

## Procedures for submitting a civil petition to expunge marijuana-related offense records pursuant to A.R.S. § 36-2862

Step 1: Confirm that this is the correct packet for you.

This packet should only be used if you were arrested in Maricopa County, but a case was never filed against you in court.

OR

If a case was filed against you in Maricopa County Superior Court, but your case has been purged.

This packet should not be used for cases resolved in the Juvenile Department of the Superior Court of Maricopa County.

Step 2: Complete the Civil Cover Sheet.

Step 3: Complete the Petition to Expunge Marijuana-related Offense Records.

Step 4: Put documents together and separate into two (2) sets. You will need the following forms:

Set 1 – Originals for Clerk of Superior Court:

- Civil Cover Sheet
- Petition to Expunge Marijuana-related Offense Records
- Optional – Any supporting documentation

Set 2 – Copies for You:

- Petition to Expunge Marijuana-related Offense Records
- Optional – Any supporting documentation

Step 5: Deliver or mail.

The completed petition can be filed in person, mailed, efiled, or deposited in the external depository boxes as described below. The Clerk of Superior Court is open Monday through Friday from 8:00 a.m. to 5:00 p.m. There is no filing fee.

- File in person or mail to:

Downtown Phoenix  
201 West Jefferson St., 1st Floor  
Phoenix, Arizona 85003

Northeast Court Facility  
18380 North 40th Street  
Phoenix, Arizona 85032

Northwest Court Facility\*  
14264 West Tierra Buena Lane  
Surprise, Arizona 85374

Southeast Court Facility  
222 East Javelina Avenue, 1st Floor  
Mesa, Arizona 85210-6201

- Please Note: You may be assigned a DIFFERENT HEARING LOCATION from where you file your 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).

- eFile via: <https://efile.azcourts.gov/>

- Leave in external deposit box at:

County Administration Building  
4<sup>th</sup> Avenue Entrance  
301 West Jefferson Street  
Phoenix, AZ 85003

Southeast Facility Court Facility  
South Entrance  
222 East Javelina Avenue  
Mesa, AZ 85210

Northeast Regional Center  
Main Entrance  
18380 North 40<sup>th</sup> Street  
Phoenix, AZ 85032

Northwest Regional Center  
Main Entrance  
14264 West Tierra Buena Lane  
Surprise, AZ 85374

Step 6: Wait for the Court to notify you.

- Upon filing the petition, notice of the petition will be given to the appropriate prosecutors as required by law.
- The prosecuting agency has thirty (30) days to respond to the petition.
- If you requested a hearing and a hearing is set, the Court will notify you. The petition may be ruled upon without a hearing.
- You will be mailed a signed copy of the Order granting or denying your petition at the address listed on the petition. Please be sure your current mailing address is updated with the court. If your address changes, contact the Clerk of Superior Court at (602) 372-5375.
- If you have questions before you file the petition, you can contact the Clerk of Superior Court at (602) 372-5375. If you have not received an Order after 120 days from the date you submitted your petition, you can contact Criminal Administration at (602) 506-8575.
- If the Court denies your petition, you may file a direct appeal pursuant to A.R.S. § 13-4033(A)(3).

If you have any questions regarding your rights, please refer to the Arizona Rules of Criminal Procedure and Titles 13 and 36 of the Arizona Revised Statutes located at: <https://govt.westlaw.com/azrules> and <https://www.azleg.gov/arstitle/>.