

CLERK OF THE COURT SUPERIOR COURT OF ARIZONA

Michael K. Jeanes
Clerk

MARICOPA COUNTY
Downtown Justice Center
620 W. Jackson, Suite 3017
Phoenix, Arizona 85003

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Fax – 602-506-7684

Instructions for Filing a Foreign Judgment

In order to file a Foreign Judgment in the Superior Court of Arizona, the following is required:

1. A certified or authenticated copy of the judgment from the court in which it was rendered.
2. An Affidavit Substantiating a Foreign Judgment, setting forth the name and last known address for both the Plaintiff [Petitioner] Judgment Creditor and Defendant [Respondent] Judgment Debtor.
3. Notice of Filing Foreign Judgment
4. A filing fee is due for filing a Foreign Judgment. Please see a list of the filing fees for the amount due, [click here](#).
5. Provide original plus 2 copies of the documents being filed with the Court.
6. A cover sheet that applies to the specific case type you are filing, (civil or family court). For a family court case, select Sensitive Data Sheet and Cover Sheet Combination [with Children](#) or [without children](#). For a civil case, select [Maricopa County – Statewide Coversheet](#) from the Clerk's Office website under forms. You can use these hyperlink for direct access.
7. To request a certified copy of the filed Judgment from the foreign court, additional fees are required. [Click here](#) to obtain the amounts for the following fees to obtain a certified copy:
 - a. "Certificate of correctness of copy of record" plus
 - b. "Photographic copies per page"

Mail all documents including a self-addressed stamped envelope for the return of the documents to:

Clerk of the Superior Court
Civil File Counter
201 West Jefferson
Phoenix, AZ 85003

Source: A.R.S. §12-1701 through §12-1705 as amended July 19, 1996, and Local Rule 3.1(a)

NAME: _____
 ADDRESS: _____
 CITY, STATE, ZIP: _____
 PHONE: _____
 REPRESENTING: _____
 STATE BAR NUMBER _____

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

Name of Plaintiff or Petitioner)	
)	
)	CASE NUMBER: _____
vs.)	
)	AFFIDAVIT SUBSTANTIATING A FOREIGN JUDGMENT
Name of Defendant or Respondent)	
)	

I affirm that I am over the age of 18 and otherwise competent to testify in a court of law of the United States or several states and make this Affidavit without being under fraud, duress, or undue influence from any person as to the following facts:

1 Pursuant to A.R.S. §12-1702 et seq., I am filing this Affidavit with the Clerk of the Superior Court along with a certified copy of a foreign judgment.

2 The name and last known post office box or residential address of the Plaintiff/Petitioner is as follows:

3 The name and current post office box or residential address of the Defendant/Respondent is as follows:

4 The name and current address of the Plaintiff's/Petitioner's Attorney in the State of Arizona is as follows:

WITNESSETH, I have read the foregoing Affidavit and know of my own knowledge that the facts stated therein are true and correct as of the date this Affidavit was sworn.

STATE OF ARIZONA)
County of _____) s.s.

_____, being first duly sworn, deposes and says: contents thereof and that the same is true of her (his) own personal knowledge.

Signature of Plaintiff/Petitioner

SUBSCRIBED AND SWORN to before me on this _____ day of _____, 20_____

My Commission Expires

NOTARY PUBLIC OR DEPUTY CLERK

CERTIFICATE OF HAND DELIVERY/MAILING

A copy of the accompanying document(s) was mailed or hand delivered (circle one).

To: _____

Address: _____

Date: _____

By: _____

Signature of person making Hand Delivery/Mailing

NAME: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
PHONE: _____
REPRESENTING: _____
STATE BAR NUMBER _____

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

_____,
Name of Plaintiff or Petitioner)
)
)
)
)
)
CASE NUMBER: _____
)
)
**NOTICE OF FILING A
FOREIGN JUDGMENT**
)
)
vs.)
)
)
)
_____,
Name of Defendant or Respondent)
_____))

**YOU ARE HEREBY GIVEN NOTICE PURSUANT TO A.R.S. §12-1703(B) THAT
THE FOREIGN JUDGMENT DESCRIBED BELOW HAS BEEN FILED IN THE
OFFICE OF THE CLERK OF THE SUPERIOR COURT OF MARICOPA COUNTY.**

COURT IN WHICH JUDGMENT WAS ENTERED:

CASE NUMBER:

DATE OF JUDGMENT:

NAME AND ADDRESS OF INITIATING PARTY:

NAME AND ADDRESS OF INITIATING PARTY'S ATTORNEY:

RESPECTFULLY SUBMITTED this _____ day of _____, 20_____.

INITIATING PARTY'S SIGNATURE