

**FINISHING A CASE**

**A RESPONSE WAS FILED**

**THE OTHER PARTY WON'T SIGN**

**YOU CAN USE THIS PACKET IF ALL THIS IS TRUE:**

- A Petition and Response have been filed in your family law case.
- You have completed Disclosure.
- You and the other party do not agree on all the terms of the case.
- You want a trial to conclude your case.

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

**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.

**STEP 1: FILL OUT THE MOTION TO SET**

**STEP 2: FILL OUT THE ORDER SETTING TRIAL**

**STEP 3: FILE THE FOLLOWING WITH THE COURT**

- Motion to Set
- Order Setting Trial

**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. Parties have longer to respond to forms that are mailed than to forms that are hand-delivered.

**STEP 5: THE COURT WILL MAIL YOU THE SIGNED ORDER WITH THE TRIAL DATE FILLED IN**

**STEP 6: 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 court date, watch the courts video *How to Represent Yourself in Court* online at <http://www.youtube.com/watch?v=SfSclA2BkCk> to learn about procedures in court.

**STEP 7: DELIVER TO THE OTHER PARTY EACH FORM THE COURT SIGNS**

**If you don't know the other party's whereabouts and the other party doesn't have an attorney:** Skip this step.

1. Mail or hand-deliver to the other party a copy of each form the court signs. If the other party has an attorney, deliver them to the attorney.

2. Fill Out the Affidavit of Delivery
3. File the Following with the Court  
 Affidavit of Delivery
4. Serve the Form on the Other Party

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

Person Filing: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Representing Self

**SUPERIOR COURT OF ARIZONA, COUNTY OF COCONINO**

Petitioner: \_\_\_\_\_ Case Number: DO\_\_\_\_\_

**MOTION TO SET**

Respondent: \_\_\_\_\_

**I STATE THE FOLLOWING:**

I am the  Petitioner or  Respondent.

A Petition and Response have been filed in this case. The other party and I do not agree on all terms of the case and have not been able to come to a complete agreement outside of court. The case is ready to be scheduled for trial.

Petitioner's Name or  Petitioner's Attorney's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Respondent's Name or  Respondent's Attorney's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

- I think the trial will last less than one hour.
- I think the trial will last \_\_\_\_\_  hours  days.

We disagree about custody, so this case is entitled to a preference for trial.

**I ASK THE COURT TO ORDER THE FOLLOWING:** Schedule this case for trial.

**CERTIFICATE OF SERVICE:** I will  mail or  hand-deliver a copy of this document to the other party on the day I file it.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Person Filing: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Representing Self

**SUPERIOR COURT OF ARIZONA, COUNTY OF COCONINO**

Petitioner: \_\_\_\_\_ Case Number: DO\_\_\_\_\_

**ORDER SETTING TRIAL**

Respondent: \_\_\_\_\_

Petitioner or  Respondent filed a Motion to Set.

*Leave the rest of the form blank. This is for the court to fill in.*

A trial is set in this case as follows:

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Length: \_\_\_\_\_  
Superior Court Division: \_\_\_\_\_

(All Divisions are in the Coconino County Courthouse at 200 N. San Francisco St., Flagstaff.)

Date: \_\_\_\_\_ Superior Court Judge: \_\_\_\_\_

*Do not file this form until after the court signs your decree or order (see the Instructions).*

Person Filing: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Representing Self \_\_\_\_\_

COCONINO COUNTY SUPERIOR COURT

Petitioner: \_\_\_\_\_ Case Number: DO \_\_\_\_\_

**AFFIDAVIT OF DELIVERY**

Respondent: \_\_\_\_\_

I am the  Petitioner or  Respondent.

On this date: \_\_\_\_\_, I mailed or hand-delivered the following forms signed by the court:

- 1. \_\_\_\_\_ 3. \_\_\_\_\_
- 2. \_\_\_\_\_ 4. \_\_\_\_\_

to the other party/the other party's attorney at this address:

\_\_\_\_\_

**Certificate of Service:** I will  mail or  hand-deliver a copy of this document to the other party on the day I file it.

I have read this Affidavit. It is true and complete to the best of my knowledge.

*Sign in front of a notary. Notaries are at the Self-Help Center in the Courthouse and at most banks or listed in the Yellow Pages. The person signing must bring photo ID. Notaries usually charge a fee.*

Signature: \_\_\_\_\_

State of Arizona )

)

County of \_\_\_\_\_ )

Subscribed and sworn before me this date: \_\_\_\_\_ by: \_\_\_\_\_

Seal: Notary Public: \_\_\_\_\_

Notary Expiration Date: \_\_\_\_\_