INSTRUCTIONS

Deadline: You must file these forms with the court at least 20 days before the trial.

STEP 1: MAKE SURE YOU HAVE COMPLETED THE LAW LIBRARY PACKET CALLED *DISCLOSURE*

STEP 2: EXCHANGE COPIES OF THE FOLLOWING WITH EACH OTHER

[ ] Exhibits you want to have at the trial
[ ] Reports of the expert witnesses you want to have at the trial

STEP 3: FILL OUT THE PRE-TRIAL STATEMENT

STEP 4: FILL OUT AN AFFIDAVIT OF FINANCIAL INFORMATION FOR EACH PERSON WHO SIGNED THE PRE-TRIAL STATEMENT

STEP 5: FILL OUT AN INVENTORY OF PROPERTY AND DEBTS FOR EACH PERSON WHO SIGNED THE PRE-TRIAL STATEMENT

STEP 6: FILL OUT THE DECREE OF CHILD CUSTODY, PARENTING TIME, AND CHILD SUPPORT

STEP 7: FILE THE FOLLOWING WITH THE COURT AT LEAST 20 DAYS BEFORE THE TRIAL

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.

[ ] Pre-Trial Statement
[ ] An Affidavit of Financial Information for each person who signed the Pre-Trial Statement
[ ] An Inventory of Property and Debts for each person who signed the Pre-Trial Statement
[ ] Decree of Child Custody, Parenting Time, and Child Support

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 8: IF YOU FILLED OUT THE PRE-TRIAL STATEMENT ON YOUR OWN: DELIVER COPIES TO THE OTHER PARTY

Mail or hand-deliver a copy of each form you filed in Step 7 to the other party. If the other party has an attorney, deliver the copies to the attorney.

STEP 9: GO TO THE TRIAL

Bring your witnesses, three copies of your evidence, and a copy of every document you filed with the court in this case. Be prepared to tell the judge why you think the court should grant your requests.

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