

## PROCEDURES: HOW TO FILE PETITION FOR TERMINATION OF PARENT-CHILD RELATIONSHIP

**STEP 1:** After filling out Petition for Termination of Parent / Child Relationship, Notice of Petition to Terminate Parental Rights and Notice of Hearing, and Order for Termination, be sure to make copies as directed in the instructions on how to fill out the Petition.

**STEP 2:** **FILE THE PAPERS AT THE COURT:** Take the original and all sets of copies to the Clerk of the Court filing counter. The clerk will keep the originals, stamp the extra copies to show that these are copies of papers you have filed with the court, and return the stamped (now called "conformed") copies to you.

You may file your papers at one of 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

If you cannot or do not want to file the documents in person, you can also mail the documents to the Clerk of the Court. Provide a self-addressed, stamped envelope with proper postage so that the Clerk can return your "conformed" (stamped by court staff) copies to you.

**Send to:** Clerk of Superior Court  
PO Box 7000  
Kingman, AZ 86402

**STEP 3:** **NOTIFY THE OTHER PARTY:** Give legal notice of the "*Petition for Termination of Parent / Child Relationship.*" After you have received the stamped (conformed) copies back from the Clerk of Superior Court, keep one set for your records and the other for service on the other party, by:

- Service by Acceptance
- Service by a licensed process server or Sheriff's Office
- Service by Register Mail
- Service by Publication

See the packet on "*Service of Court Papers*" to help you determine how to give legal notice to the other party. (Go online to <http://www.mohavecourts.az.gov> and click on court forms.

**STEP 4:** **VERIFICATION OF SERVICE TO THE COURT:** Once service is complete, you must file the original proof of service to the court.

**STEP 5:** **FINAL HEARING:** At the Final Hearing, the Judge will review pleading and method of service and if appropriate he will sign the "*Order for Termination.*"