

# **REGISTER A FOREIGN COURT ORDER**

Do not copy  
or file this page

## **FOR GUARDIANSHIP OF A MINOR**

Part 1: Completing and Filing the Court Papers

(Forms and Instructions)

Law Library Resource Center

To register a foreign (out-of-state) court order for guardianship of a minor in  
Arizona

A.R.S. § 25-1055 (UCCJEA)

Checklist

You may use this packet if . . .

- ✓ You have a court order from another state regarding guardianship of a minor child, and
- ✓ You want to register the order so that you may now or later ask the Arizona court to enforce the order.

Important:

1. Filing this application today does not mean the court has jurisdiction to modify or enforce this out-of-state order.
2. The forms in this packet only apply to registering guardianship orders from another state.

Read me: Consulting a lawyer before filing documents with the court may help prevent unexpected results. A list of lawyers you may hire to advise you on handling your own case or to perform specific tasks, as well as a list of court-approved mediators can be found on the Law Library Resource Center website.

## Register a foreign (out-of-state) court order for guardianship of a minor in Arizona

### Part 1 – Completing and filing the court papers

#### (Instructions and Forms)

This packet contains court-approved forms with instructions to register a foreign (out-of-state) court order for guardianship of a minor. Items listed in **bold** are forms that you will need to fill out and file with the Court. Do not copy or file non-bold items.

Order	File Number	Title	# Pages
1	JGFO1k	Checklist: You may use these forms if . . .	1
2	JGFO1t	Table of Contents (this page)	1
3	JGFO10p	Procedures: What to do after you have completed all forms to register a foreign court order for guardianship of a minor in Arizona	3
4	JGSDS10f	<b>Juvenile Department Sensitive Data Cover Sheet</b>	2
5	JGFO11f	<b>Request to Register a Foreign Order for Guardianship of a Minor in Arizona</b>	2
6	JGFO12f	<b>Affidavit to Register a Foreign Order for Guardianship of a Minor in Arizona</b>	3
7	JGFO13f	<b>Affidavit Regarding Minor Children to Register Foreign Guardianship Order</b>	5
8	JGFO13f-b	<b>Five-Year Residential History for Additional Children*</b>	1

\*Use only if you need to list more than 5 minors on the Affidavit Regarding Minor Children.

The documents you received are copyrighted by the Superior Court of Arizona in Maricopa County. You have permission to use them for any lawful purpose. These forms shall not be used to engage in the unauthorized practice of law. The Court assumes no responsibility and accepts no liability for actions taken by users of these documents, including reliance on their contents. The documents are under continual revision and are current only for the day they were received. It is strongly recommended that you verify, on a regular basis that you have the most current documents.

## Procedures: What to do after you have completed all forms to register a foreign court order for guardianship of a minor in Arizona

After you have completed the following documents:

- Juvenile Department Sensitive Data Cover Sheet (JDSDS10f-c) (no copies needed)
- Request to Register a Foreign Order for Guardianship of a Minor in Arizona (JGFO11f)
- Affidavit to Register a Foreign Order for Guardianship of a Minor in Arizona (JGFO12f)
- Affidavit Regarding Minor Children to Register Foreign Guardianship Order (JGFO13f), along with any extra pages used.
- Five-Year Residential History – Additional Children (JGFO13fb) (if necessary)

Step 1: Gather (out-of-state) certified copies of the order(s) to be registered.

Step 2: Make 2 copies (or more, if more than one other party is involved) of the following:

- Request to Register a Foreign Order for Guardianship of a Minor in Arizona
- Affidavit to Register a Foreign Order for Guardianship of a Minor in Arizona
- Affidavit Regarding Minor Children to Register Foreign Guardianship Order (along with any extra pages used)
- The out-of-state foreign order(s) being registered.

Step 3: Separate your documents into 3 sets\* (or more, if additional parties)

Set 1: For Clerk of Superior Court	Set 2: Your Copy
Originals (some will be copies of originals) <ul style="list-style-type: none"> <li>• Juvenile Department Sensitive Data Cover Sheet</li> <li>• Request to Register letter</li> <li>• Affidavit to Register Foreign Order</li> <li>• Affidavit Regarding Minor Children + extra</li> <li>• Five-Year History sheet – if needed</li> <li>• Two copies of Foreign Order (One copy must be certified copy)</li> </ul>	<ul style="list-style-type: none"> <li>• Request to Register letter</li> <li>• Affidavit to Register Foreign Order</li> <li>• Affidavit Regarding Minor Children + extra</li> <li>• Five-Year History sheet – if needed</li> <li>• Copy of Foreign Order</li> </ul>
	Set 3 (or more):* Other Party's Copy <ul style="list-style-type: none"> <li>• Request to Register letter</li> <li>• Affidavit to Register Foreign Order</li> <li>• Affidavit Regarding Minor Children + extra</li> <li>• Five-Year History sheet – if needed</li> <li>• Copy of Foreign Order</li> </ul>
Set 4: (or more)* Only if needed. (See below)	

\*If more than one other adult (or agency) is listed as a party in the order being registered, you will need to make an additional set of the documents listed in Set 3 for each party.

Step 4: File your papers with the Clerk of Superior Court, Juvenile Division.

Hand over the originals, all sets of copies, and the filing fee or Fee Deferral Application to the Clerk at the filing counter.

Court is open from 8:00 A.M. to 5:00 P.M., Monday through Friday, except holidays. You may file at the following court locations:

Durango Facility  
3131 W. Durango Street  
Phoenix, AZ 85009

Southeast Facility  
1810 S. Lewis Street  
Mesa, AZ 85210

Fees: There is a filing fee to register another state's court order regarding matters of guardianship of a minor in Arizona. If you cannot afford the filing fee, you may obtain the (free) application for fee deferral (payment plan) or waiver from any Superior Court Law Library Resource Center location or from the Law Library Resource Center online.

The Clerk will:

- Review the Fee Deferral Application (if applicable). (You will later receive a bill or payment plan if fees are not waived).
- Keep the originals and all but one set of copies,
- Stamp the extra copies to indicate they are the same as documents filed with the Court, and
- Return one set of stamped ("conformed") copies for you to keep for your records.

Note: For purposes of enforcement, an order for guardianship of a minor is registered when filed (A.R.S. § 25-1055) and may be immediately enforced in the same manner as an order issued by a court of this state.

After you file:

- The Court will notify the non-registering party of your request to register the other state's order in Arizona. Notice will include copies of orders involved and related documents.
- The party receiving notice has twenty (20) days to request a hearing to object or otherwise respond to the order being registered in Arizona.

If a non-registering party requests a hearing, the Court will notify all parties of the date, time, and place of the hearing.

Step 5 (A): If there is a hearing.

If a conference and hearing have been scheduled, be sure to write down the date, time, and place, and attend the hearing.

- Be on time.
- Dress neatly.
- Do not bring children to court.

A party disputing the validity or enforcement of a registered order or seeking to vacate (cancel) the registration has the burden of proving one or more of the defenses listed in A.R.S. § 25-1055 (D).

What the court will do:

If a party presents evidence establishing a full or partial defense, the Court may:

- Stay (halt or prevent) enforcement of the registered order,
- Continue the proceeding to permit introduction of additional relevant evidence,
- Enforce the uncontested parts of the order.

If the contesting party does not establish a defense to the validity of the order itself or to enforcement of the order, the Court will issue an order confirming the order. A.R.S. § 25-1055(D).

Step 5 (B): If there is no hearing.

If no request for hearing is made within 20 days, in accord with A.R.S. § 25-1055 (D) and (E),

1. Registration will be confirmed by operation of law (automatically),
2. Later attempts to dispute any matter that could have been brought up will be barred, and
3. The Court will notify the person who requested registration and all other parties previously served of the confirmation.

Notice: Once registration is confirmed, whether after notice and hearing or by operation of law because no party requested a hearing to dispute it, later attempts to dispute any matter that could have been brought up at the time of registration are barred. A.R.S. § 25-1055 (F).

Once registration is confirmed, the order may be enforced as if issued by a court of this state. You will have to make a separate request to enforce or modify the order.

Person Filing: \_\_\_\_\_

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

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

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

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

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

Licensed Fiduciary Number: \_\_\_\_\_

Representing  Self, without a Lawyer OR  Attorney for \_\_\_\_\_

For Clerk's Use Only

SUPERIOR COURT OF ARIZONA  
IN MARICOPA COUNTY

In the Matter of:  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

(Full legal names of minor children)

For Court Use Only
Arizona Superior Court Case Number

JUVENILE DEPARTMENT SENSITIVE  
DATA COVERSHEET – For Registration of  
Foreign Order for Guardianship of a Minor  
(CONFIDENTIAL RECORD)

Fill out. File with Clerk of Superior Court.

A. Personal Information:

Warning: Do not include mailing address on this form if requesting address protection.

1. Information about Person Registering Foreign Order:

Name: \_\_\_\_\_

Gender:  Male or  Female

Date of Birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

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

Receive texts from Court to contact phone

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

number?  Yes  No texts

Current Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

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

Employer Phone Number: \_\_\_\_\_

Employer Fax Number: \_\_\_\_\_

2. Information about other people with custody or visitation rights concerning children: (If information unavailable, write "unknown.")

a. Name: \_\_\_\_\_ Gender:  Male or  Female

Date of Birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

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

Receive texts from Court to contact phone

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

number?  Yes  No texts

Current Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

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

Employer Phone Number: \_\_\_\_\_

Employer Fax Number: \_\_\_\_\_

b. Name: \_\_\_\_\_ Gender:  Male or  Female

Date of Birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

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

Receive texts from Court to contact phone

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

number?  Yes  No texts

Current Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

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

Employer Phone Number: \_\_\_\_\_

Employer Fax Number: \_\_\_\_\_

B. Do you need an interpreter?  Yes  No

If Yes, what language? \_\_\_\_\_

DO NOT COPY this document. DO NOT SERVE THIS DOCUMENT to the other party.



Person Filing: \_\_\_\_\_

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

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

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

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

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

Licensed Fiduciary Number: \_\_\_\_\_

Representing  Self, without a Lawyer OR  Attorney for \_\_\_\_\_

For Clerk's Use Only
----------------------

SUPERIOR COURT OF ARIZONA  
IN MARICOPA COUNTY

To:

Clerk of Superior Court  
3131 W. Durango St.  
Phoenix, AZ 85009

For Court Use Only
Arizona Superior Court Case Number

Clerk of Superior Court  
1810 S. Lewis St.  
Mesa, AZ 85210

REQUEST TO REGISTER A FOREIGN ORDER FOR GUARDIANSHIP OF A MINOR  
IN ARIZONA

You must check each box in order to use this form.

I want to register an out-of-state court order concerning guardianship of minor children, as provided for under the Uniform Child Custody Jurisdiction and Enforcement Act, or UCCJEA (A.R.S. §§ 25-1001-1067).

I understand that: (Read carefully and sign below to indicate you understand the following.)

- A registered order may be enforced as if issued by an Arizona Court.
- A registered order may not be changed by Arizona unless it has jurisdiction to do so.
- If one of the parties still lives in the state from which the order was issued and has never moved from that state, Arizona may not have power to change the order.

- Payment of the filing fee for this registration request does not guarantee that Arizona has jurisdiction or will give you what you are asking for even if Arizona does have jurisdiction.
- The other parties to the case will be served notice of my request to register the order in Arizona, and will have the opportunity to request a hearing to disagree as to:
  - whether the state that issued the order had jurisdiction to do so,
  - whether proper notice was given before the order was issued,
  - whether the order to be registered is a valid order (whether it has been vacated, stayed, suspended, or modified by a court with proper jurisdiction),
  - whether Arizona can or should assume jurisdiction.

Enclosures: (REQUIRED)

I have enclosed two copies, including at least one court-stamped, certified copy of the order to be registered, or if multiple orders are involved, of all orders.

- The enclosed information includes the name and address of the person seeking registration and any parent or person acting as a parent who has been awarded legal decision-making (legal custody), parenting time or non-parent visitation in the out-of-state order sought to be registered pursuant to A.R.S. § 25-1055 (A)(3).

I also enclosed an Affidavit to Register a Foreign Order, form JGFO12f, and an Affidavit Regarding Minor Children to Register Foreign Order, form JGFO13f, containing all other information required under A.R.S. § 25-1039.

Respectfully,

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Signature of Person Requesting Registration

(or)

by Attorney, on behalf of person named below

\_\_\_\_\_  
Printed Name (of Person Requesting Registration)

Person Filing: \_\_\_\_\_

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

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

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

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

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

Licensed Fiduciary Number: \_\_\_\_\_

Representing  Self, without a Lawyer OR  Attorney for \_\_\_\_\_

For Clerk's Use Only
----------------------

SUPERIOR COURT OF ARIZONA  
IN MARICOPA COUNTY

In the Matter of:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For Court Use Only.
Arizona Superior Court Case Number

(Full legal names of minor children)

AFFIDAVIT TO REGISTER FOREIGN  
ORDER FOR GUARDIANSHIP OF A  
MINOR IN ARIZONA

(A.R.S. § 25-1055) (UCCJEA)

Under Oath or Affirmation

1. Information about the other state's order I want to register in Arizona:

A. Case Name: \_\_\_\_\_

Title of Order: \_\_\_\_\_

Case Number: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Name of Court: \_\_\_\_\_

State Which Issued the Order: \_\_\_\_\_

I state to the Court to the best of my knowledge and belief this is the most recent and valid order and has not been modified.

B. Have all parties named in the other state's order moved out of the issuing state?

Yes  No

2. Information about the parties in the out-of-state case:

A. My Legal Name: \_\_\_\_\_

Name as Listed in Other State's Case: (if different) \_\_\_\_\_

Relation to children: \_\_\_\_\_

Previous Name or Aliases: \_\_\_\_\_

Current Address: \_\_\_\_\_

(Street Address, City, State, Zip)

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

B. Other Adult (or Agency) with rights regarding children:

Full Legal Name: \_\_\_\_\_

Name as Listed in Other State's Case: (if different) \_\_\_\_\_

Relation to children: \_\_\_\_\_

Previous Name or Aliases: \_\_\_\_\_

Relation to this Case:

Has legal decision-making authority or is court appointed guardian of minor(s)

Is caretaker or someone the child(ren) lives with

Other. Explain: \_\_\_\_\_

Current Address: \_\_\_\_\_

(Street Address, City, State, Zip)

C. Other Adult (or Agency) with rights regarding children:

Full Legal Name: \_\_\_\_\_

Name as Listed in Other State's Case: (if different) \_\_\_\_\_

Relation to children: \_\_\_\_\_

Previous Name or Aliases: \_\_\_\_\_

Relation to this Case:

Has legal decision-making authority or is court appointed guardian of minor(s)

Is caretaker or someone the child(ren) lives with

Other. Explain: \_\_\_\_\_

Current Address: \_\_\_\_\_

(Street Address, City, State, Zip)

3. Information about minor child(ren) in the out-of-state case:

(For Place of Birth: enter city (or county) and state (or country, if outside the U.S.).  
(Enter child's sex as "M" for male, "F" for female.)

Child's Name	Place of Birth	Date of Birth	Sex
A. _____	_____	_____	_____
B. _____	_____	_____	_____
C. _____	_____	_____	_____
D. _____	_____	_____	_____
E. _____	_____	_____	_____

4. Additional case information:

This order is registered in the following states (other than the issuing state and Arizona):

\_\_\_\_\_

I am enclosing an Affidavit Regarding Minor Children to Register Foreign Order containing additional information required by the Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA), A.R.S. § 25-1039.

Under Oath or by Affirmation

I swear or affirm under penalty of perjury that the contents of this document are true and correct and that the attached order has not been modified to the best of my knowledge and belief.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Subscribed and sworn to or affirmed before me this: \_\_\_\_\_ by  
(date)

\_\_\_\_\_.

(Notary seal)

\_\_\_\_\_  
Deputy Clerk or Notary Public

Person Filing: \_\_\_\_\_

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

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

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

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

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

Licensed Fiduciary Number: \_\_\_\_\_

Representing  Self, without a Lawyer OR  Attorney for \_\_\_\_\_

For Clerk's Use Only
----------------------

SUPERIOR COURT OF ARIZONA  
IN MARICOPA COUNTY

In the Matter of:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Leave Blank. For Court Use Only.
Arizona Superior Court Case Number

(Full legal names of minor children)

AFFIDAVIT REGARDING MINOR  
CHILDREN TO REGISTER FOREIGN  
GUARDIANSHIP ORDER

(UCCJEA) (A.R.S. § 25-1039)

Note: If specific address or identifying information would endanger a party or child and the information is not already known to other parties, write "Protected" in the space for that information and supply it to the court on the Request for Protected Address form available from any Law Library Resource Center location or at its website.

UNDER OATH OR AFFIRMATION

1. Five (5)-year residential history for each minor, or since birth, for child younger than five:

(Enter Birthdate as Month/Date/Year. Enter "M" for male, "F" for female.)

A. Child's Name		Place of Birth	Birthdate	Sex
Where Lived for Past 5 Years (City & State)	From/To (Month/Year)	Name of Person Child Lived With AND that Person's Current Address		
	to			
	to			
	to			
	to			

B. Child's Name		Place of Birth	Birthdate	Sex
Where Lived for Past 5 Years (City & State)	From/To (Month/Year)	Name of Person Child Lived With AND that Person's Current Address		
	to			
	to			
	to			
	to			

C. Child's Name		Place of Birth	Birthdate	Sex
Where Lived for Past 5 Years (City & State)	From/To (Month/Year)	Name of Person Child Lived With AND that Person's Current Address		
	to			
	to			
	to			
	to			

D. Child's Name		Place of Birth	Birthdate	Sex
Where Lived for Past 5 Years (City & State)	From/To (Month/Year)	Name of Person Child Lived With AND that Person's Current Address		
	to			
	to			
	to			
	to			

E. Child's Name		Place of Birth	Birthdate	Sex
Where Lived for Past 5 Years (City & State)	From/To (Month/Year)	Name of Person Child Lived With AND that Person's Current Address		
	to			
	to			
	to			
	to			

Information about additional children continues on included pages made part of this document.

2. Other than the case which issued the order you are seeking to register, have you participated as a party, a witness or otherwise, in any matter that addressed your custody, visitation, or parenting time, with the minor children listed above?  Yes  No  
 (If you have, explain below. IF NO, GO TO #3)

Children involved: \_\_\_\_\_

Name of Court: \_\_\_\_\_ Case Number: \_\_\_\_\_

State which issued Order: \_\_\_\_\_

Type of Proceeding:  Family Law  Guardianship  Other: \_\_\_\_\_

Case Status:  Dismissed  Pending  Order Signed (date): \_\_\_\_\_



Court Decision: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Continues on additional pages included and made part of this document.

3. Other than the case which issued the order you are seeking to register, do you know of any matter concerning domestic violence, protective order, termination of parental rights and adoptions involving any of the parties in the case which issued the order you are seeking to register?  Yes  No

(If you know of such matters, explain below. IF NO, GO TO #4.)

Children involved: \_\_\_\_\_

Name of Court/Agency: \_\_\_\_\_ Case Number: \_\_\_\_\_

State which issued Order: \_\_\_\_\_

Type of Proceeding: (Describe briefly) \_\_\_\_\_

\_\_\_\_\_

Case Status:  Dismissed  Pending  Order Signed (date): \_\_\_\_\_

Court Decision or Agency Action (if any): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Continues on additional pages included and made part of this document.

4. Do you know of any person, other than the one named in the order you are seeking to register, who has physical custody of or visitation with the children listed above?

Yes  No (If you know of such person(s), explain below.)

Name of Person Claiming Custody or Visitation: \_\_\_\_\_

Complete Address: \_\_\_\_\_

\_\_\_\_\_

Basis of Claim: (Why this person believes he or she has rights concerning the child(ren))

\_\_\_\_\_  
\_\_\_\_\_

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

Children Involved (Names): \_\_\_\_\_

Continues on additional pages included and made part of this document.

OATH OR AFFIRMATION

By signing below, I swear or affirm under penalty of perjury that the contents of this document are true and correct to the best of knowledge and belief.

\_\_\_\_\_  
Signature of Person Sending Documents

\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Subscribed and sworn to or affirmed before me this: \_\_\_\_\_ by  
(date)

\_\_\_\_\_.

(Notarial Officer's Stamp or Seal)

\_\_\_\_\_  
Notarial Officer

**FIVE-YEAR RESIDENTIAL HISTORY – additional children. Attach this sheet to the Affidavit Regarding Minor Children, Form JGFO13f.**

F. Child's Name		Place of Birth	Birthdate	Sex
Where Lived for Past 5 Years (City & State)	From/To (Month/Year)	Name of Person Child Lived With AND that Person's Current Address		
	to			
	to			
	to			
	to			

G. Child's Name		Place of Birth	Birthdate	Sex
Where Lived for Past 5 Years (City & State)	From/To (Month/Year)	Name of Person Child Lived With AND that Person's Current Address		
	to			
	to			
	to			
	to			

Information about additional children continues on included pages made part of this document.