Procedures: How to file the forms to have your Class 4, 5, or 6 felony designated as a Class 1 misdemeanor

Step 1: Complete the Application and the Order (except for the Judicial Officer's signature), and:

- Make 3 copies of the Application, and
- Make 2 copies of the Order,

Step 2: Prepare 2 envelopes, including postage: (if applicable* – see below)

- Address one to the Maricopa County Attorney's Office or the agency that prosecuted you.
- Address one envelope to yourself (if you want the Court to mail the decision to you).

* If hand-delivering to the Maricopa County Attorney's Office you may simply deliver the Application without envelope (or in an envelope without postage).

Do not copy or file this page

Step 3: Go to the Clerk of Superior Court filing counter to file your papers. The court is open from 8am-5pm, Monday-Friday. You may file your papers at any of the following Superior Court locations:

Central Court Building
201 W. Jefferson
Phoenix, AZ 85003

Southeast Court Facility
222 E Javelina Ave, 1st Floor
Mesa, AZ 85210

Northwest Regional Court Facility
14264 W Tierra Buena Lane
Surprise, AZ 85374

Northeast Regional Court Facility
18380 N 40th Street
Phoenix, AZ 85032

Give all four of the forms to the Clerk at the filing counter. There is no fee for filing this application. The clerk will stamp the original and copies, keep the original, and return the copies to you.

- One copy is for the Maricopa County Attorney's office. Hand-deliver or insert Application in envelope and mail.
- One copy is for the Judicial Officer assigned to your case.
- One copy is for you to keep for your records.

© Superior Court of Arizona in Maricopa County
ALL RIGHTS RESERVED

Step 4: Go to Criminal Court Administration (ask filing counter for location). Deliver to the in-box of the Judicial Officer assigned to your case:

- 1 copy of the Application,
- 2 copies of the Order, and
- The self-addressed stamped envelope addressed back to you.

If you do not know which Judicial Officer is currently assigned to your case, you may call Criminal Court Administration at (602) 506-8575 or ask the person at the Administration counter for help.

Alternatively, you may mail the above to: Criminal Court Administration, 201 W. Jefferson Street, Phoenix, AZ 85003

Step 5: Mail or deliver 1 copy of the Application to the agency that prosecuted your case, either the:

Maricopa County Attorney 225 West Madison Street Phoenix, Arizona 85003	Or	Arizona Attorney General's Office 2005 North Central Avenue Phoenix, Arizona 85004

Do not copy or file this page

What next? Wait. There is no specific time limit for the Judicial Officer to rule on your request.

- If you have not received a copy of the Court's Order (if you provided an envelope), or

- If no decision has been posted in the Clerk of Superior Court's Electronic Court Records (ECR) within 30 business days, you may inquire with the Judicial Assistant of the assigned Judicial Officer or contact Criminal Court Administration for an update.

- You may register for free access to your online electronic court records at:

https://ecr.clerkofcourt.maricopa.gov/login.aspx

© Superior Court of Arizona in Maricopa County
ALL RIGHTS RESERVED