

Procedures: Filing the Civil Answer

STEP 1: Copy: Use the original and make three (3) copies of the completed “Answer,” “Certificate of Compulsory Arbitration,” and “Defendant’s Demand for Jury Trial” (only if you want a jury trial) forms.

Result: Four (4) completed sets of forms.

- One (1) ORIGINAL for the Clerk of Superior Court, plus
- One (1) copy for the Judge in the case,
- One (1) copy for the Plaintiff or Plaintiff’s Attorney,
- One (1) copy for you, the Defendant.

STEP 2: Take the 4 sets and deliver to the Clerk of Superior Court.

- The Court is open from 8 a.m. to 5 p.m. Monday through Friday.
- Go to the Clerk of Superior Court at least two hours before closing.
- Choose one of the following Superior Court locations to file your Answer:

Downtown Phoenix
201 W. Jefferson St., 1st Floor
Phoenix, Arizona 85003

Northeast Court Facility
18380 North 40th Street
Phoenix, Arizona 85032

Northwest Court Facility
14264 West Tierra Buena Lane
Surprise, Arizona 85374

Southeast Court Facility
222 East Javelina Avenue, 1st Floor
Mesa, Arizona 85210-6201

- Please Note: You can file your 4 sets of forms in any of the above court locations. However, your court hearing will be held at the location of your assigned judge.

STEP 3: Pay the filing fee to the Clerk of Superior Court.

- Find the list of current filing fees from the Clerk of Superior Court’s website or at the Law Library Resource Center.

- If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, you may request a fee waiver or deferral (payment plan) when you file your papers with the Clerk of Superior Court.
 - Fee Waiver/Deferral Applications are available at no charge from the Law Library Resource Center, or online at:

https://superiorcourt.maricopa.gov/llrc/defer_gnf/

- Wait for the Clerk to “date stamp” all three of your Civil Answer packets.
- The Clerk will keep your original, and
- Return three (3) of the copies for you, the Plaintiff, and the Judge.
- Keep one copy for yourself.
- Hand-deliver or mail one copy to the assigned Judge.

Civil Administration
Downtown Phoenix
East Court Building
101 West Jefferson, 3rd Floor
Phoenix, Arizona 85003

Judge’s Inbox
Northeast Court Facility
18380 North 40th Street
Phoenix, Arizona 85032

Civil Administration
Southeast Court Facility
222 East Javelina Avenue, 2nd Floor
Mesa, Arizona 85210-6201

STEP 4: Mail the Plaintiff (or his or her Attorney) one set of your “Answer,” “Certificate of Compulsory Arbitration,” and “Demand for Jury Trial” (only if you want a jury trial) forms.