

PROCEDURES: WHAT TO DO WITH THE MOTION TO CONTINUE ON THE INACTIVE CALENDAR NOW THAT YOU HAVE FILLED IT OUT.

USE THIS FORM ONLY if you have filled out the Motion to Continue on the Inactive Calendar. Here are the steps you need to take:

STEP 1:

COPIES AND ENVELOPES.

Make **3 copies** of the Motion to Continue on the Inactive Calendar. Make **2 copies** of the Order to Continue on the Inactive Calendar. Prepare 2 addressed stamped envelopes, one addressed to yourself and the other addressed to the other party.

FILE THE ORIGINAL MOTION to Continue on the Inactive Calendar with the Clerk of the Court and ask to have the copies of the Motion stamped. These are called conformed copies and is proof that the original was filed.

PROCESSING YOUR MOTION. Give the following documents to Family Court Administration and tell them it is for the Judge assigned to the case, or put the documents in the Judge's box, or mail the documents to the Judge.

- the original **Order** to Continue on the Inactive Calendar and 2 copies
- one copy of the Motion to Continue on the Inactive Calendar
- the 2 addressed stamped envelopes

MAIL OR DELIVER A COPY of the Motion to Continue on the Inactive Calendar to the other party(s) involved in your case and keep one copy for your 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 you a copy or send a Minute Entry telling you whether or not your motion has been granted. If the Judge does not grant your motion, you will need to see a lawyer for help.

NOTE: Failure to follow the above procedures, could result in a further delay in your case.

Name:
Address:

Telephone:
Atlas #:
Pro Per

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF MARICOPA

In re the Marriage of

_____)	
Petitioner,)	Case No.
)	
and)	Order to Continue on
)	the Inactive Calendar
_____)	
Respondent.)	

The Court, having reviewed the Motion to Continue on the Inactive Calendar,
good cause appearing,

IT IS HEREBY ORDERED that this case be continued on the inactive calendar
until _____ .

DONE IN OPEN COURT this _____ day of _____, 20

JUDGE/COMMISSIONER OF THE SUPERIOR COURT

INSTRUCTIONS: HOW TO FILL OUT THE MOTION TO CONTINUE ON THE INACTIVE CALENDAR

USE THIS FORM ONLY If your case has been previously placed on the inactive calendar.

- Step 1:** Make sure your form is titled Motion to Continue on the Inactive Calendar. **Type or print using black ink only.**
- Step 2:** In the top left corner of the first page fill out the following: Your name; Address; City; State and Zip Code; Telephone Number; and your ATLAS Number, if you are receiving or have received AFDC from the Arizona Department of Economic Security.
- Step 3:** Fill in YOUR name in the space that says Petitioner if you filed the original action. If the other party filed the original action, they will be the Petitioner/Plaintiff. In the space that says Respondent, fill in the name of the Respondent that has been used throughout your case. Whoever was the Respondent for the original action will be the Respondent for any other papers related to this case.
- Step 4:** Fill in your case number where it says “ Case No.” Your case number stays the same any time you file any papers in your case.
- Step 5:** Write your name in the space provided on the first line in the body of the motion.
- Step 6:** Indicate to the Judge how many days you feel is needed to complete your case. (example: 30, 60 or 90 days)
- Step 7:** List the reasons why you feel the judge should continue your case. You must have good reasons and good cause or the Judge will not continue your case.
- Step 8:** Write in the day, month and year you signed the Motion in the space provided. Then sign your name.
- Step 9:** On the bottom of the Motion you will indicate that you are mailing a copy to the other party involved in your case. Do this by filling in the date the copy will be mailed or delivered and filling in the name and address of the other party.
- Step 10:** Complete the Order to Continue on the Inactive Calendar by following steps 2 thru 4.