INSTRUCTIONS

STEP 1: ASK THE OTHER PARTY IF THEY OBJECT TO YOUR REQUEST TO APPEAR OR TESTIFY TELEPHONICALLY

Contact the other party (if the other party is represented by an attorney, contact that attorney) and ask whether they object to your Request. If they object, or if you do not find out whether they object, the court must wait a certain number of days for the other party to respond before making a decision about your request.

STEP 2: FILL OUT THE REQUEST TO APPEAR OR TESTIFY TELEPHONICALLY

(1) Enter your name; street address; city, state, and zip code; and phone number.
(2) Enter Petitioner's name as it appears on the Petition that started this case.
(3) Enter Respondent's name as it appears on the Petition that started this case.
(4) Enter the case number as it appears on the Petition that started this case.
(5) If the court proceeding at which you want to appear is not an evidentiary hearing or trial, check "Appear". If it is an evidentiary hearing or trial, check "Testify". (Generally, "testify" means to give evidence under oath.)
(6) Enter the name, date, and time of the court proceeding you want to attend telephonically.
(7) Check the box indicating why you want to attend telephonically, and explain.
(8) Check the box indicating whether the other party objects to your request. If you check "I don't know", explain how you tried to find out.
(9) Check the box indicating whether you will mail or hand-deliver a copy of the Request to the other party. Enter the other party's name and address (if the other party is represented by an attorney, enter that attorney's name and address).
(10) Read the Request and make sure that you understand everything in it and that everything in it is true. Date and sign.

STEP 3: FILL OUT THE ORDER REGARDING TELEPHONIC APPEARANCE OR TESTIMONY

(1) Enter your name; street address; city, state, and zip code; and phone number.
(2) Enter Petitioner's name as it appears on the Petition that started this case.
(3) Enter Respondent's name as it appears on the Petition that started this case.
(4) Enter the case number as it appears on the Petition that started this case.
(5) If the court proceeding at which you want to appear is not an evidentiary hearing or trial, check "Appearance". If it is an evidentiary hearing or trial, check "Testimony".
(6) Enter your name and the name, date, and time of the court proceeding you want to attend telephonically.
(7) Check the box indicating whether the other party objects to your request.
(8) If you checked "Testimony": 1) Check the first box, 2) if you said on the Request that you're prevented from attending in person, check the second box, and 3) if you said on the Request that attending in person would be a burdensome expense, check the third box.

STEP 4: FILE THE FOLLOWING WITH THE COURT

Take or mail the original and two copies of the following to the Clerk's Office in the Coconino County Courthouse at 200 N. San Francisco St., Flagstaff, AZ 86001.

[ ] Request to Appear or Testify Telephonically
[ ] Order Regarding Telephonic Appearance or Testimony

The Clerk will stamp your copies with the filing date and return them to you for your records. If you file by mail, include a self-addressed, stamped envelope and a note asking the Clerk to return the date-stamped copies to you.

If you want to *testify* telephonically: You must file by 30 days before the court date. If the court date is less than 30 days away, you must file by 5 days before the court date.

STEP 5: SERVE THE FORMS ON THE OTHER PARTY

Mail or hand-deliver a copy of the forms you filed to the other party on the day you file them. If the other party has an attorney, deliver them to the attorney. Parties have longer to respond to forms that are mailed than to forms that are hand-delivered.

STEP 6: THE COURT WILL MAIL YOU THE SIGNED ORDER

Warning: Your Request to Appear or Testify Telephonically is not granted until the court signs an Order granting your request.