INSTRUCTIONS

STEP 1: FILL OUT THE DOMESTIC RELATIONS COVER SHEET

STEP 2: FILL OUT THE VOLUNTARY REQUEST FOR ORDER OF PATERNITY

STEP 3: FILL OUT THE ORDER OF PATERNITY

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.

[ ] Domestic Relations Cover Sheet
[ ] Voluntary Request for Order of Paternity, with the following attached if applicable:
  [ ] genetic test results
[ ] Order of Paternity

Also take or mail the $261 filing fee. The Clerk's Office accepts cash, money orders, and cashier's checks payable to "Clerk of Superior Court". If you can't afford the fee, see the Self-Help Center packet *Paying a Filing Fee in Installments*.

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 5: THE COURT WILL MAIL YOU THE SIGNED ORDER

For children born in Arizona, the Clerk will also mail a copy of the signed Order to the Office of Vital Records, Department of Health Services. Vital Records will update the birth certificates.

STEP 6: [OPTIONAL] GET A COPY OF THE NEW BIRTH CERTIFICATE

Ask the Office of Vital Records for a copy of the new birth certificate. You will need to pay a fee and show identification. The Office of Vital Records's phone number is 602-364-1300. Their address is 1818 W. Adams, Phoenix, AZ 85007. You may also obtain official vital records on the internet at www.vitalchek.com.