

# **Instructions and Forms**

© Superior Court of Arizona in Maricopa County ALL RIGHTS RESERVED CVC1 - **5944** – 010323

### Law Library Resource Center

# CIVIL COMPLAINT in MARICOPA COUNTY SUPERIOR COURT

## CHECKLIST

#### You may use this packet if the following factors apply to your situation:

- ✓ You are the person (plaintiff) that brings a complaint to court to sue a person or entity (defendant) that you believe has done you wrong; and
- ✓ The amount involved to remedy your case, exclusive of interest, costs, and awarded attorney fees when authorized by law, is \$10,000 or more OR,
- ✓ You are asking for something other than money in damages, or both; and
- ✓ You are starting this case in the Maricopa County Superior Court because
  - You or the defendant live in Maricopa County, or
  - The subject of the case began or happened in Maricopa County, or
  - The land or personal property at issue in the case is in Maricopa County.

**READ ME:** Consulting a lawyer before filing papers with the court may help prevent unexpected results. You may find a list of lawyers to consult or hire on the Self-Service Center website. Also on the Law Library Resource Center website is a list of courtapproved mediators

# Civil Complaint

This packet contains court forms and instructions to file a Civil Complaint. The forms should appear in order as listed. Items in BOLD are forms that you will file with the Court. Non-bold items are instructions or procedures. Do not copy or file those pages!

Order	File Number	Title	# Pages
1	CVC1k	Checklist: You may use these forms if	1
2	CVC1t	Table of Contents (this page)	1
3	CVC10i	Instructions: How to Complete the Forms and File a Civil Complaint	5
4	CV10f	Civil Cover Sheet	3
5	CV11f	Summons	2
6	CV3f	Certificate of Compulsory Arbitration	1
7	CVC10f	Civil Complaint	4
8	CVC11f	Plaintiff's Demand for Jury Trial (Optional)	1

The Superior Court of Arizona in Maricopa County copyrights the documents you have received. You have permission to use them for any lawful purpose. Do not use these forms to engage in the unauthorized practice of law. The Court assumes no responsibility and accepts no liability for actions taken by users of these documents, including reliance on their contents. The documents are under continual revision and are current only on the day you received them. It is strongly recommended that you regularly confirm you have the most current documents.

#### LAW LIBRARY RESOURCE CENTER

# INSTRUCTIONS: How to complete forms and File a Civil Complaint

#### STEP 1: USING BLACK INK ONLY, Fill out the "Civil Cover Sheet."

- Write in "Maricopa" as the county.
- Leave the case number blank; the Clerk of Superior Court gives you the number when you file.
- If you have no attorney, leave those lines blank.
- If you are starting the case, you are the Plaintiff. List your name, address, telephone number, and email address. If there is more than one Plaintiff, list the additional Plaintiff's information at the end of the form.
- The Defendant is the party you are suing. List all Defendant(s)' names. If there is more than one Defendant, list the additional Defendant's information at the end of the form.
- If you require an interpreter, please check the "Yes" checkbox next to "Is Interpreter Needed?" and include the language in the lines provided.
- In the section named "NATURE of ACTION," review the titles of the numbered boxes. These titles represent the various kinds of civil lawsuits. If you need more information, you may research the kinds of civil lawsuits in the books *Civil Trial Practice* and *Black's Law Dictionary*, which you may find at the Law Library Resource Center. Decide what kind of lawsuit applies to the disagreement between you and the other party. When you find the ONE title that most accurately describes your lawsuit, place a mark in the box next to the numbered title.
- Select the Rule 26.2 Discovery Tier or amount pleaded. Read more about Discovery Tiers under Step 4 below.
- If an emergency is sought, select the appropriate box. If you have no emergency, skip this section.
- If your case is eligible for the commercial Court and you wish your case to be assigned to this Court, check the box.

#### **STEP 2:** Fill out the "Summons" form.

 The "Summons" is a notice to the Defendant that an action against him or her is filed in the Court issuing the summons. The "Summons" also tells the Defendant that a judgment will be taken against him or her if the Defendant does not answer the Complaint within a certain time.

- Make sure you write in Defendant's name both above and below the "warning" box.
- One (1) summons per Defendant. If you have more than one Defendant, you must prepare a separate summons for each Defendant.

#### STEP 3: Complete the "Certificate of Compulsory Arbitration" form.

- This required form asks whether the dollar amount involved in your case is above or below the \$50,000 limit.
- If the largest amount you are seeking is \$50,000 or less, (excluding interest, attorneys' fees, and costs) your case is subject to compulsory arbitration per Maricopa County Superior Court Local Rule 3.10.
- If you (as Plaintiff) are seeking an award above \$50,000, your case is not subject to Compulsory Arbitration.
- If you are asking for anything other than monetary relief, your case is **NOT** subject to arbitration.

#### **STEP 4:** Fill out the "*Civil Complaint*" form.

- A civil Complaint is a form the Plaintiff files with the court clerk to begin a lawsuit.
- A Complaint contains a clear statement of the important information about the Plaintiff's claims, what the Plaintiff wants the court to order, and identifies each Defendant.
- Be sure to check the statute of limitations for your type of case. Ask a reference librarian at the Law Library Resource Center for the Arizona Statute of Limitations book.
- Jurisdiction and Venue: Explain why the Maricopa County Superior Court has authority over your case by marking the box(es) next to the true statements.
- <u>Discovery Tier</u>: Please read Arizona Rules of Civil Procedure, Rule 26.2 about Discovery Tiers. This rule explains how much discovery a party may take in their case. The amount of discovery a party may take is limited by the tier to which their case is assigned. One way the Court assigns the Tier is by the total amount of the relief sought in the Complaint. Mark the box that best describes the amount or type of damages (relief) you will claim in your Complaint.
- <u>Parties</u>: Identify the Plaintiff(s) and Defendant(s) in the case. One way to identify parties
  is to write their full name and address and other information so that the judge can
  understand each party's relationship to your claims.

- Statement of Facts: Explain the relevant facts of your case in sequential order from the beginning. In this section, you will write a summary of the facts relevant to your lawsuit. Be sure to include all of the relevant facts so that the reader will understand what happened, when (date), and how those incidents were a violation of a law or legal obligation. Stating a conclusion, such as "The Defendant violated my rights," is not enough. You must explain what the Defendant did that violated your legal rights. It is important for you to be familiar with the elements of each cause of action or legal claim you are raising in your Complaint because you must include facts that satisfy those elements.
- If you refer to a document in your statement of facts, be sure to label the document as an Exhibit (Exhibit 1, Exhibit 2, etc.) and attach that document at the end of your Complaint.
  - Continue numbering Exhibits where you left off. Do NOT repeat the numbers.
- <u>Breach</u>: Continue the numbered sentences or paragraph, and explain what the Defendant <u>did</u> that caused you to file this case against the Defendant.
- Applicable Law Supporting Claims: List your allegations. This is the section in which you state laws or legal obligations violated by the Defendant. You must identify the source of that law or legal obligation. For example, if the Defendant violated a statute, cite the statute. If the Defendant violated a contract, explain how there was a violation of a contract. If you have several claims, separate them under different sections, and title them, "Claim I," "Claim II," and so on.
- Use the Arizona Statutes at the Law Library Resource Center to find the laws you think were broken.
- <u>Injuries:</u> In numbered sentence form, explain how you were damaged, including damages to you, your property, business, trade, profession, or occupation.
- <u>Demand for Relief</u>: The term "relief" refers to solutions or remedies that the Court is able to order. In this section, you may write what you would like the Court to do about your situation. List each request in a separately numbered sentence or paragraph. Explain in the sentence what you would like the Court to do. If you ask for monetary relief, read A.R.S. § 44-1201 about interest rates.
- <u>Date and Sign</u>: At the bottom of the page, write the date you finish the form, and then sign the form. If your attorney is filing the form for you, your attorney must sign the form.

- <u>Exhibits:</u> (Optional) If you refer to any photos, letters, or other documents in your Complaint, you must attach them at the end of your Complaint and label them "Exhibit 1," "Exhibit 2," and so on. You can "label" a document "Exhibit 1" by placing a page that says "Exhibit 1" in front of that document.
  - Continue numbering Exhibits where you left off. Do NOT repeat the numbers.

#### STEP 5: Fill out the "Plaintiff's Demand for Jury Trial" form. (This form is optional.)

- If you do not want a Jury Trial, skip this part. If you want a Jury Trial, write in your name, address and other information at the top of the page. Identify yourself as the Plaintiff, and write in the Defendant's name. Then write your name again on the line that begins with the word "Plaintiff."
- <u>Date and Sign</u>: At the bottom of the page, write the date you finish the form, and then sign the form. If your attorney is filing the form for you, your attorney must sign the form.

#### STEP 6: PHOTOCOPY

- Remove the completed Civil Coversheet from your Original packet.
- Make three (3) photocopies of the completed, original forms in your Civil Complaint packet:
  - Complaint form
  - Compulsory Arbitration form
  - Summons
  - Plaintiff's Demand for Jury Trial form (if you want a Jury Trial).
- Place the Civil Coversheet back on top of the Original Civil Complaint form packet.
- When finished, you will have three (3) photocopied packets, plus one (1) original = Four
   (4) separate Civil Complaint packets.

# **STEP 7: TAKE the 4 packets and DELIVER them to the Clerk of Superior Court.** The Clerk will give you a case number and stamp all four of your Complaint packets.

- 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:

**Downtown Phoenix** 201 West Jefferson St., 1<sup>st</sup> Floor Phoenix, Arizona 85003 **Northeast Court Facility** 18380 North 40<sup>th</sup> Street Phoenix, Arizona 85032

Northwest Court Facility\* 14264 West Tierra Buena Lane Surprise, Arizona 85374 **Southeast Court Facility** 222 East Javelina Avenue, 1<sup>st</sup> Floor Mesa, Arizona 85210-6201

- Please Note: You may be assigned a DIFFERENT HEARING LOCATION from where you file your 4 sets of forms at any of the above Court locations. The location of the Court hearing on your case is based on the Court closest to your zip code (except for the Northwest Court Facility).
- \*Civil cases are not heard in the Northwest Court. If you file your papers at the Northwest Court facility, the court hearing will be assigned to a different Court location. Be prepared to travel to the assigned location for your hearing.

#### **STEP 8: PAY the FILING FEE** to the Clerk of Superior Court while at the Civil Filing Counter.

- You may find a list of current filing fees at the Law Library Resource Center and from the Clerk of Superior Court's website.
- 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. If the fee deferral is granted, the Court will issue a judgment against you until the fee is paid in full.
- Fee Waiver/Deferral Applications are available at no charge from the Law Library Resource Center.
- WAIT for the Clerk to "date stamp" all four of your civil Complaint packets and RETURN three (3) of the copies to you.
- Keep one copy for yourself.
- Take one copy to Civil Administration for the judge.
- See Step 9 to serve the other copy to the Defendant.

#### STEP 9: SERVE the DEFENDANT a copy of the CIVIL COMPLAINT packet.

- Please read through **Packet 1** Instructions about how to serve the Defendant.
- If your "Fee Deferral or Waiver" request included Service by the Sheriff, and was approved, the Clerk will instruct you to take one Civil Complaint packet to the 2<sup>nd</sup> Floor of the West Court building Sheriff's Office for service by the Sheriff.
- You must have the Defendant's correct address listed on the Fee Deferral form when you give your papers to the Sheriff's Office.
- If you pay the filing fee with no Waiver or Deferral, you must find a process server, as instructed in Service Packet 1.

In the Superior Court of the State of Arizona			
In and for the County of	Is Interpreter Needed? Yes No		
Case Number	If yes, what language(s):		
CIVIL COVER SHEET- NEW FILING ONLY (Please Type or Print)			
Plaintiff's Attorney			
Attorney Bar Number			
Plaintiff's Name(s): (List all) Plainti	ff's Address: Phone #: Email Address:		
(List additional Plaintiffs on page two and/or attach a	a separate sheet).		
Defendant's Name(s): (List All)			
(List additional Defendants on page two and/or attack	h a separate sheet)		
RULE 26.2 DISCOVERY TIER OR	MONETARY RELIEF CLAIMED:		
IMPORTANT: Any case category that has an as	terisk (*) MUST have a dollar amount claimed		
or Tier selected. State the monetary amount in com to which the pleadings allege the ca			
Amount Claimed \$7	Tier 1 Tier 2 Tier 3		
NATURE O	F ACTION		
Place an "X" next to the <u>one</u> case category that most			
category that has an asterisk (*) MUST have indicated			
<b>100 TORT MOTOR VEHICLE:</b>	<u>110 TORT NON-MOTOR VEHICLE:</u>		
101 Non-Death/Personal Injury*	111 Negligence*		
102 Property Damage*	112 Product Liability – Asbestos*		
103 Wrongful Death*	112 Product Liability – Tobacco*		
	112 Product Liability – Toxic/Other* 113 Intentional Tort*		
©Superior Court of Arizona in Maricopa County Page 1 ALL RIGHTS RESERVED			

	Case No:
114 Property Damage*	158 Quiet Title*
115 Legal Malpractice*	160 Forfeiture*
115 Malpractice – Other professional*	— 175 Election Challenge
117 Premises Liability*	179 NCC-Employer Sanction Action (A.R.S.
118 Slander/Libel/Defamation*	§23-212)*
119 Recovery of Damages under A.R.S. §12-	180 Injunction against Workplace
514* (Please provide Plaintiff DOB	Harassment
)	181 Injunction against Harassment
116 Other (Specify) *	182 Civil Penalty
	186 Water Rights (Not General Stream
<b>120 MEDICAL MALPRACTICE:</b>	Adjudication)*
	187 Real Property *
121 Physician M.D.* 123 Hospital*	145 Special Action
122 Physician D.O* 124 Other*	194 Immigration Enforcement Challenge
	(A.R.S. §§1-501, 1-502, 11-1051)
130 & 197 CONTRACTS:	199 Expungement
	202 Out of State Restoration of Civil Rights
131 Account (Open or Stated)*	201 Seal Criminal Case Records (A.R.S.
132 Promissory Note*	§13-911)
133 Foreclosure*	
138 Buyer-Plaintiff*	144 & 150-199 UNCLASSIFIED CIVIL:
<ul> <li>138 Buyer-Plaintiff*</li> <li>139 Fraud*</li> <li>134 Other Contract (e.g., Breach of</li> </ul>	Administrative Review
<ul> <li>138 Buyer-Plaintiff*</li> <li>139 Fraud*</li> <li>134 Other Contract (e.g., Breach of Contract)*</li> </ul>	Administrative Review (See Lower Court Appeals cover sheet in
<ul> <li>138 Buyer-Plaintiff*</li> <li>139 Fraud*</li> <li>134 Other Contract (e.g., Breach of Contract)*</li> <li>135 Excess Proceeds-Sale*</li> </ul>	Administrative Review (See Lower Court Appeals cover sheet in Maricopa)
<ul> <li>138 Buyer-Plaintiff*</li> <li>139 Fraud*</li> <li>134 Other Contract (e.g., Breach of Contract)*</li> <li>135 Excess Proceeds-Sale*</li> <li>Construction Defects</li> </ul>	<ul> <li>Administrative Review</li> <li>(See Lower Court Appeals cover sheet in Maricopa)</li> <li>150 Tax Appeal</li> </ul>
<ul> <li>138 Buyer-Plaintiff*</li> <li>139 Fraud*</li> <li>134 Other Contract (e.g., Breach of Contract)*</li> <li>135 Excess Proceeds-Sale*</li> <li>Construction Defects (Residential/Commercial)*</li> </ul>	<ul> <li>Administrative Review</li> <li>(See Lower Court Appeals cover sheet in Maricopa)</li> <li>150 Tax Appeal</li> <li>(All other tax matters must be filed in the</li> </ul>
<ul> <li>138 Buyer-Plaintiff*</li> <li>139 Fraud*</li> <li>134 Other Contract (e.g., Breach of Contract)*</li> <li>135 Excess Proceeds-Sale*</li> <li>Construction Defects         <ul> <li>(Residential/Commercial)*</li> <li>136 Six to Nineteen Structures*</li> </ul> </li> </ul>	<ul> <li>Administrative Review</li> <li>(See Lower Court Appeals cover sheet in Maricopa)</li> <li>150 Tax Appeal</li> <li>(All other tax matters must be filed in the AZ Tax Court)</li> </ul>
<ul> <li>138 Buyer-Plaintiff*</li> <li>139 Fraud*</li> <li>134 Other Contract (e.g., Breach of Contract)*</li> <li>135 Excess Proceeds-Sale*</li> <li>Construction Defects <ul> <li>(Residential/Commercial)*</li> <li>136 Six to Nineteen Structures*</li> <li>137 Twenty or More Structures*</li> </ul> </li> </ul>	<ul> <li>Administrative Review</li> <li>(See Lower Court Appeals cover sheet in Maricopa)</li> <li>150 Tax Appeal</li> <li>(All other tax matters must be filed in the AZ Tax Court)</li> <li>155 Declaratory Judgment</li> </ul>
<ul> <li>138 Buyer-Plaintiff*</li> <li>139 Fraud*</li> <li>134 Other Contract (e.g., Breach of Contract)*</li> <li>135 Excess Proceeds-Sale*</li> <li>Construction Defects <ul> <li>(Residential/Commercial)*</li> <li>136 Six to Nineteen Structures*</li> <li>137 Twenty or More Structures*</li> </ul> </li> <li>197 Credit Card Debt (Maricopa County)</li> </ul>	<ul> <li>Administrative Review         <ul> <li>(See Lower Court Appeals cover sheet in Maricopa)</li> <li>150 Tax Appeal</li></ul></li></ul>
<ul> <li>138 Buyer-Plaintiff*</li> <li>139 Fraud*</li> <li>134 Other Contract (e.g., Breach of Contract)*</li> <li>135 Excess Proceeds-Sale*</li> <li>Construction Defects <ul> <li>(Residential/Commercial)*</li> <li>136 Six to Nineteen Structures*</li> <li>137 Twenty or More Structures*</li> </ul> </li> </ul>	<ul> <li>Administrative Review         <ul> <li>(See Lower Court Appeals cover sheet in Maricopa)</li> <li>150 Tax Appeal</li> <li>(All other tax matters must be filed in the AZ Tax Court)</li> <li>155 Declaratory Judgment</li> <li>157 Habeas Corpus</li> <li>184 Landlord Tenant Dispute – Other*</li> </ul> </li> </ul>
<ul> <li>138 Buyer-Plaintiff*</li> <li>139 Fraud*</li> <li>134 Other Contract (e.g., Breach of Contract)*</li> <li>135 Excess Proceeds-Sale*</li> <li>Construction Defects <ul> <li>(Residential/Commercial)*</li> <li>136 Six to Nineteen Structures*</li> <li>137 Twenty or More Structures*</li> </ul> </li> <li>197 Credit Card Debt (Maricopa County Filings Only)*</li> </ul>	<ul> <li>Administrative Review         <ul> <li>(See Lower Court Appeals cover sheet in Maricopa)</li> <li>150 Tax Appeal</li></ul></li></ul>
<ul> <li>138 Buyer-Plaintiff*</li> <li>139 Fraud*</li> <li>134 Other Contract (e.g., Breach of Contract)*</li> <li>135 Excess Proceeds-Sale*</li> <li>Construction Defects <ul> <li>(Residential/Commercial)*</li> <li>136 Six to Nineteen Structures*</li> <li>137 Twenty or More Structures*</li> </ul> </li> <li>197 Credit Card Debt (Maricopa County Filings Only)*</li> </ul>	<ul> <li>Administrative Review <ul> <li>(See Lower Court Appeals cover sheet in Maricopa)</li> <li>150 Tax Appeal</li> <li>(All other tax matters must be filed in the AZ Tax Court)</li> <li>155 Declaratory Judgment</li> <li>157 Habeas Corpus</li> <li>184 Landlord Tenant Dispute – Other*</li> <li>190 Declaration of Factual Innocence (A.R.S.</li> </ul> </li> </ul>
<ul> <li>138 Buyer-Plaintiff*</li> <li>139 Fraud*</li> <li>134 Other Contract (e.g., Breach of Contract)*</li> <li>135 Excess Proceeds-Sale*</li> <li>Construction Defects <ul> <li>(Residential/Commercial)*</li> <li>136 Six to Nineteen Structures*</li> <li>137 Twenty or More Structures*</li> </ul> </li> <li>197 Credit Card Debt (Maricopa County Filings Only)*</li> </ul>	<ul> <li>Administrative Review <ul> <li>(See Lower Court Appeals cover sheet in Maricopa)</li> <li>150 Tax Appeal</li> <li>(All other tax matters must be filed in the AZ Tax Court)</li> <li>155 Declaratory Judgment</li> <li>157 Habeas Corpus</li> <li>184 Landlord Tenant Dispute – Other*</li> <li>190 Declaration of Factual Innocence (A.R.S. §12-771)</li> </ul> </li> </ul>
<ul> <li>138 Buyer-Plaintiff*</li> <li>139 Fraud*</li> <li>134 Other Contract (e.g., Breach of Contract)*</li> <li>135 Excess Proceeds-Sale*</li> <li>Construction Defects <ul> <li>(Residential/Commercial)*</li> <li>136 Six to Nineteen Structures*</li> <li>137 Twenty or More Structures*</li> </ul> </li> <li>197 Credit Card Debt (Maricopa County Filings Only)*</li> </ul>	<ul> <li>Administrative Review <ul> <li>(See Lower Court Appeals cover sheet in Maricopa)</li> <li>150 Tax Appeal</li> <li>(All other tax matters must be filed in the AZ Tax Court)</li> <li>155 Declaratory Judgment</li> <li>157 Habeas Corpus</li> <li>184 Landlord Tenant Dispute – Other*</li> <li>190 Declaration of Factual Innocence (A.R.S. §12-771)</li> <li>191 Declaration of Factual Improper Party</li> </ul> </li> </ul>
<ul> <li>138 Buyer-Plaintiff*</li> <li>139 Fraud*</li> <li>134 Other Contract (e.g., Breach of Contract)*</li> <li>135 Excess Proceeds-Sale*</li> <li>Construction Defects <ul> <li>(Residential/Commercial)*</li> <li>136 Six to Nineteen Structures*</li> <li>137 Twenty or More Structures*</li> </ul> </li> <li>197 Credit Card Debt (Maricopa County Filings Only)*</li> </ul> 145 & 150-199 OTHER CIVIL CASE TYPES:	<ul> <li>Administrative Review (See Lower Court Appeals cover sheet in Maricopa)</li> <li>150 Tax Appeal (All other tax matters must be filed in the AZ Tax Court)</li> <li>155 Declaratory Judgment</li> <li>157 Habeas Corpus</li> <li>184 Landlord Tenant Dispute – Other*</li> <li>190 Declaration of Factual Innocence (A.R.S. §12-771)</li> <li>191 Declaration of Factual Improper Party Status</li> <li>193 Vulnerable Adult (A.R.S. §46-451)*</li> <li>165 Tribal Judgment</li> </ul>
<ul> <li>138 Buyer-Plaintiff*</li> <li>139 Fraud*</li> <li>134 Other Contract (e.g., Breach of Contract)*</li> <li>135 Excess Proceeds-Sale*</li> <li>Construction Defects <ul> <li>(Residential/Commercial)*</li> <li>136 Six to Nineteen Structures*</li> <li>137 Twenty or More Structures*</li> </ul> </li> <li>197 Credit Card Debt (Maricopa County Filings Only)*</li> </ul>	<ul> <li>Administrative Review (See Lower Court Appeals cover sheet in Maricopa)</li> <li>150 Tax Appeal (All other tax matters must be filed in the AZ Tax Court)</li> <li>155 Declaratory Judgment</li> <li>157 Habeas Corpus</li> <li>184 Landlord Tenant Dispute – Other*</li> <li>190 Declaration of Factual Innocence (A.R.S. §12-771)</li> <li>191 Declaration of Factual Improper Party Status</li> <li>193 Vulnerable Adult (A.R.S. §46-451)*</li> <li>165 Tribal Judgment</li> <li>167 Structured Settlement (A.R.S. §12-2901)</li> </ul>
<ul> <li>138 Buyer-Plaintiff*</li> <li>139 Fraud*</li> <li>134 Other Contract (e.g., Breach of Contract)*</li> <li>135 Excess Proceeds-Sale*</li> <li>Construction Defects <ul> <li>(Residential/Commercial)*</li> <li>136 Six to Nineteen Structures*</li> <li>137 Twenty or More Structures*</li> </ul> </li> <li>197 Credit Card Debt (Maricopa County Filings Only)*</li> </ul> 145 & 150-199 OTHER CIVIL CASE TYPES: <ul> <li>156 Eminent Domain/Condemnation*</li> <li>151 Eviction Actions (Forcible and Special</li> </ul>	<ul> <li>Administrative Review (See Lower Court Appeals cover sheet in Maricopa)</li> <li>150 Tax Appeal (All other tax matters must be filed in the AZ Tax Court)</li> <li>155 Declaratory Judgment</li> <li>157 Habeas Corpus</li> <li>184 Landlord Tenant Dispute – Other*</li> <li>190 Declaration of Factual Innocence (A.R.S. §12-771)</li> <li>191 Declaration of Factual Improper Party Status</li> <li>193 Vulnerable Adult (A.R.S. §46-451)*</li> <li>165 Tribal Judgment</li> <li>167 Structured Settlement (A.R.S. §12-2901)</li> <li>169 Attorney Conservatorships (State Bar)</li> </ul>
<ul> <li>138 Buyer-Plaintiff*</li> <li>139 Fraud*</li> <li>134 Other Contract (e.g., Breach of Contract)*</li> <li>135 Excess Proceeds-Sale*</li> <li>Construction Defects <ul> <li>(Residential/Commercial)*</li> <li>136 Six to Nineteen Structures*</li> <li>137 Twenty or More Structures*</li> </ul> </li> <li>197 Credit Card Debt (Maricopa County Filings Only)*</li> </ul> <b>145 &amp; 150-199 OTHER CIVIL CASE TYPES:</b> <ul> <li>156 Eminent Domain/Condemnation*</li> <li>151 Eviction Actions (Forcible and Special Detainers)*</li> </ul>	<ul> <li>Administrative Review (See Lower Court Appeals cover sheet in Maricopa)</li> <li>150 Tax Appeal (All other tax matters must be filed in the AZ Tax Court)</li> <li>155 Declaratory Judgment</li> <li>157 Habeas Corpus</li> <li>184 Landlord Tenant Dispute – Other*</li> <li>190 Declaration of Factual Innocence (A.R.S. §12-771)</li> <li>191 Declaration of Factual Improper Party Status</li> <li>193 Vulnerable Adult (A.R.S. §46-451)*</li> <li>165 Tribal Judgment</li> <li>167 Structured Settlement (A.R.S. §12-2901)</li> </ul>

	Case No:
172 Secure Attendance of Prisoner	196 Verified Rule 45.2 Petition
173 Assurance of Discontinuance	195(a) Amendment of Marriage License
174 In-State Deposition for Foreign	(Maricopa County Filings Only)
Jurisdiction	195(b) Amendment of Birth Certificate
176 Eminent Domain– Light Rail Only*	200 Application/Motion Objecting to Foreign
177 Interpleader– Automobile Only*	Subpoena
178 Delayed Birth Certificate (A.R.S. §36-	163 Other*
333.03)	(Specify)
183 Employment Dispute – Discrimination*	
185 Employment Dispute – Other*	
198 Verified Rule 27(a) Petition*	
EMERGENCY O	RDFR SOUGHT

Temporary Restraining Order	Provisional Remedy	OSC	Election Challenge
Employer Sanction	Other (Specify)		

### **COMMERCIAL COURT (Maricopa County Only)**

This case is eligible for the Commercial Court under Rule 8.1, and Plaintiff requests assignment of this case to the Commercial Court. More information on the Commercial Court, including the most recent forms, are available on the Court's website at: <u>https://www.superiorcourt.maricopa.gov/commercial-court/</u>.

Additional Plaintiff(s):

Additional Defendant(s):

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 Plaint	iff 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.
- 7. Eviction Actions/Forcible Detainers: If you want to request a telephonic hearing, please contact the judge assigned to your case. If you do not know your assigned judge, or have not been assigned a judge, please contact Civil Court Administration at 602-506-1497.

SIGNED AND SEALED this date

CLERK OF SUPERIOR COURT

Ву\_\_\_\_\_

Deputy Clerk

Person Filing:		
Address (if not protected):		
City, State, Zip Code:		
Telephone:		
Email Address:		FOR CLERK'S USE ONLY
Lawyer's Bar Number:		
Representing Self, without a Lawyer or Attorney for Plaintiff	OR [	] Defendant

## SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

PLAINTIFF,

VS.

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

### CERTIFICATE OF COMPULSORY ARBITRATION

DEFENDANT.

\*Notice to Defendant: If you agree with the Plaintiff's Certificate of Compulsory Arbitration, you <u>DO NOT</u> need to file this form.

The undersigned certifies that this case is (Please check <u>ONLY</u> one option below): <u>Subject to Arbitration</u> – The amount of money in controversy <u>DOES NOT</u> exceed \$50,000, <u>AND</u> no other affirmative relief is sought.

<u>Not Subject to Arbitration</u> – The amount of money in controversy <u>DOES</u> exceed \$50,000, <u>OR</u> other affirmative relief is sought.

\*Defendant – If you DISAGREE with the Plaintiff's Certificate of Compulsory Arbitration, please explain why you disagree below:

SUBMITTED this \_\_\_\_\_day of \_\_\_\_\_, 20\_\_\_\_.

SIGNATURE \_\_\_\_\_

Person Filing:		
Address (if not protected):		
City, State, Zip Code:	For Clerk's Use Or	
Telephone:		пу
Email Address:	_	
Lawyer's Bar Number:	_	
Representing Self, without a Lawyer or Attorney for Petit	ioner OR 🗌 Respondent	

# SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

	Case N	Number:
Name of Plaintiff	Title:	CIVIL COMPLAINT

Name of Defendant

Plaintiff hereby submits this complaint against Defendant(s) and alleges the following:

#### JURISDICTION and VENUE

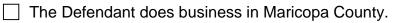
1. Maricopa County Superior Court has the legal authority to hear and decide this case because: (*Check all boxes that are true.*)

The value of this case exceeds \$10,000 dollars.

Replevin or other nonmonetary remedy will take place in Maricopa County.

The Plaintiff resides in Maricopa County.

The Defendant resides in Maricopa County.





The events, actions, or debts subject of this Complaint occurred in Maricopa County.

Other reason:

#### **DISCOVERY TIER**

2. Pursuant to Arizona Rules of Civil Procedure, Rule 26.2 (c) (3), the Court should assign my case to the following tier based on the amount of damages I request.

 $\Box$  Tier 1 = Actions claiming \$50,000 or less in damages.

Tier 2 = Actions claiming more than \$50,000 and less than \$300,000 in damages,

OR Actions claiming nonmonetary relief.

Tier 3 = Actions claiming \$300,000 or more in damages.

#### PARTIES

The Plaintiff in this case is \_\_\_\_\_ 3.

4. The Defendant in this case is \_\_\_\_\_

#### STATEMENT OF FACTS AND BREACH

5	
6	
7	
8	
9	
© Superior Court of Arizona in Maricona County	CVC10f 070118

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

10.\_\_\_\_\_

(If you need more space, add an attachment labeled "Statement of Facts and Breach," and continue consecutive numbering.)

# 

#### APPLICABLE LAW SUPPORTING CLAIMS

(If you need more space, add an attachment labeled "Applicable Laws Supporting Claims," and continue consecutive numbering.)

#### INJURIES

(	)
(	)
(	)
(	)

Case Number:

(If you need more space, add an attachment labeled "Injuries," and continue consecutive numbering.)

#### DEMAND FOR RELIEF

**WHEREFORE**, Plaintiff demands judgment against defendant(s), and each of them (if applicable) for the following dollars, interest, costs and expenses incurred herein, **or** non-monetary remedy, including reasonable attorneys' fees, and for such other and further relief as the Court may deem just and proper.

(	)
(	)
(	)
(	)

(If you need more space, add an attachment labeled "Demand for Relief," and continue consecutive numbering.)

Dated this \_\_\_\_

(Date of signature)

<sup>(</sup>Signature of Plaintiff or Plaintiff's Attorney)

Person Filing:			
Address (if not protected):		For Clerk's Use Only	
City, State, Zip Code:			
Telephone:	<u> </u>		
Email Address:			
Lawyer's Bar Number:			
Representing Self, without a Lawyer or Attorne	y for 🗌 Plaintiff 🛛 OR 🗌 D	efendant	
	JRT OF ARIZONA		
	PA COUNTY		
	Case Number:		
Name of Plaintiff			
	Title: PLAINTIF	F'S DEMAND for AL	
Name of Defendant			
Plaintiff,	, demands a trial by jury in this case. If this		
(Name of Plaintiff)			
case is sent to compulsory arbitration, Plaint	iff demands a trial by ju	ry if there is an appeal	
from that compulsory arbitration			
from that compulsory arbitration.			
Dated this			
Dated this(Date of signature)	(Signature of Plaintiff or	Plaintiff's Attornev)	
(	(- <u>-</u>	, , , , , , , , , , , , , , , , , , ,	