

**PINAL COUNTY SUPERIOR COURT**  
**Decree Assistance Project**

You **may** be eligible to seek a Default Decree if:

- You have **met statutory time** limits (60 days after service) **AND**
- You have **served the other party** and the other party has not responded

Call to schedule a default hearing:

(520) 866-5760



**Please follow these instructions:**

1. **WAIT 10 business days** from the date you have filed and mailed your Affidavit of Default.
2. **CALL** 520.866.5760 to schedule your default hearing.
3. **COMPLETE** all documents as instructed for your type of case (See below for document required.)

Default Hearings are held on Monday Mornings on the 2<sup>nd</sup> floor  
of Pinal County Superior Court in Florence. Conciliation Services  
971 Jason Lopez Circle, Building A, Florence AZ 85132

**By Appointment Only**

4. **CHECK IN at Conciliation Services on the 2<sup>nd</sup> floor** of the Superior Courthouse at **8:00 AM** on the date of your hearing.  
SIGN IN. Someone will review your completed documents. **You will proceed to court once approved.**

**Failure to arrive on time may result in your case being rescheduled or dismissed.**

**Documents required for Dissolution, Legal Separation or Annulment:**

- If you are married, completed Decree of Dissolution (or Legal Separation or Order of Annulment) - **Must match the original Petition** filed with the Superior Court.
- If you are not married, completed Order of Paternity, Legal Decision-Making, Parenting time and/or Child Support
- Bring \$27.00 if you want a certified copy of your decree for your name change

***If your case involves children:***

- Parent Education Program Certificate, if it has not already been filed
- Birth certificates in paternity matters or if your child was born prior to the marriage

**CHILDREN ARE NOT ALLOWED**

***If you bring children, your hearing may be rescheduled or dismissed.***