

Law Library Resource Center

Procedures: What to do after completing all forms  
(To request post-decree temporary orders without notice for modification  
of child custody and/or parenting time)

Step 1: Complete the Motion for Temporary Order without Notice.

Step 2: Make copies of all the paperwork. Make 3 copies of Motion and Order forms. Assemble the copies so that you have four (4) sets of papers: One (1) set of originals and three (3) sets of the copies. Make additional copy if the Arizona Division of Child Support Services (DCSS) is involved in your case.

If you will eFile your forms, you may not need as many paper copies. You will need a paper set of the filed forms to serve on the other party, one for Division of Child Support Services if they are involved in your case, and one for the judge (when required). You will also need to print out the forms auto generated by the eFile system to serve. For more information about how to eFile your papers, read the eFiling instructions:

<https://superiorcourt.maricopa.gov/media/7448/dref93i.pdf>.

Step 3: File the papers at the court. Take the original and three (3) sets of copies to the Clerk of Superior Court filing counter.

Central Court Building  
201 West Jefferson, 1<sup>st</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

What the Clerk will do: The Clerk will file the original of the Motion for Temporary Order without Notice. The Clerk will give you back clerk-stamped copies of the documents to show the documents were filed.

**NOTICE:** Emergency motions presented to Family Department Administration before 4:30 p.m. will be addressed by a Judicial Officer by 5:00 p.m. on the same day. Emergency motions presented to Family Department Administration after 4:30 p.m. will be addressed by a Judicial Officer by 12:00 p.m. on the following business day. Paperwork must be filed with the Clerk of Superior Court before proceeding to Family Department Administration.

- Step 4: What the Judge will do: The Judge will look over the Motion for Temporary Order without Notice. The Judge may sign the Temporary Order without Notice, deny your motion, or schedule a court hearing.
- Step 5: Serve the court papers. If the Judge issues the Temporary Modification Order without notice and/or schedules a hearing, you must provide the other party with a copy of the Motion and Order.
- Step 6: The court hearing: If the Judge schedules a hearing, be sure to write down the date, time and place of the court hearing, and come to the hearing. Be prepared to present your evidence about why the Judge should sign your Order.

Do not bring children to court.