INSTRUCTIONS

STEP 1: FILL OUT THE STIPULATION TO PROCEED BY CONSENT DECREE

STEP 2: FILL OUT THE CONSENT DECREE

STEP 3: 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.

[ ] Stipulation to Proceed by Consent Decree
[ ] Consent Decree

If Respondent has not already paid or deferred it, also take or mail Respondent's $246 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 4: WAIT FOR THE COURT TO CONTACT YOU

If the court approves your Consent Decree, the court will sign it and mail a copy to both parties.

If the court does not approve your Consent Decree, the court will contact both parties to tell you how to proceed.