

## **Instructions for Completing Request to Enforce Terms of Court-Ordered Legal Decision-Making or Parenting Time**

**Complete this form to request enforcement of terms of court-ordered legal decision-making or parenting time if:**

- You have an Arizona order establishing the terms of parenting time/and or legal decision-making, and
- A party violates a provision of the decree, temporary order, or injunction for legal decision-making or parenting time.

NOTE: These forms cannot be used if your legal decision-making or parenting time was not entered by an Arizona court. Out-of-state court orders may be enforced in Arizona if you follow certain specified procedures. You may wish to contact an attorney regarding such enforcement.

**To complete this form and file the request you will need:**

- Information from the order(s) you wish to have enforced.
- A copy of the order establishing legal decision-making or parenting time if that order was issued by the Superior Court of Arizona in a county other than one you will file the request. Attach that order to the Request to Enforce when you file it.

NOTE: The order you attach must be the most recent order for legal decision-making or parenting time

**Follow these instructions numbered to match the identifying numbers on the form. Type or print neatly using black ink.**

1. Fill in your name, address, and telephone number as the person who is requesting enforcement of the order that established terms of court-ordered legal decision-making or parenting time. (An attorney must also list the name of the person represented and the attorney's State Bar Number.)
2. Fill in the name of the person who is shown as the petitioner on the court order that established the terms of legal decision-making and/or parenting time.
3. Fill in the name of the person who is shown as the respondent on the document you are using for Item 3.
4. If the order you are asking to have enforced was issued in the same county in which you are filing this request, fill in the case number of that order. Otherwise, leave this space blank.

5. Mark the “Legal Decision-Making” box if you are seeking to enforce the terms of a legal decision-making order or mark the “Parenting Time” box if you are seeking to enforce the terms of a parenting time order.
6. Fill in the date of the order you are requesting to have enforced
7. Fill in the name of the judicial officer who signed the order.
8. State the terms of legal decision-making and/or parenting time set forth in the order.
9. Fill in the name of the person whom you believe violated the order.
10. Write a brief summary describing how the terms of the court order establishing legal decision-making and/or parenting time were violated. You may continue writing on the back of a page or attach an extra page if you run out of space.
11. Check only one of these two boxes: Check the box for “seven (7) days” only if you want the hearing set very quickly AND you believe you can have the Order to Appear served on the other party at least three (3) days (not including weekends or holidays) before the hearing date. Otherwise, check the box for “thirty (30) days.”
12. Sign on the line. Consistent with Rule 14(b), ARFLP, you are signing under penalty of perjury and declaring that the information is true and correct.

**When you have completed this form:**

- Complete an Order to Appear (Enforcement of Legal Decision-Making/Parenting Time)
- File the original of each document with the Clerk of the Superior Court. (There will be a fee for filing this form. There may be additional fees including an appearance fee if this is your first appearance in this case. If you cannot pay these fees, they can be waived or deferred. The Clerk of the Superior Court has the necessary forms to ask for waiver or deferral.)
- Serve a copy of the Request to Enforce Legal Decision-Making/Parenting Time and Order to Appear (Enforcement of Legal Decision-Making/Parenting Time) on the other party.

1. Person Filing: \_\_\_\_\_

Address (if not protected): \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

ATLAS Number: \_\_\_\_\_

Lawyer's Bar Number: \_\_\_\_\_

Representing  Self, without a Lawyer or  Attorney for  Petitioner OR  Respondent



**ARIZONA SUPERIOR COURT IN  
PIMA COUNTY**

\_\_\_\_\_

2. Petitioner

4. Case No.

\_\_\_\_\_

ATLAS No.

\_\_\_\_\_

\_\_\_\_\_

3. Respondent

**5. *Expedited Process*  
REQUEST TO ENFORCE  
TERMS OF COURT-  
ORDERED**

LEGAL DECISION-MAKING

PARENTING TIME

THIS FORM IS NOT TO BE USED TO REQUEST CHANGE IN THE TERMS OF YOUR EXISTING ORDER, BUT RATHER TO ENFORCE THOSE EXISTING TERMS.

On 6. \_\_\_\_\_ an order signed by 7. \_\_\_\_\_ established the following terms for legal decision-making or parenting time 8. \_\_\_\_\_

\_\_\_\_\_

9. \_\_\_\_\_ violated the court-ordered legal decision-making or parenting time in the following manner: 10. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I request a hearing be set within (check only one box):

11.     Seven (7) days  
       Thirty (30) days

I ask the court to:

Compel compliance with the terms of the legal decision-making and/or parenting time, including making a finding of contempt, which may include, but is not limited to, incarceration

Enter orders for mediation, counseling, specific terms of visitation, or supervised visitation.

Issue a civil warrant for arrest or enter an order for the requested relief should the other party fail to appear at the hearing.

Enter an order for other relief as deemed just and proper by the court.

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

12. \_\_\_\_\_

Signature of Requesting Party

## **Instructions for Order to Appear Enforcement of Legal Decision-Making/Parenting Time**

### **Complete this form:**

- You have completed a Request to Enforce Terms of Legal Decision-Making/Parenting Time

### **To complete this form and file the request you will need:**

- Your completed copy of the Request to Enforce Terms of Legal Decision Making/Parenting Time

### **Follow these instructions numbered to match the identifying numbers on the form. Type or print neatly using black ink.**

1. Fill in your name, address, and telephone number as the person who is requesting enforcement of the order that established terms of court-ordered legal decision-making or parenting time. (An attorney must also list the name of the person represented and the attorney's State Bar Number.)
2. Fill in the name of the person who is shown as the petitioner on the court order that established the terms of legal decision-making and/or parenting time.
3. Fill in the name of the person who is shown as the respondent on the document you are using for Item 3.
4. If the order you are asking to have enforced was issued in the same county in which you are filing this request, fill in the case number of that order. Otherwise, leave this space blank.
5. Fill in the name and address of the person you want to appear at the hearing- the person you believe has failed to comply with the terms of the legal decision-making and/or parenting time.
6. Leave blank, the court will provide this information
7. Leave blank, the judicial officer will sign and date the Order.

### **When you have completed this form:**

- File the Request to Enforce Terms of Court-Ordered Legal Decision-Making/Parenting Time and this Order to Appear with the Clerk of the Superior Court.
- When you have a hearing date and the Order to Appear is signed, serve a copy of the Request to Enforce Legal Decision-Making/Parenting Time and Order to Appear (Enforcement of Legal Decision-Making/Parenting Time) on the party named in Item 5.

1. Person Filing: \_\_\_\_\_

Address (if not protected): \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

ATLAS Number: \_\_\_\_\_

Lawyer's Bar Number: \_\_\_\_\_

Representing  Self, without a Lawyer or  Attorney for  Petitioner OR  Respondent



### ARIZONA SUPERIOR COURT IN PIMA COUNTY

\_\_\_\_\_

2. Petitioner

4. Case No.

\_\_\_\_\_

ATLAS No.

\_\_\_\_\_

\_\_\_\_\_

3. Respondent

### ORDER TO APPEAR (ENFORCEMENT OF LEGAL DECISION- MAKING/PARENTING TIME)

TO: 5. \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A verified Request to Enforce Terms of Court-Ordered Legal Decision-Making/Parenting Time having been filed:

**IT IS ORDERED that you appear for a hearing at the time and place shown below:**

DATE AND TIME OF HEARING:

6. \_\_\_\_\_ AT \_\_\_\_\_

PLACE OF HEARING:

---

---

---

so the court can decide whether to enter an order for the relief asked for in the Request to Enforce Terms of Court-Ordered Legal Decision-Making/Parenting Time.

You need not file a written response or answer. However, if you fail to appear at the hearing, the court may hear evidence and enter an order against you granting the relief stated in the Request to Enforce Terms of Court-Ordered Legal Decision-Making/Parenting Time.

The hearing for legal decision-making/parenting time enforcement

- Should not exceed 10 minutes
- Shall not include the hearing of evidence unless the judicial officer deems it necessary.

**WARNING: FAILURE TO APPEAR AT THE HEARING MAY CAUSE A CIVIL WARRANT TO BE ISSUED FOR YOUR ARREST.**

Dated: 7. \_\_\_\_\_

\_\_\_\_\_  
Judge/Court Commissioner