



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 Resource Center if you need any additional information:

Online: www.superiorcourt.maricopa.gov/lawlibrary
In person: [101 W. Jefferson, 1st Floor, Phoenix, AZ 85003](#)
Email: services@scll.maricopa.gov
Phone: (602) 506-7353

FILING A CIVIL SUIT

- Civil suits in Superior Court involve amounts of \$10,000 or more.
- The forms and instructions needed to start a [Civil Lawsuit](#).
 - [Certificate of Compulsory Arbitration](#) - This required form concerns whether the dollar amount involved in the case is under \$50,000 and that no party seeks affirmative relief other than a money judgment. If the amount is \$50,000 or less and no party seeks affirmative relief other than a money judgment, the case is subject to compulsory arbitration per [Maricopa County Superior Court Local Rule 3.10](#) and the [Rules of Civil Procedure for Superior Court 72\(b\)](#). See [Rules of Civil Procedure for Superior Court 72\(b\)\(3\)](#) for exceptions to this rule.
 - Maricopa County - [Statewide Coversheet](#)
 - [Civil Summons](#)
 - [Civil Complaint](#)
- The defendant must be served with a copy of the summons and complaint within 90 days per [Arizona Rules of Civil Procedure, Rule 4\(i\)](#)
 - [Forms and Instructions](#) on how to serve a defendant in a civil suit.

FILING AN ANSWER

- The forms needed to file an Answer to a Civil Lawsuit.
 - [Certificate of Agreement Regarding Compulsory Arbitration](#) - This required form concerns whether you agree if the case is subject to the rules for Compulsory Arbitration. If the amount is \$50,000 or less and no party seeks affirmative relief other than a money judgment, the case is subject to compulsory arbitration per [Maricopa County Superior Court Local Rule 3.10](#) and the [Rules of Civil Procedure for Superior Court 72\(b\)](#). See [Rules of Civil Procedure for Superior Court 72\(b\)\(3\)](#) for exceptions to this rule.

- [Blank Motion Form](#) - This form is used to answer a complaint. Use the first 3 pages of this packet discarding the instructions and the Order.
- See [Arizona Rules of Civil Procedure, Rule 12\(a\)](#) .

DISCLOSURE STATEMENT

- See [Arizona Rules of Civil Procedure, Rule 26.1](#).
- [Disclosure Statement form](#)

HELPFUL RESOURCES AVAILABLE AT THE DOWNTOWN LAW LIBRARY RESOURCE CENTER

“Arizona Rules of Civil Procedure.” *Arizona Rules of Court*. Thomson Reuters, KFA 2929 .A193. Also available [online](#).

Cooper, B. E., Cooper, L.K. and Judiscak K.M., *Arizona Practice: Trial Handbook (volumes 8)*. Thomson Reuters, KFA 2938 .C66. Also available on Westlaw Patron Access.

McAuliffe, D. J. and McAuliffe, S. J., *Arizona Legal Forms: Civil Procedure (volumes 1, 2, 2A)*. Thomson Reuters, KFA 2468 .A75. Also available on Westlaw Patron Access.

McAuliffe, D. J. and Wahl, S.J., *Arizona Practice: Civil Trial Practice (volumes 2, 2A)*. Thomson Reuters, KFA 2938 .S64. Also available on Westlaw Patron Access.

McAuliffe, D. J. *Arizona Practice: Civil Rules Handbook (volumes 2B)*. Thomson Reuters, KFA 2929 .A192. Also available on Westlaw Patron Access.