

PROCEDURES: HOW TO FILE A RESPONSE TO A PETITION FOR DISSOLUTION OF A NON-COVENANT MARRIAGE (WITHOUT CHILDREN) WITH THE COURT

STEP 1: COMPLETE THE “*SENSITIVE DATA SHEET*”. (Do NOT copy this document or serve it on the other party). MAKE 2 COPIES OF THE *RESPONSE* AFTER YOU HAVE FILLED IT OUT.

STEP 2: SEPARATE YOUR DOCUMENTS INTO THREE (3) SETS:

SET 1 - ORIGINALS: <ul style="list-style-type: none"> • Sensitive Data Sheet • Response 	SET 3 - YOUR COPIES: <ul style="list-style-type: none"> • Response
SET 2 - COPIES FOR SPOUSE: <ul style="list-style-type: none"> • Response 	

STEP 3: FILE THE PAPERS AT THE COURT:

Go to the Clerk of Court filing counter. The court is open from 8am-5pm, Monday-Friday.

You should go to the court at least two hours before it closes.

You may file your court papers with the Clerk of the Court at the following locations:

971 Jason Lopez Circle Florence AZ 85232	575 N Idaho Rd., Suite 109 Apache, Junction, AZ 85219
820 E Cottonwood Lane, Bldg B Casa Grande, AZ 85222	118 Catalina Mammoth, AZ 85618

FEES: There are fees for filing petitions, responses, requests, motions, objections, and various forms with the Court. Cash, VISA/MasterCard debit or credit cards, money order, or personal in-state check made payable to the “Clerk of Superior Court” are acceptable forms of payment.

Go online to <http://pinalcounty.az.gov/>.

If this is the first time one of the parties or his or her attorney has “appeared”, that is, filed papers in this case, a substantial “**appearance fee**” (also known as a “response” or “answer” fee) *will be due from that party* at the time of filing.

If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, you may request a **deferral** (payment plan) when you file your papers with the Clerk of the Court. **Deferral Applications** are available at **no charge** from the Clerk of the Court.

PAPERS: Hand all three (3) sets of your court papers to the Clerk along with along with the correct filing fee. Cash, VISA/MasterCard debit or credit cards, money order, or personal in-state check **made payable to the “Clerk of Superior Court”** are acceptable forms of payment.

MAKE SURE YOU GET BACK THE FOLLOWING FROM THE CLERK:

- Your set of copies
- Your spouse's copies

STEP 4: **KEEP ONE COPY FOR YOURSELF AND MAIL OR HAND DELIVER THE OTHER COPY** to the other person (or the person’s attorney, if he/she is represented by an attorney (the attorney’s name and address will be on the Petition in the upper left hand corner.)

STEP 5: **WHAT WILL HAPPEN NEXT?** You will receive an Order from the court telling you and the other party to come to an ERC (Early Resolution Conference) with a Resolution Attorney or an RMC (Resolution Management Conference) before the Court. You **must** come to this conference.