

LAW LIBRARY RESOURCE CENTER

**PROCEDURES: WHAT TO DO WITH THE MOTION
WHEN YOU HAVE FILLED IT OUT**

STEP1: COPIES AND ENVELOPES.

Make three (3) copies of the Motion that follows;
Make two (2) copies of the Order that follows the Motion;
Prepare two (2) self-addressed stamped envelopes; one addressed to you and one addressed to the other party.

FILE THE ORIGINAL MOTION with the Clerk of Court and ask to have all copies stamped as well. These are called “conformed copies” and serve as proof that the original was filed.

PROCESSING YOUR MOTION. Give the following to the Judge assigned to your case:

- One (1) conformed copy of the Motion;
- Original plus two (2) copies of the Order;
- Two (2) self-addressed, stamped envelopes

MAIL OR DELIVER A COPY of the Motion to the other party in your case and keep one (1) copy for your own records.

STEP 2: WAIT TO RECEIVE A NOTICE FROM THE COURT. Once you have delivered your Motion and Order, the Judge will either sign the original Order and send a copy to you in the envelope you provided OR issue a MINUTE ENTRY telling you whether or not your Motion has been granted.

**NOTE: FAILURE TO FOLLOW THE ABOVE PROCEDURES COULD RESULT IN A
DELAY IN YOUR CASE.**

PLEASE NOTE:

This blank motion form should not be used to start a court case. If you do not use the correct form, a judge or court commissioner may deny the motion. This may cause you to incur unnecessary filing fees and delay the time in getting your issue before the court. If the Law Library Resource Center does not have the specific form or packet for a process which you need, you may contact the Law Library Resource Center at 928-817-4165 or by email at: yumasclawlibrary@courts.az.gov. A Law Librarian MAY BE ABLE TO explain the statutory and procedural requirements AND MAY BE ABLE TO provide a sample motion form to help you draft your own motion.

Note: It is always best to consult with a lawyer before filing legal documents. The Law Library Resource Center website provides various resources that can help you find a lawyer at a reduced rate.



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 Petitioner OR Respondent

**IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF YUMA**

Name of Plaintiff/Petitioner

Case Number: _____

MOTION FOR CHANGE OF VENUE

Name of Defendant/ Respondent

I am the Plaintiff/ Petitioner or Defendant/ Respondent in this action.

I move for a change of venue for the following reason(s):

Dated this _____ day of _____, 20_____

Signature of Person Filing Document

CERTIFICATE OF SERVICE: I certify that a copy of this document was mailed or hand-delivered on _____ to the other party/the other party's attorney at the following address:

Signature

**This page must be completed and attached
to the LAST page of your Motion/Request**

I filed the ORIGINAL of the attached document(s) with the Clerk of the Superior Court in Yuma County on: _____
Month Date Year

I mailed/delivered a COPY of the attached document(s) to the Judicial Officer assigned to my case, Judge (or Commissioner): _____, on
Month Date Year
(Judicial Officer assigned to your case)

I mailed/delivered a COPY of the attached document(s) on this date:
Month Date Year To: _____

(You must mail a copy of all documents to the other side and his/her lawyer)

_____ Name of Other Side	_____ Name of Other Side's Lawyer
_____ Address	_____ Lawyer's Address
_____ City, State, Zip	_____ City, State, Zip

By signing below, I state to the Court, under penalty of law, that the information stated on these pages is true and correct to the best of my knowledge and belief.

I further state that I have filed/mailed the attached document(s) as shown above. I understand that if I do not file/mail the attached document(s) as shown above, the judge in my case will not read my request/motion.

Your signature



**SUPERIOR COURT OF ARIZONA
YUMA COUNTY**

Name of Plaintiff /Petitioner

Case Number: _____

ORDER FOR CHANGE OF VENUE

Name of Defendant/Respondent

READ ME: This is an important Court Order that affects your rights. Read this Order carefully. If you do not understand this order, contact a lawyer for help.

A motion for change of Venue was filed with the court. Based on the Motion and all other documents filed with it, and pursuant to Arizona law,

IT IS ORDERED granting change of venue to _____ County.

DONE IN OPEN COURT: _____

JUDGE/COMMISSIONER