



**Superior Court of the State of Arizona
Pima County Juvenile Court
2225 E. AJO WAY,
Tucson, Arizona 85713-6295**

**Pima County Model Court
Juvenile Family Law Workgroup**

PATERNITY OR DISSOLUTION PROTOCOLS

Note: In all cases involving two files, separate minute entries must be generated for the family law case (SP or D) to avoid breach of confidentiality issues.

A. Paternity/No Open SP Case

1. Paternity is established by:
 - a. Acknowledgment/affidavit/clerk order
 - b. Judicial order in open court
 - c. DNA testing
2. File opened at clerk of court, juvenile court.
3. Proof of paternity (one of a, b, or c above) filed.
4. Enter order directing clerk to send cert. copy of order to Office of Vital Records P.O. Box 3887 Phoenix, AZ 85030-3887 which shall establish a new birth certificate pursuant to § 36-326 (child born in AZ)
5. Assigned juvenile judicial officer advised of SP # and cases consolidated for hearings at next court hearing.
6. Petition to establish custody, parenting time and child support not necessary if parties resolve those issues through agreement.
7. Stipulation and judicial order for custody and parenting time may be filed to conclude juvenile and family law actions.
8. Child support determined and order entered unless IVD. If IVD, case referred to IVD judicial officer and DCSE.
9. If no further appearance by parent after paternity established, court shall enter order affirming legal custody in other parent per A.R.S. § 25-803(D).
10. Cases un-consolidated when dependency dismissed.

B. Paternity/Open SP Case

1. Advise juvenile judicial officer of case # and assigned family law judicial officer.
2. Cases consolidated for hearings and juvenile judicial officer advises assigned family law judicial officer.

3. Custody previously established by Court order: Follow procedure outlined in Local Rule 8.6 for simultaneous juvenile and family law proceedings.
4. No custody order/father involved: Stipulation and order for custody and parenting time.
5. No custody order/one parent not involved: Court shall enter order affirming legal custody in other parent per A.R.S. § 25-803(D).
6. For child support issues, follow child support protocols.
7. Cases un-consolidated when dependency dismissed.

C. Dissolution/No Open D Case

1. File opened in Superior Court with petition for dissolution.
2. Advise juvenile judicial officer of case # and assigned family law judge.
3. Cases consolidated for hearings and juvenile judicial officer advises assigned family law judicial officer.
4. Follow procedure outlined in Local Rule 8.6 for simultaneous juvenile and family law proceedings.
5. Property issues and dissolution of marriage can be handled by assigned family law judge while dependency pending or by referral from juvenile judicial officer when custody/parenting time resolved.
6. Cases un-consolidated when dependency dismissed.

D. Dissolution/Open D Case

1. Advise juvenile judicial officer of case # for consolidation of hearings.
2. Follow procedure outlined in Local Rule 8.6 for simultaneous juvenile and family law proceedings.
3. For child support issues, follow child support protocols.
4. Cases un-consolidated when dependency dismissed.