

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

**STEP 1:** Make **1** copy of the “Family Court Cover Sheet” after you have filled it out.

Make **2** copies of the following documents after you have filled them out:

- “Sensitive Data Sheet”
- “Summons”
- “Preliminary Injunction”
- “Petition for Dissolution of Marriage (Divorce) Without Children”
- “Notice Regarding Creditors”
- “Notice of Right to Convert Health Insurance”

**STEP 2:** SEPARATE YOUR DOCUMENTS INTO THREE (3) SETS:

<p><b>SET 1 - ORIGINALS FOR CLERK OF COURT:</b></p> <ul style="list-style-type: none"><li>• “Family Court Cover Sheet”</li><li>• “Sensitive Data Sheet”</li><li>• “Summons”</li><li>• “Preliminary Injunction”</li><li>• “Petition for Dissolution of Marriage (Divorce) Without Children”</li><li>• “Notice Regarding Creditors”</li><li>• “Notice of Right to Convert Health Insurance”</li></ul>	<p><b>SET 2 - COPIES FOR SPOUSE:</b></p> <ul style="list-style-type: none"><li>• “Sensitive Data Sheet”</li><li>• “Summons”</li><li>• “Preliminary Injunction”</li><li>• “Petition for Dissolution of Marriage (Divorce) Without Children”</li><li>• “Notice Regarding Creditors”</li><li>• “Notice of Right to Convert Health Insurance”</li></ul>
<p><b>SET 3 – COPIES FOR YOU:</b></p> <ul style="list-style-type: none"><li>• “Family Court Cover Sheet”</li><li>• “Sensitive Data Sheet”</li><li>• “Summons”</li><li>• “Preliminary Injunction”</li><li>• “Petition for Dissolution of Marriage (Divorce) Without Children”</li><li>• “Notice Regarding Creditors”</li><li>• “Notice of Right to Convert Health Insurance”</li></ul>	

**STEP 3:** FILE THE PAPERS AT THE COURT:

**GO TO:** GO TO THE COURT TO FILE YOUR PAPERS:  
You should go to the court at least two hours before it closes. You may file your court papers at the following Superior Court locations:

**Clerk of Superior Court**  
401 E. Spring St.  
Kingman, AZ 86401  
(928) 753-0713  
Monday-Friday  
8:00a-5:00p

**Clerk of Superior Court**  
2225 Trane Road  
Bullhead City, AZ 86442  
(928) 758-0730  
Monday-Friday  
8:30a-12:00p, 1:30p-4:30p

**Clerk of Superior Court**  
2001 College Drive  
Lake Havasu City, AZ 86404  
(928) 453-0701  
Monday-Friday  
8:30a-12:00p, 1:30p-4:30p

**FILE:** Go to the Clerk of the Superior Court filing counter to file your documents.

**FEES:** There is a filing fee and service fees for all Petitions. If you think you are entitled to a fee deferral (postponement or payment plan), you may request a deferral of the filing fees at the time you file your papers with the Clerk of the Court. The Filing Counter has the deferral forms.

**PAPERS:** Hand all three (3) sets of your court papers to the Clerk along with the filing fee in cash, check or a Money Order.

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

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

**IMPORTANT:** If you are a Pro Per Litigant and want to receive your paperwork from the Court electronically (via e-mail), fill out the "Pro Per Litigant(s) Electronic Distribution" form.