

**CIVIL COURT ADMINISTRATION PROCESSING INFORMATION
MARICOPA COUNTY SUPERIOR COURT**

GENERAL INFORMATION AND INSTRUCTIONS

- To confirm your judicial assignment, **please call 602-506-1497** or visit:
<http://www.superiorcourt.maricopa.gov/docket/CivilCourtCases/caseSearch.asp>
- All documents required to be delivered to the assigned judicial officer's inbox may be hand-delivered to the division, mailed to the division, or placed in the Civil Court Administration inbox for routing to the assigned judicial officer at another court facility. Civil Court Administration inbox locations:
Downtown: 3rd floor, East Court Building (ECB) *Southeast:* 1st floor, Suite 1350
Northeast: Adjacent to the front entry *Northwest:* Window 8, Clerk of Court

AFTER FILING, the following must be DELIVERED to the assigned judicial division's inbox:

Default Judgments: Copy of the default packet.

Hard-Copy Filings: Non-emergency filings that cannot be filed electronically.

Lower Court Appeal (LCA): For motions to stay administrative decisions or trial court judgments, or LCA emergency relief, deliver to the LCA Judge.

Restriction of Marriage License: For requests for restriction of marriage record, deliver to the Civil Presiding Judge.

Special Actions: All special actions.

Tax: Any ST or TX filings that cannot be filed electronically.

Transcript of Judgment: Any judgment creditor seeking a judgment against a garnishee or an order of continuing lien in a transcript of judgment case, i.e., a "TJ" case.

Writs of Garnishment - Requests for Hearing:
The division will notify the parties of the date and time of the hearing.

AFTER FILING, you must CONTACT Civil Administration in these cases as described below:

By phone at 602-506-1497:

Eviction Actions/Forcible Detainers: Individuals seeking an eviction/forcible detainer may call Civil Court Administration to request a hearing date.

Name Change, Amended Marriage License, and Amended Birth Certificate: Individuals may call Civil Court Administration to request a hearing date and contact information for the hearing. Proposed orders need to be completed and emailed as a PDF or Word document to the judicial officer's division in advance of the hearing.

By email to civilemergencies@jbazmc.maricopa.gov:

Temporary Restraining Orders/Preliminary Injunctions: After filing an application for temporary restraining order/preliminary injunction in a new case, you must email the application for temporary restraining order/preliminary injunction, attachments, and proposed form of order to receive your judicial assignment.

Request for Preliminary Declaratory Relief (Digital Impersonation): If seeking emergency relief, check "Declaratory Judgment" and "Emergency Order Sought" on the Civil Cover Sheet and check "Other" with "Digital Impersonation" written in the space provided. After filing, email a copy of the filing to receive your judicial assignment.

NO ADDITIONAL ACTION NEEDED

Election Challenges: The Clerk of Court will electronically forward copies of the filing(s) to Civil Court Administration. Case initiations are handled on a priority basis and generally executed within one business day.