

## Procedures: What to do with the Civil Motion

### STEP 1. Fill out the Motion and Order

The Motion is your chance to explain what you want the Judge to do and why. The Order, or “proposed order” is an optional step in the motion process. You may fill out the Order form using your proposed language. This option requires you to provide pre-addressed, stamped envelopes for yourself and the other party. The Judge may then sign your proposed order and send a copy using your envelopes. If you do *not* provide a proposed order, then a minute entry will be issued with the Judge’s decision and you do not need to provide envelopes.

### STEP 2: Copies and envelopes.

- Make three (3\*) copies of the Motion. \*Additional copies may be needed if more than one party is involved with your case.
- If you prepared a proposed order, make 2 copies of the Order for each party involved in the case, 1 copy to give to the Judge, and 1 copy to mail to each party. You will also need to prepare a pre-addressed stamped envelope for each party.

File the original motion with the Clerk of Superior Court and ask to have all copies stamped. These are called “conformed copies” and serve as proof that the original was filed. The proposed Orders are not filed with the Clerk of Superior Court at this time.

Processing your motion. Give the following to the Judge assigned to your case:

- One (1) stamped (conformed) copy of the Motion;
- If you prepared a proposed order, half of the copies of the Order and all of the pre-addressed, stamped envelopes.

Mail or deliver a copy of the Motion and unsigned Order to all of the parties in your case and keep one (1) copy for your own records.

### STEP 3: Wait to receive a ruling from the Court. Once you have delivered your Motion, the other party may file a response and you may be able to file a reply. Please see Arizona Rules of Civil Procedure Rule 7.1 for more information. After reviewing all of the motions, response and replies, the Judge will either sign the original proposed Order OR issue a Minute Entry telling you whether or not your Motion has been granted. The Court will mail a copy to you and the other party.

**NOTE: Failure to follow the above procedures could result in a delay in your case.**

Please Note:

This motion form should not be used to start a court case. If you do not use the correct form, a judge 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 Law Library Resource Center website does not have the specific form or packet for a process that you need, you may contact the Law Library Resource Center in person, at 602-506-7353 or by email at: [services@jbazmc.maricopa.gov](mailto:services@jbazmc.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 Law Library Resource 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: \_\_\_\_\_

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

FOR CLERK'S USE ONLY

SUPERIOR COURT OF ARIZONA

## IN MARICOPA COUNTY

**Name of Plaintiff / Petitioner**

Case Number:

### Name of Plaintiff / Petitioner

Title: \_\_\_\_\_

**Name of Defendant / Respondent**

Explain what you want the Court to order. The Judge may grant, deny, or change your request (or “motion”). A ruling will be issued by “minute entry.”

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

Respectfully submitted,

Today's Date: \_\_\_\_\_

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Your Signature

This page must be completed, signed, 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              Day              Year)

I mailed/delivered a COPY of the attached document(s) on \_\_\_\_\_ to the  
judicial officer assigned to my case, Judge/Commissioner \_\_\_\_\_  
(Judicial Officer assigned to your case)

I mailed/delivered a COPY of the attached document(s) to the Opposing Party and/or his/her Attorney on: \_\_\_\_\_  
(Month              Day              Year)

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Name of Other Side

Name of Other Side's Lawyer

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Address

Lawyer's Address

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City, State, Zip

City, State, Zip

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

NOTE: If there is more than 1 opposing side/Attorney, you must use another sheet to identify in writing when, to whom, and how you sent the documents.

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 the attached document.

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Your signature

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

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

Name of Plaintiff / Petitioner

ORDER

Name of Defendant / Respondent

When you submit a motion [a request] to the Court, you *may* submit your own proposed version of the Order you want the Judge to sign. IF this motion is a *stipulation* [an agreement or joint request] presented by two or more parties, you MUST submit your own proposed version of the Order. [Maricopa County Local Rule 3.2 (i)].

The Judge will make a decision on your request and may sign the page that you submitted, or more likely will direct the Clerk to make a "minute entry" recording the decision. A "minute entry" is a note in the records of the Court's proceedings. The minute entry will be printed, reviewed, approved and signed by the Judge, and sent to all parties.

If you have prepared your own proposed Order, you must include a copy of the Motion/Request and Order and a stamped envelope addressed to each party who has "entered an appearance" in the case. This means named parties or anyone that has filed papers in the case. [Maricopa County Local Rule 3.2 (i)].

IT IS ORDERED THAT:

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

\_\_\_\_\_  
JUDGE/COMMISSIONER