

COMPLAINT AND SUMMONS INSTRUCTIONS

If you want to file a Civil Complaint . . .

In situations where a civil dispute arises, the justice court offers grounds for a civil lawsuit within its jurisdictional limit. Jurisdiction means the kinds of cases a court has the authority to hear. In justice court, you may file a civil lawsuit claiming an amount **up to and including \$10,000.00**. You may also ask for reimbursement of court costs and/or attorney's fees. Court costs include but are not limited to filing and service fees.

If you wish to file a civil lawsuit for an amount of \$10,000.00 or over, you must file your case in the Superior Court.

Please STOP...

- If you are suing for more than \$10,000.00
- If this case:
 - Involves a claim of defamation by libel or slander.
 - Is (an eviction) for forcible or unlawful detainer.
 - Involves a claim for specific performance.
 - Is part of a class action suit.
 - Seeks injunctive relief.

Please PROCEED...

- If you are suing for \$10,000.00 or less.
- If you are filing within the correct venue (either the Defendant's residence or where the transaction transpired).

FORMS Needed...

- Civil Complaint & Summons

INSTRUCTIONS:

1. Read the Information for Filing a Civil Case in Justice Court.
2. Check the venue for your claim on the court precinct map. You are responsible for filing your case in the correct court.
3. Complete the forms and make copies of the Civil Complaint and the Civil Summons. Make 3 copies of each form if you are filing against one person or a company. Make 4 copies if you are filing against two persons (such as a married couple).
4. Bring the original form and copies to file with the court clerk and pay the filing fee.
5. Serve the forms on the Defendant(s). You may serve by any method of service available by Arizona Rules of Civil Procedure, Rule 4, including process server.

IT IS IMPORTANT THAT ALL PARTIES KEEP THE COURT APPRISED OF ANY CHANGE IN ADDRESS.

A Notice of Change of Address form must be filed with the court when a party changes their address.