INSTRUCTIONS

STEP 1: CHECK THAT RESPONDENT FAILED TO RESPOND

See the table below for how long Respondent has to respond. Find the date in the "After" column on a calendar. Start counting on the next day. Count off the days in the "Count" column, including weekends and holidays. Respondent must respond by the last date you counted, unless it's a weekend or court holiday, in which case Respondent must respond by the next workday. (Call the Clerk of Court at 928-779-6535 to make sure Respondent has not responded.)

How Were the Papers Served?	If the Papers Were Served In Arizona, Count:	If the Papers Were Served Outside of Arizona, Count:	After:
Acceptance of Service	20 days	30 days	Respondent signs the Acceptance of Service
Process Server	20 days	30 days	Respondent receives the papers from the process server
Sheriff or Tribal Law Enforcement	20 days	30 days	Respondent receives the papers from the officer
Certified Mail	20 days	30 days	Respondent signs the green card
Publication	30 days		30 days after the first publication

***If the Papers Were Served on an Indian Reservation in Arizona:** Depending on the facts and circumstances of the case, there *may* be more days for Respondent to respond. An attorney can advise you.

STEP 2: FILL OUT THE FOLLOWING FORMS

[ ] Application for Default and Entry of Default
[ ] Request for a Default Hearing
[ ] Order Setting a Default Hearing
[ ] Decree of Custody, Parenting Time, and Child Support

You must list exactly the same things on the Decree that you listed on the Petition. You cannot use the Decree to ask for something new or different from what you asked for on the Petition.

STEP 3: FILE THE FORMS WITH THE COURT

Take or mail the original and two copies of the forms listed above to the Clerk of Superior Court, 200 N. San Francisco St., Flagstaff, AZ 86001. The Clerk will stamp your copies with the filing date and return them to you. If you file by mail, include a self-addressed, stamped envelope and a note asking the Clerk to return the copies.

STEP 4: MAIL THE FORMS TO RESPONDENT

Mail a copy of the forms to Respondent on the day you file them. If Respondent has an attorney, also mail them to the attorney. If 1) you don't know Respondent's whereabouts and 2) Respondent doesn't have an attorney or you don't know whether Respondent has an attorney, mail them to Respondent's last known address.

STEP 5: IF RESPONDENT FILES A RESPONSE: DECIDE HOW TO PROCEED

If the Parties Come to Agree on All Terms:

Both parties can:	Submit a Consent Decree. See the Self-Help Center packet on *Consent Decree*.
The case will end:	When the court signs the Consent Decree.

If the Parties Do Not Agree on All Terms:

Either party can:	Ask the court to schedule a trial if the court does not automatically schedule a hearing. See the Self-Help Center packet *Finishing a Case: A Response Was Filed: The Other Party Won't Sign.*
The case will end:	At a trial.

STEP 6: IF RESPONDENT DOES NOT FILE A RESPONSE: THE COURT WILL MAIL YOU THE SIGNED ORDER SETTING A DEFAULT HEARING WITH THE HEARING DATE FILLED IN

STEP 7: DELIVER THE ORDER SETTING DEFAULT HEARING TO RESPONDENT

By three days before the hearing, mail or hand-deliver a copy of the signed Order Setting Hearing to Respondent if you know where Respondent lives. If Respondent has an attorney, deliver the copy to the attorney.

STEP 8: GO TO THE HEARING

Be prepared to tell the judge why you think the court should grant your requests.

Before the court date, watch the court video *How to Represent Yourself in Court* online at http://www.coconino.az.gov/courts.aspx?id=267 to learn about procedures in court.

STEP 9: BY 3 DAYS AFTER THE COURT SIGNS THE DECREE: DELIVER TO THE OTHER PARTY EACH FORM THE COURT SIGNS

If you don't know the other party's whereabouts and the other party doesn't have an attorney: Skip this step.

Mail or hand-deliver to the other party a copy of each form the court signs. If the other party has an attorney, deliver them to the attorney.