

CONCILIATION



Packet #16



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) their reliance upon the instructions or information provided.

What Conciliation is for?



Conciliation is to assist married couples to make an informed and thoughtful decision regarding their marriage.

Sometimes one spouse will file for a divorce and the other spouse would like an opportunity to discuss what has happened in the relationship and whether or not a divorce has to occur.

Once one party files a conciliation petition, both parties are court ordered to attend a conciliation session. If there is a divorce case, it will be put on hold until the conciliation case is dismissed. If there are safety concerns, both parties might not be in the same room at the same time, but information can be relayed back and forth between the parties.

Conciliation is a free service through the Conciliation Court. You can use this packet to ask for this service. If you have any questions you may call (520) 724-5590.

If after you ask for the service you change your mind, you can file a withdrawal of the petition for conciliation. Only the person who filed the original petition for conciliation can complete and file the withdrawal form.

What Conciliation is not for?



Conciliation is not mediation. If you are wanting help in coming up with a legal decision-making and/or parenting time plan for your children, you will want to look at Packet #15 which describes mediation and what you need to do to request that service.

Conciliation is not to force someone to make a decision, but an opportunity for spouses to communicate with the help of a third party.

If you need help in filing for a divorce, go to www.sc.pima.gov to find the proper forms.

You can also visit the Law Library and Resource Center located in Room 256, on the second floor of the Superior Court House at 110 West Congress St, Tucson, Arizona 85701. They are open from 8:30 am. to 5 pm. Monday through Friday (except holidays). For more information, call (520) 724-8456 or email lawlibrary@sc.pima.gov.



Instructions for Completing Petition for Conciliation

The Caption: The caption is the information in the upper left of the first page of the form.

- Fill in your name, street address, city, state, ZIP, telephone number

Case No.

- Clearly print your Superior Court Case Number if a divorce petition has been filed. If there is no divorce pending, leave the case number blank.

Petitioner

- Enter your name as the petitioner if you are the one who wants the conciliation session. The petitioner for the conciliation may be different than the person who is the petitioner in the divorce case.

Respondent

- Enter the name of your spouse.

1. Read the statement that a controversy exists and you are requesting the aid of the Conciliation Court.

2. If you have children fill in the names and ages of the children who are under the age of 18 who are the natural or adopted children of both you and your spouse. If there are no children put N/A for not applicable on the first line.

3. Current case pending

- Check the box as to whether there is or is not a Family Law case that involves you and your spouse. This could be an annulment, a legal separation or dissolution of marriage. If there is a case, fill in the name of the county and the court case number.
- Put a check mark in the box if you are the petitioner or the respondent in that case.

4. Previous conciliation

- Put a check mark in the box to indicate if there has or has not been a petition for conciliation that was previously filed by you or your spouse.

5. Address and phone number

- Write in your current address and telephone number and the current address and telephone number of your spouse.

6. Write in the name of your attorney and/or the name of your spouse's attorney.

7. Put a check mark in the box if you need a conciliation counselor who speaks Spanish (Si necesita un consejero que habla español, favor de indicarlo aquí.)

8. Date and Sign

- Sign your name and enter the date that you signed.
- Put a checkmark in the box to tell the court who signed the form.

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, PIMA COUNTY

Case No. _____

 Petitioner
 and

 Respondent

PETITION FOR CONCILIATION

The **PETITIONER** herein respectfully requests to the Judge of Conciliation Court as follows:

1. A controversy exists between the above-named parties, and the aid of the Conciliation Court is requested to effect a reconciliation or an amicable settlement of such controversy.
2. The name and age of each minor child whose welfare is affected by the controversy is as follows:

NAME

AGE

3. To the best of my knowledge, there IS or IS NOT a Family Law case (Annulment, Legal Separation, or Dissolution of Marriage) pending between the spouses. (If there is such an action pending, give the county and case number of the case and state whether you are the Petitioner or the Respondent in that action).

County: _____ Case Number: _____

I am the Petitioner Respondent in that action.

4. A Petition for Conciliation HAS or HAS NOT been filed previously in this Court by either spouse.

5. Names and addresses of the parties (please print):

Petitioner's Name

Respondent's Name

Mailing Address

Mailing Address

City, State, and Zip Code

City, State, and Zip Code

Daytime or Message Phone

Daytime or Message Phone

6. Names of attorneys for the parties if attorneys are involved:

Attorney for Petitioner (please print)

Attorney for Respondent (please print)

7. If a Spanish-speaking counselor is required, please check. (Si necesita un consejero que habla Español, favor de indicarlo aquí.)

Therefore, I request that the parties be ordered to attend Conciliation Court in an effort to effect a reconciliation of the spouses, or an amicable settlement of the controversies.

DATE

Signature of: Petitioner OR Attorney for Petitioner

CC: Respondent or Respondent's Attorney
Conciliation Court

The Steps for filing the Conciliation Petition Form

1 Make 3 copies of the form. Keep one of the copies for yourself.

2 Take the original form and file it with the Clerk of the Superior Court:

Pima County Arizona Superior Court

110 West Congress

Tucson, Arizona 85701

3 Provide a copy of the form to your spouse or your spouse's attorney.

4 Mail or deliver the other copy to:

Conciliation Court

32 North Stone, Suite 1704

Tucson, AZ 85701





Instructions for Completing Withdrawal of Petition for Conciliation and Filing the Form

The Caption: The caption is the information in the upper left of the first page of the form.

- Fill in your name, street address, city, state, ZIP, telephone number

Case No.

- Clearly print your Superior Court Case Number if a divorce petition has been filed. If there is no divorce pending, leave the case number blank.
- Clearly print your Superior Court Conciliation Case Number. This number starts with an X and was assigned after your conciliation petition was filed.

Petitioner

- Enter your name as the petitioner since you were the one who filed the conciliation petition.

Respondent

- Enter the name of your spouse.

Date and Sign

- Sign your name and enter the date that you signed.

File the Withdrawal Form

- Take the original form and file it with the Clerk of the Superior Court:

Pima County Superior Court
110 West Congress
Tucson, Arizona 85701

Mail out Copies

- Mail a copy of the withdrawal form to your spouse or their attorney.
- Mail a copy of the withdrawal form to the Conciliation Court

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, PIMA COUNTY

Petitioner
and

Respondent

Dissolution Case No. _____
Conciliation Case No. _____

WITHDRAWAL OF PETITION FOR CONCILIATION

The undersigned, having petitioned for conciliation, hereby withdraws the Petition for Conciliation and requests the Court to dismiss the conciliation proceedings.

DATE

Signature of Petitioner

CC: Respondent or Respondent's Attorney
Conciliation Court