

**Michael K. Jeanes**  
**Clerk of the Court - Superior Court of Arizona**  
**Maricopa County**

**Fax-on-Demand**  
**Catalogue of Available Documents**  
**602-506-0034 (local)**  
**1-866-506-0034 (long distance)**

<i>Doc. #</i>	<i>Document Title</i>	<i>Pages</i>	<i>Doc. #</i>	<i>Document Title</i>	<i>Pages</i>
	<b>Frequently Requested Forms</b>		402	Current Employer Information	1
100	Fee Schedule	4	403	Sensitive Data Sheet	1
*102	Application for Deferral of Fees and/or Costs w/ Instructions (Packet)	14	404	Instructions for Making Support Payments	2
105	Request and Order for Hearing (re: Supplemental Application)	1	405	Electronic Payment Authorization	2
106	Supplemental App. for Waiver or Further Deferral (After <u>Final</u> Hearing) w/Instructions	7	406	Judgment Data Sheet	1
107	Self Service Packets Instructions	3	407	Order of Assignment and Instructions	2
108	New Address/Name Change and Instructions	2	408	Order Stopping Order of Assignment and Instructions	2
*109	Additional Fee Deferral Instructions; Guidelines and Application	3	409	New Address/Name Change and Instructions	2
110	Satisfaction of Judgment w/inst.	2	410	<b>Unavailable / See <a href="http://www.expertpay.com">www.expertpay.com</a></b>	
111	Minute Entry Distribution Agreement	2	411	<b>Unavailable/See Self-Service Center</b>	
	<b>Civil Court Forms</b>		412	Employer Information Packet	5
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201	Certificate of Agreement Regarding Compulsory Arbitration	1	414	Family Court Cover Sheet <b>with children</b>	1
202	Foreign Deposition Instructions	1	415	Family Court Cover Sheet <b>without children</b>	1
203	Foreign Judgment w/Notice, Affidavit & Instructions	4	416	<b>Unavailable/See Self-Service Center</b>	
204	Superior Court Civil Cover Sheet	2	417	Authorization to Stop Direct Deposit	2
205	Instructions to Appear Pro Hac Vice	1		<b>Financial Forms</b>	
206			500	New Address/Name Change and Instructions	2
207	Blank Motion Form	1	501	Stop Payment Affidavit/Letter/Billing	2
208	Praecipe	1	502	Correction Of Misapplied Payments	2
209	LC Appeals Cover Sheet	2	503	Information/Policy for Return of Bonds	1
210	Civil Summons	2	504	Motion to Exonerate/ Release Bond and Instructions	2
211	Civil Appeals Docketing Statement and Instructions	8	505	Order to Exonerate/Release Bond	1
212	Notice of Intent to Pay Fees Re: Complex Litigation	2			
	<b>Criminal Court Forms</b>				
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301	See Form 300				
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**Catalogue of Available Documents** (continued)

**Juvenile Court Forms**

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606	Service through Process Server	1
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**Probate Court Forms**

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702	See Form 700	
703	Affidavit of Proposed Appointee	3
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**Specialty Court Forms**

800	Petition/Coversheet and Instructions- Checklist for Appeal for Small Claims Property Evaluation	12
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**Michael K. Jeanes**  
**MARICOPA COUNTY CLERK OF THE SUPERIOR COURT**  
**FORM FAX MENU and GLOSSARY**

Please dial 602-506-0034 or 1-866-506-0034 when requesting forms from this menu.

<b>FORM INDEX</b>	<b># of PAGES</b>	<b>NAME OF FORM</b>	<b>DESCRIPTION OF FORM</b>
<i><b>Frequently Requested Forms – All Court Divisions</b></i>			
<b>100</b>	<b>4</b>	<b>Fee Schedule</b>	A schedule of fees that the Clerk’s Office is required to charge per Arizona statutes.
<b>*102</b>	<b>14</b>	<b>Application for Deferral of Fees and/or Costs, Order and Affidavit w/Instructions</b>	A form to be used by a qualifying person to request deferral of fees to be paid at a later time. See Form 109 below.*
<b>105</b>	<b>1</b>	<b>Request and Order for Hearing (re: Supplemental Application)</b>	A form to be used when a person disagrees with the decision of waiver, deferral of fees or amount of costs and wants a hearing.
<b>106</b>	<b>7</b>	<b>Supplemental Waiver/Deferral and Order (After <u>Final</u> Hearing) with Instructions</b>	Forms to be used only <u>after</u> a final hearing (final decree has been issued) to request an additional extension of time for payment of deferred fees.
<b>107</b>	<b>3</b>	<b>Self-Service Packet Instructions</b>	A form that provides a list of packets provided by the Self-Service Center and the process to obtain the packets.
<b>108</b>	<b>2</b>	<b>New Address/Name Change and Instructions</b>	A form that notifies the court of your change of address and/or name so that you may continue to receive court notices, restitution and/or support payments, if appropriate.
<b>*109</b>	<b>3</b>	<b>Additional Fee Deferral Instructions, Guidelines and Application</b>	Additional Instructions, Guidelines and Application to be used by a qualifying person to request deferral of fees to be paid at a later time.
<b>110</b>	<b>2</b>	<b>Satisfaction of Judgment w/instructions</b>	A form signed by the party to whom the money judgment was owed stating that the judgment has been paid in full.
<b>111</b>	<b>2</b>	<b>Minute Entry Distribution Agreement</b>	A form signed by a law firm agreeing to receive and the Clerk of the Court agreeing to send Minute Entries electronically to the law firm’s designated e-mail address.

<b>FORM INDEX</b>	<b># of PAGES</b>	<b>NAME OF FORM</b>	<b>DESCRIPTION OF FORM</b>
<b><i>Civil Court Forms</i></b>			
<b>200</b>	<b>1</b>	<b>Certificate of Compulsory Arbitration</b>	A form accompanying the initial <b>civil complaint</b> , stating whether the case is or is not subject to compulsory arbitration.
<b>201</b>	<b>1</b>	<b>Certificate of Agreement Regarding Compulsory Arbitration</b>	A form required to accompany the initial <b>civil answer</b> , stating whether the defendant agrees with or controverts the plaintiff's certificate of compulsory arbitration.
<b>202</b>	<b>1</b>	<b>Foreign Deposition Instructions</b>	Instructions on how to obtain a subpoena in Maricopa County for an action existing in a foreign jurisdiction.
<b>203</b>	<b>4</b>	<b>Foreign Judgment w/Notice, Affidavit &amp; Instructions</b>	Forms for filing a judgment in Maricopa County, obtained from a foreign jurisdiction.
<b>204</b>	<b>2</b>	<b>Superior Court Civil Cover Sheet</b>	A form required to accompany any new civil action filed in the Superior Court. The information is used by the Clerk's Office to make sure that the document is correctly docketed.
<b>205</b>	<b>1</b>	<b>Instructions to Appear Pro Hac Vice w/link to Az State Bar</b>	A form to be used by attorneys not admitted to the Arizona Bar, typically out-of-state attorneys, to represent a client before the Maricopa County Superior Court. The instructions have a link to the most current form provided by the Arizona State Bar.
<b>206</b>			
<b>207</b>	<b>1</b>	<b>Blank Motion Form</b>	A form used as an example of the format and mailing certificate required in any Motion that complies with Rules of Procedure.
<b>208</b>	<b>1</b>	<b>Praecipe</b>	Demand to issue process to enforce a judgment such as post judgment writs of execution.
<b>209</b>	<b>2</b>	<b>LC Appeals Cover Sheet</b>	A form to be used to accompany a civil, criminal traffic, criminal non-traffic lower court appeals matter and administrative reviews. The information is used by the Clerk's Office to make sure that the document is correctly docketed.
<b>210</b>	<b>2</b>	<b>Civil Summons</b>	A form prepared by a Plaintiff and issued by a court that informs a defendant that he/she has been sued.
<b>211</b>	<b>8</b>	<b>Civil Appeals Docketing Statement w/Instructions</b>	A form prepared by an Appellant, pursuant to Rule 12(e) of the Arizona Rules of Civil Appellate Procedure, and filed in the Superior Court within 10 days after filing the Notice of Appeal.
<b>212</b>	<b>2</b>	<b>*Notice of Intent to Pay Fees Re: Complex Litigation</b>	A form that must be electronically filed by participants in the Complex Civil Litigation e-Filing Pilot when submitting payment of Complex Litigation Fees after commencement of mandatory e-filing. <b>*This form to be electronically filed only.</b>
<b><i>Criminal Court Forms</i></b>			
<b>300</b>	<b>6</b>	<b>Restore Civil Rights and Possess Firearms w/Inst.</b>	A form used by parties who have been convicted of a felony; have been discharged from probation; and who are requesting that the judgment against them be vacated and to possess firearms.
<b>301</b>		<b>See Form 300</b>	Revised 2/17/06
<b>302</b>	<b>6</b>	<b>Petition for Post-Conviction Relief and Instructions</b>	A form used by parties who have been convicted of a felony to notify the court of the intent to file a petition for Post Conviction Relief and request the necessary records to prepare the petition.
<b>303</b>	<b>2</b>	<b>New Address/Name Change and Instructions</b>	A form that notifies the court of your change of address and/or name so that you may continue to receive court notices, restitution and support payments, if appropriate.

FORM INDEX	# of PAGES	NAME OF FORM	DESCRIPTION OF FORM
<i>Family Court Forms</i>			
401	1	<b>Arrearage Calculation Request</b>	If you receive or pay support through the Support Payment Clearinghouse and your case is non IV-D, you may use this form to request a calculation on the amount of back support owing. (A case is considered non IV-D if either party to the case has <b>never</b> received cash assistance in the past or has <b>never</b> applied for IV-D State services.)
402	1	<b>Current Employer Information</b>	A form that provides current employment information on the person who pays support payments so that the Clerk's Office can mail the Order of Assignment to the new employer; the new employer can then begin withholding monies to be sent to the Support Payment Clearinghouse.
403	1	<b>Sensitive Data Sheet</b>	A form that protects sensitive data from the public record. It will also improve the accuracy of information, improve support collections and promote the electronic Order of Assignment process.
404	2	<b>Instructions for Making Support Payments</b>	Instructions that provide you with information for making support payments, for updating your current address and/or name, and for providing the current employer of the person ordered to pay support. (For IV-D and non IV-D: A case is considered IV-D if either party to the case <b>is</b> receiving cash assistance or <b>has</b> received cash assistance in the past or <b>has</b> applied for IV-D State services.)
405	2	<b>Electronic Payment Authorization</b>	A form authorizing the Clerk of the Court to automatically deposit support payments into an individual's personal bank account or deposited to a Visa Electronic Payment Card, eliminating the need for mail service.
406	1	<b>Judgment Data Sheet</b>	A form required when establishing and modifying a support order. The information on the form is used by the Clerk's Office to ensure support payments are processed appropriately.
407	2	<b>Order of Assignment and Instructions</b>	(Also known as a Wage Assignment.) An order from the court directing an employer or other payor, to deduct from an employee's wages or other income source, a certain amount of money for a support obligation and to mail the support payments to the Support Payment Clearinghouse.
408	2	<b>Order Stopping Order of Assignment and Instructions</b>	An order from the court stopping or terminating an Order of Assignment.
409	2	<b>New Address/Name Change and Instructions</b>	A form that notifies the court of your change of address and/or name so that you may continue to receive court notices, restitution and support payments, if appropriate.
410		<b>Unavailable – see <a href="http://www.expertpay.com">www.expertpay.com</a></b>	A form authorizing the Clearinghouse to automatically withdraw funds from an individual's bank account for support payments which then is deposited into the Support Payment Clearinghouse's bank account and then sent to the person who receives the support payments.
412	5	<b>Employer Information Packet</b>	A packet that provides employers with information about Orders of Assignment.
413	3	<b>Affidavit of Direct Child Support Payments</b>	A form used to list support payments that were not paid through the Support Payment Clearinghouse or the Clerk of the Court but have been mailed directly to the person who receives support payments.
414	1	<b>Family Court Cover Sheet <i>with Children</i></b>	A form required to accompany any new Family Court action <b>with children</b> filed in the Superior Court. The information is used by the Clerk's Office to make sure that the document is correctly docketed.
415	1	<b>Family Court Cover Sheet <i>without Children</i></b>	A form required to accompany any new Family Court action <b>without children</b> filed in Superior Court. The information is used by the Clerk's Office to make sure that the document is correctly docketed.

<b>FORM INDEX</b>	<b># of PAGES</b>	<b>NAME OF FORM</b>	<b>DESCRIPTION OF FORM</b>
<b><i>Family Court Forms (Continued)</i></b>			
<b>417</b>	<b>2</b>	<b>Authorization to Stop Direct Deposit</b>	A form authorizing the Clerk of the Court to stop the automatic deposit of support payments into an individual's personal bank account, necessitating the need for mail service.
<b><i>Financial Forms</i></b>			
<b>500</b>	<b>2</b>	<b>New Address/Name Change and Instructions</b>	A form that notifies the court of your change of address and/or name so that you may continue to receive court notices, restitution and support payments, if appropriate.
<b>501</b>	<b>2</b>	<b>Stop Payment Affidavit/Letter/Billing</b>	A form to stop payment on a check issued by the Clerk's Office and policy instructions.
<b>502</b>	<b>2</b>	<b>Correction of Misapplied Payments</b>	A form used to correct misapplied payments related to criminal restitution.
<b>503</b>	<b>1</b>	<b>Information/Policy for Return of Bonds</b>	Procedure with a phone number to release a bond in criminal and non-criminal cases.
<b>504</b>	<b>2</b>	<b>Motion to Release/Exonerate Bond and Instructions</b>	A form to be used to request the Court to release and return a posted bond.
<b>505</b>	<b>1</b>	<b>Order to Release/Exonerate Bond</b>	An order from the Court, signed by a judge, directing the release and return of a posted bond, stating specifically to whom it should be returned to.
<b><i>Juvenile Court Forms</i></b>			
<b>600</b>	<b>4</b>	<b>Dependency Petition</b>	A form filed on behalf of a neglected or dependent child when there are allegations of abuse, neglect, or abandonment
<b>601</b>	<b>1</b>	<b>Notice of Initial Dependency Hearing</b>	A form used to notify the court and any interested parties of the hearing time, date and location of a dependency hearing. The court places the hearing information on the form.
<b>602</b>	<b>2</b>	<b>Request for Review Hearing/ Attorney/ Interpreter</b>	A form to request a hearing within 5 court days to review temporary custody, to appoint an interpreter to assist during court hearings or to request a court-appointed attorney.
<b>604</b>	<b>3</b>	<b>Information on Serving the Other Party</b>	A form explaining what service is and will help you select the method of service that works best for you.
<b>605</b>	<b>3</b>	<b>Service through Acceptance Method</b>	A form utilized when service is being performed to an attorney or other party through the acceptance of service method.
<b>606</b>	<b>1</b>	<b>Service through Process Server</b>	A form utilized when service is being performed on an attorney or the other party specifically by a registered process server.
<b>607</b>	<b>2</b>	<b>Service through Registered Mail</b>	A form utilized when service is being performed on an attorney or the other party by registered mail.
<b>608</b>	<b>4</b>	<b>Service through Publication</b>	A form utilized when service is being performed on an attorney or the other party by publication.
<b>609</b>	<b>2</b>	<b>Service by the Sheriff's Office</b>	A form utilized when service is being performed on an attorney or the other party through the Sheriff's Office.

<b>FORM INDEX</b>	<b># of PAGES</b>	<b>NAME OF FORM</b>	<b>DESCRIPTION OF FORM</b>
<b><i>Probate Court Forms</i></b>			
<b>700</b>	<b>9</b>	<b>Notice of Hearing/Order for Sale of Real Property w/Instructions</b>	A form used when the court has restricted the powers of the Conservator/Personal Representative to the sale of any real property. This is only necessary when the Letters of Appointment state that “No sale, transfer or encumbrance of real property without the prior approval of the Court”.
<b>701</b>	<b>2</b>	<b>Affidavit for Collection of Personal Property</b>	A form to be used 30 days after date of death when the personal property does not exceed \$50,000 and the estate does not need to go through probate. This form is filled out by the person entitled to receive the property according to the Will or by intestate succession. It is NOT filed with the court but is given to the entity holding the assets (i.e., bank, stock company). Upon receiving the affidavit, the company will release all funds/property held to the person whose name appears on the affidavit.
<b>703</b>	<b>3</b>	<b>Affidavit of Proposed Appointee</b>	A form used when a party is petitioning the court for guardianship or conservatorship. It must be submitted with the petition for a case number to be assigned. It is to be filled out by the proposed guardian or conservator. The only exception to this rule is the Public Fiduciary and the Arizona Veterans’ Service Commission.
<b>704</b>	<b>2</b>	<b>Superior Court Probate Cover Sheet</b>	A form required to accompany any new probate action filed in the Superior Court. The information issued by the Clerk’s Office to make sure that the document is correctly docketed.
<b><i>Specialty Court Forms</i></b>			
<b>800</b>	<b>12</b>	<b>Petition/Coversheet and Instructions-Checklist for Appeal for Small Claims Property Evaluation</b>	A petition to appeal the property evaluation or classification in which the full cash value of all real and personal property does not exceed \$1,000,000.
<b>801</b>	<b>1</b>	<b>Superior Court Tax Coversheet</b>	A form required to accompany any new tax action filed in the Superior Court. The information is used by the Clerk’s Office to make sure that the document is correctly docketed.

L.R.D. 03/05/08

NOTE: FORMS ARE REVISED AS LEGAL REQUIREMENTS OR PROCESSES CHANGE