

## Instructions and Procedures: How to fill out the motion and order to exonerate/release bond

Step 1: Complete the forms:

- Always use black ink.
- If you need more information on the amount of the bond, please contact the Clerk of Superior Court at 602-372-5375 or by email at [TrustResponse@mail.maricopa.gov](mailto:TrustResponse@mail.maricopa.gov).
- Complete all sections on the motion form including your name and contact information, the party names, case number, bond information and the reason the bond should be exonerated/released. Sign and date the motion.
- Complete the following sections on the order form: your name and contract information, the party names; case number; bond amount; if applicable, check box to include accrued interest; and name and mailing address of the person to whom the check will be mailed. Do not date or sign the Order form.

Step 2: After you complete the Motion and Order, make 2 copies of each.

Step 3: File the Motion with the Clerk of Superior Court:

Central Court Building  
201 West Jefferson, 1st floor  
Phoenix, Arizona 85003

Southeast Court Facility  
222 East Javelina Avenue, 1st floor  
Mesa, Arizona 85210

Northwest Court Facility  
14264 W. Tierra Buena Lane  
Surprise, Arizona 85374

Northeast Regional Court Center  
18380 N. 40<sup>th</sup> Street  
Phoenix, Arizona 85032

Take the original motion plus the 2 copies and hand them to the Clerk of Superior Court. The Clerk will stamp all 3, keep the original, and hand you the 2 copies.

Step 4: Deliver a copy to the judge.

First, find out which judge will review your request:

- For Criminal cases, the judge currently assigned to your case will review the request. If you don't know the judge's name, you can:
  - look it up at a Law Library Resource Center location; or
  - look it up at a Clerk of Superior Court records location; or
  - go to Criminal Court Administration in the Central Court Building at 201 W. Jefferson, 2<sup>nd</sup> Floor, Phoenix.

- For a Civil case, the judge currently assigned to your case will review the request. If you don't know the judge's name, you can:
  - look it up at a Law Library Resource Center location; or
  - look it up at a Clerk of Superior Court records location; or
  - go to go to Civil Administration:
    - East Court Building, 101 W. Jefferson, 3<sup>rd</sup> Floor, Phoenix
    - Southeast Court Facility, 222 East Javelina Avenue, 1st floor, Mesa
    - Northeast Regional Court Center, 18380 N. 40<sup>th</sup> Street, Phoenix
  
- For a Probate case, the judge currently assigned to your case will review the request. If you don't know the judge's name, you can:
  - look it up at a Law Library Resource Center location; or
  - look it up at a Clerk of Superior Court records location; or
  - go to go to Probate Administration:
    - East Court Building, 101 W. Jefferson, 3<sup>rd</sup> Floor, Phoenix

Once you learn the name of the judge assigned to review your motion, deliver 1 copy of the motion and 2 copies of the order to the judge's box. Keep the last copy of the motion and order for your records.

Step 5: Wait for the judge to review your motion.

After the judge signs the order, court staff will contact you to tell you the order is ready. Pick up the order from the judge's staff.

Step 6: Obtain a certified copy of the order from the Clerk of Superior Court.

Take the original signed order to the Clerk and request a certified copy.

Step 7: Deliver the certified copy to the Clerk or bonding company.

If you paid a cash bond, the certified copy will go to the Clerk of Superior Court. You can mail or deliver it. An order to release bond monies that is received at the Clerk of Superior Court will be processed within 24 to 48 business hours. The bond monies will be mailed, in the form of a Clerk of Superior Court check to the address you provide in the order. Questions about this process should be directed to the Clerk of Superior Court bond office at 602-372-5375.

Deliver in person to: South Court Tower  
175 West Madison Avenue, 12<sup>th</sup> Floor  
Phoenix, Arizona 85003

Mail to: Clerk of Superior Court  
Attention: Financial Services  
201 West Jefferson  
Phoenix, Arizona 85003

If you have a surety bond, take the certified copy of the order to the bonding company for release. For questions or issues regarding bonding companies, contact the Arizona Department of Insurance at 602-364-2499.

Person Filing: \_\_\_\_\_

Address (if not protected): \_\_\_\_\_

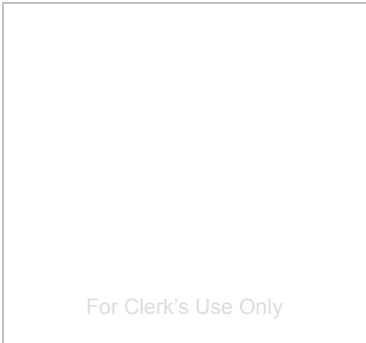
City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Lawyer's Bar Number: \_\_\_\_\_

Representing  Self, without a Lawyer or  Attorney for: \_\_\_\_\_



## SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

\_\_\_\_\_  
Name of Petitioner / Plaintiff

Case Number: \_\_\_\_\_

v.

### MOTION to RELEASE / EXONERATE BOND

\_\_\_\_\_  
Name of Respondent / Defendant

**Bond Information:**

1. Name and address of Person who paid original bond: \_\_\_\_\_  
\_\_\_\_\_
2. Amount of original bond: \$ \_\_\_\_\_
3. Date the bond was posted: \_\_\_\_\_

**Reasons the Bond should be released / exonerated:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Case Number: \_\_\_\_\_

Request to the Court:

I request the Court enter an order requiring the Clerk of Superior Court to release / exonerate the bond to me.

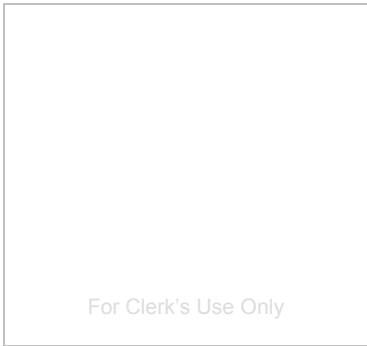
I declare under penalty of perjury that the information I provided is true and correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Requesting Party

\_\_\_\_\_  
Printed Name of Requesting Party

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: \_\_\_\_\_



## SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

\_\_\_\_\_  
Name of Petitioner / Plaintiff

Case Number: \_\_\_\_\_

v.

### ORDER to RELEASE / EXONERATE BOND

\_\_\_\_\_  
Name of Respondent / Defendant

#### IT IS ORDERED:

Based on the motion and good cause appearing, it is ordered that the cash bond previously posted in the total amount of \$\_\_\_\_\_  plus accrued interest, is exonerated/released.

The Clerk of the Superior Court is directed to mail a check in the specific amount to the individual listed below.

Name of person to receive the check: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Based on the motion and good cause appearing, it is ordered that the surety bond previously posted in the total amount of \$\_\_\_\_\_ is exonerated/released. Party must contact the Bonding Company to release any funds.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Judge/Commissioner of the Superior Court