

## Procedures for Notice of Default Hearing

When to use this Notice for Default Hearing:

- You scheduled your default hearing, and
- The other party has made an appearance in the case, or has paid their filing fees, and
- The Family Department informed you the other party shall be provided with a Notice of Default Hearing no later than 3 days before the hearing.

STEP 1 Complete the form Notice of Default Hearing (“Notice”).

STEP 2 Make two (2) copies of the Notice form so you have:

- ✓ The original Notice for the Clerk of Superior Court
- ✓ 1 copy of the Notice for the other party
- ✓ 1 copy of the Notice for your records

STEP 3 Serve one copy of the Notice of Default Hearing on the other party by choosing one of the following methods:

- Mail the Notice to the other party’s last known address, or
- Hand-deliver the Notice to the other party, or
- Leave the Notice at the other party’s last known residence, or
- Email the Notice, if the other party consents in writing to that method of service (Service is complete upon transmission), or

Note: If the other party is represented by an attorney, service of this Notice must be made on the attorney unless the court orders otherwise.

STEP 4 Take the original Notice to the office of the Clerk of Superior Court at one of the following locations below. File the original notice and keep one copy for your records.

Central Court Building  
201 West Jefferson, 3<sup>rd</sup> floor  
Phoenix, Arizona 85003

Southeast Court Complex  
222 East Javelina Avenue, 1<sup>st</sup> floor  
Mesa, Arizona 85210

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

Northeast Court Complex  
18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032

Person Filing: \_\_\_\_\_  
Address (if not protected): \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
ATLAS Number: \_\_\_\_\_  
Lawyer's Bar Number: \_\_\_\_\_

FOR CLERK'S USE ONLY

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

## SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

Case No.: \_\_\_\_\_

\_\_\_\_\_  
Name of Petitioner / Party A

### NOTICE of DEFAULT HEARING

\_\_\_\_\_  
Name of Respondent / Party B

**NOTICE: THIS IS AN IMPORTANT COURT DOCUMENT.** This notice is provided to the party against whom the default judgment is sought. It must be served at least three (3) days before the hearing. If you serve the other party by mail in the State of Arizona, you must mail the Notice to the other party at least eight (8) days before the Default Hearing.

I am the  Petitioner  Respondent in this court case.

1. I give notice that I am requesting Entry of Default against the other party, who has appeared in the action, or has paid their filing fees without filing a response.
  
2. A Default Hearing has been scheduled for \_\_\_\_\_ at \_\_\_\_\_ .  
(Date) (Time)
  
3. If you wish to appear at the Hearing, you must report to:  
 Family Department, 201 West Jefferson St., 3<sup>rd</sup> floor, Phoenix, AZ 85003,  
 Family Department, Ste 1300, 222 East Javelina Avenue, Mesa, AZ 85210,  
 Family Department, 18380 North 40<sup>th</sup> Street, Phoenix, AZ 85032  
 Family Department, 14264 West Tierra Buena Ln, Surprise, AZ 85374

4. By completing the Certificate of delivery at the bottom of this form, I certify that I am mailing, delivering, or emailing a copy of this Notice to the other party, or their attorney, as a Notice of Default Hearing being scheduled in this court case.

5. Check the box that is true:

I have mailed, delivered, or emailed a copy of this Notice to the other party at his/her last known address, OR

The other party is represented by an attorney, I have mailed, delivered, or emailed a copy of this Notice to the attorney.

6.  On this date: \_\_\_\_\_ a copy of this Notice was

Mailed, postage pre-paid, or

Delivered by \_\_\_\_\_,  
(Name of person who delivered the Notice to Respondent)

at the following address \_\_\_\_\_,

or

Emailed to the other party or their attorney.

**SIGNED:**

\_\_\_\_\_  
 Party A      or       Party B