

# **PATERNITY COMPLAINT**

**Packet #18  
\$2.00**

*Separate forms from  
packet before filing*

**PIMA COUNTY SUPERIOR COURT  
SELF-SERVICE PACKET**

**ESTABLISHING PATERNITY**

**USE AND DISCLAIMER**

These forms shall not be used to engage in the unauthorized practice of law. The Pima County Superior Court assumes no responsibility and accepts no liability for actions taken by the users of these forms or in reliance upon the instructions or information provided.

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 the courthouse. There are lawyers who will help you help yourself. This means that they will only charge you for giving you the help you need, and you can complete the court papers on your own or ask the lawyer for help on the papers you are having trouble with.

Also there are people in the community who can help you with your problems - they are called mediators. They help you solve your present problem, and anticipate future problems and how to solve them too. Mediators work with both parties in a dispute to help resolve areas of disagreement or trouble.

A list of individuals, agencies and other resources available to help people resolve legal problems is available at the Self-Service Center.

**HOW TO ASSEMBLE THESE DOCUMENTS**

This packet contains general information, instructions and court forms to complete and file, including the paternity Complaint and other court papers. Be sure the documents are in the following order. Look at the lower right-hand corner of the document for the document number. Documents that end with "info" are instructions and/or general information. Documents that end with "form" are court forms that MUST be completed and filed with the court.

Title	Form Name
Use and Disclaimer (1 page)	paternitycomplaint-use and disclaimer.info
Read this First ....Sensitive Data	Paternitycomplaint-read this first.info
Instructions on completing the Paternity Complaint (with child custody, parenting time, support) (6 pages)	paternitycomplaint-instructions.info
Domestic Relations Cover Sheet (1 page)	Paternitycomplaint-cover sheet.form
Summons (1 page)	paternitycomplaint-summons.form
Paternity Complaint (with child custody, parenting time, support) (5 pages)	paternitycomplaint.form
Affidavit Re: Minor Children (2 pages)	paternitycomplaint-affidavit re minor children.form
Order to Complete Course in Domestic Relations Education Children's Issues (2 pages)	paternitycomplaint-order for dom rel educ.form
Sensitive Information Sheet (1 page)	paternitycomplaint-sensitive info.form
Request for Protected Address	Paternitycomplaint-request for protected address
Order for Protected Address	Paternitycomplaint-order for protected address

# **READ THIS FIRST, BEFORE YOU COMPLETE ANY FORMS IN YOUR PACKET**

MOST COURT FILES ARE OPEN TO THE PUBLIC FOR REVIEW, EITHER PERSONALLY OR ELECTRONICALLY.

Pursuant to Rule 43(G), Arizona Rules of Family Law Procedure, effective January 1, 2006, before filing any paper containing sensitive data with the court, the filing party shall omit or otherwise redact the sensitive data unless they are specifically requested by the court. If the sensitive data are specifically requested by the court, the filer shall record the requested information on a separate sensitive data form which shall be maintained by the clerk as a confidential record. You are ENCOURAGED to use the attached form whenever 'CONFIDENTIAL SENSITIVE DATA' is requested in paperwork, rather than list that information in the documents filed with the Court that will be available for public scrutiny. The Confidential Sensitive Data Form(s) in your case will be maintained electronically and sealed and may be viewed only the Court and court staff, the parties to the case and their attorneys, and Clerk's Office staff, except as may be otherwise ordered by the Court.

**DEFINITION: "SENSITIVE DATA" includes the following:**

- A) Social Security number**
- B) Bank account number, credit card number, or other financial account numbers**

*Instructions for form use: Wherever "sensitive data" is required in a document that will be filed with the Court, write in 'SEE CONFIDENTIAL SENSITIVE DATA FORM.' Make sure you write in the appropriate "sensitive data" on the Confidential Sensitive Data Form. Whenever new information is needed to supplement the record in a case, a party should file with the Clerk's Office an updated sensitive data form (including all previously disclosed sensitive data, plus any additional sensitive data required to be filed in the case.)*

**ANY PARTY WHO INCLUDES "SENSITIVE DATA" IN DOCUMENTS FILED WITH THE COURT, OTHER THAN ON A CONFIDENTIAL SENSITIVE DATA FORM, DOES SO AT THAT PARTY'S OWN RISK.**

# INSTRUCTIONS FOR HOW TO FILL OUT PATERNITY COMPLAINT WITH CUSTODY, PARENTING TIME & CHILD SUPPORT

## PLEASE TYPE OR PRINT WITH BLACK INK ONLY WHEN FILLING OUT ANY COURT FORMS

### WHEN TO USE THIS FORM:

Use this form if you want to get a court order of paternity, custody and parenting time, and also child support if you do not already have that order. If you now want a court order for child custody and parenting time, and you already have a support order, the court will also review that child support order. If the child support order needs to be changed, the court will do so in this case. If there is no child support order, the court will establish child support in this case along with paternity, custody and parenting time.

If you already have a court issued Paternity Order, but custody, parenting time and/or child support have not been established, use the packet entitled “**Child Custody and Parenting Time**” instead.

**IMPORTANT NOTICE ABOUT WHEN YOU CAN BRING A CHILD CUSTODY CASE IN THE SUPERIOR COURT IN ARIZONA:** You should generally have resided in Arizona with the child(ren) for the last 6 months, or Arizona must have been the child(ren)'s primary place of residence for the greater part of his or her life if the child is less than 6 months old. If you have questions regarding this requirement, see a lawyer before filing.

### **IMPORTANT NOTICE ABOUT WHEN YOU CAN SUE A DEFENDANT IN ARIZONA FOR PATERNITY AND/OR CHILD SUPPORT:**

You can sue a person (the Defendant) in Arizona on a case to establish paternity, to establish child support, or to enforce, or change a child support order, if ONE OR MORE of the following is true about the Defendant:

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

### **IMPORTANT NOTICE TO VICTIMS OF DOMESTIC VIOLENCE:**

Unfortunately, domestic violence can be part of any relationship. Domestic violence can include physical violence directed against you or your children such as hitting, slapping, pushing, or kicking. It can also include **threats of physical violence made against you and your children**, or regular verbal abuse used to control you. The other party does NOT need to have been convicted of domestic violence or assault for you to be a domestic violence victim, and you do not need to have sought medical care or been admitted to a hospital to be a victim.

If you are a victim of domestic violence or threats of domestic violence, you can obtain an Order of Protection from the court. This Order of Protection will order the other party to stay away from you and from your children if they are also victims or potential victims of the abuse. If you need an **immediate** Order of Protection **before** you are ready to file the Paternity Complaint, you can request such an Order between the hours of 8:00 a.m. and 4:30 p.m. at the Tucson City Court, 103 East Alameda Street, Tucson, telephone number 791-4971; the Pima County Consolidated Justice Court, 115 North Church Avenue, 2<sup>nd</sup> floor, Tucson, telephone number 740-3171; the Pima County Juvenile Court Center, 2225 East Ajo Way, Tucson, telephone number 740-2045; the Pima County Superior Court Clerk's Office, 110 West Congress, 1<sup>st</sup> floor, Tucson, telephone number 740-3210. After 4:30 p.m. weekdays, or at any time on a weekend or holiday, an emergency Order of Protection can be requested by contacting the Tucson Police Department at 741-4444 or the Pima County Sheriff's Department at 740-4900. In case of an emergency call 911.

If you are ready to file your Paternity Complaint or have already filed your Paternity Complaint and also need an Order of Protection, you must request the Order of Protection from the Superior Court where you file the Paternity Complaint. The Clerk of the Court will have the papers you need to do this. If you have an existing Order of Protection from City Court, it will have to be transferred to Superior Court when you file your Paternity Complaint.

ALL COURT DOCUMENTS WILL REQUEST YOUR ADDRESS AND PHONE NUMBER. IF YOU ARE A VICTIM OF DOMESTIC VIOLENCE, ARE IN A DOMESTIC VIOLENCE SHELTER, OR YOU DO NOT WANT YOUR ADDRESS KNOWN IN ORDER TO PROTECT YOURSELF OR YOUR CHILDREN, IF POSSIBLE, GET A P.O. BOX OR USE ANOTHER VALID MAILING ADDRESS ON THESE PAPERS.

**Additional information on how to obtain an Order of Protection is available at the Self-Service Center.**

### **COMPLETE THE FOLLOWING FORMS**

#### **DOMESTIC RELATIONS COVER SHEET:** (paternitycomplaint-domestic cover sheet.form)

- Print the word "None" in the blocks for Plaintiff's Attorney and Attorney No.
- Print your (Plaintiff's) name and address in the space for "Petitioner" and the other party's (Defendant's) name in the space for "Respondent".
- In the block entitled "CASE PREFERENCE," enter A.R.S. §25-807.
- In the block entitled "EMERGENCY ORDER SOUGHT," check the appropriate block if you are seeking a protective order along with the Paternity Complaint.
- Where the form states "Nature of Action," put an "X" in the box next to "SPECIAL PATERNITY/MATERNITY."
- Leave the rest of the form blank.

#### **SUMMONS:** (paternitycomplaint-summons.form)

Fill in the following information where requested: Your name, street address, city, state, zip code, telephone number; name of Plaintiff (your name); and name of Defendant (the other party's name) in two places.

#### **COMPLAINT FOR PATERNITY, CHILD CUSTODY, PARENTING TIME AND CHILD SUPPORT:** (paternitycomplaint-complaint.form)

Use this form if you want to get a court order that includes custody, parenting time and child support along with the Order of Paternity.

- Make sure your form states COMPLAINT FOR PATERNITY, CHILD CUSTODY, PARENTING TIME AND CHILD SUPPORT in the upper right-hand part of the page.
- In the top left corner of the first page, fill out the following: your name; address; city, state and zip code; and telephone number.
- In the caption, fill in your name in the space that says "Plaintiff." Remember that you will be the Plaintiff through the whole case. In the space that says "Defendant," fill in the name of the other party. If the mother of the child was married to someone other than the child's father at the time of the child's conception, that husband must be joined in this case. List that party as a Defendant also.
- The case number will be entered by the Clerk when you file.

#### **GENERAL INFORMATION:**

- Fill in YOUR name, address, county, date of birth, and occupation. Check the appropriate box regarding YOUR relationship to the children for whom you want the paternity order.
- Fill in the name of the other party, his or her address, county, date of birth, and occupation. Check the appropriate box regarding the OTHER PARTY'S relationship to the children for whom you want the paternity order.

- Fill in information about all the children for whom you want this paternity order. The same persons should be the mother and the father for all the children for whom you want this paternity order. If you think the children have different fathers or mothers, you need to file a separate paternity complaint against each person.

#### **JURISDICTION:**

- Check one or more boxes about why the Arizona courts can award child support against the non-custodial party.
- Check this box if all the children for whom you want this paternity order have lived in Arizona for the past 6 months, or the greater part of his/her life if the child is less than 6 months old.

#### **STATEMENTS ABOUT PATERNITY**

Check which party you believe is the father of the child(ren) and check every block that applies as to why you think that person is the father of these children? Attach the appropriate documents to your Complaint.

- AFFIDAVIT:** Mark this box if both you and the OTHER party signed an Affidavit of Paternity stating that the Plaintiff or the Defendant is the father of the child(ren). Attach a copy of the Affidavit to the Paternity Complaint.
- BIRTH CERTIFICATE:** Mark this box and print the father's name here if the father is named on each child's birth certificate and if the certificate has been signed by both the mother and father. Attach a copy of the birth certificate(s) to the Complaint.
- DNA/BLOOD TEST:** Mark 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 result to the Complaint.
- PARTIES LIVING TOGETHER:** Mark this box if the people you say are the father and mother were not married to each other but were living together and having sexual intercourse during the 10 months before the birth of the child(ren).
- PARTIES HAVING SEXUAL INTERCOURSE:** Mark 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 at that time.
- OTHER:** Mark this box if there is some reason that you believe the party you checked is the father of the child(ren).
- Tell the court whether the mother was married at the time the child(ren) were born or conceived, or at least 10 months before the child(ren) were born. If she was, you must add the HUSBAND to the court case as a Defendant, even if you say that the husband is not the father of the child(ren).

#### **OTHER STATEMENTS MADE TO THE COURT**

- If there are any unreimbursed expenses incurred by the mother for the birth of the child, check which party you feel should be ordered to pay these expenses.
- This states that if there are any expenses incurred for the child(ren), they should be divided by the parties proportionate to their incomes.
- Check this block **ONLY** if there has been **NO** domestic violence between the parties.
- This states that you can file this action in Pima County so long as one of the parties or the children live here.

**REQUESTS I MAKE TO THE COURT** - here you list what you want the court to order.

- Enter the name of the person you think is the father of the child(ren).
- If the true father's name is not on the birth certificate of the child(ren), check this block and enter the name of the father.
- If the child(ren)'s last name is different from that of the father, complete this if you want that last name to be changed to the last name of the father.
- Child Custody and Parenting Time (Visitation)**
  - Sole Custody** - If you are requesting one party to have sole custody of the minor children, check this box and then check the appropriate blocks regarding parenting time by the other parent.

**Parenting Time:**

- Parenting Time** - Mark this box if you want the person not having sole custody to have reasonable parenting time. Reasonable parenting time varies with the age of the child. The court offers suggested amounts of parenting time in the "**Pima County Access/Visitation Guidelines**" and in "**The Model Parenting Time Plans**" available at the Self-Service Center. The Parenting Plan form and further information are available in the packet entitled "**Custody and Parenting Time.**" The parents can agree on other parenting time arrangements.
- Supervised Parenting Time** - Mark this box if you want the other party's parenting time to be supervised by another adult. You may request supervised parenting time if the non-custodial parent cannot adequately care for the children or cannot do so without another person present. You may request this if the person not having custody abuses drugs or alcohol, is violent or abusive, or does not have the parenting skills to care for a child without another adult present. Remember, supervised parenting time is not intended to punish the parent, but to protect the child. Be sure to list the reasons why you are requesting supervised parenting time. Also list who is going to pay the costs of supervised parenting time, if any are incurred.
- No Parenting Time** - Mark this box if you want the other party to have no parenting time at all. You should check this block only if the non-custodial parent has seriously harmed, abused, or otherwise is a serious danger to the child's physical and/or emotional health. This is a last resort to protect the child.
- Joint Custody** - If you are requesting joint custody, mark this box. You and the other party should complete a Joint Custody Agreement and Parenting Plan and attach a copy to your Complaint.
- Child Support** - Indicate which parent is to pay child support. The person who has custody of the child(ren), or who has physical care of the child(ren) more than 50% of the time, is the person who should receive the support. The other party must pay the support. The amount of the support is generally determined by income of the parties according to the Arizona Child Support Guidelines. The amount of child support does not have to be specifically stated at this time, but it will need to be computed later so that it can be specifically listed in the Paternity Order.
- Expenses of Mother** - Complete this block if there are any unreimbursed expenses incurred by the mother related to the birth of the child(ren).
- Medical and Dental Insurance and Health Care Expenses for Children** - Mark one box only. Tell the court which parent should be required to provide medical and dental insurance for the children. Whichever parent has the most affordable plan available through their employment, where

applicable, should generally pay the insurance. Adjustments can be made to child support to reflect costs of insurance for the children.

- Tax Exemption** - The Arizona Child Support Guidelines and federal tax laws determine who should get the tax dependency exemptions, for which children, for which years. If you are not sure, you should see a lawyer or an accountant for help.
- Testing and Costs** - If paternity is contested both you and the other party will be ordered to submit to a test necessary to establish paternity.
- Other Orders** - Tell the court anything else you may want ordered in your paternity action that has not been covered elsewhere in your complaint. If none, enter "None."

**OATH AND VERIFICATION OF PLAINTIFF:** Sign this form in front of a notary public. By doing so you are telling the court that everything contained in your Paternity Complaint 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.

You will also have to complete the following forms, Affidavit Re: Minor Children and Sensitive Information Sheet

**AFFIDAVIT RE: MINOR CHILDREN** (paternitycomplaint-affidavit re minor children.form)

- Enter the names of Plaintiff and Defendant.
- Check "Paternity"
- Indicate whether the mother is presently pregnant.
- Indicate whether there are minor children of either or both parties who are in the custody of either or both of the parties.
- You must tell the court if there were prior cases involving custody of your minor children in this or any other state. If there were no other cases, mark the second box and GO ON. If there was another case, mark the first box and give as much information as possible. This information could affect your or your children's rights in this case.
- You must tell the court if there are any PENDING cases involving custody of your minor children in this or any other state. If there are no other cases, mark the second box and GO ON. If there is another case, mark the first box and give as much information as possible. This information could affect your or your children's rights in this case.
- If you do not know of another person OTHER THAN DEFENDANT who has physical custody or is claiming custody, parenting time or access to any of the children, mark the second box and GO ON. If you do know of such a person, mark the first box and put the information here, including the child's name and the person who believes he/she has a custody, parenting time or access claim.
- List the mother's mailing address.
- List the father's mailing address.
  - Enter each child's name, birth date, and birthplace.
  - Fill out where the children have been living **for the past 5 years**; if any children are under age 5, simply put information since their birth. Write the dates of residence, the address where the child lived during the period, the name and present address of the person having physical custody of the child during the period, and the relationship of that person to the child. While you may not remember exact dates when you moved from one location to another, fill this information out as completely as possible.
- Sign this document before a Notary Public and check the box labeled "Plaintiff."

**SENSITIVE INFORMATION SHEET:** (paternitycomplaint-sensitive info.form)

Because the Paternity Complaint is a public document certain information, such as your social security number and those of the other party and children is furnished to the court on this information sheet which is not made available to the public.

- Print the word “None” in the line for Plaintiff’s attorney and attorney’s No.
- Provide all other requested information pertaining to you, the other party and your children, to the best of your ability.

**Now that you have completed the forms, refer to the sheet in this packet entitled “Instructions on Filing the Paternity papers.” This will tell you what to do with the forms you have completed.**

**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 ADDRESSES  
(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.

**DISSOLUTIONS (300)**

- 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 Custody

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Daytime Telephone No: \_\_\_\_\_

Representing Self, Without a Lawyer

## ARIZONA SUPERIOR COURT, PIMA COUNTY

\_\_\_\_\_

Plaintiff

and

\_\_\_\_\_

Defendant

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

### 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 Defendant)

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 Plaintiff, 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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Daytime Telephone No: \_\_\_\_\_

Representing Self, Without a Lawyer

## ARIZONA SUPERIOR COURT, PIMA COUNTY

\_\_\_\_\_  
Petitioner/Plaintiff

and

\_\_\_\_\_  
Respondent/Defendant

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

### COMPLAINT FOR PATERNITY WITH CUSTODY, PARENTING TIME AND CHILD SUPPORT

#### 1. GENERAL INFORMATION:

##### INFORMATION ABOUT ME, THE PLAINTIFF

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 DEFENDANT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

County of residence: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Occupation: \_\_\_\_\_

Defendant's relationship to the child(ren) for whom I want the paternity order:

The Defendant is the Mother

The Defendant is the Father

The Defendant is a court-appointed guardian for the child(ren)

The Defendant is \_\_\_\_\_

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

Name \_\_\_\_\_

Name \_\_\_\_\_

Birthdate \_\_\_\_\_

Birthdate \_\_\_\_\_

Current Address: \_\_\_\_\_

Current Address: \_\_\_\_\_

County of residence: \_\_\_\_\_

County of residence: \_\_\_\_\_

Father: \_\_\_\_\_

Father: \_\_\_\_\_

Mother: \_\_\_\_\_

Mother: \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Birthdate \_\_\_\_\_

Birthdate \_\_\_\_\_

Current Address: \_\_\_\_\_

Current Address: \_\_\_\_\_

County of residence: \_\_\_\_\_

County of residence: \_\_\_\_\_

Father: \_\_\_\_\_

Father: \_\_\_\_\_

Mother: \_\_\_\_\_

Mother: \_\_\_\_\_

**2. JURISDICTION**

This Court has jurisdiction under A.R.S. § 25-623 to order the non-custodial 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 custody matters under Arizona law, A.R.S. §§ 25-401, 25-801 and/or 25-1001 et seq.

**3. STATEMENTS ABOUT PATERNITY:**

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

AFFIDAVIT: Plaintiff and Defendant signed an Affidavit of Paternity acknowledging that Plaintiff Defendant 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: Plaintiff and Defendant 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: Plaintiff and Defendant 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):

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**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 PLAINTIFF DEFENDANT 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 custody, 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 Plaintiff and Defendant 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 CUSTODY AND PARENTING TIME:** Award custody and parenting time of the children common to the parties and less than 18 years old as follows:

**SOLE CUSTODY** of the minor child(ren) awarded to: Plaintiff OR Defendant, subject to parenting time as follows:

Reasonable parenting time to the parent not having custody, according to the terms of the Parenting Plan attached to this Petition

OR

Supervised parenting time between the child(ren) and the Plaintiff OR Defendant 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 custody; shared equally by the parties.

OR

No parenting time to the parent not having custody is in the best interest of the child(ren) because \_\_\_\_\_

**JOINT CUSTODY:** Plaintiff and Defendant agree to act as joint custodians of the child(ren) as set forth in the Joint Custody Agreement or Parenting Plan signed by the parties, and attached to this Complaint.

- CHILD SUPPORT:** Order that child support shall be paid **by:**  
Plaintiff Defendant **to** Plaintiff Defendant  
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 Complaint 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 Plaintiff Defendant 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 Plaintiff Defendant 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. Plaintiff and Defendant 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
Plaintiff	Defendant	_____	_____	_____
Plaintiff	Defendant	_____	_____	_____
Plaintiff	Defendant	_____	_____	_____
Plaintiff	Defendant	_____	_____	_____

- TESTING and COSTS:** Order that if paternity is contested, Plaintiff and Defendant be ordered to submit to such a blood and tissue tests as may be necessary by this court to establish paternity, AND that Defendant 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 PLAINTIFF:**

STATE OF ARIZONA    )  
   ) ss.  
 County of Pima        )

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

\_\_\_\_\_  
 Plaintiff

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by the Plaintiff,  
 \_\_\_\_\_.

\_\_\_\_\_  
 Notary Public

My Commission Expires:  
 \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Daytime Telephone No: \_\_\_\_\_

Representing Self, Without a Lawyer

**ARIZONA SUPERIOR COURT, PIMA COUNTY**

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

\_\_\_\_\_  
Petitioner/Plaintiff

and

\_\_\_\_\_  
Respondent/Defendant

**AFFIDAVIT RE:  
MINOR CHILDREN**

**STATE OF ARIZONA )**  
**) ss.**  
**County of Pima )**

- The nature of this action is:  
Dissolution    Legal Separation    Paternity    Annulment    Child Custody Modification
- The mother    is    is not presently pregnant.
- There    are    are not minor children of either or both of the parties in this case who are in the custody of either or both of the parties.
- I    have    have not participated as a party, witness, or in any other capacity in any other prior litigation concerning custody 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.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- I    do    do not have any information of any custody 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.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- I    do    do not know of any person not a party to this proceeding who has physical custody or claims to have custody 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:

NAME

BIRTHDATE

BIRTHPLACE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 that child on an additional page.

\_\_\_\_\_  
Plaintiff

\_\_\_\_\_  
Defendant

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_ day \_\_\_\_\_, 20\_\_\_\_  
by \_\_\_\_\_.

My Commission Expires:

\_\_\_\_\_  
Notary Public

\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Daytime Telephone No: \_\_\_\_\_

Representing Self, Without a Lawyer

## ARIZONA SUPERIOR COURT, PIMA COUNTY

\_\_\_\_\_  
Petitioner/Plaintiff

and

\_\_\_\_\_  
Respondent/Defendant

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:

- Dissolution of Marriage
- Paternity Proceeding with Request to Determine Custody or Specific Parenting time or Child Support
- Legal Separation
- Child Support or the Modification or Enforcement of Parenting Time or Custody

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.
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 this 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 custody or specific parenting time, or Child Support, or the Modification or Enforcement of parenting time or custody, the course must be completed by the  Petitioner  Respondent within 45 days of receipt of the Court Order.
4. Each party shall pay the \$27.00 fee to the clerk of the Superior Court, 110 W. Congress Ave., Tucson, Arizona, and shall receive course registration information.
5. Petitioner and Respondent must each file a Notice of Program Completion with the Clerk of the Court prior to finalization of the Dissolution of Marriage/Legal Separation or Custody/Parenting Time Order.

**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 information program when you register by calling 1-800-767-8193 (English) or 1-888-227-1022 (Spanish).**

Date: \_\_\_\_\_

\_\_\_\_\_  
Presiding Family Law Judge

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Daytime Telephone No: \_\_\_\_\_

Representing Self, Without a Lawyer

## ARIZONA SUPERIOR COURT, PIMA COUNTY

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

\_\_\_\_\_ Petitioner

and

\_\_\_\_\_ Respondent

### 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) on Account	Account #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

C. Pension and retirement accounts (including IRAs, 401ks):

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

D. Life insurance policies:

Insurance Company	Type of Policy	Name(s) on Policy	Policy #
_____	_____	_____	_____
_____	_____	_____	_____

# PIMA COUNTY SUPERIOR COURT SELF-SERVICE PACKET

## INSTRUCTIONS ON FILING THE PATERNITY PAPERS WITH THE COURT

**STEP 1: MAKE COPIES (in addition to the original) OF THE FOLLOWING COMPLETED DOCUMENTS**

- Domestic Relations Cover Sheet - 1 copy
- Summons - 2 copies
- Complaint for Paternity with Custody, Parenting Time and Child Support - 2 copies
- Completed Affidavit Re: Minor Children - 2 copies
- Sensitive Information Sheet - 1 copy

**STEP 2: SEPARATE DOCUMENTS INTO 3 SETS AS FOLLOWS:**

(This will usually be done after the deferral/waiver of fees/costs has been approved.)

<p><b>SET 1 - TO CLERK OF COURT:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Domestic Relations Cover Sheet</li> <li><input type="checkbox"/> Summons</li> <li><input type="checkbox"/> Complaint for Paternity</li> <li><input type="checkbox"/> Affidavit Re: Minor Children</li> <li><input type="checkbox"/> Sensitive Information Sheet</li> <li><input type="checkbox"/> Order to Complete Course in Domestic Relations Education on Children's Issues</li> </ul>	<p><b>SET 2 - COPIES FOR RESPONDENT:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Summons</li> <li><input type="checkbox"/> Complaint for Paternity</li> <li><input type="checkbox"/> Completed Affidavit Re: Minor Children</li> <li><input type="checkbox"/> Order to Complete Course in Domestic Relations Education on Children's Issues</li> </ul>
<p><b>SET 3 - YOUR COPIES:</b> Same as Respondent plus Sensitive Information Sheet</p>	

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

**GO TO:**

**The Clerk of the Superior Court, First Floor  
SUPERIOR COURT BUILDING  
110 West Congress  
Tucson, Arizona 85701**

FROM 8AM-9PM, MONDAY - FRIDAY (except legal holidays). Arrive at the Court at least one hour before it closes.

**NOTICE:**

There is a filing fee for all cases and there are Service Fees. You may request a Deferral or Waiver of the filing fees (and certain Service Fees) at the time you file your papers with the Clerk of the Court.

**GET BACK: MAKE SURE YOU GET BACK THE FOLLOWING:**

- Your Original Summons
- Your Set of Copies
- Respondent's Set of Copies

**STEP 4: NOW YOU WILL SERVE THE COURT PAPERS ON THE RESPONDENT.  
GO TO PACKET #21, ENTITLED "Paternity - Service of Papers"**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Daytime Telephone No: \_\_\_\_\_

Representing Self, Without a Lawyer

## ARIZONA SUPERIOR COURT, PIMA COUNTY

\_\_\_\_\_  
Petitioner

and

\_\_\_\_\_  
Respondent

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

### REQUEST FOR PROTECTED ADDRESS

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, and I request that the court order that my address be protected from public disclosure, for the following reasons:

I have a valid Order of Protection against a party in this case issued by the following court (a copy is attached if available):

\_\_\_\_\_

I have a valid Order of Protection against a party in this case issued by this court:

\_\_\_\_\_

I have a valid Order of Protection against a person not involved in this case issued by the following court (a copy is attached if available):

\_\_\_\_\_

I do not have a valid Order of Protection, but want my address protected for the following reasons:

\_\_\_\_\_

My address is currently unknown to the other party. 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

ADDRESS TO BE PROTECTED:

Street:

\_\_\_\_\_

City:

\_\_\_\_\_

State, Zip Code:

\_\_\_\_\_

Telephone Number:

\_\_\_\_\_

ARIZONA SUPERIOR COURT, PIMA COUNTY

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

\_\_\_\_\_  
Petitioner

and

\_\_\_\_\_  
Respondent

**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 of the Court 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, Arizona Rules of Family Law Procedure, as follows:

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