

## Instructions: How to fill out the stipulation to dismiss

Use this form only if you and the other party involved in your case wish to have your case dismissed in its entirety.

- Step 1: Make sure your form is titled “Stipulation to Dismiss.” Type or print using black ink only.
- Step 2: In the top left corner of the first page, fill out the following: Your name, Address, City, State and Zip Code, Telephone Number and ATLAS Number (if you are receiving or have received AFDC from the Arizona Department of Economic Security).
- Step 3: Fill in your name in the space that says “Petitioner/Party A” if you are the one who filed the original action. Whoever was the Petitioner/Party A for the original action is the Petitioner/Party A for any other papers related to this case. If the other party filed the original action, they will be the Petitioner/Party A. In the space that says “Respondent/Party B,” fill in the name of the Respondent/Party B that has been used throughout your case. Whoever was the Respondent/Party B in the original action will be the Respondent/Party B for any other papers related to this case.
- Step 4: Fill in your case number where it says “Case No.” Your case number stays the same any time you file papers in your case.
- Step 5: Both you and the other party must sign the Stipulation in front of a Notarial Officer.
- Step 6: Complete the Order to Dismiss by following Steps 2 thru 4.
- Step 7: Complete the Notice of Lodging. Attach the documents listed in this packet’s Procedures to the Notice of Lodging.
- Note: Failure to follow the above procedures could result in a further delay in your case.

## Procedures: What to do with the stipulation to dismiss now that you have filled it out

Use this form only if you have filled out the Stipulation to Dismiss.

Step 1: Copies.

If you eFile your forms, you may not need as many paper copies. You will need a paper set of the filed forms to serve on the other party, Division of Child Support Services if they are involved in your case, and one for your judge (when required). For more information about how to eFile your papers, read the eFiling instructions:

<https://superiorcourt.maricopa.gov/media/7448/dref93i.pdf>.

Make 3 copies of the:

- Stipulation to Dismiss
- Order to Dismiss

Step 2: Separate the documents into 4 sets:

Set 1: To file with Clerk of Superior Court <ul style="list-style-type: none"><li>• ORIGINAL Stipulation to Dismiss</li><li>• COPY Order to Dismiss</li></ul>	Set 2: For the Judge <ul style="list-style-type: none"><li>• COPY Stipulation to Dismiss</li><li>• ORIGINAL Order to Dismiss</li></ul> You must also provide 2 (two) 9” x 12” business envelopes, one stamped and addressed to each party.
Set 3: COPIES for You <ul style="list-style-type: none"><li>• Clerk-stamped copy of Stipulation to Dismiss</li><li>• Order to Dismiss</li></ul>	Set 4: COPIES for the Other Party <ul style="list-style-type: none"><li>• Clerk-stamped copy of Stipulation to Dismiss</li><li>• Order to Dismiss</li></ul>

Step 3: File the papers at the court.

File the Stipulation to Dismiss with the Clerk of Superior Court and ask to have the copies of the Stipulation stamped.

These are called “conformed copies” and is proof that the original was filed.

PROCESSING YOUR MOTION. Leave the following documents at information desk and tell them it is for the Judge assigned to the case.

- the original of the Stipulation to Dismiss
- the original Order to Dismiss
- the addressed stamped envelopes

MAIL OR DELIVER A COPY of the Stipulation to Dismiss to the other party involved in your case and keep one copy for your records.

Step 4: Wait to receive a notice from the Court.

Once you have delivered your Stipulation and Order, the Judge will sign the original Order and send you a copy.

Person Filing: \_\_\_\_\_

Address (if not protected): \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

ATLAS Number: \_\_\_\_\_

Lawyer's Bar Number: \_\_\_\_\_



Representing  Self, without a Lawyer OR  Attorney for  Petitioner OR  Respondent

SUPERIOR COURT OF ARIZONA  
IN YUMA COUNTY

In re the Marriage of:

Case No. \_\_\_\_\_

\_\_\_\_\_  
Petitioner/Party A

STIPULATION TO DISMISS

and

\_\_\_\_\_  
Respondent/Party B

Comes now the parties by themselves, undersigned, and agree and stipulate as follows:

1. The parties agree this matter should be dismissed, in that the parties have reconciled their differences, and no longer wish to proceed.
2. The parties agree neither was influenced by any duress or coercion.

SIGNATURES

\_\_\_\_\_  
Petitioner/Party A's Signature

\_\_\_\_\_  
Respondent/Party B's Signature

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

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

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

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

(Notarial Officer's Stamp or Seal)

(Notarial Officer's Stamp or Seal)

\_\_\_\_\_  
Notarial Officer

\_\_\_\_\_  
Notarial Officer

Person Filing: \_\_\_\_\_

Address (if not protected): \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

ATLAS Number: \_\_\_\_\_

Lawyer's Bar Number: \_\_\_\_\_



Representing  Self, without a Lawyer OR  Attorney for  Petitioner OR  Respondent

SUPERIOR COURT OF ARIZONA  
IN YUMA COUNTY

In re the Marriage of:

Case No. \_\_\_\_\_

\_\_\_\_\_  
Petitioner/Party A

ORDER TO DISMISS

and

\_\_\_\_\_  
Respondent/Party B

This matter having come before the Court on Stipulation of the parties, and good cause shown,

IT IS HEREBY ORDERED this matter is dismissed without prejudice.

DONE IN OPEN COURT THIS \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Judge/Commissioner of the Superior Court

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



Representing  Self, without a Lawyer OR  Attorney for  Petitioner OR  Respondent

SUPERIOR COURT OF ARIZONA  
IN YUMA COUNTY

\_\_\_\_\_  
Name of Petitioner/Party A

Case No. \_\_\_\_\_

\_\_\_\_\_  
Name of Respondent/Party B

NOTICE OF LODGING  
(ARFLP Rules 30; 43.1; 44.1; 45)

Assigned to: \_\_\_\_\_  
Judicial Officer's Name

PLEASE TAKE NOTICE that, pursuant to the Arizona Rules of Family Law Procedure,

- Petitioner/Party A and/or
- Respondent/Party B and/or
- Third Party/Party C

Lodge the following document(s) with the Court for signature and entry:

Document: \_\_\_\_\_

Document: \_\_\_\_\_

Document: \_\_\_\_\_

Document: \_\_\_\_\_

Document: \_\_\_\_\_

Document: \_\_\_\_\_

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

Document: \_\_\_\_\_

Document: \_\_\_\_\_

Document: \_\_\_\_\_

Document: \_\_\_\_\_

Document: \_\_\_\_\_

\_\_\_\_\_  
Signature of Party A or Party A's Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Party B or Party B's Attorney

\_\_\_\_\_  
Date