

## DEFAULT DECREE CHECKLIST

(To determine if you are ready for Step 4 – Default Decree)

*(Do not file this form)*

1. **Did at least 10 Court business days pass since you filed the Application and Affidavit for Default?** *(if you answer no, you must wait until the time has passed before submitting Step 4)* ☐ Yes ☐ No

**For Divorce, and Legal Separation matters only**, has it been at least 60 days from the date the responding party was served? ☐ Yes ☐ No  
*(if you answer no, you must wait until the time has passed before submitting Step 4)*

2. **Did the responding party file a Response?** *(If yes, you cannot proceed by default)* ☐ Yes ☐ No

3. **Does your case involve children?** ☐ Yes ☐ No  
A. Have you filed your Parent Information Program Certificate? ☐ Yes ☐ No  
B. Have you completed a Child Support Worksheet? ☐ Yes ☐ No

4. **For Divorce, Legal Separation and Annulment matters only:**  
If spousal maintenance (alimony) is requested, have you completed a Spousal Maintenance Worksheet? ☐ Yes ☐ No

5. **Is the other party an active member of the United States Military?** ☐ Yes ☐ No  
*If yes, you will need to submit a signed and notarized “Service Members Civil Relief Act Waiver.”*

6. **To schedule a hearing**, you must first, complete the Step 4 Default Decree packet and submit the completed documents to Family Department via email at [DefaultReview@jbazmc.maricopa.gov](mailto:DefaultReview@jbazmc.maricopa.gov) or at any Family Department location for review.

**To proceed without a hearing**, you must complete and file the “*Motion and Affidavit for Default Decree without Hearing*” and then submit the rest of the completed Step 4 Default packet.