



NOTICE FOR SELF-REPRESENTED LITIGANTS

This notice serves as an informational resource in cases where either the petitioner (person who starts the case), respondent (person on the other side), or both, are representing themselves.

Although it can be very difficult to represent yourself, the court will treat you with dignity and respect, and you will have an opportunity to present your case.

Individuals who represent themselves (often known in court as “self-represented litigants,” or “SRL”) must follow the same laws and rules as lawyers.

REMEMBER:

- Court staff members can help you with procedural questions -- how things are done -- but cannot give you legal advice.
- **Legal advice may only be given by lawyers.**
- It is very important to educate yourself about the law as early as possible in your case.

A. IF YOU WOULD LIKE ADVICE OR HELP FROM A LAWYER BUT AREN'T SURE YOU CAN AFFORD ONE, THE OPTIONS BELOW OFFER LOW-COST OR FREE LEGAL ADVICE

1. Pima County Bar Association, Lawyer Referral Service or QUILT programs
177 North Church Ave. # 101
Tucson, AZ (520) 623-4625 or www.pimacountybar.org -> “For the Public”
2. Southern Arizona Legal Aid, Inc.
2343 E Broadway Blvd #200
Tucson, Arizona (520) 623-9465 or www.sazlegalaid.org
3. Step Up to Justice
www.stepuptojustice.org/apply-for-help
320 N Commerce Park Loop, Ste 100
Tucson, AZ 85745
4. Pima County Superior Court’s [Law Library and Resource Center](#) and family law clinics
110 W. Congress (located on the 2nd floor of the courthouse)
Free legal clinics offered at various times - check with library staff (520) 724-8456 or see www.sc.pima.gov/law-library/free-legal-clinics/
5. The child support division of the Arizona Attorney General’s office can also assist you in establishing paternity and child support, as well as with collection and enforcement of child support. Note: They do not act as your attorney. www.des.az.gov/dcss

HELPFUL INFORMATION: Some attorneys provide a free or reduced cost first meeting, which may allow you to have some of your legal questions answered.

Also, Arizona Rules of Family Law Procedure, Rule 9(e) allows an **attorney to help you with one or more parts of your case, instead of your entire case**. This could save you money and give you legal help at the same time, so you may want to talk about this with an attorney. You can learn more about “Limited Scope Representation” (or “unbundled legal services”) here: tucsonlawyers.org/pages/family-limited

B. IF YOU DO NOT WANT AN ATTORNEY, BELOW ARE OTHER RESOURCES FOR YOUR CASE.

1. [Pima County Superior Court Law Library and Resource Center](http://www.sc.pima.gov/law-library) at 110 W. Congress (2nd floor) or online at www.sc.pima.gov/law-library
 - Choose the “[Forms](#)” link, then select the “Family Court” section.
 - NOTE: Forms are available in English and Spanish on the website and in the Law Library/Resource Center for divorce (dissolution of marriage), paternity, child support, and requests for mediation. You can also find information about Arizona laws and court rules.
2. Arizona Revised Statutes (ARS) contains some of the laws governing family law proceedings. Go to www.azleg.gov/arstitle, and find Title 25, [Marital and Domestic Relations](#).
3. The Pima County Bar Association’s website has helpful resources under its “*For the Public*” link: www.pimacountybar.org.
4. Spousal maintenance guidelines and a spousal maintenance calculator are located here: www.azcourts.gov/familylaw/Child-Support-Family-Law-Information/Spousal-Maintenance-Guidelines

C. IF YOUR CASE INVOLVES CHILDREN (PATERNITY, PARENTING TIME, LEGAL DECISION-MAKING, OR CHILD SUPPORT), THE INFORMATION BELOW MIGHT HELP YOU.

1. Child support calculator and information related to child support: www.azcourts.gov/familylaw
2. *Planning for Parenting Time*: This downloadable and printable guide offers ideas to parents who need help with parenting time and legal decision-making for their children. www.azcourts.gov/portals/31/parentingtime/ppwguidelines.pdf

D. HELPFUL INFORMATION WHEN YOU ARE PREPARING FOR YOUR CASE

1. **You must know and follow the law and rules that apply to your case.** These include [ARS - Title 25](#); the [Arizona Rules of Family Law Procedure](#); the [Pima County Superior Court Rules for Family Law Cases](#); and the [Arizona Rules of Evidence](#).
 - These rules can be found at azrules.westgroup.com or in the Superior Court’s Law Library and Resource Center (2nd floor of the courthouse).

2. **The person filing a motion or petition to end their marriage must serve the other party with:**
 - All documents they filed with the court and,
 - Notice of the court-issued hearing date as soon as possible, but generally at least 10 (ten) days before a scheduled hearing. (The ten day timeframe does not include weekends and holidays.)
 - NOTE: Serving court papers is the official legal way to let someone know you started a court case.
3. **You must file proof of service with the court before the hearing and bring a copy of proof of service with you to your hearing.** Proof of service tells the court that you had legal papers delivered to (served on) the other party to start your case.

- If service is not completed, and/or the other party does not get a copy of all required paperwork, the court may delay the hearing and fail to grant the relief you have requested.

HELPFUL REMINDERS:

- You cannot provide any paperwork to the judge unless it has first been filed with the court and a copy has been given to the other party.
 - The court will not consider documents or other filings unless it clearly appears they have been sent to all other parties or attorneys. (If the other party has an attorney, you need to provide copies to their attorney.)
4. If you are served (get a copy of) a motion or petition and don't come to court at the time listed, the motion or petition may be granted in your absence.
 5. **It is very important you appear on time for all scheduled hearings.** If you have questions about the time of a hearing or which courtroom you will be in, call **(520)724-8424**.
 - When you arrive at the courthouse, you may also ask for help at the first-floor information desk or look for your case on the electronic calendar displays in courthouse lobby areas.
 6. **It is critical that you carefully review all minute entry orders or other orders issued by the court and keep track of all hearing dates and any deadlines.**
 - If you do not file required documents on time, the court can impose serious penalties against you.
 7. **Please do not bring your children to the courthouse unless court-ordered to do so.** If you believe it is important to have the child's wishes or desires expressed to the court, you may bring this to the court's attention at a hearing or through a written motion.
 8. **Only a lawyer can help you in the courtroom.** You cannot have friends or family members assist you with presentation of your case, except as witnesses.

9. **If you change your address or telephone number, you must notify the court** by filling out a form with the clerk's office, located on the first floor of the courthouse. You must also provide a copy to the other party (or their attorney), as well as to your judge. If you fail to do so, you may not receive copies of important documents and notices.
10. **If you want to present evidence** (documents, witnesses, or otherwise) at a hearing or trial, there are rules that require you to let the other party, or their attorney, know about the evidence a certain number of days before the court proceeding.
- These rules are explained in [Arizona Rules of Family Law Procedure](#): Rule 47 (for hearings before a final order has been issued in your case); Rule 91 (for hearings seeking modification or enforcement of a final order); and Rule 49 (general disclosure rules.)
 - **If you don't follow these rules, the court may not allow you to use the evidence or witness at the hearing or trial.**