## INSTRUCTIONS

### STEP 1: FILL OUT THE FOLLOWING FORMS

[ ] Application for Default and Entry of Default
[ ] Request for a Default Hearing
[ ] Order Setting a Default Hearing
[ ] Decree of Divorce or Legal Separation With Children

**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 2: 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 3: 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 4: IF RESPONDENT FILES A RESPONSE: USE THE LAW LIBRARY PACKET CALLED *DISCLOSURE*

### STEP 5: IF RESPONDENT DOES NOT FILE A RESPONSE:

1. **The court will mail you the signed Order Setting a Default Hearing with the hearing date filled in.**

2. **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.

3. **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.

**4. 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.