



FILING A CIVIL SUIT IN SUPERIOR COURT FILING AN ANSWER TO A CIVIL SUIT IN THE SUPERIOR COURT

This Self-Help Resource Guide is designed to provide legal information and resources beyond what the Self-Service Center provides. Please contact the Law Library if you need any additional information:

Online: www.superiorcourt.maricopa.gov/lawlibrary
In person: 101 W. Jefferson, 2nd Floor, Phoenix, AZ 85003
Email: services@scll.maricopa.gov
Phone: (602) 506-3461

FILING A CIVIL SUIT

- Civil suits in Superior Court involve amounts of \$10,000 or more.
- The forms needed to start a civil lawsuit in Superior Court may be found on the Clerk of the Court's website at:
<http://www.clerkofcourt.maricopa.gov/CATALOG.htm#CivilCourtForms>
The forms are:
 - Certificate of Compulsory Arbitration - This required form concerns whether the dollar amount involved in the case is under \$50,000. If the amount is \$50,000 or less, the case is subject to compulsory arbitration per Maricopa County Superior Court Local Rule 3.10 available at:
<http://government.westlaw.com/linkedslice/default.asp?SP=AZR-1000>
 - Maricopa County - Statewide Coversheet
 - Blank Motion Form - This form is used to state the complaint and represents a first page only; follow on plain, white paper if more room is needed.
 - Civil Summons
- The defendant must be served with a copy of the summons and complaint within 120 days per Arizona Rules of Civil Procedure, Rule 4(i) available at:
<http://government.westlaw.com/linkedslice/default.asp?SP=AZR-1000>

FILING AN ANSWER

- See *Arizona Rules of Civil Procedure*, Rule 12(a). Available at
<http://government.westlaw.com/linkedslice/default.asp?SP=AZR-1000>
- *Certificate of Agreement Regarding Compulsory Arbitration* which can be found on the Clerk's page at:
<http://clerkofcourt.maricopa.gov/eformsondemand/200.pdf#zoom=100>.

DISCLOSURE STATEMENT

- See *Arizona Rules of Civil Procedure*, Rule 26.1. Available at
<http://government.westlaw.com/linkedslice/default.asp?SP=AZR-1000>

- Disclosure Statement form available from Self-Service Center's web page at <http://www.superiorcourt.maricopa.gov/sscDocs/pdf/drds10f.pdf>

HELPFUL RESOURCES AVAILABLE AT THE DOWNTOWN SUPERIOR COURT LAW LIBRARY

"Arizona Rules of Civil Procedure." *Arizona Rules of Court: State*. St. Paul, MN: West Group, 1997-. KFA 2929 .A193. Also available online at <http://government.westlaw.com/linkedslice/default.asp?SP=AZR-1000>

Donahoe, Gary. *Defendant's Guide to Survival in the Superior Court: A Primer on Civil Procedure*. Phoenix, AZ: State Bar of Arizona, 1994.

Law Firm of Fennemore Craig. *Arizona Litigation Guide*. Phoenix, AZ: Maricopa County Bar Association, 2002. KFA 2930 .A85 2002.

McAuliffe, Daniel J. *Arizona Legal Forms: Civil Procedure* (volumes 1, 2, 2A). St. Paul, MN: West Group, 2002-. KFA 2468 .A75.

McAuliffe, Daniel. *Arizona Civil Rules Handbook*. St. Paul, MN: Thomson/West, 2008. KFA 2929 .A192.

McAuliffe, Daniel J. and Shirley J. Wahl. *Civil Trial Practice* (volumes 2, 2A). St. Paul, MN: West Group, 2001-. KFA 2938 .S64 2001.