



Law Library Resource Center

Self-Help Research Guide

Filing a Civil Suit in Superior Court

Filing an Answer to a Civil Suit in Superior Court

This Self-Help Resource Guide is designed to provide legal information and resources beyond what the Law Library Resource Center provides. Please contact the Law Library Resource Center if you need any additional information:

- Online: superiorcourt.maricopa.gov/lawlibrary
- Email: services@sccl.maricopa.gov
- In Person: [101 W. Jefferson, 1st Floor, Phoenix, AZ 85003](#)
- Phone: 602.506.7353

Filing a Civil Suit

- Civil suits in Superior Court involve amounts over \$10,000 or property
- Forms and instructions needed to start a Civil Lawsuit are available on the Superior Court webpage
 - ◇ [Certificate of Compulsory Arbitration](#) - This form concerns whether the dollar amount involved in the case is under \$50,000 and that no party seeks affirmative relief other than a money judgment. If the amount is \$50,000 or less and no party seeks affirmative relief other than a money judgment, the case is subject to compulsory arbitration per [Maricopa County Superior Court Local Rule 3.10\(a\)](#) and [Rules of Civil Procedure for Superior Court 72\(e\)](#). See [Rules of Civil Procedure for Superior Court 72\(b\)\(3\)](#) for exceptions to this rule.
 - ◇ [Coversheet](#)
 - ◇ [Civil Summons](#)
 - ◇ [Civil Complaint](#)
 - ◇ [Plaintiff's Demand for Jury Trial](#)
- Defendant must be served with a copy of the summons and complaint within 90 days per [Arizona Rules of Civil Procedure, Rule 4\(i\)](#).
 - ◇ [Forms and Instructions](#) on how to serve a defendant in a civil suit
- Library Resources Available Downtown

Filing an Answer

- Forms needed to file an [Answer](#) packet to a Civil Lawsuit.
 - ◇ [Defendant's Certificate Regarding Compulsory Arbitration](#) - This form concerns whether you agree or disagree whether the case is subject to the rules for Compulsory Arbitration. If the amount is \$50,000 or less and no party seeks affirmative relief other than a money judgment, the case is subject to compulsory arbitration per [Maricopa County Superior Court Local Rule 3.10\(a\)](#) and the [Rules of Civil Procedure for Superior Court 72\(e\)](#). See [Rules of Civil Procedure for Superior Court 72\(b\)\(3\)](#) for exceptions to this rule.
 - ◇ [Civil Answer](#)
 - ◇ [Defendant's Demand for Jury Trial](#)
- Time to File and Serve a Responsive Pleading
 - ◇ Generally, unless another time is specified by rule or statute, the responding party has 20 days after being served with the summons and complaint to file and serve an answer or other responsive pleading. This time frame is extended to 30 days if served out of state See [Rules of Civil Procedure for Superior Court 12\(a\)](#).
- Library Resources Available Downtown
 - ◇ Arizona Legal Forms: Civil Procedure, Rule 8 Form 1, Sample Answer
 - ◇ Arizona Practice: Civil Trial Practice, Chapters 3 & 13

Discovery and Disclosure

- See [Arizona Rules of Civil Procedure, Rule 26-37](#)
- Library Resources Available Downtown
 - ◇ Arizona Courtroom Evidence Manual
 - ◇ Arizona Practice: Civil Trial Practice, Chapter 16
 - ◇ Arizona Practice: Law of Evidence 4^{ed}

Resources Available at the Law Library Resource Center:

- "Arizona Rules of Civil Procedure." *Arizona Rules of Court*. Thomson Reuters, KFA 2929 .A193. Also available [online](#).
- Cooper, B. E., Cooper, L.K. and Judiscak K.M., *Arizona Practice: Trial Handbook (volumes 8)*. Thomson Reuters, KFA 2938 .C66. Also available on Westlaw Patron Access.
- McAuliffe, D. J. and McAuliffe, S. J., *Arizona Legal Forms: Civil Procedure (volumes 1, 2, 2A)*. Thomson Reuters, KFA 2468 .A75. Also available on Westlaw Patron Access.
- McAuliffe, D. J. and Wahl, S.J., *Arizona Practice: Civil Trial Practice (volumes 2, 2A)*. Thomson Reuters, KFA 2938 .S64. Also available on Westlaw Patron Access.
- McAuliffe, D. J. *Arizona Practice: Civil Rules Handbook (volumes 2B)*. Thomson Reuters, KFA 2929 .A192. Also available on Westlaw Patron Access.
- McAuliffe, D. J. and Wahl, S.J., *Arizona Practice: Law of Evidence*. Thomson Reuters, KFA 2940 .U3. Also available on Westlaw Patron Access.
- McClennen, C. *Arizona Courtroom Evidence Manual 3RD*. Arizona State Bar, KFA 2940 A97 1997