

Instruction and Procedures: Request a court order to get a death certificate

Warning: Read all of these instructions in their entirety. Failure to follow these instructions may result in your case being delayed and, in some cases, denied.

STEP 1 Complete the Probate Cover Sheet and Petition.

STEP 2 Make two (2) copies of the Petition.

STEP 3 File the Probate Cover Sheet and provide all copies of the Petition to the Clerk of Superior Court.

- In Person.

The Clerk of Superior Court is open from 8:00a.m. – 5:00p.m., Monday-Friday. You should go at least two hours before closing time. The Clerk has filing counters at the following Superior Court locations:

Downtown Phoenix: Old Courthouse Filing Counter 125 W. Washington, 1st floor Phoenix, AZ 85003	Downtown Phoenix: Central Court Building 201 West Jefferson, 1st floor Phoenix, AZ 85003
Northeast Phoenix: Northeast Regional Court Facility 18380 North 40th Street Phoenix, AZ 85032	Surprise: Northwest Regional Court Facility 14264 West Tierra Buena Lane Surprise, AZ 85374
Mesa: Southeast Court Facility 222 East Javelina Avenue, 1st floor Mesa, AZ 85210	

Provide the Clerk with the originals and copies of your forms. The Clerk will stamp the copies and return them to you.

- By mail.

Clerk of the Superior Court – Probate Department
Superior Court of Arizona in Maricopa County

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

When mailing, you must include a self-addressed stamped envelope to return your copies to you.

- Leave in external deposit box.

County Administration Building
4th Avenue entrance
301 West Jefferson Street
Phoenix, AZ 85003

Southeast Court Facility
North 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

Fees: When you file the documents, the Clerk of Superior Court will charge you certain fees that are required by Arizona law. You may pay those fees by cash, credit card, or money order. If you cannot afford the fees, you may request a deferral (payment plan) or waiver of the fees. Deferral and waiver applications are available at no charge from the Law Library Resource Center. A list of current fees is available from the Clerk of Superior Court's website.

STEP 4 Schedule a hearing. You may request a hearing in person or by phone.

To request a hearing in person, deliver one filed copy of the Petition to Probate Court Administration on the 1st floor of the Old Courthouse, 125 West Washington in Phoenix. Probate Court Administration will schedule a hearing and give you a Notice of Hearing.

To request a hearing by phone, wait at least 48 hours after filing your Petition before calling Probate Court Administration. Call (602) 506-5510 to schedule a hearing. Have your case number ready. Be prepared to provide your email address or confirm your mailing address so a Notice of Hearing can be sent to you.

STEP 5 Provide notice to those entitled to notice.

You must provide a copy of your Petition and the Notice of Hearing to the following:

1. Deceased person's spouse, AND
2. all their living parents, AND
3. all their living adult children.

If none of these persons are living, then you must provide a copy to all living adult siblings of the deceased.

Provide notice at least 14 calendar days before the hearing.

You may provide notice by mailing, hand delivery, or by process server or sheriff.

Once you have provided notice, complete the Proof of Notice of Hearing form and file it with the Clerk of Superior Court. Bring a filed copy of the Proof of Notice of Hearing to your hearing.

STEP 6 Prepare for the hearing.

Complete the caption information in the Order to Obtain Copy of Death Certificate. Bring the Order to your hearing or provide the Order to the court as directed by Probate Court Administration staff.

Note: If the court grants your request, you will need a certified copy of the Order to provide to the Office of Vital Registration. You can purchase a certified copy from the Clerk of Superior Court. To obtain one free-certified copy of your court order you will need to present your Judge-signed copy to the Clerk of Superior Court's filing counter within 48 hours after your hearing. If you need additional copies after that time, you will need to go to the Court's Customer Service Center at 601 W. Jackson Street in Phoenix.

Once you have your court order, you must contact the Maricopa County Office of Vital Registration to get a copy of the death certificate. There will be a fee. You may call (602) 506-6805 to schedule an appointment or get information about mail and online requests at <https://www.maricopa.gov/1012/Death-Certificates>.