

REGISTERING ANOTHER STATE'S CUSTODY ORDER WITH ARIZONA

Before signing a court document or getting involved with a court case, it's important to see an attorney to make sure you understand your legal rights and responsibilities. The Self-Help Center has information on finding an attorney.

INSTRUCTIONS

STEP 1: GET ONE REGULAR COPY AND ONE CERTIFIED COPY OF THE CUSTODY ORDER FROM THE OTHER STATE

STEP 2: FILL OUT THE *REQUEST TO REGISTER ANOTHER STATE'S CUSTODY ORDER WITH ARIZONA*

STEP 3: FILE THE FORM WITH THE COURT

Take or mail the following to the Clerk's Office in the Coconino County Courthouse at 200 N. San Francisco St., Flagstaff, AZ 86001:

- one regular copy of the other state's custody order
- one certified copy of the other state's custody order
- the original and two copies of the Request to Register Another State's Custody Order With Arizona

Also take or mail the \$249 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 Law Library packet *Getting Help With a Filing Fee*.

STEP 4: THE COURT WILL NOTIFY THE OTHER PARTY OF YOUR REQUEST

STEP 5: THE OTHER PARTY CAN OBJECT TO YOUR REQUEST

Once the Court notifies the other party, the other party has 20 days to ask the court for a hearing if they object to having the custody order registered in Arizona.

STEP 6: THE COURT WILL MAIL YOU AN ORDER

The order might register the other state's custody order in Arizona, or schedule a hearing, or list other instructions from the judge.

My Name: _____
Mailing Address: _____
City, State, Zip: _____
Phone Number: _____
Representing Myself _____

COCONINO COUNTY SUPERIOR COURT

_____ Case Number: *(leave blank)* _____
Petitioner (My Name)

**REQUEST TO REGISTER ANOTHER
STATE'S CUSTODY ORDER WITH
ARIZONA**

Respondent (The Other Party's Name)

I ask the Court to register a custody order from another state. I'm attaching one regular copy and one certified copy of that order. As far as I know, that order is current and hasn't been changed.

Information about the other party:

Other Party's Name: _____
Mailing Address: _____
City, State, Zip: _____

All the statements in this document are true, correct, and complete to the best of my knowledge.

Sign in front of a notary, or in front of the Court Clerk when you file. The person signing must bring photo ID. Notaries are at most banks or listed in the Yellow Pages. Notaries usually charge a fee.

My Signature: _____

State of Arizona)
)
County of _____)

Subscribed and sworn before me this date: _____ by: _____

Seal: Notary Public: _____
Notary Expiration Date: _____