



Maricopa County Justice Courts, Arizona

CASE NUMBER: _____

Plaintiff(s) Name / Address / Email / Phone

Defendant(s) Name / Address / Email / Phone

Attorney for Plaintiff(s) Name / Address / Email / Phone

Attorney for Defendant(s) Name / Address / Email / Phone

REQUEST TO TRANSFER SMALL CLAIMS CASE TO THE CIVIL DIVISION

I am the Plaintiff Defendant in this action.

The hearing in this matter has not yet been set.

There remains at least ten (10) judicial days before the scheduled hearing.

Pursuant to [ARS 22-504](#), I object to this matter being heard in the Small Claims Division and request that it be transferred to the Civil Division of the Justice Court, and be heard under the provisions for civil actions.

[ARS 22-504](#) Transfer to Justice Court

A. If any party whose rights are or may be adjudicated by an action in the small claims division, at least ten (10) days before the time set for hearing objects to the proceedings being held in the small claims division, the action shall be transferred from the small claims division to the justice court and the provisions relating to civil actions in justice court shall apply

Date: _____ Plaintiff Defendant

If you are representing a partnership, an association, or any other organization:

Please provide the court with a letter stating your position and authority to represent an action on behalf of the partnership, association, or organization. The letter must be signed by someone who has authority to appoint, such as the president of your organization.

1. A Person: An individual can represent self or an attorney
2. Married couples: Spouses cannot represent each other, both need to sign documents and appear in court. *Supreme Court Rule 31*
3. Partnership: Partner or an attorney *See ARS 29-1027*
4. Corporation: A full-time officer or authorized employee can represent in Justice Court *Supreme Court Rule 31(d)3*
5. Association: An officer or an attorney *Supreme Court Rule 31(d)28*
6. Other organization or entity: Officer or an attorney *Supreme Court Rule 31(d)28*
7. HOA: Officer or an attorney

A Power of Attorney cannot represent you in a civil case. A person must be a member of the State Bar to represent anyone in Court. *Supreme Court Rule 31(b)*

I CERTIFY that a copy of this document has been or will be provided on _____ to:

Plaintiff at the above address in court Plaintiff's Attorney at the above address in court

Defendant at the above address in court Defendant's Attorney at the above address in court

Date: _____ Clerk _____