

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

STEP 1: COPIES AND ENVELOPES.

Make three (3 or **more*) copies of the **Motion** that follows:

1 original copy for the court	1 photocopy for the judge	1 photocopy for you	1 or <i>*more photocopies for any additional interested parties</i>
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Make two (2 or **more*) copies of the **Order** that follows the Motion;
Prepare two (2 or **more*) self-addressed stamped envelopes; one addressed to you and one addressed to the other interested parties.

FILE THE ORIGINAL MOTION (*without the Order*) 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 the copies of the order that you made for yourself and the other interested parties;
- **At least*** two (2) self-addressed, stamped envelopes. *The number of envelopes to be provided should be for you and all other interested parties.

MAIL OR DELIVER A COPY of the Motion as well as a copy of the proposed Order to the interested parties 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 sign the original Order and send copies to you and all the interested parties in the envelopes 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.

PLEASE NOTE:

This blank motion form should not be used to start a court case. If you do not use the correct form, a judge or court commissioner may deny the motion. This may cause you to incur unnecessary filing fees and delay the time in getting your issue before the court. If the Law Library Resource Center does not have the specific form or packet for a process which you need, you may contact the Law Library Resource Center at 602-506-7353 or by email at: services@scll.maricopa.gov. A Law Librarian MAY BE ABLE TO explain the statutory and procedural requirements AND MAY BE ABLE TO provide a sample motion form to help you draft your own motion.

Note: It is always best to consult with a lawyer before filing legal documents. The Law Library Resource Center website provides various resources that can help you find a lawyer at a reduced rate.



Person Filing: _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
Lawyer's Bar Number: _____

Representing Self, without a Lawyer or Attorney for Petitioner OR Respondent

**SUPERIOR COURT OF ARIZONA
IN MARICOPA COUNTY**

In the Matter of:

Case Number: PB _____

TITLE: _____

a minor an adult deceased

Explain what you want the Court to order. The Judge may grant, deny, or change your request (or "motion"). A ruling will be issued by "minute entry."

This page must be completed and attached to the LAST page of your Motion/Request

I filed the ORIGINAL of the attached document(s) with the Clerk of the Superior Court in Maricopa County on: _____
Month Date Year

I mailed/delivered a COPY of the attached document(s) to the Judicial Officer assigned to my case, Judge (or Commissioner): _____, on _____
(Judicial Officer assigned to your case)
Month Date Year

I mailed/delivered a COPY of the attached document(s) on this date:

Month Date Year

LIST ALL INTERESTED PARTIES

To: _____

To: _____

To: _____

To: _____

(You must mail a copy of all documents to all interested parties and their attorneys.)

Interested Party Name of Other Side's Lawyer

Address Lawyer's Address

City, State, Zip City, State, Zip

If more than one interested party has an attorney, use the following page to provide the attorney's information. If not, exclude the following page.

By signing below, I state to the Court, under penalty of law, that the information stated on these pages is true and correct to the best of my knowledge and belief.

I further state 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

(Optional Page)

If there is more than one interested party, provide their information in the following section. Remember that every interested party needs to have a copy of your motion. If the interested party has an attorney, you will need to send them a copy as well.

Interested Party	Name of Other Side's Lawyer
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Address	Lawyer's Address
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City, State, Zip	City, State, Zip
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Interested Party	Name of Other Side's Lawyer
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Address	Lawyer's Address
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City, State, Zip	City, State, Zip
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Interested Party	Name of Other Side's Lawyer
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Address	Lawyer's Address
---------	------------------

City, State, Zip	City, State, Zip
------------------	------------------

Interested Party	Name of Other Side's Lawyer
------------------	-----------------------------

Address	Lawyer's Address
---------	------------------

City, State, Zip	City, State, Zip
------------------	------------------



Person Filing: _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
Lawyer's Bar Number: _____

Representing Self, without a Lawyer or Attorney for Petitioner OR Respondent

SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

In the Matter of: _____ Case Number: PB _____

ORDER

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 County Local Rule 3.2 (i)(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 County Local Rule 3.2 (i)(1)].

IT IS ORDERED THAT:

DONE IN OPEN COURT: _____.

JUDGE/COMMISSIONER