

## **INSTRUCTIONS FOR FILING MOTIONS**

- 1) Type in all necessary information on the form
- 2) Save the form and file it with the Court
- 3) To file with the Court, you must submit the completed motion to the Court by email as an attachment, by fax, by mail, or in person
- 4) After the Court receives your motion, it takes about 5-6 working days for the Court to process your motion and send out a ruling from the judge. Some judges may wait until your court date to rule on your motion.
- 5) The judge's ruling will be returned to you by mail.
- 6) If filing a motion on a criminal case, you **must** submit a copy of the motion to the Prosecutor's Office also. See below for their mailing address and fax information.

**Note:** It is your responsibility to ensure that your fax or email was received by the Court. You can call the Court at 480-312-2442 to check if the Court received your fax or email. Please wait about 2 working days from the date you sent the fax or email before calling to allow the Court time to process the motion.

### **If filing by email:**

- Attach the completed motion to an email and send to [court@scottsdaleaz.gov](mailto:court@scottsdaleaz.gov).
- Only Word and PDF documents will be accepted. Photos (.jpeg or other photo files) will not be accepted because their quality is too low.
- Only the information in the attachment will be forwarded to the judge.

### **If filing by fax:**

Print the completed form and fax it to Scottsdale City Court at 480-312-2764.

### **If filing by mail:**

Print the completed form and mail it to Scottsdale City Court, 3700 N 75<sup>th</sup> St., Scottsdale, AZ 85251.

### **If filing in person:**

Print out the completed form and bring it to the Court (address above), date stamp it and drop it in the drop box in the Court's lobby.

### **If filing a motion on a criminal case:**

A copy of the motion must also be submitted to the Prosecutor's office. Their address is: City of Scottsdale Prosecutor's Office, 3700 N 75th St. #B, Scottsdale AZ 85251. Their fax number is 480-312-7795.



Scottsdale City Court • 3700 N 75th Street Scottsdale, AZ 85251 • (480) 312-2442

Fax: (480) 312-2764 • court@scottsdaleaz.gov • www.ScottsdaleAZ.gov/Court

ORI: AZ007111J • Maricopa County, Arizona

State Of Arizona VS.	Case #:  Complaint #:	
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**MOTION / PEDIMENTO**

Motion Requestor / Solicitante:  Defendant / Acusado  Plaintiff / Demandante  Attorney of Record / Abogado de Registro  
 State / Fiscalía  Other / Otro: \_\_\_\_\_

Address;Phone Number;Attorney/Defendant Email Address(es) / Dirección; Número de Teléfono;Abogado/Correo(s) Electrónico(s):  
\_\_\_\_\_

By providing your phone number and or email address, you are granting permission to receive texts and other communication regarding court dates, pending payments and other relevant information about your case. Normal text and SMS rates may apply. Please contact the court in which your case is filed should you desire to opt out of this service./ Al proporcionar su número telefónico y su correo electrónico, Ud. está de acuerdo con recibir mensajes de texto y otra comunicación relacionada a las fechas judiciales, pagos pendientes y otra información pertinente a su caso. Puede que se cobren tarifas de texto estándar y tasas por servicio de mensajería abreviada SMS. Comuníquese con el tribunal correspondiente a su caso si no desea participar en este servicio.

I hereby request: (check all that apply) / Por la presente solicito: (marque todo lo que corresponda)

- Continuance of court date scheduled for / Un aplazamiento del citatorio programado para el: \_\_\_\_\_
- Quash a Warrant / Anular la orden de Arresto Judicial (DATE)(Fecha)
- Set Aside Default / Anular el Fallo por Incumplimiento
- Change Program Order; Change Confinement Order / Cambiar la Orden del Programa / Reclusión
- Waiver, reduction, and/or deferral of fines or fees / Dispensa, reducción y/o postergación de multas o tarifas
- Community Service Reinstatement/ Restablecer su Servicio a la Comunidad
- Other / Otro: \_\_\_\_\_

for the following reason(s) / Por la siguiente razón(es):  
\_\_\_\_\_  
\_\_\_\_\_

Date / Fecha: \_\_\_\_\_ Signature / Firma: \_\_\_\_\_

NOTE: It is the Requestor's responsibility to notify the other party by delivering a copy of this motion to their recent address. This motion is not granted until ordered by the Judge. Nota: Es responsabilidad del Solicitante notificar a la otra parte mediante la entrega de una copia de este pedimento a la dirección más reciente. Este pedimento no se concede hasta que el juez lo ordene.

Scottsdale Prosecutor's Office / Oficina de la Fiscalía  
3700 N. 75th St. #B, Scottsdale, AZ 85251

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**POSITION AND ORDER**

The other party does or does **not** object to the above motion for the following reason(s):  
\_\_\_\_\_

Date: \_\_\_\_\_ Other party signature: \_\_\_\_\_

The Court grants or denies the above motion; time waived.

Date: \_\_\_\_\_ Judge's signature: \_\_\_\_\_