SELF-SERVICE CENTER

PROCEDURES: HOW TO FILE THE FORMS TO HAVE YOUR CLASS 6 UNDESIGNATED FELONY RE-CLASSIFIED AS A MISDEMEANOR

STEP 1: Complete the **Application** and the **Order** (except for the Judge'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 prosecutor's office as directed in the "Instructions" document.*
Address one to yourself (if you want the Court to mail the decision to you).

***** *If hand-delivering* to the prosecutor's office you may simply deliver the **Application** without envelope (or in an envelope without postage).

STEP 3: **GO TO THE CLERK OF 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:

South Court Tower
175 West Madison,12th Floor
Phoenix, Arizona 85003

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

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

Northeast Regional Court Center
18380 North 40th Street (40th Street & Union Hills)
Phoenix, AZ 85032

Give **ALL four** of the **Application** 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 prosecutor'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.

STEP 4: **Go to Criminal Court Administration** (Ask Filing Counter for location). Deliver to the in-box of the Judge or Commissioner 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)37-CLERK(25375)**, 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

WHAT NEXT? WAIT. There is no specific time limit for the Judge 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 Court's Electronic Court Records (ECR) within **30** business days, you may inquire with the JA (Judicial Assistant) of the assigned Judge 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

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