

Procedures: What to do with the motion when you have filled it out  
(Criminal case type only)

Step 1 Make three (3) copies of your Motion.

Step 2 File the original motion with the Clerk of Superior Court and ask to have the 3 copies stamped. These are called “conformed copies” and serve as proof the original was filed.

Processing your motion in person

Deliver one (1) copy of the Motion to the Judge assigned to your case and one (1) copy of the Motion to the County Attorney.

Downtown - County Attorney & Judicial drop off boxes currently located in the Central Court Building, 2nd floor.

Mesa - County Attorney & Judicial drop off boxes currently located in Suite 1350, 1st floor.

Keep one (1) copy for your own records.

Or

Processing your motion by mail

If you are filing your paperwork through the mail, you must include two envelopes with the proper amount of postage for processing.

1. One (1) postage paid envelope self-addressed for your records.
2. One (1) postage paid envelope addressed to the County Attorney at 225 W. Madison St., Phoenix, AZ 85003.

Mail the original, copies and envelopes to: Clerk of Superior Court’s Office, Criminal File Counter, 201 W. Jefferson, Phoenix, AZ 85003.

Step 3 Wait to receive notice from the court

After you have filed your Motion, the Judge may enter an Order or a Minute Entry advising you of their decision. You should receive notice from the court via the mail.

Failure to follow the above procedures could result in a delay in your case.

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  State OR  Defendant

SUPERIOR COURT OF ARIZONA  
IN MARICOPA COUNTY

State of Arizona  
Plaintiff

CR Number: \_\_\_\_\_

Title: \_\_\_\_\_

vs.

\_\_\_\_\_  
Name of Defendant

(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.)

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Today's Date: \_\_\_\_\_ Your Signature: \_\_\_\_\_

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

I have filed the original of the attached document(s) on \_\_\_\_\_, 20\_\_\_\_,  
Month Day Year

with the Clerk of Superior Court in Maricopa County.

I have mailed/delivered a copy of the attached document(s) on \_\_\_\_\_, 20\_\_\_\_,  
Month Day Year

to Judge \_\_\_\_\_.  
(Judge assigned to your case)

I have mailed/delivered a copy of the attached document(s) on \_\_\_\_\_, 20\_\_\_\_,  
Month Day Year

to County Attorney \_\_\_\_\_.  
Address

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