

Default Screening Checklist

1. **Case Number:** _____

2. **Case Type**

- Dissolution Legal Separation Annulment
 Paternity Grandparents Visitation Other

3. **Does your case involve Children?** Yes No

If Yes,
What type of Custody is requested in the
Petition? Joint or Shared Sole

Have you filed your Parent Information
Program Certificate? Yes No

Has the Respondent filed their Parent
Information Program Certificate? Yes No Not Sure

4. **Do you need an Interpreter?** Yes No

If Yes, what language and dialect? _____

5. **For Divorce, Legal Separation and
Annulment matters only:**

Is Spousal Maintenance/Support being
requested? Yes No

**Has at least 60 days passed since the
respondent was served? (90 days after
1st publication if service was by publication),
If you answer no, you must wait until the
time has passed.** Yes No

6. **For all cases) Has at least 10 working
days passed since the Affidavit and
Application for Default was filed?** Yes No

*If you answer no, you must wait until the
time has passed.*

7. **Type of Service:**

Acceptance In State Out of State

Date Acceptance was signed: _____

Private Process Server/Sheriff In State Out of State

Date documents were served: _____

Registered Mail or Delivery with Signature Confirmation

Date receipt was signed: _____

Publication

Date of 1st publication: _____

8. **Date Application & Affidavit of Default was filed:** _____

9. **Date Application & Affidavit of Default was mailed:** _____

CALL 602-372-3332 TO SCHEDULE YOUR HEARING between 8 a.m. and 5 p.m., Monday–Friday.

- Have the completed **“Default Screening Checklist”** with you when you call.
- **The date and time for your court hearing will be given to you when you call.**
- **Write down your court date/time.**
- **YOU WILL NOT RECEIVE ANY OTHER NOTICE OF YOUR COURT DATE AND HEARING TIME.**

MY HEARING IS SET FOR THE FOLLOWING DATE AND TIME: _____