

# TRIAL PREPARATION



## Packet #14



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.

# ***Are you the victim of domestic violence?***



## ***Important! Read this first...***

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

### ***You are a domestic violence victim if you or any of your children have experienced any of the following:***

- 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 the other party enter the house against your will, behave in a disorderly manner and/or damage property
- Conduct that involves disobeying court orders, including Orders of Protection, Parenting Time Orders or Child Support Orders



You **DO NOT** need to have been seen at a hospital or at a doctor's office.

The other party **DOES NOT** need to have been convicted of domestic violence or assault.

***You can get an IMMEDIATE Order of Protection*** to keep the other party away from you and your children by obtaining the **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 a.m. and 4:30 p.m.

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 County Superior Court Clerk  
110 W. Congress, 1<sup>st</sup> floor  
520-724-3210

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

Tucson Police Department  
520-791-4444

OR

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 form for a Request for a Protected Address. The forms for a Request for a Protected Address and Order for a Protected Address are included at the end of this packet.!**

You can find more information about Orders of Protection at the Self-Service Center located in the Pima County Superior Court Law Library, Room 256, on the second floor of the Pima County Superior Court (110 West Congress Street, Tucson Arizona 85701).

They are open from 8 a.m. to 5 p.m. Monday through Friday (except holidays). For more information, call 520-724-8456 or email [pccl@sc.pima.gov](mailto:pccl@sc.pima.gov).



## GENERAL INFORMATION & Frequently Asked Questions

This packet will give you an overview of how to properly complete and file the necessary forms in order to take your Family Court case to trial. While the legal process may seem overwhelming and intimidating, please know that this packet is written with your needs in mind, and is intended to make this process as easy for you as possible.

If you take the time to read and follow the self-help instructions, and fill out the forms correctly and completely, then your trial preparation will be fairly straightforward. The forms will walk you through the entire process so that you will be ready to present your case to the court when the time comes.

Other important forms and instructions for Family Court cases can be found online at: <http://www.sc.pima.gov/Default.aspx?tabid=119>. We recommend that you do not fill out all the forms in all the packets right away. If you complete only the forms that you need for the step you are currently working on, it will help to simplify the process.

There are times when more complicated legal problems will come up, and you may want to get the advice of a lawyer. 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 with your papers (see page 8). For more information, call the **Self-Service Center at (520) 724-8456**.

The Self-Service Center has other resources you may want to use. They are 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). They are open from 8 a.m. to 5 p.m. Monday through Friday (except holidays). Call or email them at [pcll@sc.pima.gov](mailto:pcll@sc.pima.gov).



This symbol is a warning. It can mean a few different things:

- The topic can be confusing and you may need to ask a lawyer for help
- You may need to make sure that something is done

Whenever you see this symbol, **make sure** you read the information carefully and understand it fully.

## ***What about my children?***



If this legal action involves minor children, you and the other party are required to attend the Domestic Relations Education on Children's Issues Course (Parent Education Class). You must complete this class within the first 45 days after your Divorce Petition was served on you.

You are not responsible for the other party's attendance, but no request regarding Legal Decision-Making or Parenting Time will be granted to a non-attending party, and the course must be completed before attending Conciliation Court

Mediation. There is a \$35 fee for this class. You can register for the course at [www.sc.pima.gov/fccc/parented](http://www.sc.pima.gov/fccc/parented) or by calling **520-243-4949**.

## ***What if the other party disagrees with me about the children?!***

If you and the other party cannot agree on a plan for how each of you will spend time with the children or on who will make legal decisions for them, you will be required to attend Conciliation Court Mediation before your trial can be set. At Conciliation Court Mediation you and the other party will both meet with a neutral third party to get help in solving your problems and writing a Parenting Plan for your minor children (See Packet #9 *Legal Decision-Making and Parenting Time*). It does not deal with child support (see Packet #8 *Child Support*), spousal maintenance (alimony), or division of property or debts.



**Mediation is offered as a free service only through the Conciliation Court.**

## ***When Does a Case Go to Trial?***

If you and the other party cannot agree on the issues in your divorce or paternity case (including legal decision-making, parenting time, and child support), you must take steps to have your case set for trial.



Remember, if you and the other party cannot agree on a Parenting Plan for your minor children, you must attend Conciliation Court Mediation before you can ask for your trial to be set. (See details on page 4.)

## ***How Do I Ask for a Trial?***

Either the Petitioner or the Respondent may request that a case be set for trial after a Response has been filed. To request a trial, you must file the form *Motion to Set and Certificate of Readiness* which is included in this packet. Trials are generally set within 3 to 4 months after the *Motion to Set and Certificate of Readiness* is received.

- If a *Motion to Set and Certificate of Readiness* is not filed within 6 months after the Petition is filed, the case will be placed on the inactive calendar and the court may dismiss it 60 days later.

**If the case is dismissed you must restart the entire process with new filing fees.**

After you file the *Motion to Set*, the other party can file a Controverting Certificate disagreeing with information contained in the *Motion to Set and Certificate of Readiness*, such as the length of trial or when the matter will be ready for trial. The assigned judge will then make a decision about when the trial will be set and issue a Trial Notice that includes either the trial date or a final Pre-Trial Conference date, the due date for your *Pre-Trial Statement*, and the date of the Settlement Conference.

**When you receive the Trial Notice, please read it carefully.**

## ***What if I Can't Make My Trial Date?***

After your trial date is set, any request to change it must be in writing by filing a Motion to Continue. Provide a copy of it to the assigned judge's office, along with the original Notice of Hearing, and mail copies of both documents to the other party. You can find the Motion to Continue at the Self Service Center in the library of Superior Court, or online at:

<http://www.sc.pima.gov/Default.aspx?tabid=119>.

## ***What Is a Pre-Trial Statement?***

The *Pre-Trial Statement* is essentially an outline of what will go on at trial. You can use it during trial to help you present your case to the judge, so it is important that you fill it out as thoroughly as possible. It is also the next form to prepare for trial after you get the Trial Notice.

Normally, you and the other party must file a joint *Pre-Trial Statement*. This means you will have to meet with the other party to prepare the statement before its due date. There are two exceptions:



**1) If there has been domestic violence, then each party may file a separate *Pre-Trial Statement*.**

**2) If previous attempts have proven that you and the other party are incapable of working together on a joint *Pre-Trial Statement*, then each party **MUST** file a separate *Pre-Trial Statement*.**

- If neither party files a *Pre-Trial Statement*, your case will be placed on the inactive calendar and may be dismissed in 60 days.

**If the case is dismissed you must restart the entire process with new filing fees.**

- If a party refuses to work with the other to prepare a joint *Pre-Trial Statement*, then that party may be sanctioned by the judge at trial.
- If a party does not file either a joint or separate *Pre-Trial Statement*, then that party may not be able to present any evidence or witnesses at trial.

## ***Why Do I Have to Go to a Settlement Conference?***

After you file the *Pre-Trial Statement*, you and the other party must go to a Settlement Conference to make a final attempt at working out your disputes before trial with a settlement judge. If you and the other party come to some agreements, the settlement judge will make an order that will be used at trial and the trial will be shorter. If you reach a full agreement on all disputes, you will not need to go to trial and your divorce can be finalized that day.



If one party does not attend the Settlement Conference, that party will face substantial negative consequences at trial.

## ***What Happens at Trial?***

If you do not settle your case, you must appear for trial at the scheduled date and time. At trial, the Petitioner will go first in presenting evidence, which includes testifying and calling witnesses. The Respondent can then cross-examine (question) the Petitioner and any witnesses called. After the Petitioner has presented all of their evidence, the Respondent will present evidence, and the Petitioner can then cross-examine.



The judge will consider evidence from reputable, trustworthy sources such as bank statements or letters from teachers or doctors. Letters from neighbors, friends, and family will generally not be considered by the court.

After each party has presented evidence, the judge may make a decision in court or, more likely, take the case under advisement. This means the judge will rule on your case within 60 days, and a copy of the ruling will be mailed to you.

**Trying a family law case is a difficult and complicated task. You are strongly encouraged to consult a lawyer as soon as you know your case is going to trial.**

# ***Volunteer Lawyers Program***

## ***Domestic Relations Clinic***



Pima County Superior Court has a program through which free assistance is given to anyone representing themselves in a Family Court case, including anyone filing for a divorce or paternity case.

At the clinic, someone will review your pretrial information to help ensure these documents are complete and legally correct.

***Making use of the Clinic is in your best interest.*** The judge will not sign any documents that are incorrect or incomplete. In such cases, you will have to leave, correct your documents and then schedule another hearing.

For information on scheduling an appointment you can call the Pima County Superior Court Law Library at **520-724-8456**, or go in person to the library on the second floor of the Pima County Superior Court.

## ***Additional Resources Available to You***

Getting a divorce can be confusing and scary. If you feel you need help with parts of the divorce process, you can hire a “limited-scope attorney” who will only charge for giving the help you need. The Self-Service Center and the Domestic Relations Clinic will help you review your documents if you prefer to complete them on your own.

### **To Find a Lawyer:**

Pima County Bar Association Lawyer Referral Service  
520-623-4625

Family Law Self-Service Center  
520-724-8456

Southern Arizona Legal Aid  
520-623-9465

### **Mediation Services and Parent Education:**

Pima County Conciliation Court  
520-724-5590

- Provides free mediation services to residents of Pima County
- Administers Parent Education Classes

### **Model Parenting Time Plans:**

<http://www.azcourts.gov/portals/31/parentingTime/PPWguidelines.pdf>.

### **Child Support Help:**

Arizona DES Child Support Enforcement Division website:  
[https://www.azdes.gov/az\\_child\\_support](https://www.azdes.gov/az_child_support)

### **Child Support Calculator:**

<http://www.azcourts.gov/familylaw/2011ChildSupportCalculator.aspx>

### **Other resources you may find helpful:**

Arizona Revised Statutes (A.R.S.):  
<http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp?Title=25>

Pima County Bar Association Public Resource Page:  
<http://www.pimacountybar.org/legal-resources>

State Bar of Arizona:  
<http://www.azbar.org/Public>

Law Library website:  
<http://www.sc.pima.gov/Default.aspx?tabid=60!>

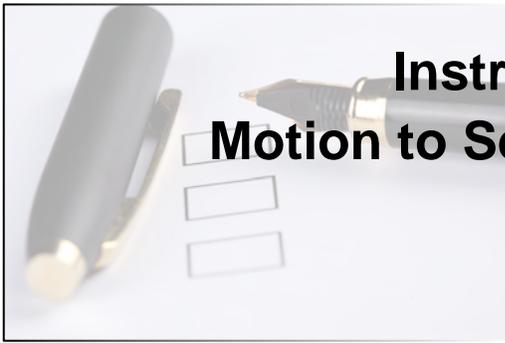
***There are five forms and instructions in this packet:***

- Motion to Set and Certificate of Readiness
- Pretrial Statement
- Inventory of Property and Debts
- Affidavit of Financial Information
- Child Support Financial Affidavit



If you do not understand any of the terms used in the instructions or forms, please consult *Packet #1, General Information* beginning on page 12.

At the end of the instructions there are directions on how to file these forms with the court once they are completed.



## Instructions for Completing Motion to Set and Certificate of Readiness

*You may type on the forms or write on them in black ink.*

### The Caption:

- **Personal Information** – Fill in your name, street address, City, State, ZIP code, and telephone number.  
**If you are a Domestic Violence Victim and have a protected address write “Protected Address” here and in all other spaces that require your address.**
- **Case No.** – Clearly print the Pima County Superior Court “D” or “SP” Number, which is the case number that appears on the Petition.
- **Petitioner** – Enter the name of the party who filed the original Petition.
- **Respondent** – Enter the name of the party who filed the original Response.
- **Check the correct box to indicate what kind of case this is** – Select which type of case applies to you, or select “Other” and explain the nature of the case.

### Request: (Items 1-6):

1. Enter the date the original Petition was filed.
2. This is a statement that you have allowed enough time to complete all necessary procedures for the trial (including Conciliation Court Mediation).
3. Estimate the length of time this trial should take for both parties.
4. Check the appropriate box to indicate whether Parenting Time and Legal Decision-Making (Custody) is an issue in the case. If it isn't, check “No” and proceed to #5. If it is, check the appropriate boxes to indicate compliance with Parenting Education Classes and Conciliation Court Mediation. Both are required before a trial date can be set.
5. Check the box to indicate that the trial may be set for 60 days after the *Motion to Set and Certificate of Readiness* is filed. If more time is required, check no and attach a description of the reason(s) for the delay, such as unavailability of financial records or unavailability of one or more of the parties.
6. Check the box to indicate whether you delivered copies to the other party personally or by mail, and enter the contact information for you and the other party. **Once complete, make 4 copies** (4 copies plus your original).

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

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

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

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

Representing Self, Without A Lawyer

### ARIZONA SUPERIOR COURT, PIMA COUNTY

\_\_\_\_\_  
Petitioner

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

and

\_\_\_\_\_  
Respondent

#### MOTION TO SET AND CERTIFICATE OF READINESS

Dissolution/Legal Separation/Annulment

Paternity

Other \_\_\_\_\_

I request that the above-numbered case be set for trial and certify that:

1. The Petition was filed on \_\_\_\_\_ and thereafter a Response was filed.
2. The parties have completed, or will have had a reasonable opportunity to complete ten days prior to a trial scheduled 60 days from this date, all procedures intended to be undertaken per the Arizona Rules of Family Law Procedure.
3. The estimated length of trial is:  \_\_\_\_\_hour(s)     \_\_\_\_\_day(s)
4. Legal Decision-Making and Parenting Time is an issue and the case is entitled to trial preference  Yes                       No
  - (a) Domestic Relations Education on Childrens' Issues attended by both parties  Yes                       No
  - (b) Mediation has been completed, does not apply or does not apply  Yes                       No
5. This matter will be ready for trial 60 days from today's date  Yes                       No
6. A copy of the Motion and Certificate has been  delivered  mailed to the opposing party or that party's attorney. (If the other party has an attorney, you must provide a copy to the attorney.)

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

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

Phone: \_\_\_\_\_

**A COPY OF THIS MOTION MUST ALSO BE FILED WITH THE ASSIGNED TRIAL DIVISION AND CASE MANAGEMENT SERVICES.**

Petitioner's/Defendant's Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_

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



## Instructions for Completing the Pre-Trial Statement

*You may type on the forms or write on them in black ink.*

### The Caption:

- **Personal Information** – Fill in your name, street address, City, State, ZIP code, and telephone number.  
**If you are a Domestic Violence Victim and have a protected address write “Protected Address” here and in all other spaces that require your address.**
- **Case No.** – Clearly print the Pima County Superior Court “D” and “SP” Number, which is the case number that appears on the Petition.
- **Petitioner** – Enter the name of the party who filed the original Petition.
- **Respondent** – Enter the name of the party who filed the original Response.
- **Check the correct box on the right hand side to indicate what kind of *Pre-Trial Statement* you are filing** – If you are filing a joint *Pre-Trial Statement*, check Joint. If you are filing a separate *Pre-Trial Statement*, check whether you are the Petitioner or Respondent.
- **Assigned To** – Write the name of the Judge assigned to your case. You can find this on the Petition.

### Statement (Items 1-17):

1. Check the box to indicate whether this is a Joint *Pre-Trial Statement* or, if it is a Separate *Pre-Trial Statement*, check whether you are the Petitioner or Respondent. Then check the reason you are not filing a joint *Pre-Trial Statement*.
  - Remember, you can only file a separate *Pre-Trial Statement* if there is domestic violence in the case or if you and the other party tried to complete the joint *Pre-Trial Statement* in good faith but were unable to complete it.
2. Check the box to indicate what kind of case this is.
3. Enter the date of your pre-trial conference or trial. These dates can be found on the Trial Notice.

4. Enter how long you estimate the trial will take both parties to present their cases.
5. Enter the required information for yourself and the other party.
6. Enter the date and place of your marriage.
7. Enter the date that the Respondent was served the Petition or signed an Acceptance of Service.
8. Enter the minor children's names and ages, if applicable. You do not need to provide dates of birth.
9. If you will be calling witnesses, check the applicable box. If you are filing a joint *Pre-Trial Statement* and both parties will be calling witnesses, both boxes should be checked.
  - Then, fill out the attached Witness List at the end of the *Pre-Trial Statement*. There are separate Witness Lists for the Petitioner and Respondent, so be sure to only fill out the Witness List that applies to you.
  - Enter the name, address, and telephone number of all of your witnesses on the Witness List. Under Summary of Testimony, write a brief description of what you expect your witness will say at trial.
10. If you will be providing exhibits, check the applicable box. If you are filing a joint *Pre-Trial Statement* and both parties will be providing exhibits, both boxes should be checked.
  - Then, fill out the attached Exhibit List at the end of the *Pre-Trial Statement*. There are separate Exhibit Lists for the Petitioner and Respondent, so be sure to only fill out the Exhibit List that applies to you.
  - Exhibits are documents or other things that you want the judge to look at. On the numbered lines of the Exhibit List, provide a name or description of each exhibit.
  - If you don't want the judge to look at one of the other party's exhibits, briefly explain why on the Objection line next to the exhibit. You may also leave the Objection lines blank. At trial you can explain to the judge why you object to any of the other party's exhibits.
  - Check the box indicating that you will comply with Pima County Local Rule 8.5, as well as the boxes next to "Required Financial Affidavit" and "Inventory of Property." You will need to fill out a financial affidavit and an inventory of property form after you complete the *Pre-Trial Statement*. These forms are attached to this packet.
11. Enter any stipulations or agreements that both parties have reached. Stipulations are agreements that have been put in writing. For example, both parties may agree on a parenting time plan or agree that a piece of property is going to be considered

community property.

12. For this section, enter the facts that neither party disputes. These could be things such as: the date of marriage, the number of children from the marriage, or the results of a DNA test.
13. If you are the Petitioner, enter all the factual and legal issues or disputes that you want the court to resolve, as well as a brief description of your position on each.
  - A factual issue or dispute may include the date property was acquired, whether domestic violence has occurred, or whether a child has a special need.
  - A legal issue or dispute is something that could affect the court's ability to hear and decide the case. For example, jurisdiction could be an issue of law that would affect the court's ability to hear your case if neither party has lived within Arizona for at least 90 days. An issue or dispute of law that affects the court's ability to decide the case may include whether property is community or separate, whether you are a legal parent, or whether the marriage is valid.
  - If Legal Decision-Making or Parenting Time issues need to be resolved, each party must submit a proposed Parenting Plan. Parenting Plans can be found in Self Service Packet #9.
14. If you are the Respondent, enter all the factual and legal issues or disputes that you want the court to resolve, as well as a brief description of your position on each. See the above instruction (#13) for guidance and additional information.
15. This statement means that both parties have shared all documents and information required by Rule 49 of the Rules of Family Law Procedure (ARFLP). This must happen before you go to trial. If you are filing a joint *Pre-Trial Statement*, check the box next to "Both" if you have shared all documents and information with each other. If you are filing a separate *Pre-Trial Statement*, check whether you are the Petitioner or Respondent. This rule and other rules can be found online at:  
[http://www.azcourts.gov/Portals/20/ramd\\_pdf/R-05-0008.pdf](http://www.azcourts.gov/Portals/20/ramd_pdf/R-05-0008.pdf)
16. If you are filing a joint *Pre-Trial Statement*, check "Both" to show that each party will receive a copy of the *Pre-Trial Statement* and will exchange all documents and any expert witness reports each party wishes to present to the judge. If you are filing a separate *Pre-Trial Statement*, check the appropriate box to show that you will exchange all documents and any expert witness reports.
17. Check the box to indicate that you have made an effort to reach a settlement in your dispute.

- With the exception of domestic violence, generally both parties should be able to work together to reduce or settle the issues of their case. If you cannot meet in person, use other means of exchanging settlement offers such as email or



letters. If an attorney represents your spouse, and you are representing yourself, it is very important that you contact their lawyer to see if you can settle any issues.

18. If you want to have a court reporter in addition to the digital recording of the trial, check the appropriate box.
19. Check the first box if both parties already have a copy of the *Pre-Trial Statement*. Check the second box if you will mail or hand-deliver a copy to the other party and write the date you mailed or hand-delivered the copy.
20. If Legal Decision-Making or Parenting Time is an issue, complete and attach a Parenting Plan. The form can be found in Self Service Packet #9, *Parenting Plans*.

### Sign and date your Statement

Along with the *Pre-Trial Statement*, you will need to fill out:

- *Inventory of Property and Debts* (unless yours is a Paternity action and the only issues are paternity, legal decision-making, or parenting time)
- *Affidavit of Financial Information* OR *Child Support Financial Affidavit*



Fill out the *Affidavit of Financial Information* if you are asking for spousal maintenance or attorney's fees. Fill out the *Child Support Financial Affidavit* if child support is the **ONLY** contested issue in your case.

After completing all appropriate forms and making copies, follow the instructions at the end of this packet to file your forms and serve them on the other party.



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

\*Only Provide Date of Birth  
on the Sensitive Information  
Sheet

**9. WITNESSES:**

- The Petitioner has listed the name, address and telephone number of all persons he/she intends to call as a witness on Petitioner's attached Witness List.
- The Respondent has listed the name, address and telephone number of all persons he/she intends to call as a witness on Respondent's attached Witness List.

**10. EXHIBITS:**

- The Petitioner has listed with specificity all proposed Exhibits on Petitioner's attached Exhibit List and his or her objections to Respondent's proposed exhibits.
- The Respondent has listed with specificity all proposed Exhibits on Respondent's attached Exhibit List and his or her objections to Petitioner's proposed exhibits.
- Pursuant to Rule 8.5, Pima County Local Rules, the following mandatory exhibits are filed with this Pretrial Statement:
  - Required Financial Affidavit
  - Inventory of Property

**11. STIPULATIONS AND AGREEMENTS:**

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

**12. UNCONTESTED ISSUES OF FACT WHICH THE PARTIES AGREE ARE MATERIAL:**

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

**13. PETITIONER'S DETAILED POSITION AND PROPOSAL FOR RESOLUTION OF CONTESTED ISSUES OF FACT AND LAW (attach more pages if needed):**

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

14. **RESPONDENT'S DETAILED POSITION AND PROPOSAL FOR RESOLUTION OF CONTESTED ISSUES OF FACT AND LAW:**

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15. **DISCLOSURE:**

The Petitioner  The Respondent  Both state that all pre-trial disclosures under Rule 49, Arizona Rules of Family Law Procedure, have been completed and are up to date.

16. **EXCHANGE OF INFORMATION:**

The Petitioner  The Respondent  Both state that each party has received a copy of the Pre-Trial Statement and that each party has exchanged true and correct copies of all exhibits and any written reports of experts who have been listed.

17. **SETTLEMENT:**

The Petitioner  The Respondent  Both certify that I/we have in good faith discussed settlement.

18. **REQUEST FOR COURT REPORTER:**

The Petitioner  The Respondent  Both request a court reporter to make a verbatim record.

19. **COPIES:**

Each party has received a copy of this Pre-Trial Statement.

On \_\_\_\_\_ I mailed/hand-delivered a copy of this Pre-Trial Statement

to:

Petitioner  Respondent  Other \_\_\_\_\_

20. If decision-making and/or parenting time is an issue, complete and attach a Parenting Plan (Self Service Forms Packet #9).

Dated \_\_\_\_\_ Petitioner \_\_\_\_\_

Dated \_\_\_\_\_ Respondent \_\_\_\_\_

**PETITIONER'S EXHIBITS**

**PETITIONER'S PROPOSED EXHIBITS:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_

**PETITIONER'S OBJECTIONS TO RESPONDENT'S PROPOSED EXHIBITS:**

Respondent's Exhibit Number _____	Objection _____
Respondent's Exhibit Number _____	Objection _____
Respondent's Exhibit Number _____	Objection _____
Respondent's Exhibit Number _____	Objection _____
Respondent's Exhibit Number _____	Objection _____
Respondent's Exhibit Number _____	Objection _____
Respondent's Exhibit Number _____	Objection _____
Respondent's Exhibit Number _____	Objection _____
Respondent's Exhibit Number _____	Objection _____
Respondent's Exhibit Number _____	Objection _____
Respondent's Exhibit Number _____	Objection _____
Respondent's Exhibit Number _____	Objection _____

- The Petitioner stipulates that any of Respondent's Exhibits which are not specifically objected to above may be admitted.

**RESPONDENT'S EXHIBITS**

**RESPONDENT'S PROPOSED EXHIBITS:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_

**RESPONDENT'S OBJECTIONS TO PETITIONER'S PROPOSED EXHIBITS:**

Petitioner's Exhibit Number _____	Objection _____
Petitioner's Exhibit Number _____	Objection _____
Petitioner's Exhibit Number _____	Objection _____
Petitioner's Exhibit Number _____	Objection _____
Petitioner's Exhibit Number _____	Objection _____
Petitioner's Exhibit Number _____	Objection _____
Petitioner's Exhibit Number _____	Objection _____
Petitioner's Exhibit Number _____	Objection _____
Petitioner's Exhibit Number _____	Objection _____
Petitioner's Exhibit Number _____	Objection _____
Petitioner's Exhibit Number _____	Objection _____

- The Respondent stipulates that any of Petitioner's Exhibits which are not specifically objected to above may be admitted.

**PETITIONER'S WITNESSES**

Witness Name \_\_\_\_\_

Witness Address \_\_\_\_\_

Witness Telephone No. \_\_\_\_\_

Day

Evening

Summary of Testimony \_\_\_\_\_

\_\_\_\_\_

Witness Name \_\_\_\_\_

Witness Address \_\_\_\_\_

Witness Telephone No. \_\_\_\_\_

Day

Evening

Summary of Testimony \_\_\_\_\_

\_\_\_\_\_

Witness Name \_\_\_\_\_

Witness Address \_\_\_\_\_

Witness Telephone No. \_\_\_\_\_

Day

Evening

Summary of Testimony \_\_\_\_\_

\_\_\_\_\_

Witness Name \_\_\_\_\_

Witness Address \_\_\_\_\_

Witness Telephone No. \_\_\_\_\_

Day

Evening

Summary of Testimony \_\_\_\_\_

\_\_\_\_\_

Witness Name \_\_\_\_\_

Witness Address \_\_\_\_\_

Witness Telephone No. \_\_\_\_\_

Day

Evening

Summary of Testimony \_\_\_\_\_

\_\_\_\_\_

Witness Name \_\_\_\_\_

Witness Address \_\_\_\_\_

Witness Telephone No. \_\_\_\_\_

Day

Evening

Summary of Testimony \_\_\_\_\_

\_\_\_\_\_

**RESPONDENT'S WITNESSES**

Witness Name \_\_\_\_\_  
Witness Address \_\_\_\_\_  
Witness Telephone No. \_\_\_\_\_  
Day Evening  
Summary of Testimony \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

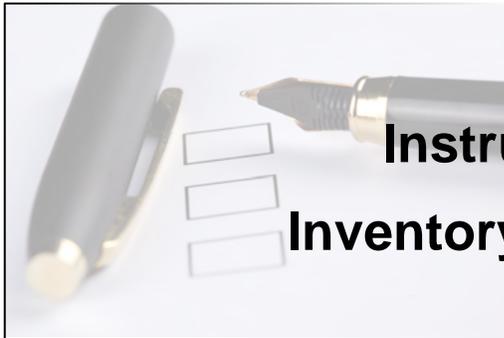
Witness Name \_\_\_\_\_  
Witness Address \_\_\_\_\_  
Witness Telephone No. \_\_\_\_\_  
Day Evening  
Summary of Testimony \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness Name \_\_\_\_\_  
Witness Address \_\_\_\_\_  
Witness Telephone No. \_\_\_\_\_  
Day Evening  
Summary of Testimony \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness Name \_\_\_\_\_  
Witness Address \_\_\_\_\_  
Witness Telephone No. \_\_\_\_\_  
Day Evening  
Summary of Testimony \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness Name \_\_\_\_\_  
Witness Address \_\_\_\_\_  
Witness Telephone No. \_\_\_\_\_  
Day Evening  
Summary of Testimony \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness Name \_\_\_\_\_  
Witness Address \_\_\_\_\_  
Witness Telephone No. \_\_\_\_\_  
Day Evening  
Summary of Testimony \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Instructions for Completing Inventory of Property and Debts

You may type on the forms or write on them in black ink.



**If yours is a Paternity action and the only issues are paternity, legal decision-making, or parenting time, you do not need to fill out this form.**

### The Caption:

- **Personal Information** – Fill in your name, street address, City, State, ZIP code, and telephone number.  
**If you are a Domestic Violence Victim write “Protected Address” here and in all other spaces that require your address, and complete the Request for Protected Address and the Order for Protected Address found at the end of this packet.**
- **Case No.** – Clearly print the Pima County Superior Court “D” and “SP” Number, which is the case number that appears on the Petition.
- **Petitioner** – Enter the name of the party who filed the original Petition.
- **Respondent** – Enter the name of the party who filed the original Response.
- **Check the correct box on the right hand side to indicate whether** – You are the PETITIONER or you are the RESPONDENT



This document will be a public record, so be sure to fill out the *Confidential Sensitive Data Form*, with the information you do not want the public to see, such as your bank account number. You can find the *Confidential Sensitive Data Form* in Self-Service Packet #2, *Divorce with Children*.

### **Item 1: Property**

- List all property acquired during your marriage that both you and your spouse have an interest in keeping.
- Carefully read all sections before you start listing your inventory so that you put each item in the appropriate section. Use additional paper if necessary.
- Sections A through I
  - Write a short description of the items in the “Description” portion of the table. Examples are provided in each section to guide you.
    - If the description involves sensitive data, such as an account number, write “See Confidential Sensitive Data Form.”
  - Under “Date Acquired,” provide an approximate date for when you got the items listed.
  - Write the current fair market value of the items, minus any amounts owed, in the “Value” column.
  - If there is a dispute about whether or not both parties have an interest in a listed item, place a check in the “Contested Position” column.
  - In the column labeled “Proposed Allocation,” mark whether the items being listed should go to the Petitioner (P) or the Respondent (R).

### **Item 2: Debts**

- List all debts and installment payments that you currently owe. Use additional paper if necessary.
  - Under “Creditor Name,” write the name of the bank/company you owe.
  - Explain the type of debt owed under “Purpose of Debt.” (For example, student, personal, or business loans)
  - Write how much is still owed on the debt under the section labeled “Unpaid Balance.”
  - Under “Min. Monthly Payment,” state the minimum amount that the creditor asks you to pay each month. This could be different than the actual amount that you pay each month.
  - Under “Date of Last Payment,” provide the date that your last payment was made on the debt.
  - If the debt is a contested issue, place a check in the “Contested Position”

column.

- In the column labeled “Proposed Allocation,” mark whether the debts being listed should go to the Petitioner (P) or the Respondent (R).

**Date and Sign the Inventory of Property and Debts**

- Date and sign the form above the designated lines at the bottom of the page and check the appropriate box identifying you as either the Husband or Wife.

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

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

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

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

Representing Self, Without a Lawyer

## ARIZONA SUPERIOR COURT, PIMA COUNTY

\_\_\_\_\_  
! Petitioner

and

\_\_\_\_\_  
Respondent

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

### INVENTORY OF PROPERTY AND DEBTS

PETITIONER

RESPONDENT

#### PROPERTY

List all property acquired during your marriage in which you or your spouse claims to have a community interest. If there is a dispute as to whether there is a community interest or obligation, indicate under "Contested Position." Value of the property is its current fair market value, minus any encumbrances. Use additional paper if necessary.

Description	Date Acquired	Value	Contested Position	Proposed Allocation [H or W]
A. Cash and Financial Institution Accounts: savings, checking, money market, etc. Include financial institution's name, and branch.				
1.				
2.				
3.				
4.				
5.				
! B. Investments: stocks, bonds, notes, certificates of deposit, mortgages, deeds of trust, etc.				
6.				
7.				
8.				

Description	Date Acquired	Value	Contested Position	Proposed Allocation [H or W]
C. Life Insurance: company name, owner, insured, beneficiary, death benefits and cash surrender value (if any)				
9.				
10.				
11.				
12.				
13.				
D. Retirement Plans: pension, profit-sharing, 401(k), deferred compensation				
14.				
15.				
16.				
17.				
18.				
19.				
E. Real Property				
20.				
21.				
22.				
23.				
F. Business Interests: corporations, partnerships, limited liability corporations, joint ventures, proprietorships				
24.				
25.				
26.				
27.				
G. Vehicles: cars, motorcycles, motor homes, boats, trailers, etc.				
28.				
29.				
30.				
31.				
32.				
33.				

Description	Date Acquired	Value	Contested Position	Proposed Allocation [H or W]
H. Personal Property over \$100 in Value: household goods, personal effects, antiques, objects of intrinsic value				
34.				
35.				
36.				
37.				
38.				
39.				
40.				
41.				
42.				
43.				
44.				
45.				
46.				
47.				
48.				
49.				
50.				
51.				
52.				
53.				
54.				
55.				
56.				
57.				
58.				
59.				
60.				
61.				
I. Miscellaneous Assets				
62.				
63.				
64.				
65.				
66.				
67.				
68.				
69.				
70.				
71.				

II. DEBTS

List all debts and installment payments you currently owe. Use additional paper if necessary.

Creditor Name	Purpose of Debt	Unpaid Balance	Min. Monthly Payment	Date of Last Payment	Contested Position	Proposed Allocation [H or W]
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of  
 Husband    Wife  
 Attorney for  Husband    Wife



## Instructions for Completing Financial Affidavit

Complete this form if you are requesting spousal maintenance or attorney's fees. If you are **ONLY** requesting orders for child support, use the *Child Support Financial Affidavit* included in this packet.

The financial affidavit helps the court determine whether to grant spousal maintenance and attorney's fees. It does not guarantee the court will grant the request.



The court cannot order spousal maintenance or attorney's fees without this information. Also, failing to provide the information that this form requires could result in sanctions against you. Sanctions can include the assignment of court costs and attorney fees and a charge of contempt.

### The Caption:

- **Personal information** – Fill in your name, street address, City, State, ZIP code, and telephone number.

**If you are a Domestic Violence Victim write “Protected Address” here and in all other spaces that require your address, and complete the Request for Protected Address and the Order for Protected Address found at the end of this packet.**

- **Case No.** – Enter your Superior Court Number, as found on the Petition.
- **Petitioner** – Enter the Petitioner's name.
- **Respondent** – Enter the Respondent's name.
- **Prepared By** – Check whether you are “Petitioner” or “Respondent.”
- **Current As Of** – Write the date you completed the form. This tells the court that all information you provide below is an accurate description of your financial status up to and including that date.

### **NECESSARY MONTHLY EXPENSES** (page 1, left column)

- For each item, write the amount you pay monthly. These amounts should only include expenses for yourself and your minor children who reside with you. Some categories will

require you to estimate an average amount. Your amounts must be accurate statements of actual expenses. Proof may be required to verify the expenses (for example, your rental agreement), and you should bring those documents with you to the hearing.

**Total Monthly Expenses** (page 2, left column)

- Add the amounts from the left columns on pages 1 and 2, and write the total on the line.

**MONTHLY PAYMENTS/DEBTS** (page 1, right column)

This section is for other debts that you may owe and the payments you make on these debts, such as on credit cards.

- Write the creditor, the balance remaining, and the amount you pay each month. Use the space on page 3 under “**Additional Debts**” and additional paper if necessary.

**Total Monthly Payments** (page 1, right column)

- Add the debt payment amounts, including those listed under “**Additional Debts**” on page 3, and write the total on the line.

**Total Expenses, Payments** (page 1, right column)

- Add “**Total Monthly Expenses**” (from the left column on page 2) to “**Total Monthly Payments**” (from the right column on page 1) and write the total on the line.

**INCOME** (page 1, right column)

- Write the total amount of money you make in each paycheck, before any deductions. This is your “GROSS PAYCHECK.”
- Check how often you receive this paycheck.



Note that receiving a paycheck every two weeks is different from receiving a paycheck twice a month.

- Write how much is taken out of your paycheck for: Federal taxes, State taxes, Social Security & Medicare, Insurance, Savings, Retirement Plans, and any other deductions (write the reason on the line).

**Total Deductions** (page 1, right column)

- Total all deductions and write the amount on the line.

**Net Paycheck** (page 1, bottom of right column)

- Subtract “**Total Deductions**” from “GROSS PAYCHECK” and write the amount on the line.

**OTHER GROSS MONTHLY INCOME** (page 2, top of right column)

- Write how much monthly income, if any, you receive from the listed items or any other monthly income not already mentioned (write the sources on the line).

The term “gross income” DOES NOT have the same meaning here as it does when used for tax purposes.

NOTE: Any child support payments you receive should not be included in income.

**Total other gross income** (page 2, right column)

- Add the amounts in this section and write the total on the line.

**TOTAL GROSS MONTHLY INCOME** (page 2, left side)

- Add “**Net Paycheck**” (on page 1) to “**Total other gross income**” and write the total on the line.

**Present Occupation**

- Write your current occupation, the date you started, and the name, address, and telephone number of your current employer.
- If you are not currently employed, write “N/A” on the first line.

**Prior Occupation**

- Write your prior occupation, the date you started working, your monthly income at that job, the date the job ended, and the name, address, and telephone number of your prior employer.
- If you do not have a prior occupation, write “N/A” on the first line.

**Not Employed** (if you are currently employed, leave this section blank)

- If you are not currently employed, explain why.
- Check “Yes” if you expect to work and “No” if you do not expect to work in the future.
- If you expect to work in the future, write the date you plan to start working.
- Write the occupation you anticipate having in the future.

**All Minor Children**

- Write the full name(s) and age(s) of your biological and adopted minor children who live with you. This includes children not connected to this case, but does not include stepchildren. You may attach an additional page, if needed.

- If there are no minor children living with you, write “N/A” on the line.

### **Pregnancy**

- Check “Yes” if you or the other party is pregnant, otherwise mark “No.”
- If you or the other party is pregnant, write the expected delivery date on the line.

### **Disability or Disease**

- If you or any of your minor children suffer from any disability or disease, explain the situation in the space provided. You may attach an additional page, if needed.
- If not, write “N/A.”

Disability or illness can affect your finances, so the court needs to take this information into account when determining whether or not to grant temporary orders for spousal maintenance and attorney’s fees.

### **Bank Accounts**

Here you will tell the court about all bank accounts (1) in your name, (2) in the names of you and the other party, and (3) in which you have an interest. You may have an interest in an account, meaning a right, claim, or legal share in the account, even if it isn’t in your name.

The court needs to know about your checking and savings accounts, money market accounts, accounts at credit unions, any certificates of deposit you might have, and any other accounts. If you need more room, attach an additional sheet of paper.

For each account write the:

- Name of the bank and the branch location you use
- Kind of account (for example, checking, savings, money market, etc.)
- Last four digits **ONLY** of the account number
- Account’s average balance. This information can often be found on monthly statements. On the lines, list information for:
- All cash, stocks, shares, and bonds that are in your name (either alone or with the other party) or in which you have an interest.

### **Attorney’s Fees & Court Costs**

- Write how much you have paid an attorney for assistance with this case.
- Write how much you have paid for court costs (such as filing fees).

### **Additional Debts**

- Write who you owe under “creditor,” the balance you owe, and the monthly payment for

each debt. This section should include the debts already listed on the form, on page 1.

### **Date & Signature**

- You can write your name on the first line and check whether you are “Petitioner” or “Respondent” beneath the second line, **but do not sign except in front of a notary.** When you file the papers with the court, you can sign the form in front of the clerk. The clerk will notarize your signature for free. You must bring a valid, government-issued picture ID (such as a driver’s license) so the clerk knows whose signature is being verified.

### Additional Documentation

In order to show the court that the information you provided on the form is accurate, you are **REQUIRED** to bring the following additional documentation to the hearing. You are also **REQUIRED** to provide copies of this additional documentation to the other party, but **DO NOT** file it with the clerk.

- Proof of past income (past two years of completed tax returns, W-2 forms, 1099 forms, and K-1 forms).
- Up-to-date income information for current year (a pay stub showing year-to-date earnings, and proof of any other source of income—including but not limited to salaries, wages, commissions, bonuses, dividends, severance pay, pensions, interest, trust income, annuities, capital gains, social security benefits, disability insurance benefits, recurring gifts, prizes, and spousal maintenance).
- Proof of payments for court-ordered child support or spousal maintenance NOT connected to this case.
- Proof of all medical, dental, and vision insurance premiums paid for you and any child connected to this case.
- Proof of any child care expenses paid for any child connected to this case.
- Proof of any payments for private or special schools or other particular education needs for any child connected to this case.
- Proof of payments for a child with special needs connected to this case.
- Proof of payments for necessary monthly expenses (bills for mortgage/rent, home and car repairs, utilities, food and household supplies, lunches, insurance, clothing and laundry, childcare, licenses, etc.).

**Family law court files are public records. That means that if you give copies of**



your pay stubs, income tax returns, etc., to the clerk of the court to be filed, **all** of that paperwork will be available for the public to see. So **DO NOT ATTACH** financial documents to the *FINANCIAL AFFIDAVIT*.

After completing the *Financial Affidavit*, you **MUST** give it to the clerk to be filed along with the *Pre-Trial Statement*.

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

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

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

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

Representing Self, Without a Lawyer

**ARIZONA SUPERIOR COURT, PIMA COUNTY**

\_\_\_\_\_  
Petitioner

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

**FINANCIAL AFFIDAVIT**

v.

Prepared By  Petitioner  Respondent

\_\_\_\_\_  
Respondent

Current As Of \_\_\_\_\_

**INSTRUCTIONS: Prepare this form following the instructions on the attached instruction sheet. Failure to provide the information required may result in the Court imposing sanctions against you pursuant to Rule 71 and/or 76D, Arizona Rules of Family Law Procedure.**

**NECESSARY MONTHLY EXPENSES** (For yourself and minor children who reside with you)

House (mortgage/rent) \$ \_\_\_\_\_  
 Repair/Upkeep \$ \_\_\_\_\_  
 Utilities  
 Electricity \$ \_\_\_\_\_  
 Gas \$ \_\_\_\_\_  
 Water & Sewer \$ \_\_\_\_\_  
 Phone \$ \_\_\_\_\_  
 Garbage \$ \_\_\_\_\_  
 Food & Household Supplies \$ \_\_\_\_\_  
 Work/School Lunch \$ \_\_\_\_\_  
 Medical, dental, drugs, supplies \$ \_\_\_\_\_  
 Insurance not deducted from pay \$ \_\_\_\_\_  
 Clothing \$ \_\_\_\_\_  
 Laundry/Dry Cleaning \$ \_\_\_\_\_  
 Childcare/Sitter \$ \_\_\_\_\_  
 Support paid for spouse and/or minor children of prior relationship \$ \_\_\_\_\_  
 Car Repair/Maintenance \$ \_\_\_\_\_  
 Car Insurance \$ \_\_\_\_\_  
 Gas/Oil \$ \_\_\_\_\_  
 Vehicle License \$ \_\_\_\_\_  
 Public Transportation \$ \_\_\_\_\_

**MONTHLY PAYMENTS/DEBTS**

Creditor	Balance	Payment
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

**Total Monthly Payments** \$ \_\_\_\_\_

**Total Expenses, Payments** \$ \_\_\_\_\_

**INCOME**

GROSS PAYCHECK \$ \_\_\_\_\_

weekly  twice mo.\*

monthly  every 2 weeks

\*For example, the 1<sup>st</sup> and 15<sup>th</sup>

Less: Federal Taxes \$ \_\_\_\_\_

Less: State Taxes \$ \_\_\_\_\_

SS & Medicare \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

Savings, etc. \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

**Total Deductions** \$ \_\_\_\_\_

**Net Paycheck** \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Total Monthly Expenses** \$ \_\_\_\_\_

**OTHER GROSS MONTHLY INCOME**

Pension/Retirement \$ \_\_\_\_\_

Social Security/SSI \$ \_\_\_\_\_

Dividends/Interest \$ \_\_\_\_\_

GA/TANF \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

**Total other gross income** \$ \_\_\_\_\_

**TOTAL GROSS MONTHLY INCOME** \$ \_\_\_\_\_

**Present Occupation** \_\_\_\_\_ Starting Date: \_\_\_\_\_

Name of present employer \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

**Prior Occupation** \_\_\_\_\_ Starting Date: \_\_\_\_\_

Monthly Pay: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Name of prior employer \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

**If not currently employed, why?** \_\_\_\_\_

Do you expect to work?  yes  no When? \_\_\_\_\_ Anticipated Occupation \_\_\_\_\_

Full name(s) and age(s) of **ALL minor child(ren)** residing with YOU (attach an additional page, if needed):

\_\_\_\_\_

\_\_\_\_\_

Are you or your spouse **pregnant**?  yes  no If yes, estimated delivery date: \_\_\_\_\_

**Disability** or organic disease suffered by you or your minor children: \_\_\_\_\_

(attach an additional page, if needed):

\_\_\_\_\_

\_\_\_\_\_

List all **bank accounts** in your name, in the names of both spouses, or in which you have an interest, including checking, savings, credit union, and certificates of deposit.

Bank and Branch Location	Type of Account	Account # (last 4 digits)	Average Balance

List all cash under your control and any stocks, shares, and/or bonds in your name, in the names of both spouses, or in which you or both you and your spouse have an interest.

\_\_\_\_\_

\_\_\_\_\_





## Instructions for Completing Child Support Financial Affidavit

You should complete this short form if you are **ONLY** requesting orders for child support. If you are requesting orders for spousal maintenance or attorney's fees, complete the longer *Financial Affidavit*.

This financial affidavit helps the court determine whether to grant child support. It does not guarantee the court will grant the request.



Failing to provide the information that this form requires could result in sanctions against you. Sanctions can include dismissal of your claim, assignment of court costs and attorney fees, and a charge of contempt.

### The Caption

- **Personal information** – Fill in your name, street address, City, State, ZIP code, and telephone number.

**If you are a Domestic Violence Victim write “Protected Address” here and in all other spaces that require your address, and complete the Request for Protected Address and the Order for Protected Address found at the end of this packet.**

- **Case No.** – Enter your Superior Court Number, as found on the Petition.
- **Petitioner** – Enter the Petitioner's name.
- **Respondent** – Enter the Respondent's name.
- **Prepared By** – Check whether you are “Petitioner” or “Respondent.”
- **Current As Of** – Write the date you completed the form. This tells the court that all information you provide below is an accurate description of your financial status up to and including that date.

### NECESSARY MONTHLY EXPENSES (left column)

Many of the amounts on this form will be the same as those you will include in the *Parent's Worksheet for Child Support Amount*. See Packet # 8, *Child Support*.

For each item, write the amount you pay monthly. These amounts should only include expenses for minor children involved in this case. Some categories will require you to estimate an average amount. Your amounts must be accurate statements of actual expenses. Proof may be required to verify the expenses (for example, your childcare bill), and you should bring those documents with you to the hearing.

- “Extraordinary Child Expenses” are expenses for gifted children or children with disabilities, and you should list exactly what these monthly expenses are.

**Total Monthly Expenses** (left column)

- Add the expense amounts and write the total on the line.

**INCOME** (right column)

- Write the total amount of money you make in each paycheck, before any deductions. This is your “GROSS PAYCHECK.”
- Check how often you receive this paycheck.



Note that receiving a paycheck every two weeks is different from receiving a paycheck twice a month.

**OTHER GROSS MONTHLY INCOME** (right column)

- Write how much monthly income, if any, you receive from the listed items or any other monthly income not already mentioned (write the sources on the line).

The term “gross income” DOES NOT have the same meaning here as it does when used for tax purposes.

Note: Any child support payments you receive should not be included in income.

**Total other gross income** (right column)

- Add the amounts of your other gross monthly income and write the total on the line.

**ANNUAL PARENTING TIME DAYS:**

- Write on the lines how many parenting time days you have with the child(ren) each year during the time periods listed.
- Add the days and write the total on the line.

**Present Occupation**

- Write your current occupation, the date you started, and the name, address, and telephone

number of your current employer.

- If you are not currently employed, write “N/A” on the first line.

### **Prior Occupation**

- Write your prior occupation, the date you started working, your monthly income at that job, the date the job ended, and the name, address, and telephone number of your prior employer.
- If you do not have a prior occupation, write “N/A” on the first line.

### **Not Employed** (if you are currently employed, leave this section blank)

- If you are not currently employed, explain why.
- Check “Yes” if you expect to work and “No” if you do not expect to work in the future.
- If you expect to work in the future, write the date you plan to start working.
- Write the occupation you anticipate having in the future.

### **All Minor Children**

- Write the full name(s) and age(s) of your biological and adopted minor children who live with you. This includes children not connected to this case, but does not include stepchildren. Use additional paper if necessary.
- If there are no minor children living with you, write “N/A” on the line.

### **Pregnancy**

- Check “Yes” if you or the other party is pregnant, otherwise check “No.”
- If you or the other party is pregnant, write the expected delivery date on the line.

### **Disability or Disease**

- If you or any of your minor children suffer from any disability or disease, explain the situation on the lines. You may attach an additional page, if needed.
- If not, write “N/A.”

Disability or illness can affect your finances, so the court needs to take this information into account when determining whether or not to grant orders for child support.

### **Bank Accounts**

Here you will tell the court about all bank accounts (1) in your name, (2) in the names of you and the other party, and (3) in which you have an interest. You may have an interest in an account, meaning a right, claim, or legal share in the account, even if it isn't in your name.

The court needs to know about your checking and savings accounts, money market accounts, accounts at credit unions, any certificates of deposit you might have, and any other accounts. If you need more room, attach an additional sheet of paper.

For each account write the:

- Name of the bank and the branch location you use
- Kind of account (for example, checking, savings, money market, etc.)
- Last four digits **ONLY** of the account number
- Account's average balance. This information can often be found on monthly statements. On the lines, list information for:
  - All cash, stocks, shares, and bonds that are in your name (either alone or with your spouse) or in which you have an interest.

### **Attorney's Fees & Court Costs**

- Write how much you have paid an attorney for assistance with this case.
- Write how much you have paid for court costs (such as filing fees).

### **Date & Signature**

- You can write your name on the first line and check whether you are "Petitioner" or "Respondent" beneath the second line, **but do not sign except in front of a notary.** When you file the papers with the court, you can sign the form in front of the clerk. The clerk will notarize your signature for free. You must bring a valid, government-issued picture ID (such as a driver's license) so the clerk knows whose signature is being verified.

### Additional Documentation

In order to show the court that the information you provided on the form is accurate, you are **REQUIRED** to bring the following additional documentation to the hearing. You are also **REQUIRED** to provide copies of this additional documentation to the other party, but **DO NOT** file it with the clerk.

- Proof of past income (past two years of completed tax returns, W-2 forms, 1099 forms, and K-1 forms).
- Up-to-date income information for current year (a pay stub showing year-to-date earnings, and proof of any other source of income—including but not limited to salaries, wages, commissions, bonuses, dividends, severance pay, pensions, interest, trust

income, annuities, capital gains, social security benefits, disability insurance benefits, recurring gifts, prizes, and spousal maintenance).

- Proof of payments for court-ordered child support or spousal maintenance NOT connected to this case.
- Proof of all medical, dental, and vision insurance premiums paid for you and any child connected to this case.
- Proof of any child care expenses paid for any child connected to this case.
- Proof of any payments for private or special schools or other particular education needs for any child connected to this case.
- Proof of payments for a child with special needs connected to this case.
- Proof of payments for necessary monthly expenses (bills for mortgage/rent, home & car repairs, utilities, food & household supplies, lunches, insurance, clothing & laundry, childcare, licenses, etc.).



Family law court files are public records. That means that if you give copies of your pay stubs, income tax returns, etc., to the clerk of the court to be filed, **all** of that paperwork will be available for the public to see.

After completing the *Chile Support Financial Affidavit*, you **MUST** give it to the clerk to be filed along with the *Pre-Trial Statement*.

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

**ARIZONA SUPERIOR COURT, PIMA COUNTY**

\_\_\_\_\_  
 Petitioner

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

v.

**CHILD SUPPORT  
 FINANCIAL AFFIDAVIT**

Prepared By  Petitioner  Respondent

\_\_\_\_\_  
 Respondent

Current As Of \_\_\_\_\_

**INSTRUCTIONS: Prepare this form following the instructions on the attached instruction sheet. Failure to provide the information required may result in the Court imposing sanctions against you pursuant to Rule 71 and/or 76D, Arizona Rules of Family Law Procedure.**

**NECESSARY MONTHLY EXPENSES** (For minor children in this case)

Child(ren)'s Medical &  
 Dental Insurance \$ \_\_\_\_\_  
 Childcare/Sitter \$ \_\_\_\_\_  
 Other Spousal Maintenance \$ \_\_\_\_\_  
 Child Support for  
 Other Child(ren) \$ \_\_\_\_\_  
 Child(ren)'s Education \$ \_\_\_\_\_  
 Pension/Retirement \$ \_\_\_\_\_  
 Extraordinary Child Expenses (please list)  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
**Total Monthly Expenses \$ \_\_\_\_\_**

**INCOME**  
 GROSS PAYCHECK \$ \_\_\_\_\_  
 weekly  twice mo.\*  
 monthly  every 2 weeks  
 \*For example, the 1<sup>st</sup> and 15<sup>th</sup>

**OTHER GROSS MONTHLY INCOME**  
 Social Security/SSI \$ \_\_\_\_\_  
 Dividends/Interest \$ \_\_\_\_\_  
 GA/TANF \$ \_\_\_\_\_  
 Spousal Maintenance \$ \_\_\_\_\_  
 Other \_\_\_\_\_ \$ \_\_\_\_\_  
**Total other gross income \$ \_\_\_\_\_**

**ANNUAL PARENTING TIME DAYS**

Summer periods: \_\_\_\_\_ Holidays, school breaks: \_\_\_\_\_  
 Weekends: \_\_\_\_\_ Weekdays: \_\_\_\_\_  
 Other: \_\_\_\_\_ Please explain: \_\_\_\_\_

**Total Annual Parenting Time Days: \_\_\_\_\_**

**Present Occupation** \_\_\_\_\_ Starting Date: \_\_\_\_\_

Name of present employer \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_

**Prior Occupation** \_\_\_\_\_ Starting Date: \_\_\_\_\_

Monthly Pay: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Name of prior employer \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_

**If not currently employed**, why? \_\_\_\_\_  
 Do you expect to work?  yes  no When? \_\_\_\_\_ Anticipated Occupation \_\_\_\_\_

Full name(s) and age(s) of **ALL minor child(ren)** residing with you (attach an additional page, if needed):  
 \_\_\_\_\_  
 \_\_\_\_\_

Are you or your spouse **pregnant**?  yes  no If yes, estimated delivery date: \_\_\_\_\_

**Disability** or organic disease suffered by you or your minor children: \_\_\_\_\_  
 (attach an additional page, if needed):  
 \_\_\_\_\_  
 \_\_\_\_\_

List all **bank accounts** in your name, in the names of both spouses, or in which you have an interest, including checking, savings, credit union, and certificates of deposit.

Bank and Branch Location	Type of Account\$	Account # (last 4 digits)	Average Balance

List all cash under your control and any stocks, shares, and/or bonds in your name, in the names of both spouses, or in which you or both you and your spouse have an interest.  
 \_\_\_\_\_  
 \_\_\_\_\_

**Attorney fees** paid to date \$ \_\_\_\_\_ **Court costs** paid to date \$ \_\_\_\_\_

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

\_\_\_\_\_, being first duly sworn, deposes and says that he/she has read the foregoing Financial Affidavit and knows the contents thereof, and that the allegations therein contained are true in substance and in fact, except those made on information and belief, when are believed to be true.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature: \_\_\_\_\_  
 Petitioner  Respondent

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission Expires: \_\_\_\_\_  
 \_\_\_\_\_  
 Notary Public



***Remember: You must file your papers with the court **and** mail a copy to the other party!***

After all of the needed paperwork is filled out, you must go to the Pima County Superior Court to file the Response and related papers, and you must also mail them to the other party.

**HOW TO FILE YOUR PACKET:**

Make FOUR copies of:

- *Pre-Trial Statement*
- *Inventory of Property and Debts* (if used)
- *Financial Affidavit*
- *Child Support Financial Affidavit* (if used)

**Now distribute the documents:**

Go to the Office of the Clerk of the Court at Pima County Superior Court, 110 West Congress between 8:00 a.m. to 5:00 p.m., Monday through Friday. Arrive at the court at least an hour before closing, to allow time to process your papers.

- ✓ ORIGINALS are filed with the Clerk of the Court on the first floor of the Pima County Superior Court, Room 131A.
- ✓ ONE SET OF COPIES is given to the judge.
- ✓ ONE SET OF COPIES is given to Calendar Services.
- ✓ ONE SET OF COPIES is mailed or hand delivered to the other party.
- ✓ ONE SET OF COPIES is kept for your records.

Be sure to promptly mail copies to the other party.

## ***What Happens Next?***

On the Friday before your scheduled Settlement Conference date you must call Calendar Services at the phone number listed in your Trial Notice in order to get the exact time of your Settlement Conference.



**It is very important that you attend  
the Settlement Conference.**

**If you don't attend, the judge may  
prevent you from presenting evidence at your trial.**

If you do not settle your case during the Settlement Conference, your case will continue to court and you will appear at the date and time set for your trial.