INSTRUCTIONS

STEP 1: FILL OUT THE FOLLOWING FORMS

[ ] Petition for Conciliation Court Services Before a Case Has Been Started
[ ] Order for Conciliation Court Services Before a Case Has Been Started
[ ] Domestic Relations Cover Sheet
[ ] Confidential Sensitive Data Form

STEP 2: FILE THE FORMS WITH THE COURT

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

STEP 3: ON THE DAY YOU FILE IT, MAIL OR HAND-DELIVER A COPY OF THE PETITION FOR CONCILIATION COURT SERVICES TO THE OTHER PARTY

STEP 4: THE COURT WILL MAIL YOU AN ORDER

The Order may:

- Grant your requests
- Deny your requests
- Schedule a hearing to ask you questions
- Make other orders the judge thinks proper

STEP 5: WAIT TO BE CONTACTED TO SCHEDULE THE SERVICE

If the court orders:	**You'll be contacted by:**
reconciliation/separation counseling	The Guidance Center
custody/parenting time mediation	the mediator