

Procedures: What to do after completing forms for post-decree temporary order with notice

STEP 1. Original set: Gather completed forms into one set of originals:

- Motion for Temporary Order with Notice
- Parenting Plan (if applicable)
- Order to Appear* (only make 2 copies)

STEP 2. Copy: Make copies of all the paperwork. Make 3 copies of the original set. Assemble the copies so that you have four (4) sets of papers: One (1) set of originals and three (3) sets of copies.

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, Division of Child Support Services if they are involved in your case, and one for your judge or Family Administration (when required). For more information about how to eFile your papers, read the eFiling instructions:

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

SET 1: ORIGINAL SET (for the Clerk of Superior Court) <ul style="list-style-type: none">• Motion for Temporary Order with Notice• Parenting Plan	SET 2: COPY (for the Judge) <ul style="list-style-type: none">• Motion for Temporary Order with Notice• Parenting Plan• Order to Appear (all 3 copies)
SET 3: COPY (for the other side) <ul style="list-style-type: none">• Motion for Temporary Order with Notice• Parenting Plan	SET 4: COPY (for you) <ul style="list-style-type: none">• Motion for Temporary Order with Notice• Parenting Plan

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 at any one of the Superior Court locations in Maricopa County.

Central Court Building
201 West Jefferson, 1st floor
Phoenix, Arizona 85003

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

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

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

The Clerk will stamp all 4 sets of the documents to show when they were filed; and will keep the original set. The Clerk will then return the 3 sets of copies to you, and then direct you to the Family Administration. Make sure you get all three (3) sets of copies back from the Clerk. If you have already paid a filing fee (or had the fee deferred) in this case, there is no additional fee for filing for temporary orders.

STEP 4. To get a hearing scheduled: After you have filed your documents with the Clerk of Superior Court, the Clerk will then direct you to one of the following locations:

Central Court Building
201 West Jefferson, 3rd floor
Phoenix, Arizona 85003
(To Family Administration)

Southeast Court Complex
222 East Javelina Avenue, 1st floor
Mesa, Arizona 85210
(To Family Administration)

Northwest Court Complex
14264 West Tierra Buena Lane
Surprise, Arizona 85374
(To Judge's in-box)

Northeast Court Complex
18380 North 40th Street
Phoenix, Arizona 85032
(To Judge's in-box)

Bring with you a self-addressed stamped envelope. (9½"x12"). Make sure to put enough postage on the envelope to have it mailed back to you.

Leave the Judge's set of documents along with the self-addressed stamped envelope at the window or box described above.

The Judge's staff will fill in the Order to Appear with the date, time, and place of the court hearing and then mail the papers back to you. Keep one Order to Appear for your records and serve the other copy, along with your filed Motion, and Parenting Plan on the other party.

STEP 5. Serve the papers. You must arrange to serve these papers on the other party. They may be delivered by the Sheriff's Department, a licensed private process server, or by one of the other methods described in the "Service" packet available from the Law Library Resource Center or on the website.

STEP 6. At the hearing: Be on time. Dress neatly. Be prepared to tell the Judge about the case, and why the temporary order is necessary. Bring all paperwork with you that you think the Judge

should look at, such as reports about the children and financial records.

Bring your set of copies with you to the hearing.

All forms referred to in these instructions may be obtained at the Law Library Resource Center or at <https://superiorcourt.maricopa.gov/lrc/family-court-forms/>.

Do not copy
or file this page