

Procedures: What to do with the Stipulation to Seal, Set Aside and Vacate Order of Eviction form after you complete it

STEP 1: Review and complete the required forms (use black ink).

- Ensure the Stipulation to Seal, Set Aside and Vacate form is filled out completely.
 - Confirm that all parties have signed and dated the form.
- Complete the top portion of the Order to Seal, Set Aside Order of Eviction
 - Do not sign the Order. The judicial officer will sign if they agree to the Stipulation.

STEP 2: Make three (3) copies & separate your documents into four (4) sets:

Set 1 - <u>Originals</u> for the Clerk of Superior Court: <ul style="list-style-type: none">• Stipulation to Seal, Set Aside and Vacate Order of Eviction• Order to Seal, Set Aside Order of Eviction	Set 2 – Copies for the judicial officer assigned to your case: <ul style="list-style-type: none">• Stipulation to Seal, Set Aside and Vacate Order of Eviction• Order to Seal, Set Aside Order of Eviction
Set 3 – Copies for Other Party (or one set for each additional party in the case): <ul style="list-style-type: none">• Stipulation to Seal, Set Aside and Vacate Order of Eviction• Order to Seal, Set Aside Order of Eviction	Set 4 – Copies for you: <ul style="list-style-type: none">• Stipulation to Seal, Set Aside and Vacate Order of Eviction• Order to Seal, Set Aside Order of Eviction

STEP 3: File the originals (Set 1) with the Clerk of Superior Court.

- Bring the original and all copies to the Clerk of Superior Court at the courthouse where your case is filed.
- Include two pre-addressed and stamped envelopes (one for you and one for each additional party).
- Ask the Clerk to stamp all copies as "conformed copies." These stamped copies serve as proof of filing. The Clerk will retain the original documents and the envelopes.

You may file your forms at any of the following locations:

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

Southeast Court Facility
222 East Javelina Avenue, 1st floor
Mesa, AZ 85210

Northwest Court Facility
14264 West Tierra Buena Lane
Surprise, AZ 85374

Northeast Regional Court Center
18380 North 40th Street
Phoenix, AZ 85032

STEP 4: Distribute the remaining document sets.

- Set 2: Deliver Set 2 to the judicial officer assigned to your case. You may:
 - Place it in the "in basket" outside their courtroom.
 - Deliver it to Civil Court Administration.
 - Mail it directly to the judicial officer.
- Set 3: Mail or deliver Set 3 to other party (or their attorney, if applicable). Ensure that every party who has made an appearance in the case receives a copy.
- Set 4: Keep Set 4 for your personal records.

STEP 5: Await the Court's notice.

- After filing, the judicial officer will review the Stipulation and Order.
- You will receive either a signed Order or a Minute Entry providing further instructions or the court's decision.

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

Plaintiff/Landlord

Case Number: _____

STIPULATION TO SEAL, SET
ASIDE AND VACATE ORDER OF
EVICTION (A.R.S. § 33-1379(B))

Defendant

The parties agree and stipulate that this matter should be dismissed, set aside, sealed and vacated since Plaintiff's Judgment has been satisfied (ARS § 33-1379(B) and Rule 20 Ariz. Rules of Procedure for Eviction Actions).

Plaintiff / or Plaintiff's Agent

Defendant

Signature of Plaintiff /Agent

Signature of Defendant

Date

Date

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

Plaintiff/Landlord

Case Number: _____

ORDER TO SEAL, SET ASIDE
ORDER OF EVICTION
(A.R.S. § 33-1379(B))

Defendant

This matter having come before the Court on Stipulation of the parties, and good cause shown,

IT IS ORDERED vacating, setting aside, and sealing the order of eviction entered against the Defendant in the above captioned matter in accordance with ARS § 33-1379(B) and Rule 20 Ariz. Rules of Procedure for Eviction Actions.

DONE IN OPEN COURT THIS _____ day of _____ 20_____.

Judicial Officer