

Name: _____
Address _____
City, State, Zip _____
Telephone Number _____
Attorney Bar Number _____
(if applicable): _____
Representing: Self or Attorney for _____

**SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY**

Case Number: _____

Plaintiff

vs.

**MOTION TO RELEASE /
EXONERATE BOND**

Defendant

Information about the bond:

Name of person entitled to have
bond exonerated/released: _____

Amount of bond: \$ _____

Date Bond of Posted: _____

Reason the bond should be exonerated/released: (A.R.S. 13-3974)

What I want the Court to do:

Enter an order requiring the Clerk of the Court to exonerate/release the bond to me.

Under penalty of perjury, I state that the above information is true and correct.

Date

Signature of Person requesting bond to be released/exonerated

INSTRUCTIONS AND PROCEDURES FOR FILING A MOTION TO EXONERATE/RELEASE BOND

STEP INSTRUCTION

FILL OUT THE MOTION AND ORDER:

- 1 Fill out the entire motion and order, except leave the date and signature line blank on the order for the Judge to sign. If you need more information on the amount of the bond, please contact the Clerk's Office via email TrustResponse@mail.maricopa.gov or by calling (602) 372-5375.

MAKE TWO (2) COPIES:

- 2 After you have filled out the motion and Order make two (2) copies of each document.

FILE ORIGINAL MOTION WITH CLERK OF THE SUPERIOR COURT:

- 3 File the original motion with the Clerk of the Superior Court, ask the Clerk to stamp the two copies.

GO TO COURT ADMINISTRATION Customer Service Window:

- 4 Find out the name of the judge assigned to the case.

GO TO JUDGE:

- 5 Deliver one copy of the motion and the original order to the Judge assigned to this case. After the Judge signs the order, you will be notified by the Court that the order has been signed.

KEEP A COPY OF THE MOTION AND ORDER FOR YOUR RECORDS.

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OBTAIN CERTIFIED COPY:

After the order has been signed you will need to obtain a certified copy of the order from the Clerk's Office.

For Cash Bonds:

Once the certified order is received, you can return it via:

- In person: South Court Tower, 175 W Madison, 12th Floor
 - eMail: TrustResponse@mail.maricopa.gov
 - Fax: (602) 506-7823
- 7 • U.S. Mail: Clerk of Superior Court, Attention: Trust Clerk, 201 W Jefferson, Phoenix, AZ 85003

The Clerk will mail a check to the address provided in the court order.

For Surety Bonds:

- Take the certified order to the bonding company for the release of your property. Using surety bonds is considered a contract between you and the bonding company. For issues or questions regarding bonding companies, please contact the Arizona Department of Insurance at (602) 364-2499.