

SELF-SERVICE CENTER

**PROCEDURES: WHAT TO DO WITH THE MOTION  
WHEN YOU HAVE FILLED IT OUT**

**STEP1: COPIES AND ENVELOPES.**

Make three (3) copies of the Motion that follows;  
Make two (2) copies of the Order that follows the Motion;  
Prepare two (2) self-addressed stamped envelopes; one addressed to you and one addressed to the other party.

**FILE THE ORIGINAL MOTION** with the Clerk of Court and ask to have all copies stamped as well. These are called “conformed copies” and serve as proof that the original was filed.

**PROCESSING YOUR MOTION.** Give the following to the Judge assigned to your case:

- One (1) conformed copy of the Motion;
- Original plus two (2) copies of the Order;
- Two (2) self-addressed, stamped envelopes

**MAIL OR DELIVER A COPY** of the Motion to the other party in your case and keep one (1) copy for your own records.

**STEP 2: WAIT TO RECEIVE A NOTICE FROM THE COURT.** Once you have delivered your Motion and Order, the Judge will either sign the original Order and send a copy to you in the envelope you provided OR issue a MINUTE ENTRY telling you whether or not your Motion has been granted.

**NOTE: FAILURE TO FOLLOW THE ABOVE PROCEDURES COULD RESULT IN A DELAY IN YOUR CASE.**



**PLEASE NOTE:**

This blank motion form *should not be used* to start a court case. If you do not use the correct form, a judge or court commissioner may deny the motion. This may cause you to incur unnecessary filing fees and delay the time in getting your issue before the court. If the Self-Service Center does not have the specific form or packet for a process which you need, you may contact the Superior Court Law Library at 602-506-3461 or by email at: [services@sccl.maricopa.gov](mailto:services@sccl.maricopa.gov). A Law Librarian MAY BE ABLE TO explain the statutory and procedural requirements AND MAY BE ABLE TO provide a sample motion form to help you draft your own motion.

**Note:** It is always best to consult with a lawyer before filing legal documents. The Self-Service Center website provides various resources that can help you find a lawyer at a reduced rate.

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  Petitioner OR  Respondent

## SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

\_\_\_\_\_  
Petitioner's Name

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

### MOTION TO APPEAR TELEPHONICALLY

- Juvenile Court -

\_\_\_\_\_  
Respondent's Name

HONORABLE: \_\_\_\_\_

This case is scheduled for a court hearing on: \_\_\_\_\_.

I motion to this Court for an Order that allows \_\_\_\_\_ to  
appear telephonically at the scheduled hearing because: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that if the motion is granted, it is my responsibility to call the court 10 minutes before  
the scheduled hearing at the following telephone number: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE OF REQUESTING PARTY)

**This page must be completed and attached to the LAST page of your Motion /Request**

I filed the ORIGINAL of the attached document(s) with the Clerk of the Superior Court in Maricopa County on: \_\_\_\_\_ .  
Month Date Year

I mailed/delivered a COPY of the attached document(s) to the Judicial Officer assigned to my case, Judge (or Commissioner): \_\_\_\_\_ , on \_\_\_\_\_  
(Judicial Officer assigned to your case)  
Month Date Year

I mailed/delivered a COPY of the attached document(s) on this date:  
\_\_\_\_\_ To: \_\_\_\_\_  
Month Date Year

***(You must mail a copy of all documents to the other side and his/her lawyer)***

_____ Name of Other Side	_____ Name of Other Side's Lawyer
_____ Address	_____ Lawyer's Address
_____ City, State, Zip	_____ City, State, Zip

**By signing below, I state to the Court, under penalty of law, that the information stated on these pages is true and correct to the best of my knowledge and belief.**

**I further state 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**

\_\_\_\_\_  
**Date**

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

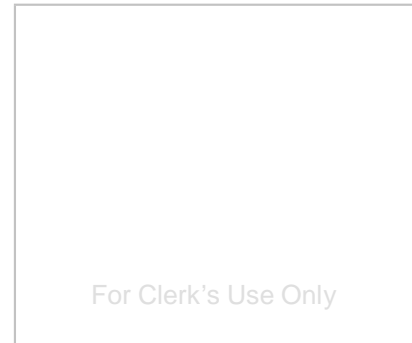
Address (if not protected): \_\_\_\_\_

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

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

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

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



Representing  Self, without a Lawyer or  Attorney for  Petitioner OR  Respondent

## SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

\_\_\_\_\_  
Petitioner's Name

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

### ORDER TO APPEAR TELEPHONICALLY

- Juvenile Court -

\_\_\_\_\_  
Respondent's Name

HONORABLE: \_\_\_\_\_

The Court having reviewed the *"Motion to Appear Telephonically"* and good cause appearing,

**IT IS HEREBY ORDERED** granting the *"Motion to Appear Telephonically."*

OTHER ORDERS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DONE IN OPEN COURT: \_\_\_\_\_

\_\_\_\_\_  
JUDGE OR COURT COMMISSIONER