

## SELF-SERVICE CENTER

### INSTRUCTIONS: HOW TO FILL OUT PAPERS FOR DISSOLUTION OF A NON-COVENANT MARRIAGE (DIVORCE) WITHOUT MINOR CHILDREN

Use this form **ONLY** if you are getting a divorce and there are no children under the age of 18 years involved who are common to you and your spouse, and you have a non-covenant marriage.

Arizona laws regarding “covenant” marriages went into effect August 21, 1998. See ARS §25-901. If you have a covenant marriage, you and your spouse were asked to sign an affidavit that included a statement similar to this: “We solemnly declare that marriage is a covenant between a man and a woman who agree to live together as husband and wife for as long as they both live. We have chosen each other carefully. We understand that a covenant marriage is for life. If we experience marital difficulties, we commit ourselves to take all reasonable efforts to preserve our marriage, including marital counseling. We declare that our marriage will be bound by Arizona law regarding covenant marriages and we promise to love, honor and care for one another as husband and wife for the rest of our lives.”

(This paperwork will **not** work if you have a covenant marriage. If you have questions about whether you have a “covenant” marriage, look at your marriage license and/or see a lawyer for help.)

**DOMESTIC VIOLENCE:** Domestic violence can be part of any marriage. Domestic violence includes physical violence such as hitting, slapping, pushing or kicking **or** threats of physical violence directed against you and/or your children **and/or** verbal abuse used to control you and/or your children.

Court documents request your address and phone number. If you are a victim of domestic violence, and you do **not** want your address to be known to protect yourself or your children from further violence, you **must file** a “*Petition for an Order of Protection*” and ask that your address **not** be disclosed on court papers. With that Order, you do not need to put your address and phone number on your divorce papers. Just leave the space on the form where you are asked for this information blank. You must tell the Clerk of the Court your address and phone number as soon as possible so the court can get in touch with you. The court will keep your address protected.

#### GENERAL

- These forms are intended to be used by a self-represented litigant (a person who is representing himself or herself) in a Dissolution of Marriage (Divorce) case.
- These instructions are written for self-represented litigants.

## ALL FORMS:

- **Type or print in black ink.**
- Fill in **your name** in any space that says “Petitioner,” and “Name of Petitioner.” Remember, you will be the PETITIONER through the whole case. (This includes any requests or petitions for, or responses to, emergency orders, temporary orders, and post-divorce decree orders [any filing after the divorce is final].)
- Fill in **your spouse’s name** in any space that says “Respondent,” and “Name of Respondent.” Your spouse will be the RESPONDENT for the rest of this case. (This includes any requests or petitions for, or responses to, emergency orders, temporary orders, and post-divorce decree orders [any filing after the divorce is final].)
- In the top left corner of the first page of each form, fill out the following:
  - your name (if you are the person filling out the petition and filing the petition with the court);
  - your address (**if not protected**);
  - your city, state and zip code;
  - your telephone number(s);
  - your email address; and
  - Check the box to say whether you are representing yourself or you are a lawyer representing one of the parties.
    - If you are representing yourself, check “[X] Self.”
    - If a lawyer represents you, seek your lawyer’s advice before filing any document with the court.
    - If you are a lawyer representing one of the parties, check “[X] Attorney for” then fill in the name of your client, and your lawyer bar number.
  - As noted above, place your name on the line above “Name of Petitioner” and your spouse’s name on the line above “Name of Respondent.”
  - Leave the space for “Case Number:” blank. When you file your papers, you will receive a case number.
  - Fill in the name of the county where you will be filing the petition.

## FAMILY COURT / SENSITIVE DATA COVER SHEET (DRSDS10F-A)

- Write in the information requested about you, the Petitioner; and your spouse, the Respondent.
- **DO NOT INCLUDE YOUR MAILING ADDRESS ON THIS FORM IF YOU ARE REQUESTING ADDRESS PROTECTION.**
- Type of Case: Check the box before “Dissolution (Divorce).”
- No additional copies are needed. **Do not** serve this document on the other party.
- Answer the question about the need for an interpreter. If yes, indicate which language.

## SUMMONS (DR11F)

- Follow the instructions for all forms above.
- **Do not** fill out the rest of the form, the Clerk of Court complete the rest of the form later.

**PRELIMINARY INJUNCTION (DR14F)**

- Follow the instructions for all forms above.
- **Do not** fill out the rest of the form except in paragraph 6 of the Preliminary Injunction, fill out your description and that of your spouse. The Clerk of Court will complete the rest of the form later.

**PETITION FOR DISSOLUTION OF A NON-COVENANT MARRIAGE (DIVORCE) WITHOUT MINOR CHILDREN**” (DRDA10F)

- Make sure your form is titled *“Petition for Dissolution of Non-Covenant Marriage (Divorce) Without Children.”*
- Follow the instructions for all forms above.

**STATEMENTS MADE TO THE COURT, UNDER OATH OR AFFIRMATION.**

- 1. INFORMATION ABOUT ME, THE PETITIONER.** Fill in your name, address (if not protected), county of residence, date of birth, job title, and length of time (years/months) you have lived in Arizona.
- 2. INFORMATION ABOUT MY SPOUSE, THE RESPONDENT.** Fill in your spouse’s name, address (if you know it), county of residence (if you know it), date of birth, job title, and length of time (years/months) your spouse has lived in Arizona.
- 3. INFORMATION ABOUT OUR MARRIAGE.**
  - Fill in the date you were married, and the city and state, or country where you were married. If you do not know this information, you may get a copy of your marriage license from the Clerk of the Court in the county where you were married.
  - Read the statements that follow the checkboxes. Check the box for each statement that is **TRUE**. If any statement is **NOT TRUE** or if you fail to check the box to indicate the statement is true, your case may not proceed.

To have a “Covenant Marriage”, both spouses would have had to:

- 1. sign papers** requesting to have a covenant marriage or to convert to a covenant marriage,
- 2. attend pre-marital counseling** (unless converting an existing marriage to a covenant marriage, **AND**
- 3. Your marriage license** would say *“Covenant Marriage”*.

If you still have questions about whether you have a “covenant” marriage, contact a lawyer for help.

- Check the first box to indicate that you **do not** have a “covenant” marriage.

**“Irretrievably broken”** means that your marriage is broken beyond repair and there is no chance of getting back together with your spouse.

- Check the second box to indicate your marriage is **irretrievably broken**.
- Check the third box to indicate that marital counseling is not required or that it would not help.

**4. 90 DAY REQUIREMENT.** Before you file for Divorce, this statement **MUST** be true for either you or your spouse. **IF IT IS NOT TRUE, YOU CANNOT FILE FOR DIVORCE** in Arizona until it becomes true. Check the box indicating if you or your spouse, has met this requirement.

**5. INFORMATION ABOUT PROPERTY AND DEBT:** The information you give in paragraphs A through D tells the court about your property and debts, and how you think your property and debts should be divided.

- **Community property** is generally any property you and your spouse purchased during your marriage or paid for during the marriage, no matter who uses the property or who paid the money.
- Unless property was a gift or inheritance, all property gotten (acquired) during the marriage up until the time when your spouse is served with the Petition for Dissolution is generally community property, and both you and your spouse are entitled to roughly an equal share of this property.
- **Community debts or bills** are generally any debt you and your spouse acquired during your marriage up until the time your spouse is served with the Petition for Dissolution, no matter who spent the money.
- If you have questions, or have a lot of community property or debt, you should speak with a lawyer **BEFORE** filing your Petition and other papers.

**A. COMMUNITY PROPERTY (Property acquired during the marriage).**

- If you and your spouse do not have any property from the marriage, check the first box and go directly to paragraph B.
- If you and your spouse have property together, check the second box.
- If you checked the second box, you must tell the court what property should go to you, “Petitioner,” and what property should go to your spouse, “Respondent.”

Generally, the court will divide the property 50-50, unless there are good reasons not to. It is unlikely that the court will give most or all of the property to either spouse, so put some thought into what you think would be a fair division before answering this question. Usually, if you and your spouse cannot decide which spouse should receive what property, the court will order that the property be sold and any money received divided between you and your spouse.

- First, list the property that you want the court to give to you, “Petitioner,” then list the property that you want the court to give to your spouse, “Respondent.” Put a check in the box that matches the property you want to go to which person. You should describe the property thoroughly for identification purposes and tell the court how much the property is worth (fair market value). Use the brand name, and model and serial numbers, where applicable.

### **DESCRIPTION OF REAL PROPERTY/VALUE (property or home).**

- Fill in the complete address of the property.
- Check the box under Petitioner if you would like the court to give the property to you or check the box under Respondent if you would like the court to give the property to your spouse.
- Fill in the value of the property.
- Fill in the Legal Description of the property. Most property has a legal description such as "LOT 77, PINE TREE ACRES, according to Book 111 of Maps," which appears on your deed papers.
- A cemetery plot is considered real property.

### **DESCRIPTION OF PROPERTY/VALUE**

- For each item listed, check the box under Petitioner if you would like the court to give the property to you or check the box under Respondent if you would like the court to give the property to your spouse.
- For each item listed, fill in the value of the property.
- Be as specific as possible using brand name, and model and serial numbers.
- Fill in the **Household furniture**. List things such as sofas, beds, tables, and so forth.
- Fill in the **Household furnishings**. List things in the house other than furniture, for example: dishes, small appliances, rugs, and so forth.
- **Other**. List things that you want or you want your spouse to have that have not already been listed.
- Fill in the **Pension/retirement fund, profit sharing/stock plan/401k**. Be as specific as possible.

You and your spouse each generally have an interest of up to 50% (one-half) of the other spouse's plan, for the number of years you were married. The longer the marriage, the greater your financial interest in your spouse's plan (up to 50 percent of the benefits/plan if you have been married the whole time the plan has existed.) Check this box if you want to divide your interest in a retirement or profit sharing/retirement/401K plan. If you check this box, you must see an attorney about a **document** called a **Qualified Domestic Relations Order or QDRO**. **A QDRO is a very specialized legal document that requires professional assistance to prepare.** The court **does not** have Qualified Domestic Relations Order forms.

- **Motor vehicles**. List the vehicle make (Ford, Honda), model (Mustang, Lumina), the year, and the vehicle identification number (VIN). If money is owed on the vehicle, to whom is that money owed, "*Lien Holder.*"
- If you have more property than there is room to list on the form, check the box "[x] *Continues on attached page.*" List the same information for the remaining property on a separate sheet of paper.

### **B. SEPARATE PROPERTY. (Property acquired before marriage.)**

- If you and your spouse did **not** have, or bring, any property into the marriage, or did not receive any gifts, devises, or inheritances, check the first and second boxes, then go directly to paragraph C.

- If you or your spouse brought property into the marriage, or received gifts, devises, or inheritances, check the third and/or fourth box.
- If you checked the third and/or fourth box, you must tell the court what property you brought into the marriage and what property your spouse brought into the marriage. List the property that you want the court to award to you, the Petitioner, and list the property that you want the court to award to your spouse, the Respondent. Put a check in the box that matches the property you want to go to which person.
- Describe the property thoroughly for identification purposes. You can use brand names, and model and serial numbers, where applicable.
- If you have more property than there is room to list on the form, check the box “[x] *Continues on attached page.*” List the same information for the remaining property on a separate sheet of paper.

**C. COMMUNITY DEBTS. (Debts incurred during the marriage.)**

- If you and your spouse do not owe money on any debts from the marriage, check the first box and go directly to paragraph D.
- If you and your spouse owe money on any debts from the marriage, check the second box.
- If you check the second box, tell the court which debts you, “Petitioner,” should pay and which debts your spouse, “Respondent,” should pay.

Generally, the court will attempt to make a fair division of the debts. If you get property that has debt on it, you will probably also be given the debt. Ordering one person to pay all the debt is unusual. Think about what is a fair division of the debts before answering this question. Put enough information on the form to identify each debt.

If you and your spouse have been separated and have acquired new debts on your own since the separation and before filing for divorce, you may want the court to order that each of you pay for any new debt after the date you separated. List that debt here. You can make this request under “**REQUESTS TO THE COURT.**” in paragraph F, “Community Debts.”

**D. SEPARATE DEBTS. (Debts incurred prior to marriage.)**

- If you and your spouse did not owe money on any debts before you were married, check the first box and continue.
- If you owed money on debts before you were married, check the second box.
- If your spouse owed money on debts before you were married, check the third box.
- If either you or your spouse owe money on any debts you, “Petitioner,” or your spouse, “Respondent,” brought into the marriage, describe the debts, and tell the court which debts you should pay and which debts your spouse should pay.

**6. TAX RETURNS.** If what is listed in this paragraph is what you want, check the box. If you have questions about which box you can check, you should see a lawyer, an accountant, and/or contact the Internal Revenue Service (IRS).

**7. SPOUSAL MAINTENANCE** is the term used to describe money paid from one spouse to the other spouse as part of a divorce settlement. You may know the term as alimony. Spousal maintenance is designed as a safety net for a spouse who cannot provide for his/her needs or who meets other requirements. The idea behind spousal maintenance is that accomplishments during your marriage, including increases in earning potential and living standards, are shared and earned by **BOTH** spouses to a marriage. Look at the reasons for spousal maintenance listed on the Petition in this paragraph. Check as many boxes as apply to your situation.

**8. PREGNANCY.**

- If you are pregnant at this time, check the first box. Otherwise, check the second box.
- If your spouse is pregnant at this time, check the third box. Otherwise, check the fourth box.
- If either you or your spouse is pregnant, fill out the date the baby is due, and fill in the information regarding the parents of the unborn child.
- **WARNING.** If either spouse is pregnant, and you and your spouse are the parents of the unborn child, **STOP.** You must file a “Petition for Dissolution of a Non-Covenant Marriage (Divorce) **With Children.**”

**REQUESTS TO THE COURT.** This section asks that the court grant you and your spouse a divorce and tells the court about other requests you are making:

**A. DISSOLUTION.** This tells the court to end your non-covenant marriage by divorce.

**B. RESTORE NAME.** Fill in this section only if you want to use your maiden or former name. Write in your current full name, then write in your full maiden name or former name in the space provided. If you are **not** the person who is requesting to have your former name restored, the court must have a written request from your spouse to restore his or her former name.

**C. SPOUSAL MAINTENANCE (ALIMONY).**

- Tell the court whether spousal maintenance should be ordered.
- If spousal maintenance should be ordered, tell the court who should pay money to the other spouse on a monthly basis to help with living expenses. You can check a box **only if** you checked the same box in the spousal maintenance section earlier in the form.
- Check the first box if you, “Petitioner” will be paying spousal maintenance. Check the second box if your spouse, “Respondent” will be paying.

- If spousal maintenance is requested, choose what you believe to be a reasonable monthly amount and tell the court how long the money should be paid. Base the amount of any request on the receiving party's need and the income of the party paying this money.

**D. COMMUNITY PROPERTY.** This tells the court that the way you divided the property is fair, and asks that the court divide the property as you requested.

**E. COMMUNITY DEBT.** This tells the court that the way you divided the debt is fair, and asks that the court divide the debts as you requested. If you have been separated from your spouse long enough that you or your spouse may have additional debts, write down the date of your separation on the line provided if you want each spouse to pay his/her debts incurred after you separated.

**F. SEPARATE PROPERTY.** This tells the court that you will keep the property you owned before the marriage and that your spouse will keep the property he/she owned before the marriage.

**G. SEPARATE DEBTS.** This tells the court that you will pay your separate debts and your spouse will pay his/her separate debts.

**H. OTHER ORDERS:** Tell the court about any other orders you may want that have not been covered in the Petition.

**OATH OR AFFIRMATION AND VERIFICATION OF PETITIONER:** Sign this form in front of a Clerk of the Superior Court or a notary public. By doing so, you are telling the Court that everything contained in the Petition is true, under penalty of perjury.

**NOTICE OF RIGHT TO CONVERT HEALTH INSURANCE:** (DRD16F) This is an important document that explains what to do about health care coverage for yourself, and your spouse. Read it carefully, and be sure a copy is served on your spouse, along with the other divorce papers.

**NOTICE REGARDING CREDITORS:** (DR16F) This is an important document that tells you and your spouse that you are responsible for community debts to creditors even though the court order or decree says that only one of you (either you or your spouse) is responsible. This notice must be served on your spouse. In addition, read this notice to find out how to obtain information from your creditors about account balances.

- Follow the instructions for all forms above.
- **Do not** fill out the rest of the form; it is a sample you may use to contact your creditors.



## SELF-SERVICE CENTER

### PROCEDURES: HOW TO FILE PAPERS WITH THE COURT FOR DISSOLUTION OF A NON-COVENANT MARRIAGE (DIVORCE) WITHOUT MINOR CHILDREN

**STEP 1:** COMPLETE THE “*Family Court / Sensitive Data Coversheet*” (DRSDS10F-A).  
(Do not copy this document.)

**STEP 2:** MAKE 2 COPIES OF THE FOLLOWING DOCUMENTS AFTER YOU HAVE FILLED THEM OUT:

- “*Summons*” (DR11F)
- “*Preliminary Injunction*” (DR14F)
- “*Petition for Dissolution of Non-Covenant Marriage (Divorce) Without Minor Children*” (DRDA10F)
- “*Notice of Your Rights About Health Insurance Coverage When a Petition for Dissolution (Divorce) is Filed*” (DRD16F)
- “*Notice Regarding Creditors*” (DR16F)

**STEP 3:** SEPARATE YOUR DOCUMENTS INTO THREE (3) SETS:

**Set 1 - Originals For Clerk of Court:**

- “*Family Court / Sensitive Data Coversheet*”
- “*Summons*”
- “*Preliminary Injunction*”
- “*Petition for Dissolution of Non Covenant Marriage (Divorce) Without Minor Children*”
- “*Notice of Your Rights About Health Insurance Coverage When a Petition for Dissolution (Divorce) is Filed*”
- “*Notice Regarding Creditors*”

**Set 2 - Copies for Your Spouse:**

- “*Summons*”
- “*Preliminary Injunction*”
- “*Petition for Dissolution of Non Covenant Marriage (Divorce) Without Minor Children*”
- “*Notice of Your Rights About Health Insurance Coverage When a Petition for Dissolution (Divorce) is Filed*”
- “*Notice Regarding Creditors*”

**Set 3 – Copies for You:**

- “*Summons*”
- “*Preliminary Injunction*”
- “*Petition for Dissolution of Non Covenant Marriage (Divorce) Without Minor Children*”
- “*Notice of Your Rights About Health Insurance Coverage When a Petition for Dissolution (Divorce) is Filed*”
- “*Notice Regarding Creditors*”

**STEP 4:** FILE THE PAPERS AT THE COURT:

**GO TO the Clerk of Court filing counter.** The Court is open from 8am-5pm, Monday-Friday. You should go to the Court at least two hours before it closes.

**FEES:** There are fees for filing petitions, responses, requests, motions, objections, and various forms with the Court. Cash, VISA/MasterCard debit or credit cards, money order, or personal in-state check made payable to the “Clerk of Superior Court” are acceptable forms of payment.

If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, you may request a *deferral* (payment plan) when you file your papers with the Clerk of the Court. **Deferral Applications** are available at **no charge** from the Self-Service Center.

**PAPERS:** Hand all three (3) sets of your court papers to the Clerk along with the filing fee.

**MAKE SURE YOU GET THE FOLLOWING BACK FROM THE CLERK:**

- Your Set of **Copies**
- Your Spouse's Set of **Copies**

**STEP 5:** **READ** the packet called “**Service of Court Papers**” that applies to your situation. This will explain how to serve the other party.

**REMEMBER** to file your Affidavit, Waiver or Acceptance of Service as soon as the Respondent is served.

Do not copy  
or file this page

Person Filing: \_\_\_\_\_  
 Address (if not protected): \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Representing  Self or  Lawyer for \_\_\_\_\_  
 Lawyer's Bar Number: \_\_\_\_\_

**SUPERIOR COURT OF ARIZONA IN \_\_\_\_\_ COUNTY**

\_\_\_\_\_  
 Name of Petitioner

Case Number: \_\_\_\_\_

**FAMILY COURT / SENSITIVE DATA COVER SHEET (CONFIDENTIAL RECORD)**

\_\_\_\_\_  
 Respondent

**Fill out. File with Clerk of Court. Social Security Numbers should appear on this form only and should be omitted from other court forms. Access Confidential pursuant to ARFLP 43(G)(1).**

<b>A. Personal Information:</b>	<b>Petitioner</b>	<b>Respondent</b>
Name	_____	_____
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth (Month/Day/Year)	_____	_____
Social Security Number	_____	_____

**WARNING: DO NOT include Mailing Address on this form, if requesting address protection.**

Mailing Address	_____	_____
City, State, Zip Code	_____	_____
Contact Telephone Numbers	_____	_____
Email Address	_____	_____
Current Employer Name	_____	_____
Employer Address	_____	_____
Employer City, State, Zip Code	_____	_____
Employer Telephone Number	_____	_____
Employer Fax Number	_____	_____

**B. Type of Case being filed - (Check only one category.)**

- |  |   |
|--|---|
| <input type="checkbox"/> Dissolution (Divorce) | <input type="checkbox"/> Paternity  |
| <input type="checkbox"/> Legal Separation      | <input type="checkbox"/> *Legal Decision-Making<br>(Custody) / Parenting Time |
| <input type="checkbox"/> Annulment             | <input type="checkbox"/> *Child Support                                       |
| <input type="checkbox"/> Order of Protection   | <input type="checkbox"/> Register Foreign Order                               |
|  | <input type="checkbox"/> Other _____  |

**Interpreter Needed?**  
 Yes  No  
 If yes, what language?  
 \_\_\_\_\_

*\*Check only if no other category applies.*

**\*For Court use only. This is NOT a public record. Do NOT provide a copy of this document to the other party.**

Person Filing: \_\_\_\_\_  
Address (if not protected): \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
ATLAS Number: \_\_\_\_\_  
Representing [ ] Self or [ ] Lawyer for \_\_\_\_\_  
Lawyer's Bar Number: \_\_\_\_\_

For Clerk's Use Only

**SUPERIOR COURT OF ARIZONA**  
**IN \_\_\_\_\_ COUNTY**

\_\_\_\_\_  
Name of Petitioner

Case Number: \_\_\_\_\_

**SUMMONS**

\_\_\_\_\_  
Name of Respondent

**WARNING: This is an official document from the court that affects your rights.  
Read this carefully.  
If you do not understand it, contact a lawyer for help.**

**FROM THE STATE OF ARIZONA TO:** \_\_\_\_\_  
Name of Opposing Party

- 1. A lawsuit has been filed against you. A copy of the lawsuit and other court papers are served on you with this "Summons".**
- 2. If you do not want a judgment or order taken against you without your input, you must file an "Answer" or a "Response" in writing with the court, and pay the filing fee. If you do not file an "Answer" or "Response" the other party may be given the relief requested in his/her Petition or Complaint. To file your "Answer" or "Response" take, or send, the "Answer" or "Response" to the Office of the Clerk of the Superior Court in your county.**

**Mail a copy of your "Response" or "Answer" to the other party at the address listed on the top of this Summons.**

3. **If this “*Summons*” and the other court papers were served on you by a registered process server or the Sheriff, within the State of Arizona, your “*Response*” or “*Answer*” must be filed within TWENTY (20) CALENDAR DAYS from the date you were served, not counting the day you were served. If this “*Summons*” and the other papers were served on you by a registered process server or the Sheriff outside the State of Arizona, your Response must be filed within THIRTY (30) CALENDAR DAYS from the date you were served, not counting the day you were served. Service by a registered process server or the Sheriff is complete when made. Service by Publication is complete thirty (30) days after the date of the first publication.**
  
4. **You can get a copy of the court papers filed in this case from the Petitioner at the address listed at the top of the preceding page or from the Clerk of the Superior Court.**
  
5. **If this is an action for dissolution (divorce), legal separation, or annulment, either or both spouses may file a *Petition for Conciliation* for the purpose of determining whether there is any mutual interest in preserving the marriage or for Mediation to attempt to settle disputes concerning legal decision-making (custody) and parenting time issues regarding minor children.**
  
6. **Requests for reasonable accommodation for persons with disabilities must be made to the office of the judge or commissioner assigned to the case, at least ten (10) judicial days before your scheduled court date.**
  
7. **Requests for an interpreter for persons with limited English proficiency must be made to the office of the judge or commissioner assigned to the case at least ten (10) judicial days in advance of your scheduled court date.**

**SIGNED AND SEALED this date** \_\_\_\_\_

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**CLERK OF COURT OF THE SUPERIOR COURT**

By \_\_\_\_\_  
**Deputy Clerk**

Person Filing: \_\_\_\_\_  
Address (if not protected): \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
ATLAS Number: \_\_\_\_\_  
Representing [ ] Self or [ ] Attorney for \_\_\_\_\_  
Lawyer's Bar Number: \_\_\_\_\_

FOR CLERK'S USE ONLY

**SUPERIOR COURT OF ARIZONA**  
**IN \_\_\_\_\_ COUNTY**

\_\_\_\_\_  
Name of Petitioner

Case Number: \_\_\_\_\_

**PRELIMINARY INJUNCTION**

\_\_\_\_\_  
Name of Respondent

**WARNING: This is an official Order from the court. It affects your rights. Read this Order immediately and carefully. If you do not understand it, contact a lawyer for help.**

Your spouse has filed a "*Petition for Dissolution*" (Divorce) or "*Petition for Annulment*" or "*Petition for Legal Separation*" with the court. This Order is made at the direction of the Presiding Judge of the Superior Court of Arizona in \_\_\_\_\_ County. This Order has the same force and effect as any order signed by the judge. You and your spouse **must** obey this Order. This Order may be enforced by any remedy available under the law, including an "*Order of Contempt of Court.*" To help you understand this Order, we have provided this explanation. Read the explanation and then read the statute itself. **If you have any questions, you should contact a lawyer for help.**

**EXPLANATION: (What does this Order mean to you?)**

- ACTIONS FORBIDDEN BY THIS ORDER:** From the time the "*Petition for Dissolution*" (Divorce) or "*Petition for Annulment*" or "*Petition for Legal Separation*" is filed with the court, until the judge signs the Decree, or until further order of the court, both the Petitioner and the Respondent **shall not** do any of the following things:

- Ü You may **not** hide earnings or community property from your spouse, **AND**
- Ü You may **not** take out a loan on the community property, **AND**
- Ü You may **not** sell the community property or give it away to someone, **UNLESS** you have the written permission of your spouse or written permission from the court. The law allows for situations in which you may need to transfer joint or community property as part of the everyday running of a business, or if the sale of community property is necessary to meet necessities of life, such as food, shelter, or clothing, or court fees and attorney fees associated with this action. If this applies to you, you should see a lawyer for help, **AND**
- Ü Do **not** harass or bother your spouse or the children, **AND**
- Ü Do **not** physically abuse or threaten your spouse or the children, **AND**
- Ü Do **not** take the minor children, common to your marriage, out of the State of Arizona for any reasons, without a written agreement between you and your spouse or a Court Order, **before** you take the minor children out of the State.
- Ü Do **not** remove, or cause to be removed, the other party or the minor children of the parties from any existing insurance coverage, including medical, hospital, dental, automobile and disability insurance. Both parties shall maintain all insurance coverage in full force and effect.

**STATUTORY REQUIREMENTS:** Arizona Law, A.R.S. §25-315(A) provides:

- 1(a). RESTRICTIONS ON PROPERTY OF THE MARRIAGE:** That both parties are enjoined from transferring, encumbering, concealing, selling, or otherwise disposing of any of the joint, common or community property of the parties, **except** if related to the usual course of business, the necessities of life, or court fees and reasonable attorney fees associated with an action filed under this article, without the written consent of the parties or the permission of the court.
- 1(b). REQUIREMENTS OF BEHAVIOR:** That both parties are enjoined from molesting, harassing, disturbing the peace, or committing an assault or battery on, the person of the other party or any natural or adopted child of the parties.
- 1(c). RESTRICTIONS ABOUT YOUR MINOR CHILDREN:** That both parties are enjoined from removing any natural or adopted minor child(ren) of the parties, then residing in Arizona, from the jurisdiction of the court without the prior written consent of the parties or the permission of the court.
- 1(d). RESTRICTIONS ABOUT INSURANCE:** That both parties are enjoined from removing, or causing to be removed, the other party or the minor children of the parties from any existing insurance coverage, including medical, hospital, dental, automobile and disability insurance. Both parties shall maintain all insurance coverage in full force and effect.

2. **EFFECTIVE DATE OF THIS ORDER:** This Order is effective against the person who filed for divorce, annulment, or legal separation (the Petitioner) when the Petition was filed with the court. It is effective against the other party (the Respondent) when it is served on the other party, or on actual notice of the Order, whichever is sooner. This Order shall remain in effect until further order of the court, or the entry of a Decree of Dissolution, Annulment, or Legal Separation.
3. **ORDER TO PETITIONER:** You **must** serve a copy of this Order upon the Respondent, along with a copy of the Petition for Dissolution, Annulment or Legal Separation, the Summons, and other required court papers.
4. **WARNING:** This is an official Court Order. If you disobey this Order, the court may find you in contempt of court. You may also be arrested and prosecuted for the crime of interfering with judicial proceedings and any other crime you may have committed by disobeying this Order.
5. **LAW ENFORCEMENT:** You or your spouse may file a certified copy of this Order with your local law enforcement agency. You may obtain a certified copy from the Clerk of the Court that issues this Order. If any changes are made to this Order and you have filed a certified copy of this Order with your local law enforcement agency, you **must** notify them of the changes.
6. **DESCRIPTION OF THE PARTIES:**

**Petitioner:**

Name: \_\_\_\_\_

Gender:  Male  Female

Height: \_\_\_\_\_

Weight: \_\_\_\_\_

Driver's License (**last 4 nos.**) \_\_\_\_\_

Date of Birth: \_\_\_\_\_



Case Number: \_\_\_\_\_

**Respondent:**

Name: \_\_\_\_\_

Gender:  Male  Female

Height: \_\_\_\_\_

Weight: \_\_\_\_\_

Driver's License (**last 4 nos.**) \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**GIVEN UNDER MY HAND AND THE SEAL OF THE COURT**

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**Clerk of the Superior Court**

By: \_\_\_\_\_,

Deputy Clerk

Person Filing: \_\_\_\_\_  
Address (if not protected): \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone Numbers: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Representing [ ] Self or [ ] Lawyer for \_\_\_\_\_  
Lawyer Bar Number: \_\_\_\_\_



**SUPERIOR COURT OF ARIZONA**  
**IN \_\_\_\_\_ COUNTY**

\_\_\_\_\_  
Petitioner

Case Number: \_\_\_\_\_

**PETITION FOR DISSOLUTION OF A  
NON-COVENANT MARRIAGE  
(DIVORCE) -- WITHOUT MINOR  
CHILDREN**

\_\_\_\_\_  
Respondent

**STATEMENTS MADE TO THE COURT, UNDER OATH OR AFFIRMATION.**

**1. INFORMATION ABOUT ME, THE PETITIONER.**

Name: \_\_\_\_\_  
Address (if not protected): \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
County of Residence: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
I have lived in Arizona for \_\_\_\_\_ years and/or \_\_\_\_\_ months.

**2. INFORMATION ABOUT, MY SPOUSE, THE RESPONDENT.**

Name: \_\_\_\_\_  
Address (if not protected): \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
County of Residence: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Job Title: \_\_\_\_\_

Respondent has lived in Arizona for \_\_\_\_\_ years and/or \_\_\_\_\_ months.

**3. INFORMATION ABOUT OUR MARRIAGE.**

Date of Marriage: \_\_\_\_\_

City and state, or country where we were married: \_\_\_\_\_

The following statements **MUST BE TRUE** for you to use this document and to qualify for divorce in Arizona **AND** *you must check the boxes* to indicate that the statements are true or your case may not proceed.

We do not have a **covenant marriage**.

Our marriage is **broken beyond repair** (“irretrievably broken”) and there is no hope of reconciliation.

We have tried to resolve our problems through **Conciliation Services** or going to Conciliation Services would not work.

**4. 90 DAY REQUIREMENT.** (This statement must be true before you can file for divorce in Arizona.)

Petitioner  Respondent has lived in Arizona or have been stationed in Arizona while a member of the Armed Forces, for at least 90 days before Petitioner filed this action.

**5. INFORMATION ABOUT PROPERTY AND DEBTS.**

**A. COMMUNITY PROPERTY.** (Check one box.)

Petitioner and Respondent **did not acquire** any community property during the marriage.

OR

Petitioner and Respondent **acquired** community property during the marriage, and we should divide it as follows:

Case Number: \_\_\_\_\_

<b>Description of Community Property</b>	<b>Petitioner</b>	<b>Respondent</b>	<b>Value</b>
<input type="checkbox"/> Real estate located at:	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____

Legal Description:

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<b>Description of Community Property</b>	<b>Petitioner</b>	<b>Respondent</b>	<b>Value</b>
<input type="checkbox"/> Real estate located at:	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____

Legal Description:

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<b>Description of Community Property</b>	<b>Petitioner</b>	<b>Respondent</b>	<b>Value</b>
<input type="checkbox"/> Household furniture and appliances:	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____

<b>Description of Community Property</b>	<b>Petitioner</b>	<b>Respondent</b>	<b>Value</b>
<input type="checkbox"/> Household furnishings:	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____

<b>Description of Community Property</b>	<b>Petitioner</b>	<b>Respondent</b>	<b>Value</b>
<input type="checkbox"/> Other items:	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____

<b>Description of Community Property</b>	<b>Petitioner</b>	<b>Respondent</b>	<b>Value</b>
<input type="checkbox"/> Pension/retirement fund/profit sharing/stock plan/401K:	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____

Case Number: \_\_\_\_\_

Motor vehicles:

	Petitioner	Respondent	Value
Make _____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Model _____			
Year _____			
VIN _____			
Lien Holder _____			

Make _____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Model _____			
Year _____			
VIN _____			
Lien Holder _____			

Continues on attached page.

**B. SEPARATE PROPERTY.** (Check all boxes that apply.)

Petitioner **does not have** any separate property and did not bring any property into the marriage.

Respondent **does not have** any separate property and did not bring any property into the marriage.

Petitioner **has** separate property or property that was brought into the marriage. Award this property to Petitioner as described below.

Respondent **has** separate property or property that was brought into the marriage. Award this property awarded to Respondent as described below.

Description of Separate Property	Petitioner	Respondent	Value
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____

Continues on attached page.

**C. COMMUNITY DEBTS.** (Check one box.)

Petitioner and Respondent **did not incur** any community debts during the marriage.

OR

Petitioner and Respondent **should divide** the responsibility for the community debts incurred during the marriage as follows:

Description of Community Debt	Petitioner	Respondent	Amount Owed
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____

Continues on attached page.

**D. SEPARATE DEBTS.** (Check all boxes that apply.)

Petitioner and Respondent **do not have** any separate debts or debts that were incurred prior to the marriage.

Petitioner **has** separate debt or debt that Petitioner incurred prior to the marriage that should be paid by Petitioner as described below.

Respondent **has** separate debt or debt that Respondent incurred prior to the marriage that should be paid by Respondent as described below.

Description of Separate Debt Owed	Petitioner	Respondent	Amount
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____

Continues on attached page.

6. **TAX RETURNS.** (Check this box if this is what you want.)

- After the Judge or Commissioner signs the Decree of Dissolution of Marriage (Divorce), we will pay federal and state taxes, according to IRS Rules and Regulations, as follows:
- For previous years (the years we were married, not including the year the Decree was signed) the parties will file  **joint**  **separate** federal and state income tax returns. In addition, for previous calendar years, both parties will according to IRS rules and Regulations, pay and hold the other harmless from half of all additional income taxes if any and other costs, and each will share equally in any refunds. Each party will give the other party all necessary documentation to do so.
  - For this calendar year (the year that the Decree is signed) and all future calendar years, each party will file, according IRS Rules and Regulations, separate federal and state income tax returns.

7. **SPOUSAL MAINTENANCE.** (Check one box.)

**Neither party** is entitled to spousal maintenance.

OR

**Petitioner**  **Respondent** is entitled to spousal maintenance because: (Check all boxes that apply.)

- Person lacks sufficient property to provide for his or her reasonable needs.
- Person is unable to support himself or herself through appropriate employment.
- Person is the custodian of a child(ren) whose age or condition is such that the person should not be required to seek employment outside the home.
- Person lacks earning ability in the labor market adequate to support himself or herself.
- Person contributed to the educational opportunities of the other spouse or had a marriage of long duration and is now of an age that precludes the possibility of gaining employment adequate to support himself or herself.

**8. PREGNANCY.**

Petitioner  is  is not pregnant.

Respondent  is  is not pregnant.

If either party is pregnant, complete the following:

The baby is due on \_\_\_\_\_ (date), and (Check one box.)

Petitioner and Respondent are the parents of the child.

Petitioner is not the parent of the child.

Respondent is not the parent of the child.

**Note:** If the Petitioner and the Respondent are the parents of the unborn child, STOP. You must file a “Petition for Dissolution of a Non-Covenant Marriage (Divorce) With Children.”

**REQUESTS TO THE COURT.**

**A. DISSOLUTION (DIVORCE).** Dissolve our marriage and return each party to the status of a single person.

**B. RESTORE NAME.** I, the Petitioner, took the name of my spouse at the time of marriage and I want to restore my last name to the name I used before this marriage or to my maiden name.

My complete married name is: \_\_\_\_\_

I want my name restored to: (List complete maiden or legal name before this marriage)

\_\_\_\_\_

**C. SPOUSAL MAINTENANCE.**

Do not order spousal maintenance.

OR

Order spousal maintenance to be paid by  Petitioner  Respondent in the amount of \$ \_\_\_\_\_ per month beginning with the first day of the month after the Judicial Officer signs the Decree and continuing until the person receiving spousal maintenance is remarried, or deceased, or for a period of \_\_\_\_\_ months. These payments, and a fee for handling, will be paid through the Support Payment Clearinghouse.



**D. COMMUNITY PROPERTY.** Make a fair division of all community property as requested in this Petition.

**E. COMMUNITY DEBTS.** Order each party to pay community debts as requested in this Petition, and to pay any other community debts unknown to the other party. Order each party to pay and hold the other party harmless from debts incurred by the Petitioner or Respondent:

since our separation on \_\_\_\_\_ (date).

OR

since the date the Respondent was served with the Petition.

**F. SEPARATE PROPERTY.**

Award Petitioner's separate property to Petitioner.

Award Respondent's separate property to Respondent.

**G. SEPARATE DEBT.** Order each party to pay separate debt and hold the other party harmless from debts incurred before the marriage.

**H. OTHER ORDERS I AM REQUESTING.** (Explain request.)

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**UNDER OATH OR AFFIRMATION**

I swear or affirm under penalty of perjury that the contents of this document are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Petitioner's Signature

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Subscribed and sworn to or affirmed before me this: \_\_\_\_\_ (date)

by \_\_\_\_\_.

(notary seal)

\_\_\_\_\_  
Deputy Clerk or Notary Public

**NOTICE OF YOUR RIGHTS ABOUT HEALTH INSURANCE COVERAGE WHEN A  
PETITION FOR DISSOLUTION (DIVORCE) IS FILED**

*(A.R.S. §§ 20-1377 and 1408)*

**Petitioner/Parent A** \_\_\_\_\_

**Case Number:** \_\_\_\_\_

**Respondent/Parent B** \_\_\_\_\_

**WARNING:** THIS IS AN IMPORTANT LEGAL NOTICE. YOUR RIGHTS TO HEALTH INSURANCE COVERAGE COULD BE AFFECTED AFTER YOUR DIVORCE IS FINAL. READ THIS NOTICE CAREFULLY. IF YOU DO NOT UNDERSTAND THIS NOTICE, YOU SHOULD CALL AN ATTORNEY FOR ADVICE ABOUT YOUR LEGAL RIGHTS AND OBLIGATIONS.

**IMPORTANT INFORMATION IF YOU ARE ON YOUR SPOUSE'S INSURANCE PLAN:** When a Petition for Dissolution of Marriage (papers for a divorce decree) is filed, you and/or your children may continue to be covered under your spouse's health insurance policy. Arizona law allows the dependent spouse and/or children to continue to be covered, but you must take some steps to protect your rights.

**WHAT INSURANCE COVERAGE APPLIES TO YOU, AND HOW TO GET IT:** If you are covered by your spouse's health insurance, and you want to continue to be covered after the divorce is final, you must contact the insurance company as soon as possible, and you must start to pay the monthly insurance premium within 31 days of the date the insurance would otherwise stop.

If you decide you want to be covered, the insurer can choose whether to continue coverage under the current policy, or to change the policy to your name. If the policy is changed to your name, it is called a "converted" policy. If the policy is converted by the insurer, the insurer must provide you the same or the most similar level of coverage available, unless you ask for a lower level of coverage.

**WHAT COVERAGE APPLIES TO YOUR CHILDREN:** If you choose to continue coverage as a dependent spouse, you can also choose to continue coverage for your dependent children if you are responsible for their care or support.

**PREEXISTING CONDITIONS OR EXCLUSIONS FROM INSURANCE COVERAGE:** Whether the insurance is continued or converted, the insurance must be provided to you without proof of insurability and without exclusions for coverage [other than what was previously excluded before the insurance was continued or converted].

**LIMITS ON RIGHTS TO INSURANCE COVERAGE FOR YOU AND YOUR CHILDREN:** You may not be entitled to continued or converted coverage if you are eligible for Medicare or for coverage by other similar types of insurance which together with the continued coverage would make you over-insured. However, dependent children of a person who is eligible for Medicare may be covered by a continuance or a conversion. If you have questions about coverage, check with the insurer and/or the spouse's employer.

**OTHER OPTIONS FOR COVERAGE:** Divorce is considered to be a life changing event that, under the federal Consolidated Omnibus Budget Reconciliation Act ("COBRA"), may qualify you and/or your dependents with the right to continue health coverage under the spouse's group plan, if the employer has 20 or more employees. To find out more about your COBRA rights, you can visit the United States Department of Labor ("USDOL") website at [https:// www .dol. gov/](https://www.dol.gov/) and search for COBRA, or you can call the USDOL at 1-866-487-2365. Divorce is also a life-changing event under the federal Affordable Care Act, which qualifies you and/or your dependents for a special enrollment period to obtain an individual health insurance policy regardless of any health conditions. Additional information is available at <https://www.healthcare.gov/or by calling 1-800-318-2596>.

**WARNING TO THE SPOUSE FILING THE PETITION FOR DISSOLUTION (DIVORCE):** This notice must be served on your spouse together with the Petition for Dissolution, the Summons, and the Preliminary Injunction.

Person Filing: \_\_\_\_\_  
Address (if not protected): \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
ATLAS Number: \_\_\_\_\_  
Representing [ ] Self or [ ] Lawyer for \_\_\_\_\_  
Lawyer's Bar Number: \_\_\_\_\_

For Clerk's Use Only

**SUPERIOR COURT OF ARIZONA**  
**IN \_\_\_\_\_ COUNTY**

\_\_\_\_\_  
**Name of Petitioner**

**Case Number:** \_\_\_\_\_

**NOTICE REGARDING CREDITORS**

\_\_\_\_\_  
**Name of Respondent**

**ARIZONA LAW REQUIRES all actions for DIVORCE or LEGAL SEPARATION to include this NOTICE and for the person filing for Divorce or Legal Separation to SERVE this NOTICE on the other party. (ARS §25-318(F)).**

**YOU AND YOUR SPOUSE ARE RESPONSIBLE FOR COMMUNITY DEBTS.** The court usually requires/orders one spouse or the other to pay certain community debts in, or through, the Decree of Dissolution or Legal Separation. A court order that does this is binding on the spouses **only, not the creditors.** You and your spouse are legally responsible for these community debts whether you are married, divorced, or legally separated. These debts are matters of contract between **both of you** and your creditors (such as banks, credit unions, credit card companies, utility companies, medical providers and retailers). On request, the court may impose a lien against the separate property of a spouse to secure payment of certain community debts.

**CONTACT CREDITORS:** You may want to contact your creditors to discuss the debts and the effects of your divorce/legal separation on your debts. To assist you in identifying your creditors, you may obtain a copy of your spouse's credit report by making a written request to the court for an order requiring a credit reporting agency to release the report to you. The credit report will help you identify accounts, account numbers and account balances. In addition, within thirty (30) days after receipt of a request from a spouse

Case Number: \_\_\_\_\_

who is party to a divorce or legal separation, which includes the court and cause number of the action, creditors are required, by law, to provide information as to the balance and account status of any debts for which you or your spouse may be liable to the creditor.

**WARNING: If you do not understand this notice, you should contact a lawyer for advice about your legal rights and obligations.**

**You may wish to use the attached form, or one that is similar, to contact your creditors. Do not file the attached form with the court.**

**REQUEST FOR ACCOUNT INFORMATION FROM CREDITORS**

DATE: \_\_\_\_\_

CREDITOR'S NAME: \_\_\_\_\_

CREDITOR'S ADDRESS: \_\_\_\_\_

Regarding: Superior Court of Arizona in \_\_\_\_\_ County

Case Name: \_\_\_\_\_

Case Number: \_\_\_\_\_

Pursuant to Arizona State Law (ARS §25-318), this letter requests the balance and account status of any debt for which the following individuals may be liable to you. (Arizona law requires that you provide this information within thirty (30) days of receipt of this letter.)

**INFORMATION ABOUT DEBTORS/SPOUSES:**

**Your Name:** \_\_\_\_\_

**Your Address:** \_\_\_\_\_

**Your Telephone Number:** \_\_\_\_\_

**Your Spouse's Name:** \_\_\_\_\_

**Your Spouse's Address:** \_\_\_\_\_

**INFORMATION ABOUT THE ACCOUNT:**

**Account Number(s):** \_\_\_\_\_

If you have any questions or if I can be of further assistance, please feel free to contact me.

Sincerely,

Your name: \_\_\_\_\_

Your signature: \_\_\_\_\_