

## Instructions and Procedures to file a foreign judgment

Step 1 Obtain a certified or authenticated copy of the judgment from the other court.

Step 2 Complete the required forms.

- Civil Cover Sheet
- Notice of Filing a Foreign Judgment
- Affidavit Substantiating a Foreign Judgment

Step 3 Make copies. You do not need to copy the Civil Cover Sheet.

- Make 2 copies of the following:
  - certified or authenticated copy of the judgment from the other court
  - Notice of Filing a Foreign Judgment
  - Affidavit Substantiating a Foreign Judgment

Step 4 Separate the forms into 3 sets.

Set 1: original set for Clerk of Superior Court

- Certified copy of the judgment from the other court
- Civil cover sheet
- Affidavit Substantiating a Foreign Judgment
- Notice of Filing a Foreign Judgment

Set 2: copies for the other party

- Copy of judgment from the other court
- Affidavit Substantiating a Foreign Judgment
- Notice of Filing a Foreign Judgment

Set 3: copies for you

- Copy of judgment from the other court
- Affidavit Substantiating a Foreign Judgment
- Notice of Filing a Foreign Judgment

**Step 5** File the papers.

A list of current fees is available from the Law Library Resource Center and from the Clerk of Superior Court's website. If you cannot afford the filing fee, you may request a deferral (payment plan) when you file your papers with the Clerk of Superior Court. Deferral Applications are available at no charge from the Law Library Resource Center. The Clerk accepts cash, Visa/MasterCard/American Express credit cards, money order, or business check made payable to the "Clerk of Superior Court."

If mailing your forms, place all original forms for the Clerk of Superior Court into an envelope, with the filing fee or fee deferral form, and mail it to:

Clerk of Superior Court  
Civil File Counter  
201 West Jefferson  
Phoenix, Arizona 85003

(include a self-addressed stamped envelope in the envelope, so the forms can be mailed back to you)

If filing in person, go to the Clerk of Superior Court filing counter. The court is open from 8:00 a.m.-5:00 p.m., Monday to Friday. You should go to the court at least two hours before it closes. You may file your court papers at the following locations:

Central Court Building  
201 West Jefferson, 1st Floor  
Phoenix, Arizona 85003

Southeast Court Complex  
222 East Javelina Avenue, 1st Floor  
Mesa, Arizona 85210

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

Northeast Regional Court Center  
18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032

Hand all 3 sets of your court papers to the Clerk along with along with the correct filing fee or fee deferral form. The Clerk will date-stamp all three sets, keep the original forms, and return the 2 copies to you.

**Step 7** Mail one set of forms to the other side.

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

\_\_\_\_\_  
Name of Plaintiff / Petitioner

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

### NOTICE OF FILING A FOREIGN JUDGMENT

\_\_\_\_\_  
Name of Defendant / Respondent

You are hereby given notice pursuant to A.R.S. § 12-1703(b) that the foreign judgment described below has been filed in the office of the Clerk of Superior Court of Maricopa County.

1. Court in which the judgment was entered: \_\_\_\_\_.

2. Case Number: \_\_\_\_\_

3. Date of the judgment: \_\_\_\_\_

4. The name and current address of the initiating party:

Name: \_\_\_\_\_

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

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

5. The name and current address of the initiating party's attorney:

Name: \_\_\_\_\_

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

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

Not applicable

Respectfully submitted this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Initiating Party's Signature

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

## SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

\_\_\_\_\_  
Name of Plaintiff / Petitioner

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

### AFFIDAVIT SUBSTANTIATING A FOREIGN JUDGMENT

\_\_\_\_\_  
Name of Defendant / Respondent

I affirm that I am over the age of 18 and otherwise competent to testify in a court of law of the United States or several states; and I make this Affidavit without being under fraud, duress, or undue influence from any person as to the following facts:

1. Pursuant to A.R.S. § 12-1702 et seq., I am filing this Affidavit with the Clerk of Superior Court along with a certified copy of a foreign judgment.

2. The name and last known post office box or residential address of the Plaintiff/Petitioner is as follows:

Name: \_\_\_\_\_

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

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

3. The name and current post office box or residential address of the Defendant/Respondent is as follows:

Name: \_\_\_\_\_

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

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

4. The name and current address of the Plaintiff/Petitioner’s Attorney in the State of Arizona is as follows:

Name: \_\_\_\_\_

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

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

Not applicable

OATH OR AFFIRMATION AND VERIFICATION

I swear or affirm that the information on this document is true and correct under penalty of perjury.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Subscribed and sworn to or affirmed before me this: \_\_\_\_\_ by  
(date)

\_\_\_\_\_.

(Notary seal)

\_\_\_\_\_  
Deputy Clerk or Notary Public

CERIFICATE of HAND DELIVERY/MAILING

A copy of the accompanying document(s) was  mailed or  hand delivered to:

Name: \_\_\_\_\_

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

\_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

(Signature of Person Mailing or Hand Delivering)