

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

For Clerk's Use Only

Representing  Self, without a Lawyer or  Attorney for  Plaintiff OR  Defendant

## SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

\_\_\_\_\_  
Name of Plaintiff

Case No.: \_\_\_\_\_

### SUMMONS

And

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

**WARNING: This is an official document from the court that affects your rights. Read this carefully.  
If you do not understand it, contact a lawyer for help.**

**FROM THE STATE OF ARIZONA TO:** \_\_\_\_\_  
Name of Defendant

1. A lawsuit has been filed against you. A copy of the lawsuit and other court papers are served on you with this "Summons".
2. If you do not want a judgment or order taken against you without your input, you must file an "Answer" or a "Response" in writing with the court, and pay the filing fee. If you do not file an "Answer" or "Response" the other party may be given the relief requested in his/her Petition or Complaint. To file your "Answer" or "Response" take, or send, the "Answer" or "Response" to the:
  - Office of the Clerk of the Superior Court, 201 West Jefferson Street, Phoenix, Arizona 85003-2205 OR
  - Office of the Clerk of the Superior Court, 18380 North 40<sup>th</sup> Street, Phoenix, Arizona 85032 OR
  - Office of the Clerk of Superior Court, 222 East Javelina Avenue, Mesa, Arizona 85210-6201 OR
  - Office of the Clerk of Superior Court, 14264 West Tierra Buena Lane, Surprise, Arizona, 85374.

Mail a copy of your "Response" or "Answer" to the other party at the address listed on the top of this Summons.

3. If this *“Summons”* and the other court papers were served on you by a registered process server or the Sheriff, within the State of Arizona, your *“Response”* or *“Answer”* must be filed within TWENTY (20) CALENDAR DAYS from the date you were served, not counting the day you were served. If this *“Summons”* and the other papers were served on you by a registered process server or the Sheriff outside the State of Arizona, your Response must be filed within THIRTY (30) CALENDAR DAYS from the date you were served, not counting the day you were served. Service by a registered process server or the Sheriff is complete when made. Service by Publication is complete thirty (30) days after the date of the first publication.
4. You can get a copy of the court papers filed in this case from the Petitioner at the address listed at the top of the preceding page, from the Clerk of the Superior Court's Customer Service Center at:
  - 601 West Jackson, Phoenix, Arizona 85003
  - 18380 North 40<sup>th</sup> Street, Phoenix, Arizona 85032
  - 222 East Javelina Avenue, Mesa, Arizona 85210
  - 14264 West Tierra Buena Lane, Surprise, Arizona 85374.
5. Requests for reasonable accommodation for persons with disabilities must be made to the division assigned to the case by the party needing accommodation or his/her counsel at least three (3) judicial days in advance of a scheduled proceeding.
6. Requests for an interpreter for persons with limited English proficiency must be made to the division assigned to the case by the party needing the interpreter and/or translator or his/her counsel at least ten (10) judicial days in advance of a scheduled court proceeding.

SIGNED AND SEALED this date

\_\_\_\_\_  
CLERK OF SUPERIOR COURT

By \_\_\_\_\_  
Deputy Clerk