** (if you are asking for joint legal decision-making, this statement must be true)
 - Domestic violence has not occurred between the parties.
- VENUE:** This is the proper court to bring this lawsuit under Arizona law because it is the county of residence of the Petitioner and Respondent or the child(ren).

6. REQUESTS I MAKE TO THE COURT:

- PATERNITY:** Order that _____ is the natural father of the minor children.

- BIRTH CERTIFICATE:** Order that the name of _____ be added to each child's birth certificate.
- LAST NAME:** Order that each child's last name be changed to _____
- CHILD LEGAL DECISION-MAKING AND PARENTING TIME:** Award legal decision-making and parenting time of the children common to the parties and less than 18 years old as follows:
- SOLE LEGAL DECISION-MAKING** of the minor child(ren) awarded to: Petitioner OR Respondent, subject to parenting time as follows:
- Reasonable parenting time to the parent not having legal decision-making, according to the terms of the Parenting Plan attached to this Petition
- OR**
- Supervised parenting time between the child(ren) and the Petitioner OR Respondent is in the best interest of the child(ren) because:
- _____
- _____
- The cost of supervised parenting time will be paid by the parent being supervised; the parent having legal decision-making; shared equally by the parties.
- OR**
- No parenting time to the parent not having legal decision-making is in the best interest of the child(ren) because
- _____
- _____
- JOINT LEGAL DECISION-MAKING:** Petitioner and Respondent agree to act as joint custodians of the child(ren) as set forth in the Joint Legal decision-making Agreement or Parenting Plan signed by the parties, and attached to this Petition.
- CHILD SUPPORT:** Order that child support shall be paid **by:**
 Petitioner Respondent **to** Petitioner Respondent
in an amount as determined by the court under the Arizona Child Support Guidelines (Child Support Order to be attached to the Paternity Order). Support payments to begin on the first day of the month after the Judge or Commissioner signs the Paternity Order or on the first day of the month after service of the Petition with all payments, plus the statutory handling fee, to be paid through **The Support Payment Clearinghouse**, PO Box 52107, Phoenix, Arizona 85072-7107 to be paid by automatic wage assignment.
- EXPENSES OF MOTHER:**
Order that Petitioner Respondent pay a reasonable amount to cover unreimbursed expenses incurred by the mother related to the birth of each child(ren).
- INSURANCE AND HEALTH CARE EXPENSES FOR CHILDREN:** Order that Petitioner Respondent shall pay for medical and dental insurance coverage for the child(ren) common to the parties and less than the age of 18 years old. Petitioner and Respondent will pay for all reasonable unreimbursed medical, dental, and health-related expenses incurred for the child(ren) in proportion to their respective incomes as described on the Parents' Worksheet, which shall be submitted with the Paternity Order.

- TAX EXEMPTION:** The parties shall claim as income tax dependency exemptions on federal and state income tax returns as follows:

Parent entitled to claim tax years	Name of child	Start tax year	Later
<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	_____	_____	_____
<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	_____	_____	_____
<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	_____	_____	_____
<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	_____	_____	_____

- TESTING and COSTS:** Order that if paternity is contested, Petitioner and Respondent be ordered to submit to such a blood and tissue tests as may be necessary by this court to establish paternity, AND that Respondent must pay all costs and expenses of this lawsuit under Arizona law, A.R.S. § 25-809, if he/she unsuccessfully contests these proceedings, including the costs of the blood tests or other genetic testing; filing each child's birth certificate; attorney's fees and court costs.

- OTHER ORDERS THAT I AM REQUESTING:** (explain request here):

VERIFICATION OF PETITIONER:

I verify under penalty of perjury that the foregoing is true and correct.

Executed on: _____ (date)

SIGNED: _____

Petitioner



Instructions for Completing Affidavit Re: Minor Children

- **Personal information** – Fill in your name, street address, city, state, ZIP code, telephone number.
- **Case No.** – Leave this blank. The clerk will fill in this information for you when you file your Petition.
- **Petitioner** – Enter your name as the Petitioner.
- **Respondent** – Enter the name of the other parent as the Respondent in both spaces.

- Check "Paternity"
- Check whether the mother is pregnant at the current moment
- Check the box to indicate if either or both parents have legal decision-making power or parenting time for minor children not involved in this paternity suit
- Check whether there were prior cases involving legal decision-making or parenting time for your minor children in this or any other state
 - If there were other cases, check the first box and give as much information as possible. This information could affect your or your children's rights in this case
- Check whether there are any pending cases involving legal decision-making or parenting time for your minor children in this or any other state
 - If there are other cases, check the first box and give as much information as possible. This information could affect you or your children's rights in this case
- Check whether you know of another person or agency (such as Child Protective Services), other than the other parent, who has or claims to have legal decision-making, parenting time, or other legal authority over any of the children

- If you know of such a person or agency, check the first box and put the information here, including the child's name and the person or agency who claims to have these rights
- List the mother's last known mailing address
- List the father's last known mailing address
- List each child's name, birth date, and birthplace
 - List where the children have been living **for the past 5 years**. If any children are under age 5, simply include information since their birth
- List the dates of the children's residences, along with:
 - The address where the children resided
 - The name and present address of the person with whom the children resided
 - The relation of that person to the children
- Sign this document before the clerk of the court or a notary public and check the box labeled "Petitioner"

6. I do do not know of any person not a party to this proceeding who has legal decision-making or claims to have legal decision-making or parenting time rights with respect to any child mentioned below. (If you do have such knowledge, state the name and address of the person, whether that person has legal decision-making, is claiming legal decision-making rights, or is claiming parenting time rights, and the name of the child involved.)

7. Mother's mailing address is: _____

8. Father's mailing address is: _____

9. a) The minor child(ren) affected by or of this action are:

<u>NAME</u>	<u>BIRTHDATE</u>	<u>BIRTHPLACE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

b) All the children have resided together at the following locations during the last five years:

DATES OF RESIDENCE	ADDRESS OF CHILD DURING PERIOD	NAME AND PRESENT ADDRESS OF PERSON HAVING PHYSICAL LEGAL DECISION-MAKING DURING RESIDENCE PERIOD	RELATION TO CHILD
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NOTE: If any of the children have lived separately, give specific information for that child on an additional page.

DECLARATION OF PETITIONER:

I declare under penalty of perjury that the foregoing is true and correct.

Executed on: _____ (date)

SIGNED: _____

Petitioner



Instructions for Order to Complete Course in Domestic Relations Education on Children's Issues

- **Personal information** – Fill in your name, street address, city, state, ZIP code, telephone number.
- **Case No.** – Leave this blank. The clerk will fill in this information for you when you file your Petition.
- **Petitioner** – Enter your name as the Petitioner.
- **Respondent** – Enter the name of the other parent as the Respondent in both spaces.
- Leave the remainder of the form blank. The court will write the case number, check the appropriate nature of the action, and sign and date the form.

Name: _____
Address: _____
City, State, ZIP: _____
Daytime Telephone No: _____
Representing Self, Without a Lawyer

ARIZONA SUPERIOR COURT, PIMA COUNTY

Petitioner
and

Respondent

CASE NO. _____

**ORDER TO COMPLETE COURSE IN
DOMESTIC RELATIONS EDUCATION
ON CHILDREN'S ISSUES**

**THIS IS AN OFFICIAL COURT ORDER
IF YOU FAIL TO COMPLY WITH THIS ORDER,
YOU MAY BE FOUND IN CONTEMPT OF COURT**

THE COURT FINDS that this case involves minor children and is an action for one of the following:

- Dissolution of Marriage
- Paternity Proceeding with Request to Determine Legal Decision-Making and/or Parenting Time or Child Support
- Legal Separation
- The Modification or Enforcement of Parenting Time or Legal Decision-Making

THEREFORE, PURSUANT TO A.R.S. § 25-352, **IT IS ORDERED:**

1. You must attend and complete a course in Domestic Relations Education on Children's Issues (Parent Education Program).
2. In an action for Petition for Dissolution of Marriage or Legal Separation:
 - a. The Petitioner must complete this course within 45 days of filing the Petition.
 - b. The Respondent must complete the course within 45 days of being served with or accepting service of the Petition for Dissolution of Marriage or Petition for Legal Separation. **The Respondent must pay the course fee, register for and complete the course whether or not a Response to the Petition for Dissolution of Marriage is filed.**
3. In an action or proceeding involving Paternity with a request that the Court determine legal decision-making or parenting time, or child support, or the modification or enforcement of parenting time or legal decision-making, the course must be completed by the Petitioner Respondent within 45 days of receipt of the Court Order.
4. Each party shall pay the required parent education fee to the Clerk of the Superior Court, 110 W. Congress St., Tucson AZ 85701. Upon receiving a receipt from the Clerk's office, parties may register for the parent education course offered through the Pima County Family Center of the Conciliation Court by calling (520) 724-4949 or register online at www.sc.pima.gov/fccc/parented. You must have your court case number and your parent education fee receipt number in order to register.
5. Parties should attend the parent education class in person. On line classes will not be accepted unless previously ordered by the assigned Judge due to special circumstances in the case.
6. Upon completion of the course, the Conciliation Court shall send the original certificate of completion to the Clerk of the Court. Each party shall receive a copy of the certificate of completion for their records.

If due to a disability, you need special accommodations for your attendance at this program such as auxiliary aids or materials in alternative formats, please inform the parent education program when you register by calling (520) 724-4949.

Date: _____

Presiding Family Law Judge



Instructions for Completing the Confidential Sensitive Data Form



About the Confidential Sensitive Data Form:

The Paternity Petition and Response are public documents. This means the public can see them in person or electronically.

Sensitive data includes:

- Social security numbers
- Bank account numbers
- Credit card numbers
- Other financial account numbers

The Confidential Sensitive Data Form is not made available to the public.

- **Personal information** – Fill in your name, street address, city, state, ZIP code, telephone number.
- **Case No.** – Leave this blank. The clerk will fill in this information for you when you file your Petition.
- **Petitioner** – Enter your name as the Petitioner.
- **Respondent** – Enter the name of the other parent as the Respondent in both spaces.
- Provide all other information pertaining to you, the other parent, and your children to the best of your ability.

Name: _____

Address: _____

City, State, ZIP: _____

Daytime Telephone No: _____

Representing Self, Without a Lawyer

ARIZONA SUPERIOR COURT, PIMA COUNTY

_____ Petitioner

and

_____ Respondent

Case No. _____

**CONFIDENTIAL
SENSITIVE DATA FORM**

A. Personal Information

Name	Date of Birth	Social Security Number
Petitioner: _____	_____	_____
Respondent: _____	_____	_____
Child: _____	_____	_____
Child: _____	_____	_____
Child: _____	_____	_____
Child: _____	_____	_____

B. Financial Account Numbers (including credit cards, financial institution accounts, investments, debts):

Financial Institution	Type of Account	Name(s) of Account Owner	Account #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

C. Pension and Retirement Accounts

Financial Institution	Type of Account	Name(s) of Account Owner	Account #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

D. Life Insurance Policies:

Financial Institution	Type of Account	Name(s) of Account Owner	Account #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



Instructions for Completing the Preliminary Injunction

- Use this form only if you are also filing
 - a copy of the birth certificate that lists the father as parent, or
 - an affidavit or acknowledgement signed by the father admitting paternity, or
 - an adoption order listing both parties as parents, or
 - a court order establishing paternity
- At the top of the form, fill in your name, street address, City, State, ZIP code, and telephone number, unless you are requesting a Protected Address.
- In the space that says “Petitioner,” fill in your name.
- In the space that says “Respondent,” fill in the other parent’s name.
- Leave the rest of the form blank.



It is important that you read this form carefully because you will be required to follow these orders after you file the Petition. Among other things, this injunction forbids you and the other party from taking certain actions affecting your child(ren).

Name of Person Filing Document: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Representing Self, Without a Lawyer

ARIZONA SUPERIOR COURT, PIMA COUNTY

	Case No.
_____ Petitioner	PRELIMINARY INJUNCTION FROM THE COURT AGAINST BOTH PETITIONER AND RESPONDENT
_____ Respondent	

WARNING TO PETITIONER AND RESPONDENT: THIS IS AN OFFICIAL ORDER FROM THE COURT. IT AFFECTS YOUR RIGHTS. READ THIS ORDER IMMEDIATELY AND CAREFULLY. IF YOU DO NOT UNDERSTAND IT, CONTACT AN ATTORNEY FOR LEGAL ADVICE.

A Petition to Establish Legal Decision-Making and/or Parenting Time has been filed with the court. As a result, this Order is made at the direction of the Presiding Judge of the Superior Court of Arizona, Pima County, under the authority of Arizona Law, A.R.S. § 25-808. This Order has the same force and effect as an Order personally signed by the Judge. Both parties are required to follow this Order. It may be enforced by any remedy available under the law, including an order of CONTEMPT OF COURT.

1. ACTIONS BY BOTH PARTIES WHICH ARE FORBIDDEN BY THIS ORDER: From the time this Petition is filed with the court, until a final order of paternity, legal decision-making and/or parenting time is filed, the action is dismissed, or until further Order of the court, both the PETITIONER AND THE RESPONDENT shall not, by Order of this court, take any of the following forbidden actions:

NOTE: THE LAW REQUIRES THAT THE EXACT LANGUAGE OF A.R.S. § 25-808 BE INCLUDED IN THIS ORDER. FURTHER EXPLANATION OF THE REQUIREMENTS OF THIS ORDER ARE INCLUDED HERE BEFORE THE ACTUAL STATUTE (LAW). READ THE EXPLANATION, WHICH IS FOLLOWED BY THE STATUTE ITSELF. IF YOU HAVE FURTHER QUESTIONS YOU SHOULD CONTACT AN ATTORNEY FOR LEGAL ADVICE.

a. **RESTRICTIONS ON YOUR BEHAVIOR:** The Order is designed to protect you, the other parent and your child/children from actions by either party which may be disruptive, or physically or emotionally harmful. The court does not tolerate physical abuse or threats in any form.

b. **RESTRICTIONS ABOUT YOUR CHILD/CHILDREN:** This Order specifically states that you cannot take your common child/children out of the state of Arizona for any reason, without a written agreement between you and the other biological parent or a court Order, **before** the child/children are taken from the state. This Order is designed to allow both parents continuing access to and contact with the child/children.

c. **RESTRICTIONS ABOUT INSURANCE:** Do not remove or cause to be removed the child/children in common from any existing insurance coverage, including medical, hospital, dental, automobile and disability insurance. Both parties shall maintain all insurance coverage in full force and effect.

Arizona Law, A.R.S. § 25-808 specifically provides as follows:

1. The preliminary injunction shall be directed to each party of the action and contain the following orders:
 - A. That both parties are enjoined from all of the following:
 - (1) Molesting, harassing, disturbing the peace of or committing an assault or battery on the person of the other party or any natural or adopted child/children of the parties.
 - (2) removing any natural or adopted child/children of the parties then residing in this state from the jurisdiction of the court without the prior written consent of the parties or the permission of the court.
 - (3) Removing or causing to be removed any child/children of the parties from any existing insurance coverage, including medical, hospital, dental, automobile or disability insurance.
2. That both parties maintain all insurance coverage in full force and effect.

2. EFFECTIVE DATE OF THIS ORDER: This Order is effective against the person who filed the petition (the Petitioner) when the Petition was filed with the court. It is effective against the other party (the Respondent) when it is served according to law. If service is made upon the Respondent by registered mail according to the Arizona Rules of Family Law Procedure, the Order is effective upon receipt of the Order by the Respondent. This Order shall remain in effect until further order of the court, until a final order of paternity, legal decision-making and/or parenting time is filed or the action is dismissed

3. ADDITIONAL ORDER TO PETITIONER: You must serve a copy of this Order upon the Respondent with the copy of the Paternity action and the Summons and other required court papers.

WARNING

THIS IS AN OFFICIAL COURT ORDER. IF YOU DISOBEY THIS ORDER THE COURT MAY FIND YOU IN CONTEMPT OF COURT. YOU MAY ALSO BE ARRESTED AND PROSECUTED FOR THE CRIME OF INTERFERING WITH JUDICIAL PROCEEDINGS AND ANY OTHER CRIME YOU MAY HAVE COMMITTED IN DISOBEYING THIS ORDER. YOU OR THE OTHER PARTY MAY FILE A CERTIFIED COPY OF THIS ORDER WITH YOUR LOCAL LAW ENFORCEMENT AGENCY. A CERTIFIED COPY MAY BE OBTAINED FROM THE CLERK OF THE COURT THAT ISSUED THIS ORDER. IF YOU ARE THE PERSON WHO BROUGHT THIS ACTION, YOU MUST ALSO FILE EVIDENCE WITH THE LAW ENFORCEMENT AGENCY THAT THIS ORDER WAS SERVED ON THE OTHER PARTY.

THIS COURT ORDER IS EFFECTIVE UNTIL A FINAL ORDER OF PATERNITY, LEGAL DECISION-MAKING AND/OR PARENTING TIME IS FILED OR THE ACTION IS DISMISSED.

GIVEN UNDER MY HAND AND THE SEAL OF THE COURT this ____ day of _____ 20 ____.

Clerk of the Superior Court

By: _____
Deputy Clerk



Instructions for Completing Request for Protected Address and Order for Protected Address

- **Personal information** – Fill in your name
- Check the first box if you have an Order of Protection. Write the name of the Court that issued the Order
- Check the second box if you do not have an Order, but have significant reasons to request a protected address
- Sign and date the Request
- Check “Petitioner” and write your name
- Write down the address to be protected on the second page

On the Order for Protected Address, write your name as the Petitioner and the other parent’s name as the Respondent.

Name: _____
Representing Self, Without a Lawyer

ARIZONA SUPERIOR COURT, PIMA COUNTY

Petitioner
and

Respondent

Case No. _____

**REQUEST FOR
PROTECTED ADDRESS**

I request the court to order that my address be protected from public disclosure, including disclosure to the opposing part(ies) in this case.

I reasonably believe that physical or emotional harm may result to me or my minor child(ren) if my address is not protected from disclosure, for the following reasons:

I have a valid Order of Protection in place issued by the following court:

OR

Other reasons briefly described below:

I have listed my address on a separate sheet of paper for court use.

I understand that I have a continuing duty to provide the clerk of the court with a current and correct mailing address where I can be served with process until one of the following events stated in Rule 7(D), Arizona Rules of Family Law Procedure occurs.

Date

Requestor's Signature

PERSON WHOSE ADDRESS IS PROTECTED: _____
 Petitioner Respondent

Case No: _____

ADDRESS TO BE PROTECTED:

Petitioner Respondent

Name: _____

Street: _____

City, State, Zip: _____

Telephone #: _____

Name: _____
Representing Self, Without a Lawyer

ARIZONA SUPERIOR COURT, PIMA COUNTY

Petitioner
and

Respondent

Case No. _____

**ORDER FOR
PROTECTED ADDRESS**

Upon request of Petitioner Respondent, and good cause appearing,

IT IS ORDERED that:

The address of Petitioner Respondent shall be protected from public disclosure until further order of this court.

The Clerk shall protect the address of Petitioner Respondent from public disclosure until further order of this court.

The Clerk and the parties hereto shall comply with the requirements of Rule 7, A.R.F.L.P.

Any person required under these rules to serve a response or other document upon a person whose address is ordered protected from disclosure under this rule may serve the same by delivering true and correct copies of the documents to be served, together with the proper fee established by administrative order to cover the cost of service, to the clerk of the court. The clerk shall promptly mail the documents by regular first-class to the most recent protected address provided to the clerk, and service shall be deemed complete upon mailing. The clerk shall promptly file a written statement verifying the documents that were mailed and the date of mailing to the protected address signed by the clerk or deputy clerk who mailed the documents. All documents mailed to a protected address shall bear the clerk's return address, and a notation of any process returned as undeliverable shall be made in the court file.

Date

Judicial Officer

Checklist and Instructions for Filing the Paternity Petition



1. Make copies of the following completed documents:

- 1 copy of the Domestic Relations Cover Sheet
- 2 copies of the Summons
- 2 copies of Preliminary Injunction (if it applies)
- 2 copies of the Petition for Paternity
- 2 copies of the Completed Affidavit Re: Minor Children
- 1 copy of the Confidential Sensitive Data Form.
- 1 copy of the Application and Order for Waiver/Deferral of Court Fees and Costs, if applicable.
- 1 copy of the Request for Protected Address, if applicable
- 1 copy of the Order for Protected Address, if applicable.
- 2 copies of the Order to Complete Course in Domestic Relations Education on Children's Issues

2. File for Deferral/Waiver of Fees & Costs

- File originals of the following documents with the court:
 - Application for Deferral of Court Fees and/or Costs (and any supporting affidavits)
 - Order Regarding Deferral or Waiver of Court Fees and/or Costs
 - Petition for Paternity

See Packet # 12, *Deferral or Waiver of Fees or Costs* for more information.

3. Separate the documents into 3 sets:

- Set 1, the originals,** goes to the **clerk of the court:**
 - Domestic Relations Cover Sheet
 - Summons
 - Petition for Paternity
 - Confidential Sensitive Data Form
 - Affidavit Re: Minor Children
 - Request for Protected Address

- Order for Protected Address
- Order to Complete Course in Domestic Relations Education on Children's Issues

- Set 2, the copies, goes to the other parent:**
 - Summons
 - Petition for Paternity
 - Affidavit Re: Minor Children
 - Order to Complete Course in Domestic Relations Education on Children's Issues
- Set 3 is your set of copies.**
 - Summons
 - Petition for Paternity
 - Affidavit Re: Minor Children
 - Order to Complete Course in Domestic Relations Education on Children's Issues
 - Confidential Sensitive Data Form
 - Deferral/Waiver of Fees/Costs Form
 - Request for Protected Address Form

4. File the papers at the court

- Take your packet to the **Clerk of the Superior Court**
First Floor
Superior Court Building
110 West Congress
Tucson, AZ 85701
8 am to 5 pm, Monday through Friday (except holidays)
- Arrive at the court at least one hour before it closes
- Make sure you leave with:
 - Your set of copies
 - The other parent's set of copies
 - Your original summons

5. Serve the court papers on the other parent. See Packet # 21, *Paternity – Service of Papers*