INSTRUCTIONS

Read all forms and instructions before starting. Fill out forms by printing in blue ink or typing. Do not fill in un-numbered blanks on forms.

Arizona Rules of Family Law Procedure: The Arizona Rules of Family Law Procedure describe the procedures and forms required in family law cases. You can read the Rules at the Law Library or online at <www.supreme.state.az.us/rules/ramd_pdf/R-05-0008.pdf>.

Filing Forms with the Court: Take or mail forms to be filed to the Clerk of Superior Court, 200 N. San Francisco St., Flagstaff, AZ 86001. Submit the original, one copy for yourself, and one copy for each person you must give a copy to, if any. 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.

If the court has already scheduled a Resolution Management Conference: Skip to Step 6.

STEP 1: FILL OUT THE REQUEST FOR RESOLUTION MANAGEMENT CONFERENCE

(1) Enter your name; street address; city, state, and zip code; and phone number.
(2) Enter Petitioner's name as it appears on the Petition that started this case.
(3) Enter Respondent's name as it appears on the Petition that started this case.
(4) Enter the case number as it appears on the Petition that started this case.
(5) Check the box indicating whether you are the Petitioner or the Respondent.
(6) Check the box indicating why you want a Resolution Management Conference. If you check "Other", explain.
(7) Check the box indicating whether you will mail or hand-deliver the form to the other party.
(8) Date and sign.

STEP 2: FILL OUT THE ORDER SETTING RESOLUTION MANAGEMENT CONFERENCE

(1) Enter your name; street address; city, state, and zip code; and phone number.
(2) Enter Petitioner's name as it appears on the Petition that started this case.
(3) Enter Respondent's name as it appears on the Petition that started this case.
(4) Enter the case number as it appears on the Petition that started this case.
(5) Check the box indicating whether you are the Petitioner or the Respondent.

STEP 3: FILE THE FOLLOWING WITH THE COURT

[ ] Request for Resolution Management Conference
[ ] Order Setting Resolution Management Conference

STEP 4: SERVE THE FORMS ON THE OTHER PARTY

Mail or hand-deliver a copy of the forms you filed to the other party on the day you file them. If the other party has an attorney, deliver them to the attorney.

STEP 5: THE COURT WILL MAIL YOU THE SIGNED ORDER WITH THE RESOLUTION MANAGEMENT CONFERENCE DATE FILLED IN

STEP 6: IF THE RESOLUTION MANAGEMENT CONFERENCE IS ABOUT A MOTION FOR TEMPORARY ORDERS:
MAKE SURE YOU HAVE MET THE REQUIREMENTS OF FAMILY LAW RULE 47(E)

You must complete this step by 10 days before the Conference, unless the court orders otherwise.

STEP 7: COMPLETE STEPS 8 THROUGH 15 AT LEAST 5 DAYS BEFORE THE RESOLUTION MANAGEMENT CONFERENCE, UNLESS THE COURT ORDERS OTHERWISE

STEP 8: MEET WITH THE OTHER PARTY TO RESOLVE AS MANY ISSUES AS POSSIBLE

If there is a protective order or significant history of domestic violence between you and other party: Skip this step.

STEP 9: MAKE SURE YOU HAVE MET THE REQUIREMENTS OF FAMILY LAW RULES 49 AND 66, ON DISCLOSURE AND ALTERNATIVE DISPUTE RESOLUTION

STEP 10: IF YOU AND THE OTHER PARENT AGREE TO JOINT CUSTODY: FILL OUT THE PARENTING PLAN JOINT CUSTODY AGREEMENT

See the INSTRUCTIONS: PARENTING PLAN JOINT CUSTODY AGREEMENT in this packet.

If a Parenting Plan has already been filed and you still agree with everything in it: Skip this step.

STEP 11: FILL OUT THE PARENT'S WORKSHEET FOR CHILD SUPPORT AMOUNT

See the INSTRUCTIONS: PARENT'S WORKSHEET FOR CHILD SUPPORT AMOUNT and ARIZONA CHILD SUPPORT GUIDELINES in this packet.

If a Worksheet has already been filed and you still agree with everything in it: Skip this step.

STEP 12: IF YOUR CASE IS A DIVORCE OR SEPARATION: FILL OUT EXHIBIT A

If Exhibit A has already been filed and you still agree with everything in it: Skip this step.

(1) Check the box indicating whether you and your spouse have community property.
(2) For the community real property, list the address, legal description on the deed (example: "Lot 77, Pine Tree Acres, According to Book 111 of Maps"), and equity (value minus debts). If you want it to go to you or spouse, check the box indicating who it should go to. If you want it sold, check the box, and enter what percent of the proceeds should go to each spouse.

Note: Be thorough and specific when describing community property. For example, under Household Furnishings, you could say "blue and white living room sofa". Use brand and model names wherever possible.

(3) For each community bank account, list the name on the account and account description (for example, "savings" or "money market"), check the box indicating who it should go to, and list the balance.
(4) For each piece of community furniture, list the description, check the box indicating who it should go to, and list the value for which it could be sold.
(5) For each community furnishing, list the description, check the box indicating who it should go to, and list the value for which it could be sold.
(6) For each piece of community property not covered above, list the description, check the box indicating who it should go to, and list the value for which it could be sold.
(7) For each community motor vehicle, list the make, model, lienholder, and last four digits of the vehicle identification #; check the box indicating who should get it; and list the value for which it could be sold.
(8) For each community retirement benefit, enter name on the account, fund name, and value. Check the box indicating how you want the funds divided. If you check Option 3, enter the percentage of each account that should go to each spouse.
(9) Check the box indicating whether you and your spouse have community debts. For each community debt, list the name on the account, creditor, and description (for example, "credit card"); check the box indicating who it should be assigned to; and list the amount owed.
(10) Check the box indicating whether you and/or your spouse have separate property. For each piece of separate property, list the description, check the box indicating who it should go to, and list the value for which it could be sold.
(11) Check the box indicating whether you and/or your spouse have separate debts. For each separate debt, list the name on the account, creditor, and description (for example, "credit card"); check the box indicating who it should be assigned to; and list the amount owed.
(12) Read the Exhibit and make sure that you understand everything in it and that everything in it is true. Sign in front of a notary.

STEP 13: FILL OUT THE PROPOSED RESOLUTION STATEMENT

(1) Enter your name; street address; city, state, and zip code; and phone number.
(2) Enter Petitioner's name as it appears on the Petition that started this case.
(3) Enter Respondent's name as it appears on the Petition that started this case.

(4) Enter the case number as it appears on the Petition that started this case.
(5) Check the box indicating whether your case is 1) a divorce or separation or 2) for custody and/or paternity.
(6) Check the box indicating whether you are the Petitioner or the Respondent.
(7) If 1) you receive or have received public assistance for yourself or your children and/or 2) you have a case with Child Support Enforcement, check the appropriate box(es).
(8) Enter the name, birthdate, and age of each minor child listed on the Petition that started this case.
(9) If the other party agrees with the custody you want, check the box.
(10) If you want joint custody, check the box. Check the box indicating whether you're attaching a Parenting Plan or referring to one filed previously. If you check "filed previously", enter the date you signed that Plan.
(11) If you want one parent to have sole custody, check the box. Check the box indicating who should have sole custody.
(12) If you checked sole custody and the other party agrees with the parenting time you want, check the box.
(13) If you checked sole custody and you want the non-custodial parent to have parenting time, check the box, and enter the details of the parenting time plan.
(14) If you checked sole custody and you want restrictions on the parenting time you described above, check the box. Enter why unrestricted parenting time would endanger the children. Enter the name of the person who will supervise parenting time. Enter the restrictions. Check the box indicating whether the cost of supervision will be paid by the parent being supervised, by the custodial parent, or equally by both parents.
(15) If you checked sole custody and you want the non-custodial parent to have no parenting time, check the box. Enter why parenting time would endanger the children.
(16) Check the box indicating whether you're attaching a Parent's Worksheet for Child Support Amount or referring to one filed previously. If you check "filed previously", enter the "Date Prepared" listed on that Worksheet. If the other party agrees with everything on the Worksheet, check the box.
(17) If you want past support, check the box indicating which parent should pay, enter the start and end date of the past period for which payment is owed, and enter the amount owed. If the other party agrees with the past support you want, check the box.
(18) If your case is for custody/paternity and you have received or paid direct payments for support, check the box indicating whether you received or paid payments, enter the start and end date of the period during which the direct payments were made, and enter the amount paid.
(19) If your case is for custody/paternity and you want one parent to pay the other the cost of pregnancy, childbirth, and/or the children's past medical expenses, check the box, check the box indicating which parent should pay, and enter the amount owed. If the other party agrees with the payment you want, check the box.
(20) If the other party agrees with the division of income tax dependency exemptions you want, check the box. Enter how you want your income tax dependency exemptions divided.
(21) If your case is a divorce or separation and you pay spousal support ordered for another marriage, check the box.
(22) If your case is a divorce or separation and the other party agrees with the spousal support you want, check the box. Check the box indicating whether the court should order

spousal support. If you want the support to end before the receiving party is remarried or deceased, enter the date the support will end.

(23) If your case is a divorce or separation, check the box indicating whether you're attaching an Exhibit A or referring to one filed previously. If you check "filed previously", enter the date you signed that Exhibit. If the other party agrees to the division of property and debt you want, check the box.

(24) If the other party agrees to the payment of attorney's fees you want, check the box. Check the box indicating how you want attorney's fees divided. If you want one party to pay the other's fees, enter the amount owed and the number of days within which it should be paid.

(25) If your case is a divorce and you want your former name restored, enter your former name.

(26) If your case is for paternity and you want 1) Father listed as the children's father on their birth certificates and/or 2) the children's last name changed to Father's last name, check the appropriate box(es). If the other party agrees to the name changes you want, check the appropriate box.

(27) Enter any other issues you believe must be resolved to fully settle this case.

(28) Read the Proposed Resolution Statement and make sure that you understand everything in it and that everything in it is true. Date and sign.

STEP 14: FILE THE FOLLOWING WITH THE COURT

[ ] Proposed Resolution Statement

Attach the following if applicable:

[ ] Parenting Plan Joint Custody Agreement
[ ] Parent's Worksheet for Child Support Amount
[ ] Exhibit A

STEP 15: SERVE THE FORMS ON THE OTHER PARTY

Mail or hand-deliver a copy of the forms you filed to the other party on the day you file them. If the other party has an attorney, deliver them to the attorney.

STEP 16: GO TO THE RESOLUTION MANAGEMENT CONFERENCE

STEP 17: THE COURT WILL MAIL YOU AN ORDER

The court will mail you an order listing the actions taken at the Resolution Management Conference, a trial date if one was set, and information on how to proceed with your case.