

Procedures for submitting a Petition to Seal Criminal Case Records pursuant to A.R.S. § 13-911

Step 1: Complete the Petition and provide required information.

- If your conviction resulted in a prison sentence:
 - It is recommended that you attach to the Petition a *Certificate of Absolute Discharge from Imprisonment* from the Arizona Department of Corrections. The Department of Corrections (“DOC”) office is located at 1601 W. Jefferson, Phoenix. Before issuing a statement, DOC will require the Superior Court’s proof of payment of all financial sanctions for that case. Therefore, you should get a financial statement and payment history from the Clerk of Superior Court’s Criminal Financial Obligations Section. You may request a payment history in person from the Criminal File Counter, South Court Tower, 175 West Madison Street, 12th Floor, Phoenix, AZ 85003 or the File Counter, Southeast Regional Court Facility, 222 East Javelina Avenue, Mesa, AZ 85210. You will need to fill out a request and pay a fee, and the payment history will be sent to you. Contact Criminal Financial Obligations for details and more options at (602) 372-5375.
 - Additional DOC information may be available at <https://corrections.az.gov/>.
- If you have been discharged from probation:
 - It is recommended that you attach to the Petition a copy of your order of discharge. To get an Order of Discharge from Probation, you may call the Clerk of Superior Court and ask for a copy from the docket. You may also email a request to Adult Probation at APDRecordsRequest@jbazmc.maricopa.gov.

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

Set 1: Originals for Clerk of Superior Court: <ul style="list-style-type: none">• Petition to Seal Case Records• Optional – Any supporting documentation	Set 2: Copies for Judge: <ul style="list-style-type: none">• Petition to Seal Case Records• Optional – Any supporting documentation•
Set 3: Copies for County Attorney’s Office: <ul style="list-style-type: none">• Petition to Seal Case Records• Optional – Any supporting documentation	Set 4: Copies for You: <ul style="list-style-type: none">• Petition to Seal Case Records• Optional – Any supporting documentation

Step 3: 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.

o File in Person at:

Criminal File Counter
South Court Tower
175 W. Madison Street, 12th Floor
Phoenix, AZ 85003

File Counter
Southeast Regional Court Facility
222 E Javelina Avenue
Mesa, AZ 85210

o Mail to:

Clerk of Superior Court
Criminal Operations
175 W. Madison Street, 4th Floor
Phoenix, AZ 85003

o eFile via: <https://efiling.clerkofcourt.maricopa.gov/>.

o Leave in external deposit box at:

County Administration Building
4th 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 40th Street
Phoenix, AZ 85032

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

Step 4: 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 after the petition is filed to respond stating any objections to the petition. You may file a reply no later than fifteen (15) days after the response is filed.

- Requesting a hearing. If a hearing is requested by you, the prosecutor, the victim, or on the court's own motion, the Court will notify you. The petition may be ruled upon without a hearing. Keep in mind that you cannot request a hearing after the court rules on your petition – you must make the request beforehand.
- The Court must wait at least thirty (30) days before it can grant or deny the petition, unless the prosecuting agency and all victims provide notice that they do not object.
- You will be mailed a signed copy of the Order granting, denying, or dismissing your petition at the address listed on the petition. If your address changes, you will need to file a change of address form with the Clerk of Superior Court. The change of address form can be downloaded at:
<https://www.superiorcourt.maricopa.gov/SuperiorCourt/LawLibraryResourceCenter>.
- 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 you have any questions regarding your rights, please refer to the Arizona Rules of Criminal Procedure and Title 13 of the Arizona Revised Statutes located at: <https://govt.westlaw.com/azrules> and <https://www.azleg.gov/arstitle/>.