

PROCEDURES: WHAT TO DO WITH THE MOTION TO DISMISS NOW THAT YOU HAVE FILLED IT OUT.

USE THIS FORM ONLY if you have filled out the Motion to Dismiss Without Prejudice. Here are the steps you need to take:

STEP 1:

COPIES AND ENVELOPES. Make **3 copies** of the Motion to Dismiss Without Prejudice. Make **2 copies** of the Order to Dismiss Without Prejudice. Prepare 2 addressed stamped envelopes, one addressed to yourself and the other addressed to the other party.

FILE THE ORIGINAL MOTION to Dismiss Without Prejudice with the Clerk of the Court and ask to have the copies of the Motion stamped. These are called conformed copies and is proof that the original was filed.

PROCESSING YOUR MOTION. Give the following documents to Information Desk and tell them it is for the Judge assigned to the case.

- one copy of the Motion to Dismiss Without Prejudice
- the original **Order** to Dismiss Without Prejudice and 2 copies
- the addressed stamped envelopes

MAIL OR DELIVER A COPY of the Motion to Dismiss Without Prejudice to the other party involved in your case and keep one copy for your records.

Step 2:

WAIT TO RECEIVE A NOTICE FROM THE COURT.

Once you have delivered your Motion to Dismiss Without Prejudice and Order, the judge will sign the original Order and send you a copy.

INSTRUCTIONS: HOW TO FILL OUT THE MOTION TO DISMISS WITHOUT PREJUDICE

USE THIS FORM ONLY If you wish to have your case dismissed in its entirety.

- Step 1:** Make sure your form is titled Motion to Dismiss Without Prejudice. **Type or print using black ink only.**
- Step 2:** In the top left corner of the first page fill out the following: Your name; Address; City; State and Zip Code; Telephone Number; and your ATLAS Number, if you are receiving or have received AFDC from the Arizona Department of Economic Security.
- Step 3:** Fill in YOUR name in the space that says Petitioner if you filed the original action. Whoever was the Petitioner for the original action will be the Petitioner for any other papers related to this case. If the other party filed the original action, they will be the Petitioner/Plaintiff. In the space that says Respondent, fill in the name of the Respondent that has been used throughout your case. Whoever was the Respondent for the original action will be the Respondent for any other papers related to this case.
- Step 4:** Fill in your case number where it says "Case No." Your case number stays the same any time you file any papers in your case.
- Step 5:** You must sign the Motion to Dismiss Without Prejudice in front of a Notary Public.
- Step 6:** On the bottom of the Motion you will indicate that you are mailing a copy to the other party involved in your case. Do this by filling in the date the copy will be mailed or delivered and filling in the name and address of the other party.
- Step 7:** Complete the Order to Dismiss Without Prejudice by following steps 2 thru 4.

Person Filing: _____

Address (if not protected): _____

City, State, Zip Code: _____

Telephone: _____

Email Address: _____

Lawyer's Bar Number: _____

Representing ☐ Self, without a Lawyer ☐ Petitioner OR ☐ Respondent

SUPERIOR COURT OF ARIZONA IN YUMA COUNTY

Name of Petitioner/Party A

Case Number: _____

Motion to Dismiss

Name of Respondent/Party B

Comes now the Petitioner representing his/her self, undersigned and requests
that the court dismiss this action without prejudice for the following reasons:

Petitioner's Signature

STATE OF _____

COUNTY OF _____

Subscribed and sworn to or affirmed before me this: _____
(date)

by _____

**SUPERIOR COURT OF ARIZONA
IN MARICOPA COUNTY**

Name of Petitioner/Party A

Case Number: _____

Order to Dismiss

Name of Respondent/Party B

This matter having come before the Court upon Petitioner's Motion to Dismiss Without Prejudice, the Court having considered same and good cause shown:

IT IS HEREBY ORDERED that said Motion be granted.

IT IS FURTHER ORDERED this matter is dismissed without prejudice.

DATED this _____ day of _____

JUDGE/COMMISSIONER OF THE SUPERIOR COURT