

SELF SERVICE CENTER

HOW TO FILL OUT THE CONSENT DECREE
For DIVORCE or LEGAL SEPARATION in a NON-COVENANT MARRIAGE
-WITH or WITHOUT CHILDREN-

You may use these instructions **ONLY** if you and the other party:

- do not have a “covenant” marriage;
- have agreed on all terms of the divorce/legal separation; AND
- have agreed to file and sign a Consent Decree.

INSTRUCTIONS for filling out the CONSENT DECREE:

1. **TOP LEFT:** On the first page, fill in the information requested at top left for the person filing the Consent Decree and Respondent. Use the spaces marked “representing” and “state bar number” **only** if an attorney is preparing this form.
2. **NAMES:** Fill in the names of the persons shown as “Petitioner” and “Respondent” and the case number as on the **Petition**.
3. **ATLAS Number:** Write the ATLAS number *if* one has been assigned to your case.
4. **COMPLETE:** Fill out the remaining parts of this Consent Decree according to you and your spouse’s agreements.
5. **MEANING of SIGNATURES:** When you and your spouse sign this Consent Decree, you state to the Court:
 - You have read, understand, and agree with the contents of the Consent Decree.
 - You agree to all the terms stated in the Decree.
 - You are requesting the Court to make this document a Court Order that governs your divorce or legal separation.
6. **SIGNATURES:**
 - Be prepared to show photo identification before signing this document.
 - Do Not Sign this Consent Decree until you are in front of a Clerk of Court or a Notary Public.
 - Read carefully before you sign this Consent Decree.
 - You and your spouse may sign this Consent Decree only if you understand and agree to **ALL** the terms of the Decree.
 - Lawyer Signatures: If you or your spouse is represented by an attorney, the attorney must also sign.

7. **TIME FRAME:** You must wait at least **60 days** from the date the responding party was served or signed an “Acceptance of Service” for the divorce or legal separation papers before you file the Consent Decree. The judicial officer cannot sign your decree until 60 days after the date of service or the date of acceptance of service (A.R.S. § 25-329. Waiting Period).

OTHER IMPORTANT PAPERS IN THIS PACKET

PARENTING PLAN

Fill out the Parenting Plan to let the Court know details about what you want for legal decision-making authority and parenting time. It is important to be specific when filling out the Parenting Plan. You may refer to the “Planning for Parenting Time: Arizona’s Guide for Parents Living Apart” to help make your parenting plan.

The Guide may be viewed online and downloaded for free at:
<https://www.azcourts.gov/Portals/34/Booklets/AOCDRD1H.pdf>

After completing the Parenting Plan, include it with your Decree.

CHILD SUPPORT ORDER

Write in the name of the person filing the document or the lawyer’s name, current address, city, state, zip code, and the telephone number. If you have an ATLAS number, write in the number. If you are represented by an attorney write in the lawyer’s state bar number, then indicate whether you represent yourself or if you are the lawyer whether you represent Petitioner or Respondent

Write in the Name of the Petitioner and Petitioner’s Date of Birth, the Name of the Respondent and Respondent’s Date of Birth and the case number in the space provided. The names should appear the same way it does on the Petition.

Fill in the full name of the legal parents (Petitioner and Respondent) of the minor children who are the subject of this “*Child Support Order.*”

Fill in the full name and birth date of all minor children who are the subject of this “*Child Support Order.*” (Use extra pages if necessary).

Fill out the rest of the Order based upon you and your spouse’s agreements.

OTHER IMPORTANT PAPERS TO BE COMPLETED NOT IN THIS PACKET

CHILD SUPPORT WORKSHEET

You can use the free Online Child Support Calculator at the website below to complete a child support worksheet.

Arizona Supreme Court

<http://www.azcourts.gov/familylaw/Child-Support-Calculator-Information>

To complete the child support worksheet you will need to know:

- Your case number.
- Your monthly gross income and that of the other parent.
- The monthly cost of medical insurance for the minor children who are the subject of this action.
- Monthly childcare amounts paid to others.
- The number of days the minor child(ren) spend with the non-primary residential (custodial) parent.
- Monthly obligations of yourself and the other parent for child support or court-ordered spousal maintenance/ support.

After completing the child support worksheet and current employer information sheet, print out the child support worksheet and include it with your Decree.

REMINDERS:

- 1. Be sure to attach “EXHIBIT A” about property and debts to your decree.**
- 2. Be sure to include a quit claim deed, if a quit claim deed has been signed.**