

CLERK OF THE COURT SUPERIOR COURT OF ARIZONA

Michael K. Jeanes
Clerk

MARICOPA COUNTY
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Phoenix, Arizona 85003

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Instructions for Filing a Foreign Deposition

In order to have a subpoena issued for a Foreign Deposition in the Superior Court of Arizona, the following is required:

1. The filing fee of \$286.00.
2. An issuance fee of \$26.00 per each original subpoena to be issued.
3. The appropriate Arizona subpoena forms. The Superior Court does not provide these forms.
4. A Civil Cover Sheet, one of which is enclosed for your convenience or select Form Number 204 from the Clerk's Office Fax-on-Demand System or visit our Website e-forms at www.clerkofcourt.maricopa.gov.
5. A Praecipe with the caption of the case listed exactly as it appears on the Civil Cover Sheet and application.
6. An application as described in Rule 30(h), of the Arizona Rules of Civil Procedure, which includes one of the following:
 - a. A certified copy of the Notice of Taking Deposition, OR the original Notice of Taking Deposition.
 - b. A certified copy of an order of the foreign court, authorizing the deposition.
 - c. An original or certified copy of a commission or letters rogatory from the foreign court.
 - d. Other such pleadings as stated under the law of the foreign jurisdiction.
7. The Clerk of the Court's office is not responsible for the service of subpoenas.

If you have any questions, please contact our office at 602-506-2168.

Visit us at our website: www.clerkofcourt.maricopa.gov