

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

For Clerk's Use Only

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

## SUPERIOR COURT OF ARIZONA IN COCHISE COUNTY

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

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

And

### SUMMONS

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

**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 entered against you without your input, you must file a written *"Answer"* or a *"Response"* with the court, and pay the filing fee. Also, the other party may be granted their request by the Court if you do not file an *"Answer"* or *"Response"*, or *show up in court*. To file your *"Answer"* or *"Response"* take, or send, it to the:

- Office of the Clerk of Superior Court, 100 Quality Hill Road, Bisbee, AZ 85603

**OR**

- Office of the Clerk of Superior Court, 100 Colonia De Salud Ste 200, Sierra Vista, AZ 85635

After filing, mail a copy of your *"Response"* or *"Answer"* to the other party at their current address.

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 you were served by **“Acceptance of Service”** within the State of Arizona, your **“Response”** or **“Answer”** must be filed within **TWENTY (20) CALENDAR DAYS** from the date that the **“Acceptance of Service”** was filed with the Clerk of Superior Court. 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. If you were served by **“Acceptance of Service”** outside the State of Arizona, your **“Response”** or **“Answer”** must be filed within **THIRTY (30) CALENDAR DAYS** from the date that the **“Acceptance of Service”** was filed with the Clerk of Superior Court. 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 Superior Court's Customer Service Center at:
  - 100 Quality Hill Road, Bisbee, AZ 85603
  - 100 Colonia De Salud Ste 200, Sierra Vista, AZ 85635
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 (legal custody) and parenting time issues regarding minor children.
6. Requests for reasonable accommodation for persons with disabilities must be made to the division assigned to the case by the party needing accommodation or his/her counsel at least three (3) judicial days in advance of a scheduled proceeding.
7. Requests for an interpreter for persons with limited English proficiency must be made to the division assigned to the case by the party needing the interpreter and/or translator or his/her counsel at least ten (10) judicial days in advance of a scheduled court proceeding.

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

Amy J. Hunley CLERK OF SUPERIOR COURT

By \_\_\_\_\_  
Deputy Clerk of Superior Court