

PATERNITY

RESPONSE

Separate forms from packet before filing.

SOUTHERN ARIZONA LEGAL AID, INC.

PATERNITY

THE RESPONSE

USE AND DISCLAIMER

These forms shall not be used to engage in the unauthorized practice of law. Court cases can be very complicated, and even if you are representing yourself you should see a lawyer for legal advice as to how the law applies to you, and what is best in your particular situation. This might save you time, money, trips to the courthouse and avoid serious mistakes. There are lawyers who will help you help yourself. This means that they will only charge you for giving you the help you need, and you can complete the court papers on your own or ask the lawyer for help with your papers.

There are also professional mediators in the community who can help you with your problems. They help you solve your present problem, and anticipate future problems and how to solve them. Mediators work with both parties in a dispute to help resolve areas of disagreement or trouble.

HOW TO ASSEMBLE THESE DOCUMENTS

This packet contains general information, instructions and court forms to complete and file. Look at the lower right hand corner of the document for the document number. Documents that end with "info" are instructions and/or general information. Documents that end with "form" are court forms that MUST be completed and filed with the court.

Title	Form Name
Use and Disclaimer (1 page)	paternity-use and disclaimer.info
Instructions to fill out forms (5 pages)	paternity-instructions.info
Response to Paternity Petition (4 pages)	paternity-response.form
Affidavit Re: Minor Children (2 pages)	paternity-affidavit re minor child
Confidential Sensitive Data Form (1 page)	paternity-sensitive information.form
Request for Protected Address (2 pages)	paternity-request protected address.form
Order for Protected Address (1 page)	paternity-order protected address.form
Instructions on Filing Papers (2 pages)	paternity-instructions for filing.info

INSTRUCTIONS TO FILL OUT FORMS

PATERNITY RESPONSE

PLEASE TYPE OR PRINT WITH PEN

IMPORTANT NOTICE TO VICTIMS OF DOMESTIC VIOLENCE:

Unfortunately, domestic violence can be part of any relationship. Domestic violence can include physical violence directed against you or your children such as hitting, slapping, pushing, or kicking. Domestic violence can also include **threats of physical violence made against you and your children**, or regular verbal abuse used to control you. The other parent does NOT need to have been convicted of domestic violence or assault for you to be a domestic violence victim, and you do not need to have sought medical care or been admitted to a hospital to be a victim.

If you are a victim of domestic violence or threats of domestic violence, you can obtain an **Order of Protection from this Court**. This Order of Protection must be served on the other parent and will order him/her to stay away from you and from your children if they are also victims or potential victims of the other parent's abuse. You can get an emergency Order of Protection at any time, 24 hours a day.

If you have an existing Order of Protection from City Court or Justice Court, it will have to be transferred to Superior Court. Ask the Clerk at City Court or Justice Court for assistance in doing this.

ALL COURT DOCUMENTS WILL REQUEST YOUR ADDRESS AND PHONE NUMBER. IF YOU ARE A VICTIM OF DOMESTIC VIOLENCE, ARE IN A DOMESTIC VIOLENCE SHELTER, OR YOU DO NOT WANT YOUR ADDRESS KNOWN IN ORDER TO PROTECT YOURSELF, YOU CAN REQUEST THAT THE COURT PROTECT YOUR ADDRESS BY FILING A REQUEST FOR PROTECTED ADDRESS (the forms for doing so can be found at the end of this packet). MAKE SURE TO TELL THE CLERK OF ANY EXISTING ORDER OF PROTECTION AND CASE NUMBER. YOU MAY ALSO CHOOSE TO PROTECT YOUR ADDRESS BY USING A P.O. BOX OR ANOTHER VALID MAILING ADDRESS ON THESE PAPERS.

Additional Information on how to obtain an order of Protection is available at the Pima County Superior Court's Self-Help Center.

INFORMATION ABOUT PAPERS YOU SHOULD HAVE RECEIVED FROM THE OTHER PARENT WITH THE PATERNITY PETITION:

SUMMONS: You have been summoned to appear in court. You "appear" by filing a written **Response** with the Court and sending a copy of this **Response** to the Petitioner or his/her attorney. The Summons tells you how many calendar days you have to file a Response, depending on how and where you were served with the court papers. Be sure to file your written **Response** on time. If the time for you to file a written **Response** has passed, the Petitioner must complete an **Application and Affidavit for Entry of Default** and send you a copy of that. Then you have 10 more working days in which to file your written Response. If you do not file a written **Response** by the end of this grace period, a default judgment can be entered, which means that you might not get to tell the judge your side of the story.

AFFIDAVIT REGARDING MINOR CHILDREN

ORDER TO COMPLETE COURSE IN DOMESTIC RELATIONS EDUCATION CHILDRENS ISSUES

PATERNITY PETITION (sometimes called "Complaint"): This is the form the other parent completed to tell the court his/her side of the story about the children, parenting time and child support. **Read each and every word very carefully**, and decide what you want to do. Here are your choices:

1. **DO NOTHING** - If you do nothing, the other parent can still obtain a judgment of paternity and tell the judge his/her side of the story without you telling your side at all. Generally, the other parent will then get a judgment for what he or she asked for in the Petition. **This is called default.** Even in these cases, the judge will try to decide what is best for both parties, but it is never a good idea to ignore the court proceeding and have a court order something that you had no input on.
2. **WORK OUT AN AGREEMENT WITH THE OTHER PARENT** - Try to decide with the other parent how you want to handle everything: if you agree on the paternity, parenting time and child support. Then you and the other parent file papers in the court stating your agreement on everything. This is called a **Consent or Stipulation**. This is often the best way to proceed if you and the other parent can talk about the critical issues to decide how you both want to handle the issues. Professional mediators can help you with this.
3. **FILE A WRITTEN RESPONSE** - If you do not agree with what the other parent asked for in the Petition and you cannot reach an agreement, you should file a written **Response** stating your side of the story, and how you want to handle everything: paternity, legal custody, parenting time, child support. **This is called a contested matter.** Even if you originally file a Response, you and the other parent can still decide to agree on something, or everything, and file court papers for a **Consent or Stipulation**. Professional mediators can help you with this. If you file a Response and do not settle everything with the other parent, either you or the other parent must file further court papers to set (schedule) the case for trial.
4. **REQUEST PATERNITY TESTING IN YOUR RESPONSE** – If you believe that the father of the child is not as stated in the Petition, you may request paternity testing to determine whether or not paternity should be established.

HELP ON COMPLETING YOUR WRITTEN RESPONSE TO THE PETITION

- Make sure your form is titled **RESPONSE TO PATERNITY PETITION**.
- In the top left corner of the first page, fill out the following: YOUR name, address, city, state and ZIP code, and telephone number. See note above regarding Domestic Violence.
- Fill in the name of "Petitioner" and "Respondent" exactly the same way as it looks on the Petition. Do that for every document you ever file in this case from now on.
- Use the case number that is stamped in the upper right-hand corner of the Petition. Do that for every document you ever file in this case from now on.
- Fill in the other parent's name, address, date of birth and occupation. This is basic information about the PETITIONER.
- Fill in your name, address, date of birth and occupation. This is basic information about YOU, the RESPONDENT.

INFORMATION ABOUT CHILDREN LESS THAN 18 YEARS OF AGE

Domestic Violence – This tells the Court if there was ANY domestic violence in the relationship, and relates to a request for joint custody, if either party intends to ask for joint custody. If you are not sure what this means, see the **IMPORTANT NOTICE TO VICTIMS OF DOMESTIC VIOLENCE** on the first page of these instructions. Mark the first box if there has been domestic violence. If domestic violence has not occurred, mark the second box.

Summary on Domestic Violence – Here you should summarize what is different between what the Petitioner says and what you say about domestic violence. This is because the form of Petition the Petitioner used might be arranged a little differently than this form of Response.

Information about Children Under 18 Years of Age – Provide the name, birth date and current home address for each child. If you dispute the paternity, check the request for paternity test and add any other issues such as the reasons why you believe paternity should not be established. Place these discussions in the “Other” section.

Written Parenting Plan - Check this box ONLY if you and the Petitioner already have a written agreement regarding custody, parenting time and child support. If you have only discussed these issues and do not have a written agreement, do NOT mark this box.

Jurisdiction of the Court to Award Child Support - The court must have jurisdiction over the party in order to award child support against that party. If that party is a resident of Arizona, this does not present a problem. However, if the other party is NOT an Arizona resident, the Court cannot award child support against that party unless he or she has had some specific connection with Arizona. Be sure to check every block that applies to that party.

Summary About Children – Here summarize what is different between what you say about the children and what the Petitioner said in the Petition. This is because the form of Petition the Petitioner used might be arranged a little differently than this form of Response.

General Denial - this tells the Court that even if you did not answer each and everything said in the Petition, you deny anything that you did not address. This is extra protection for you.

OTHER STATEMENTS MADE TO THE COURT UNDER OATH: Each of these statements must be true at the time you file your Response. If any of these statements is NOT true, the Petitioner cannot proceed. You can request the Court to dismiss this case below.

REQUESTS I MAKE TO THE COURT: In this portion of the Response you are telling the Court what you want ordered in the final judgment.

1. **Child Custody and Parenting Time** – Select which custody and parenting time you believe is appropriate and check the boxes.
2. **Child Support** - Indicate which parent is to pay child support. The person who has custody of the child(ren), or who has physical care of the child(ren) more than 50% of the time, is the person who should receive the support. The other parent must pay the support. The amount of the support is generally determined by income of the parties according to the Arizona Child Support Guidelines. The amount of child support does not have to be specifically stated at this time, but it will need to be computed later so that it can be specifically listed in the Judgment.
3. **Insurance and Health Care Expenses for Children** – Mark one box only. Tell the Court which parent should be required to provide insurance for the children. Whichever parent has the most affordable plan available through their employment, where applicable, should generally pay the insurance. Adjustments can be made to Child Support to reflect costs of insurance for the children.
4. **Tax exemption** – Decide how you and the Petitioner will declare tax dependency exemptions, for which children, for which years. This is also determined by Federal Tax Law. If you are not sure, see a lawyer or accountant for help on this.
5. **Other Orders** - tell the Court anything else you may want Ordered in your Judgment that has not been covered elsewhere in your Response. If none, enter "NONE."

VERIFICATION OF RESPONDENT: Sign and Date this form. By doing so you are telling the court that everything contained in the Response is true.

You will also have to complete the following form:

AFFIDAVIT RE: MINOR CHILDREN: (paternity-affidavit re minor child.form)

Enter the names of Petitioner and Respondent.

1. Check "Paternity."
2. Check whether the mother is presently pregnant.
3. Check whether there are minor children of either or both parties who are in the custody or either or both of the parties.
4. Check that there were no prior cases involving custody or parenting time of your minor children in this or any other state. If there are other cases, mark the first box and give as much information as possible. This information could affect you or your children's rights in this case.
5. Check that there are no PENDING cases involving custody of your minor children in this or any other state. If there are other cases, mark the first box and give as much information as possible. This information could affect you or your children's rights in this case.
6. Check that you know of no other person OTHER THAN THE OTHER PARENT who has physical custody or is claiming custody or parenting time rights to any of the children. If you do know of such person, mark the first box and put the information here, including the child's name and the person who believes he/she has a custody or parenting time claim.
7. List the mother's mailing address.
8. List the father's mailing address.
- 9a. Enter each child's name, birthdate, and birthplace.
- 9b. Enter where the children from your relationship have been living for the past 5 years; if any children are under age 5, simply put information since their birth. Write the dates of residence, the address where the child lived during the period, the name and present address of the person having physical custody of the child during the period, and the relationship of that person to the child. While you may not remember exact dates when you moved from one location to another, fill this information out as completely as possible.

Sign and Date this Document

CONFIDENTIAL SENSITIVE DATA FORM: (paternity-confidentialsensitivedata.form)

Because the paternity Petition is a public document, certain information such as your social security number and those of the other party and your children, as well as information regarding asset and debt account numbers, are furnished to the court on this sheet, which is not made available to the public.

- Print the word "None" requested in the line for Petitioner's Attorney and Attorney No.
- Provide all other information pertaining to you, your spouse and your children, to the best of your ability.

REQUEST FOR PROTECTED ADDRESS, ADDRESS TO BE PROTECTED FORM, and ORDER FOR PROTECTED ADDRESS:

Request for Protected Address:

- If you have an order of protection, check the box indicating so and write the court that has issued your order of protection on the line below.
- If you do not have an order of protection, check the box next to “Other reasons...” and briefly describe why you believe that physical or emotional harm may result to you or your children if your address is not protected.
- Sign and date this document and check whether you are the Petitioner or Respondent.

Address to be Protected Form:

- Write your name, address, and phone number in the lines provided

Order for Protected Address:

- Fill out your name and the other party’s name on the Petitioner and Respondent lines.
- Fill out your Case No. and Atlas No. (if you have a IV-D case through the Office of Child Support Enforcement) on the lines provided.

Do not check any other boxes. The court will fill out the rest of the form. Do not sign or date the form – the judge will sign and date the form.

Now that you have completed the forms, refer to the final information sheet in this packet entitled “Instructions on Filing Papers”. This will tell you what to do with the forms you have completed.

WHAT TO DO NEXT:

1. **Copies of Response:** After completing your Response, make 3 copies before you file. One copy will be for you, and one copy you will mail or hand-deliver to the other party (or the person's attorney, if he/she is represented by an attorney. If the person is represented by an attorney, the attorney's name and address will be on the Petition.)
2. **Copies of Affidavit Re: Minor Children:** Complete the Affidavit Re: Minor Children (paternity-affidavit re minor child.form) and make 3 copies before you file. One copy will be for you, and one copy you will mail or hand-deliver to the other party (or the person's attorney, if he/she is represented by an attorney. If the person is represented by an attorney, the attorney's name and address will be on the Petition.)
3. **Copies of Confidential Sensitive Data Sheet, Request for Protected Address & Order for Protected Address:** After completing the Confidential Sensitive Data Sheet, Request for Protected Address & Order for Protected Address, make 1 copy of each before you file. The one copy will be for you. You will not mail or hand-deliver any copies of these documents to the other party or the other party’s attorney.
3. **Filing the Response, and payment of court fee:** File your Response with the Clerk of the Court at the Superior Court of Pima County, 110 W. Congress, Tucson, Arizona 85701. **Be sure you file within the time limit set, or you might lose significant rights.** There is a filing fee, but if you qualify you might be able to have the fees deferred or waived, so that you can make a payment arrangement with the court. See the packet entitled **“Waiver or Deferral of Fees”** for instructions and forms on requesting to have your fees deferred or waived.

Nothing further will happen in this case unless one of the parties does something to move the case forward. This is usually done by filing a Motion to Set and requesting a trial date. You can find the Motion to Set in the packet entitled “Trial Preparation.” If neither party does anything further for 6 months, the Court will dismiss the case. Additionally, you or the Petitioner may make a request for temporary orders. See packet entitled “Temporary Orders.”

Name: _____

Address: _____

City, State, ZIP: _____

Daytime Telephone No: _____

Representing Self, Without a Lawyer

ARIZONA SUPERIOR COURT, PIMA COUNTY

_____ Petitioner

and

_____ Respondent

Case No. _____

RESPONSE TO PATERNITY PETITION

STATEMENTS MADE TO THE COURT, UNDER OATH

1. **ABOUT THE OTHER PARENT**

Name: _____

Address: _____

Date of Birth: _____

Occupation: _____

2. **ABOUT ME, THE RESPONDENT**

Name: _____

Address: _____

Date of Birth: _____

Occupation: _____

INFORMATION ABOUT OUR CHILDREN LESS THAN 18 YEARS OF AGE:

3. **DOMESTIC VIOLENCE** – check the box that is true if you or the Petitioner intends to ask for joint custody.
Domestic violence has has not occurred during this relationship.

4. **SUMMARY OF WHAT I SAY ABOUT DOMESTIC VIOLENCE THAT IS DIFFERENT FROM WHAT THE PETITIONER SAID IN THE PETITION:** (here summarize what is different between what the Petitioner says and what you say about domestic violence):

5. **CHILDREN OF THE PARTIES WHO ARE LESS THAN 18 YEARS OLD** – check one box

The following child(ren) are under age 18 and was/were born to me and the Petitioner: (Attach extra pages if necessary).

1. Name:	2. Name:
Birthdate:	Birthdate:
Address:	Address:
3. Name:	4. Name:
Birthdate:	Birthdate:
Address:	Address:

I deny that: I am the father that the Petitioner is the father
 I request a paternity test prior to the entry of judgment in this matter.

Other: _____

6. **WRITTEN PARENTING PLAN** – check only if true

The Petitioner and I have a written agreement signed by both of us about the parenting plan for our child(ren). I have attached a copy of this agreement.

7. **CHILD SUPPORT JURISDICTION** – This Court has jurisdiction under A.R.S § 25-623 to order the other party to pay child support because:

- That person is a resident of Arizona
- I believe I will personally serve that person in Arizona
- That person agrees to have the case heard here and will file written court papers in this case
- That person resided with the child in this state
- That person resided in this state and provided pre-birth expenses or support for the child
- The child resides in this state as the result of the acts or directives of that person
- The person had sexual intercourse in this state and the child may have been conceived by that act of intercourse
- That person signed a birth certificate that is filed in this state
- That person did other acts, which substantially connect that person with this state

8. **SUMMARY OF WHAT I SAY ABOUT OUR CHILDREN THAT IS DIFFERENT FROM WHAT THE PETITIONER ASKED FOR IN THE PETITION:** (here summarize what is different between what you say about the children and what the Petitioner said in the Petition):

9. **GENERAL DENIAL:** I deny anything stated in the Petition that I have not specifically admitted, qualified or denied here.

REQUESTS I MAKE TO THE COURT:

Last Name: Order that each child's last name be changed to: _____.

Child Custody and Parenting Time: Award custody and parenting time of the children common to the parties and less than 18 years old as follows:

SOLE CUSTODY of the minor child(ren) awarded to: Petitioner OR Respondent, subject to parenting time as follows:

Reasonable parenting time to the parent not having custody, according to the terms of the Pima County Access Guidelines or the Parenting Plan attached to this Petition.

OR

Supervised parenting time between the child(ren) and the Petitioner OR Respondent is in the best interest of the child(ren) because

The cost of supervised parenting time will be paid by the parent being supervised; the parent having custody; shared equally by the parties.

OR

No parenting time to the parent not having custody is in the best interest of the child(ren) because _____

JOINT CUSTODY: Petitioner and Respondent agree to act as joint custodians of the child(ren).

CHILD SUPPORT: Order that child support shall be paid **by:**
 Petitioner Respondent **to** Petitioner Respondent
in an amount as determined by the court under the Arizona Child Support Guidelines (Child Support Order to be attached to the Paternity Order). Support payments to begin on the first day of the month after the Judge or Commissioner signs the Paternity Order or on the first day of the month after service of the Petition with all payments, plus the statutory handling fee, to be paid through **The Support Payment Clearinghouse**, PO Box 52107, Phoenix, Arizona 85072-7107 to be paid by automatic wage assignment.

EXPENSES OF MOTHER:
Order that Petitioner Respondent pay a reasonable amount to cover unreimbursed expenses incurred by the mother related to the birth of each child(ren).

INSURANCE AND HEALTH CARE EXPENSES FOR CHILDREN: Order that Petitioner Respondent shall pay for medical and dental insurance coverage for the child(ren) common to the parties and less than the age of 18 years old. Petitioner and Respondent will pay for all reasonable unreimbursed medical, dental, and health-related expenses incurred for the child(ren) in proportion to their respective incomes as described on the Parents' Worksheet, which shall be submitted with the Paternity Order.

- TAX EXEMPTION:** The parties shall claim as income tax dependency exemptions on federal and state income tax returns as follows:

Parent entitled to claim	Name of child	Current tax year	Later tax years
<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	_____	_____	_____
<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	_____	_____	_____
<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	_____	_____	_____
<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	_____	_____	_____

- TESTING and COSTS:** Order that if paternity is contested, Petitioner and Respondent be ordered to submit to such blood and tissue tests as may be necessary by this court to establish paternity, AND that Respondent must pay all costs and expenses of this lawsuit under Arizona law, A.R.S. §25-809, if he/she unsuccessfully contests these proceedings, including the costs of the blood tests or other genetic testing; filing each child's birth certificate; attorney's fees and court costs.

- OTHER ORDERS THAT I AM REQUESTING:** (explain request here)

OATH AND VERIFICATION OF RESPONDENT:

I verify under penalty of perjury that the foregoing is true and correct.

Executed on: _____ (date)

SIGNED: _____
Respondent

6. I do do not know of any person not a party to this proceeding who has physical custody or claims to have custody or visitation rights with respect to any child mentioned below. (If you do have such knowledge, state the name and address of the person, whether that person has physical custody, is claiming custody rights, or is claiming visitation rights, and the name of the child involved.)

7. Mother's mailing address is:

8. Father's mailing address is:

9. a) The minor child(ren) affected or of this action are:

NAME

BIRTHDATE

BIRTHPLACE

b) All the children have resided together at the following locations during the last five years:

DATES OF RESIDENCE	ADDRESS OF CHILD DURING PERIOD	NAME AND PRESENT ADDRESS OF PERSON HAVING PHYSICAL CUSTODY DURING RESIDENCE PERIOD	RELATION TO CHILD
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NOTE: If any of the children have lived separately, give specific information for that child on an additional page.

DECLARATION OF RESPONDENT:

I declare under penalty of perjury that the foregoing is true and correct.

Executed on: _____ (date)

SIGNED: _____

RESPONDENT

Name: _____

Address: _____

City, State, ZIP: _____

Daytime Telephone No: _____

Representing Self, Without a Lawyer

ARIZONA SUPERIOR COURT, PIMA COUNTY

Case No. _____

Petitioner

and

Respondent

CONFIDENTIAL SENSITIVE DATA FORM

A. Personal Information

Name	Date of Birth	Social Security Number
Petitioner: _____	_____	_____
Respondent: _____	_____	_____
Child: _____	_____	_____
Child: _____	_____	_____
Child: _____	_____	_____
Child: _____	_____	_____

B. Financial Account Numbers (including credit cards, financial institution accounts, investments, debts):

Financial Institution	Type of Account	Name(s) of Account Owner	Account #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

C. Pension and Retirement Accounts

Financial Institution	Type of Account	Name(s) of Account Owner	Account #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

D. Life Insurance Policies:

Financial Institution	Type of Account	Name(s) of Account Owner	Account #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name: _____

Address: _____

City, State, ZIP: _____

Daytime Telephone No: _____

Representing Self, Without a Lawyer

ARIZONA SUPERIOR COURT, PIMA COUNTY

Petitioner

and

Respondent

Case No. _____

REQUEST FOR PROTECTED ADDRESS

I request the court to order that my address be protected from public disclosure, including disclosure to the opposing part(ies) in this case.

I reasonably believe that physical or emotional harm may result to me or my minor child(ren) if my address is not protected from disclosure, for the following reasons:

I have a valid Order of Protection in place issued by the following court:

OR

Other reasons briefly described below:

I have listed my address on a separate sheet of paper for court use.

I understand that I have a continuing duty to provide the clerk of the court with a current and correct mailing address where I can be served with process until one of the following events stated in Rule 7(D), Arizona Rules of Family Law Procedure occurs.

Date

Requestor's Signature

PERSON WHOSE ADDRESS IS PROTECTED:

 Petitioner Respondent

ADDRESS TO BE PROTECTED:

Name: _____

Street: _____

City, State, Zip: _____

Telephone #: _____

Name: _____

Address: _____

City, State, ZIP: _____

Daytime Telephone No: _____

Representing Self, Without a Lawyer

ARIZONA SUPERIOR COURT, PIMA COUNTY

Petitioner

and

Respondent

Case No. _____

ORDER FOR PROTECTED ADDRESS

Upon request of [] Petitioner [] Respondent, and good cause appearing,

IT IS ORDERED that:

The address of [] Petitioner [] Respondent shall be protected from public disclosure until further order of this court.

The Clerk shall protect the address of [] Petitioner [] Respondent from public disclosure until further order of this court.

The Clerk and the parties hereto shall comply with the requirements of Rule 7, A.R.C.P.

Any person required under these rules to serve a response or other document upon a person whose address is ordered protected from disclosure under this rule may serve the same by delivering true and correct copies of the documents to be served, together with the proper fee established by administrative order to cover the cost of service, to the clerk of the court. The clerk shall promptly mail the documents by regular first-class to the most recent protected address provided to the clerk, and service shall be deemed complete upon mailing. The clerk shall promptly file a written statement verifying the documents that were mailed and the date of mailing to the protected address signed by the clerk or deputy clerk who mailed the documents. All documents mailed to a protected address shall bear the clerk's return address, and a notation of any process returned as undeliverable shall be made in the court file.

Date

Judicial Officer

SOUTHERN ARIZONA LEGAL AID, INC.

INSTRUCTIONS ON FILING THE RESPONSE TO PATERNITY PAPERS WITH THE COURT AND SERVING THE OTHER PARTY

STEP 1: MAKE COPIES (in addition to the original) OF THE FOLLOWING COMPLETED DOCUMENTS

- Response to Paternity Petition + 2 copies
- Affidavit Re: Minor Children + 2 copies
- Confidential Sensitive Data Form + 1 copy
- Application and Order for Waiver/Deferral of Court Fees and Costs+ 1 copy (if applicable)
- Request for Protected Address + 1 copy (if applicable)
- Order for Protected Address + 1 copy (if applicable)

STEP 2: FILE FOR DEFERRAL/WAIVER OF FEES & COSTS

File originals of the following documents with the court:

- Application for Deferral of Court Fees and/or Costs (and any supporting affidavits)
- Order Regarding Deferral or Waiver of Court Fees and/or Costs
- Response to Paternity Petition

WHERE TO FILE: **The Clerk of the Superior Court , First Floor
SUPERIOR COURT BUILDING
110 West Congress
Tucson, Arizona 85701**

HOURS: 8AM-9PM, MONDAY - FRIDAY (except legal holidays)

After five working days, call the Clerk at **(520) 740-3210** to see if your request for waiver/deferral of fees has been approved. If your request has been approved, go to **STEP 3**.

STEP 3: SEPARATE DOCUMENTS INTO 3 SETS AS FOLLOWS:

(This will be done **after the deferral/waiver of fees/costs has been reviewed by the judge and approved.**)

SET 1 - TO CLERK OF COURT: <ul style="list-style-type: none"><input type="checkbox"/> Response to Paternity Petition<input type="checkbox"/> Affidavit Re: Minor Children<input type="checkbox"/> Confidential Sensitive Data Form<input type="checkbox"/> Request for Protected Address<input type="checkbox"/> Order for Protected Address	SET 2 - COPIES FOR OTHER PARTY <ul style="list-style-type: none"><input type="checkbox"/> Response to Paternity Petition<input type="checkbox"/> Affidavit Re: Minor Children
SET 3 - YOUR COPIES: Same as Other Party's plus Confidential Sensitive Data Form, Request for Protected Address, and Order Protecting Address	

STEP 4: FILING THE PAPERS AT THE COURT:

FILE THE PAPERS AT:

**The Clerk of the Superior Court
First Floor
SUPERIOR COURT BUILDING
110 West Congress
Tucson, Arizona 85701**

FROM 8AM-9PM, MONDAY - FRIDAY (except legal holidays). Arrive at the Court at least one hour before it closes.

GET BACK: MAKE SURE YOU GET BACK THE FOLLOWING:

- Your Set of Copies
- Other Party's Set of Copies

STEP 5:

Now you will serve the court papers on the other party by mailing them to the other party at the address listed on the Petition or to the attorney who filed the Petition. You may also hand deliver the papers to the other party or the attorney. Do not attempt to serve your papers by hand delivery to the other party if there has been domestic violence or an Order of Protection is in place. On the last page of the original court papers you filed in court, write the date and means of service of the copies on your spouse. **DO NOT SERVE BY E-MAIL.**