

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

STEP1: COPIES AND ENVELOPES.

Make three (3*) copies of the Motion that follows. *Additional copies may be needed if The State of Arizona is involved with your case.

Make enough copies (one for each party) of the Order that follows the Motion;

Prepare enough self-addressed stamped envelopes; one addressed to you and one addressed to the other parties.

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 all copies of the Order;
- All self-addressed, stamped envelopes

MAIL OR DELIVER A COPY of the Motion to the other party or parties 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 you need assistance, you may contact the Superior Court Law Library 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.

Person Filing: _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
Lawyer's Bar Number: _____

For Clerk's Use Only

Representing Self, without a Lawyer or Attorney for Petitioner OR Respondent

SUPERIOR COURT OF ARIZONA IN YUMA COUNTY

Plaintiff

Case Number: _____

MOTION TO APPEAR TELEPHONICALLY

Defendant

HONORABLE: _____

This case is scheduled for a court hearing on: _____.

I move this Court for an Order that allows _____ to
appear telephonically at the scheduled hearing because: _____

I understand that if the motion is granted, it is my responsibility to call the court 10 minutes before the scheduled hearing.

Dated this _____ day of _____, 20_____.

(SIGNATURE OF REQUESTING PARTY)

**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 _____
(Judicial Officer assigned to your case)
Month Date Year

I mailed/delivered a COPY of the attached document(s) to The Office of the Attorney General (The State of Arizona) on this date (if applicable):
Month Date Year Address

I mailed/delivered a COPY of the attached document(s) to the Opposing Party and/or his/her Attorney on:
Month Date Year

Name of Other Side Name of Other Side's Lawyer

Address Lawyer's Address

City, State, Zip City, State, Zip

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

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 the attached document.

Your signature

Person Filing: _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
ATLAS Number: _____
Lawyer's Bar Number: _____

For Clerk's Use Only

Representing Self, without a Lawyer or Attorney for Petitioner OR Respondent

SUPERIOR COURT OF ARIZONA IN YUMA COUNTY

Plaintiff

Case Number: _____

ORDER RE: MOTION TO APPEAR TELEPHONICALLY

Defendant

HONORABLE: _____

The Court having reviewed the "*Motion to Appear Telephonically*" and good cause appearing,

IT IS HEREBY ORDERED DENYING the "*Motion to Appear Telephonically*." OR

IT IS HEREBY ORDERED GRANTING the "*Motion to Appear Telephonically*."

_____ shall contact the following judicial officer no later than
(name of person appearing telephonically)
five (5) minutes before the scheduled start time:

Judicial Officer: _____

Phone Number: _____

OTHER ORDERS: _____

DONE IN OPEN COURT: _____

JUDGE OR COURT COMMISSIONER