

SELF-SERVICE CENTER

HOW TO COMPLETE THE FORMS AND SUBMIT YOUR “PETITION FOR CONCILIATION COURT SERVICES”

YOU MAY USE THIS PACKET to request Conciliation Court Services before or immediately after filing for dissolution, legal separation, or annulment. If you choose to file a **“Petition for Conciliation Court Services,”** you and your spouse will be **required** to attend a conference conducted by a trained marriage and family professional provided by Conciliation Services at no cost.

- If a petition for dissolution, legal separation or annulment has been filed and the **“Petition for Conciliation Court Services”** is filed within **60 days of service of the petition**, there will be a hold (or stay) on the proceedings for up to 60 days to allow time for scheduling and attending the conference. The Court may extend this stay for good cause. The process for seeking an extension can be found in Arizona Revised Statute § 25-381.18(B).
- If a **“Petition for Conciliation Court Services”** has been filed by either party within the previous year, the proceeding will **not** be put on hold.
- A Petition for Divorce, Legal Separation, or Annulment may be dismissed pursuant to A.R.S. § 25-381.18 if filed while a hold (or stay) is in place resulting from filing a Petition for Conciliation Court Services.
- If a party is represented by an attorney, only the attorney can file a **“Petition for Conciliation Court Services”**. If a party is represented by an attorney and files a **“Petition for Conciliation Court Services”** on his/her own, it may be rejected.

INSTRUCTIONS: Complete the **“Petition for Conciliation Court Services”** as follows:

STEP 1 **USING BLACK INK ONLY, type or neatly print** the information requested in the top left-hand corner of the document. Then, write in the case number (if you have one). Your Superior Court Case Number is the file number of your Family Court case if you have filed for dissolution, legal separation, or annulment. If you or your spouse has not filed for dissolution, legal separation, or annulment, you will not have a Superior Court Case Number.

STEP 2 **Complete the case caption.** If you filed for dissolution, legal separation or annulment, you are the petitioner; if the other party served you with court papers, he or she is the Petitioner. Copy the caption as it appears in the papers you were served with. If the **“Petition for Conciliation Court Services”** is being filed *before* anyone has filed for divorce, legal separation or annulment, you are the Petitioner.

STEP 3 **Read the “Petition for Conciliation Court Services”** and answer the questions or provide the information requested. Then, date and sign the **“Petition for Conciliation Court Services”** with the current day, month and year. Provide the name, address, and telephone number of your spouse, or your spouse’s attorney (if he or she has one).

STEP 4 **If you are requesting Conciliation Court Services before or immediately after filing for** divorce, legal separation or annulment case and have completed the Petition for Conciliation Court Services; take the original and 3 copies to the Office of the Clerk of the Superior Court to be filed. The Clerk will file the original and stamp your 3 copies. Mail or hand deliver one copy to Conciliation Services at the locations below, send one copy to the other party, and keep one copy for your records.

Central Court Building, 201 West Jefferson, 3rd floor, Phoenix, Arizona 85003

Southeast Court Complex, 222 East Javelina Avenue, 1st floor, Suite 1300, Mesa, Arizona 85210

Northwest Court Complex, 14264 West Tierra Buena Lane, Surprise, Arizona 85374

Northeast Court Complex, 18380 North 40th Street Phoenix, Arizona 85032

After receiving your request, the Conciliation Services Office will review the matter and notify you of any action taken on your request.