

PATERNITY RESPONSE



Packet # 19



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) 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 the 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 Confidential 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 forms should I receive from the other parent?

Summons: This form shows that you have been ordered to appear in court. You "appear" by filing a written Response with the court, making you the Respondent of the case.

Affidavit Regarding Minor Children: This form describes what children the Paternity Petition affects.

Order to Complete Course in Domestic Relations Education in Children's Issues: All parents involved in paternity, legal decision-making, and parenting time issues are required to attend the "Domestic Relations Education on Children's Issues" course. This class should be completed prior to attending mediation. There is a fee for the class. You can register at www.sc.pima.gov/fccc/parented or by calling (520) 724-4949.

Paternity Petition: This form lists the other parent's requests for the court to establish paternity, legal decision-making, parenting time, and child support. For more information about these topics see Packet # 17, *Paternity – General Information*.



Read each and every word of the Petition very carefully, and decide what you want to do.

What are my options as a Respondent?

- **Do Nothing** - If you don't respond, the other parent can file an Application and Affidavit for Entry of Default. This may result in a default judgment. It is never a good idea to ignore a court proceeding. The court will decide what is best for the child(ren) affected by paternity. You will be held accountable for what the court orders regardless of your lack of response.
- **Admit Paternity** – This option is often the best way to proceed if you and the other parent agree about paternity. If you and the other parent can reach an agreement about legal decision-making, parenting time, and child support, then you can file papers with the court stating your agreement. This is called a consent or stipulation. Mediators can help you with this. For more information, see Packet # 15, *Mediation*.
- **File a Written Response** - If you do not agree with the other parent's requests in the Petition, and you cannot reach an agreement, you should file a written Response. This is how you request what you want the court to order regarding paternity, legal decision-making, parenting time, and child support. If you believe that the child's father is not the person named in the Petition, you may request a DNA/Blood Test in the Response.

How long do I have to respond?

If you are served in the state of Arizona, you have 20 calendar days after service to respond. If served outside of Arizona, you have 30 calendar days after service to respond. If you do not file a written Response on time you may receive a notice of default. You have 10 court days after receiving this notice to file your written Response. If you do not file a written Response by the end of this grace period, a default judgment can be entered and you will be held accountable for what the court orders. These orders will include paternity, legal decision-making, parenting time, and child support.

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 you have filed a Response.

For more information see Packet # 15, *Mediation*, and Packet # 9, *Parenting Plans*.

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 being served the Petition. The other parent must also

complete the parent education class within 45 days of filing 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
115 N. Church Avenue, 2nd floor
(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) 724-4900

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 four forms that must be filled out and submitted to the court:

- **Response 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**

This packet also includes forms that do not have to be submitted to the court, but may be included 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.** – Write the Case Number that you see on the Petition you received.
- **Petitioner** – Enter the other parent's name as the Petitioner.
- **Respondent** – Enter your name as the Respondent.



Instructions for Completing the Response to Paternity Petition

- **Personal information** – Fill in your name, street address, city, state, ZIP code, telephone number.
- **Case No.** – Write the Case Number that you see on the Petition you received.
- **Petitioner** – Enter the other parent’s name as the Petitioner.
- **Respondent** – Enter your name as the Respondent.

1-2. GENERAL INFORMATION:

- **Information about the other parent, the Petitioner**
 - Fill in the other parent’s name, address, county of residence, date of birth, and occupation as it appears on the Petition.
- **Information about me, the Respondent**
 - Fill in your name, address, county of residence, date of birth, and occupation.

3-4. DOMESTIC VIOLENCE:

- Check the first box if there has been domestic violence. Check the second box if domestic violence has not occurred. See *Important Notice to Victims of Domestic Violence* in this packet if you are unclear on what this could mean.
- Summary on Domestic Violence: If there is a difference between what the Petitioner says and what you say about domestic violence, explain it here.

5. CHILDREN OF THE PARTIES WHO ARE LESS THAN 18 YEARS OLD:

- Check the box that certifies the child(ren) are under 18.
- Fill in the name(s), birth date(s), current address(es), county of residence, and mother’s and father’s names for each child listed on the Petition.
- Check whether you deny you are the father, or if you deny that the Petitioner is the father of the child(ren) listed.
- If you want a DNA/Blood Test, check the “Request for Paternity Test.”
- Add any other information to the “Other” section regarding paternity.

6. WRITTEN PARENTING PLAN:

- Check this box ONLY if you and the Petitioner already have a written agreement regarding legal decision-making, parenting time, and child support. Attach a copy of the signed agreement to the Response.

7. CHILD SUPPORT JURISDICTION:

- If you believe the other parent should pay child support, check “Petitioner.” If you believe you should pay child support, check “Respondent.” Then, check all boxes that apply.

8. SUMMARY OF WHAT I SAY ABOUT OUR CHILDREN THAT IS DIFFERENT FROM WHAT THE PETITIONER ASKED FOR IN THE PETITION:

- Summarize what is different between what you say about the children and what the Petitioner said in the Petition.

9. GENERAL DENIAL:

- Use this space to admit, deny, or qualify anything else that was in the Petition but not addressed in the Response. This is extra protection for you.

REQUESTS I MAKE TO THE COURT:

- **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 the other parent have sole legal decision-making for the child(ren). Check “Respondent” if *you* are requesting to 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 Response. For information on legal decision-making and parenting time, refer to Packet # 9, *Parenting Plan*.
- **Child Support** – Check “Petitioner” if you believe the other parent should pay child support. Check “Respondent” if you believe *you* should 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*.
- **Request for Back Child Support** – Check “Petitioner” if you believe the other parent should pay back child support. Check “Respondent” if you believe *you* should pay back child support. For more information, refer to Packet # 8, *Child Support*.
- **Expenses of Mother** – Check “Petitioner” if you believe the other parent should pay expenses incurred from the birth of the child(ren). Check “Respondent” if you believe *you* should pay the expenses.
- **Medical and Dental Insurance and Health Care Expenses for Children** – Check “Petitioner” if you believe the other parent should pay health care expenses for the child(ren). Check “Respondent” if you believe *you* 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. You will be required to pay for the test.

- **Other Orders** – Ask the court for anything else you want ordered that has not already been requested in your Response. If you are not asking for any other orders, write "none."

OATH AND VERIFICATION OF RESPONDENT: Sign this form in front of a notary. By doing so you are telling the court that everything contained in the Response is true. Generally, you should sign all papers which 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. _____

RESPONSE TO PATERNITY PETITION

STATEMENTS MADE TO THE COURT, UNDER OATH

1. GENERAL INFORMATION

ABOUT THE OTHER PARENT, THE PETITIONER

Name: _____
Address: _____
County of residence: _____
Date of Birth: _____
Occupation: _____

ABOUT ME, THE RESPONDENT

Name: _____
Address: _____
County of Residence: _____
Date of Birth: _____
Occupation: _____

CHILDREN OF THE PARTIES LESS THAN 18 YEARS OF AGE: check one box

The following child(ren) are under age 18 and was/were born to me and the Petitioner:
(Attach extra pages if necessary).

Name: _____
Birthdate: _____
Current Address: _____

County of residence: _____

Name: _____
Birthdate: _____
Current Address: _____

County of residence: _____

Name: _____

Name: _____

Birthdate: _____

Birthdate: _____

Current Address: _____

Current Address: _____

County of residence: _____

County of residence: _____

I deny that: I am the father that the Petitioner is the father.

I request a paternity test prior to the entry of judgment in this matter.

Other: _____

2. JURISDICTION

This Court has jurisdiction under A.R.S. § 25-1221 to order the Petitioner Respondent 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 legal decision-making matters under Arizona law, A.R.S. §§ 25-401, 25-801 and/or 25-1001 et seq.

3. DOMESTIC VIOLENCE

Check the box that is true if you or the Petitioner intends to ask for joint legal decision-making. Domestic violence has has not occurred during this marriage.

SUMMARY OF WHAT I SAY ABOUT DOMESTIC VIOLENCE THAT IS DIFFERENT FROM WHAT THE PETITIONER SAID IN THE PETITION: (here summarize what is different between what the Petitioner says and what you say about domestic violence):

4. WRITTEN PARENTING PLAN: check only if true

The Petitioner and I have a written agreement signed by both of us about the parenting plan for our child(ren). I have attached a copy of this agreement.

5. SUMMARY OF WHAT I SAY ABOUT OUR CHILDREN THAT IS DIFFERENT FROM WHAT THE PETITIONER ASKED FOR IN THE PETITION: (here summarize what is different between what you say about the children and what the Petitioner said in the Petition):

6. **GENERAL DENIAL:** I deny anything stated in the Petition that I have not specifically admitted, qualified, or denied here.

REQUESTS I MAKE TO THE COURT:

- Last Name:** Order that each child's last name be changed to: _____

- 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 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 make major medical, educational, religious and personal hygiene decisions together regarding the minor child(ren), with parenting time as follows:
 - Petitioner Respondent should have reasonable parenting time in accordance with the terms of the Parenting Plan filed at the same time as this Response;
 - OR**
 - The parties shall share equal parenting time as set forth in the Parenting Plan filed at the same time as this Response.

- 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 Judicial Officer 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 income withholding order.

- REQUEST FOR BACK CHILD SUPPORT:** Order that Petitioner Respondent shall pay back child support for the minor child(ren) for the time period beginning either three years before the filing of this Petition or from the date of the parties' separation, whichever date is most recent, and ending on the first day of the month following the month a Child Support Order is entered by this Court.

- 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	Name of child	Current tax year	Later tax years
<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 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)

OATH AND VERIFICATION OF RESPONDENT:

STATE OF ARIZONA)
)ss.
 County of Pima)

I, the Respondent, being duly sworn and under oath, state that I have read this Response. All the statements in the Response are true, correct, and complete to the best of my knowledge and belief.

SIGNED: _____

(Respondent)
 Subscribed and sworn to before me this _____ day of _____, 20__ by

 (Respondent's Name)

 Notary Public

My Commission Expires:



Instructions for Completing Affidavit Re: Minor Children

- **Personal information** – Fill in your name, street address, city, state, ZIP code, telephone number.
- **Case No.** – Write the Case Number that you see on the Petition you received.
- **Petitioner** – Enter the other parent’s name as the Petitioner.
- **Respondent** – Enter your name as the Respondent.

- 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 you 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 "Respondent"

Name: _____

Address: _____

City, State, ZIP: _____

Daytime Telephone No: _____

Representing Self, Without a Lawyer

ARIZONA SUPERIOR COURT, PIMA COUNTY

Petitioner

and

Respondent

Case No. _____

AFFIDAVIT RE: MINOR CHILDREN

STATE OF ARIZONA)
) ss.
County of Pima)

1. The nature of this action is:
 Dissolution Legal Separation Paternity Annulment

2. The mother is is not presently pregnant.

3. There are are not minor children of either or both of the parties in this case who are in the care of either or both of the parties.

4. I have have not participated as a party, witness, or in any other capacity in any other prior litigation concerning custody, legal decision-making or parenting time of a child mentioned below, in this or any other state. (If you have, state the name of each child, the manner in which you participated, the court, the state & county or district, case number, and date of order or judgment, if any.)

5. I do do not have any information of any custody, legal decision-making or parenting time proceeding concerning a child mentioned below pending in a court of this or any other state. (If you do, state the name of each child, nature of the proceeding, the court, the state & county or district, case number, and the status of the proceeding.)

6. I do do not know of any person not a party to this proceeding who has physical custody or claims to have custody, legal decision-making authority, or visitation 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 physical custody, is claiming custody rights, or is claiming visitation 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 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 CUSTODY DURING RESIDENCE PERIOD	RELATION TO CHILD
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

DECLARATION OF RESPONDENT:

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

Executed on: _____ (date)

SIGNED: _____

Respondent



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.** – Write the Case Number that you see on the Petition you received.
- **Petitioner** – Enter the other parent’s name as the Petitioner.
- **Respondent** – Enter your name as the Respondent.
- 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

Case No. _____

and

Respondent

**CONFIDENTIAL
SENSITIVE DATA FORM**

A. Personal Information

Name	Date of Birth	Social Security #
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 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.** – Write the Case Number that you see on the Petition you received.
- **Petitioner** – Enter the other parent's name as the Petitioner.
- **Respondent** – Enter your name as the Respondent.
- Leave the remainder of the form blank. The court will check the appropriate nature of the action, 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 Request for Protected Address and Order for Protected Address

1. Request for a 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 “Respondent” and write your name
- Write down the address to be protected on the second page

2. Order for a Protected Address

- Write the other parent’s name as the “Petitioner”
- Write your 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 Response

1. Make copies of the following completed documents:

- 2 copies of the Response
- 2 copies of the 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 Costs (and any supporting affidavits)
 - Order Regarding Deferral or Waiver of Court Fees and Costs
 - Petition for Paternity

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

3. Separate the documents into 3 sets:

- Set 1, the originals, goes to the clerk of the court:**
 - Response to Paternity Petition
 - 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:**
 - Response for Paternity Petition
 - Affidavit Re: Minor Children
 - Order to Complete Course in Domestic Relations Education on Children's Issues
- Set 3 is your set of copies.**
 - Response 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*

Open 8 am to 9 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

Nothing further will happen in this case unless you or the Petitioner does something to move the case forward. This is usually done by filing a Motion to Set that requests a trial date. If neither parent does anything further for 6 months, the Court will dismiss the case. Additionally, you or the Petitioner may make a request for temporary orders. See Packet # 13, *Temporary Orders*.