

SELF-SERVICE CENTER

PROCEDURES: WHAT TO DO WITH THE MOTION WHEN YOU HAVE FILLED IT OUT

STEP1: COPIES AND ENVELOPES.

**Make three (3) copies of the *two page* Motion that follows;
Make two (2) copies of the *one page* Order that follows the Motion;
Prepare two (2) self-addressed stamped envelopes; one addressed to
you and one addressed to the other party.**

**FILE THE ORIGINAL 2 PAGE MOTION with the Clerk of Court and ask to
have all copies stamped as well. These are called “conformed copies”
and serve as proof that the original was filed.**

**PROCESSING YOUR MOTION. Give the following to the Judge
assigned to your case:**

- One (1) conformed copy of the Motion;
- Original plus two (2) copies of the Order;
- Two (2) self-addressed, stamped envelopes

**MAIL OR DELIVER A COPY of the *two page* Motion to the other party in
your case and keep one (1) copy for your own records.**

**STEP 2: WAIT TO RECEIVE A NOTICE FROM THE COURT. Once you have
delivered your Motion and Order, the Judge will either sign the original
Order and send a copy to you in the envelope you provided OR issue a
MINUTE ENTRY telling you whether or not your Motion has been
granted.**

**NOTE: FAILURE TO FOLLOW THE ABOVE PROCEDURES COULD RESULT IN
A DELAY IN YOUR CASE.**

Name of Person Filing: _____
Address: _____
City, State, Zip Code: _____
Day/Evening Telephone: _____ / _____
In this case I am a: Petitioner Respondent

FOR CLERK'S USE ONLY

**SUPERIOR COURT OF ARIZONA
IN MARICOPA COUNTY**

Name of Plaintiff or Petitioner

Case Number: _____

Name of Defendant or Respondent

Title: _____

(The section below must be written to explain your request - what you want the judge to order if he/she grants your request (or Motion). If the judge agrees with your request, he/she will sign the attached Order or issue a "minute entry" noting his/her decision.)

Today's Date: _____ Your Signature: _____

This page must be completed and attached to the last page of your motion/request.

Case No. _____

I have filed the ORIGINAL of the attached document(s) on _____, 200____ with the Clerk of the Superior Court of Arizona in Maricopa County.
Month Day

I have mailed/delivered a COPY of the attached document(s) on _____, 200__ to Judge _____.
Month Day
(The Judge assigned to your case)

I have mailed/delivered a COPY of the attached document(s) on _____, 200__ to:
Month Day

(You must mail a copy of all documents to the other side and his/her lawyer)

Name of Other Side Name of Other Side's Lawyer

Address Lawyer's Address

City, State, Zip City, State, Zip

By signing below, I promise that I have filed/mailed the attached document(s) as shown above. I understand that if I do not file/mail the attached document(s) as shown above, the judge in my case will not read my request/motion.

Your signature

Name of Person Filing: _____
Address: _____
City, State, Zip Code: _____
Day/Evening Telephone: _____ / _____
In this case I am a: Petitioner Respondent

FOR CLERK'S USE ONLY

**SUPERIOR COURT OF ARIZONA
IN MARICOPA COUNTY**

Name of Plaintiff or Petitioner

Case Number: _____

Title: **ORDER**

Name of Defendant or Respondent

(When you submit a motion [a request] to the Court, you *may* submit your own proposed version of the Order you want the Judge to sign. IF this motion is a *stipulation* [an agreement or joint request] presented by two or more parties, you **MUST submit your own proposed version of the Order. [Maricopa Local Rule of Civil Procedure 3.2 (l)(1)].**

The Judicial Officer will make a decision on your request and may sign the page that you submitted, or more likely will direct the Clerk to make a “minute entry” recording the decision. A “minute entry” is a note in the records of the Court’s proceedings. The minute entry will be printed, reviewed, approved and signed by the Judge, and sent to all parties.

If you have submitted your own proposed Order, you *must* include a copy of the Request and the Order and a stamped envelope addressed to each party who has “entered an appearance” in the case. This means named parties or anyone that has filed papers in the case]. [Maricopa Local Rule of Civil Procedure 3.2 (l)(2)].

IT IS ORDERED THAT:

DONE IN OPEN COURT: _____.

JUDGE/COMMISSIONER