



# MARICOPA COUNTY JUSTICE COURTS

If you want to file a...

## **EVICITION ACTION (Complaint & Summons Tenant Eviction)**



# MARICOPA COUNTY JUSTICE COURTS

**AN EVICTION ACTION** is filed for alleged violations of the lease or rental agreement or of the Arizona Residential Landlord and Tenant Act.

**The rental property subject to the action must be located in the justice court precinct (venue).**

You must give the tenant proper notice and you must wait until the business day after the expiration of the tenant's notice before filing the forcible detainer in the justice court. The justice court does not provide the initial notice to vacate forms, if you need more information on the type of notice you must deliver to the tenant you may refer to the Arizona Residential Landlord Tenant Act which is provided in booklet form by the Arizona Secretary of State or you may access this information online at [www.azsos.gov](http://www.azsos.gov). You may file a forcible detainer in the **justice court** if the total amount due **does not exceed \$10,000.00**. If the amount exceeds \$10,000.00 you must file in the Superior Court.

## **Please STOP...**

- If the location of the rental property is not located in this justice court precinct.
- If the total amount due exceeds \$10,000.00.
- If you did not serve the tenant with the proper notice.

## **Please PROCEED...**

- If you are filing within the correct jurisdiction / venue.
- If you are claiming \$10,000.00 or less in rent or damages.
- If you have properly served notice on the tenant and the time in the notice has completely expired.

## **FORMS Needed:**

- Summons Residential Eviction Action (provided in this packet)
- Complaint – Eviction Action (provided in this packet)
- Copy of the Eviction Notice you served on the tenant
- Judgment form (when you come to court on your scheduled court date)

**ADDITIONAL FORMS** needed to serve on the defendant (at the time of service of the Summons and Complaint): Residential Eviction Information Sheet (provided in this packet), a copy of relevant portions of the lease and ledger (if applicable).

## **INSTRUCTIONS:**

1. Obtain a copy of the ARIZONA RESIDENTIAL LANDLORD & TENANT ACT and ARIZONA RULES OF PROCEDURE FOR EVICTION ACTIONS and familiarize yourself with the contents.
2. Read the attached Residential Eviction Information Sheet AND Information for Landlords and Tenants.
3. Check the venue for your complaint on the court precinct map. You are responsible for filing your case in the correct court.
4. Complete the summons and complaint forms. Make 3 copies of the forms if you are filing against one person; make 4 copies if you are filing against two persons (such as a married couple), etc.
5. File the summons and complaint forms, together with a copy of the eviction notice served on the tenant, with the court clerk and pay the court filing fee.
6. Make arrangements with a licensed process server to serve the papers on the defendants. Process servers may be found in the Yellow Pages of the phone directory.
7. When you come to court on your scheduled court date, you must have your judgment form completed with the case caption (names of parties) typed or printed. Present the judgment form to the judge who will complete the ORDER portion and sign the judgment.

**IT IS IMPORTANT THAT ALL PARTIES KEEP THE COURT APPRISED OF ANY CHANGE IN ADDRESS A NOTICE OF CHANGE OF ADDRESS** form must be filed with the court when a party changes their address.

Visit us at <http://justicecourts.maricopa.gov/> for additional filing information and online forms.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Attorney for Plaintiff(s) Name / Address / Email / Phone Bar Number



# Maricopa County Justice Courts, Arizona

CASE NUMBER: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Plaintiff(s) Name / Address / Email / Phone

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Defendant(s) Name / Address / Email / Phone

## COMPLAINT (Eviction Action)

Residential  Mobile Home  Commercial  Immediate

### **YOUR LANDLORD IS SUING TO HAVE YOU EVICTED, PLEASE READ CAREFULLY**

1. This court has jurisdiction to hear this case. The property is within this court's judicial precinct and is located at: \_\_\_\_\_
2. The Defendant wrongfully withholds possession of this property.
3. Any required written notice was served on the Defendant on \_\_\_\_\_ and was served in the following manner: \_\_\_\_\_ . A copy of this notice is attached to this complaint.
4. This case involves a subsidized rental property.  
 **SUBSIDIZED:** The total amount of monthly rent is \$ \_\_\_\_\_ The Tenant's portion of that monthly rent is \$ \_\_\_\_\_  
The current outstanding balance owed by the tenant is \$ \_\_\_\_\_
5. The Plaintiff is authorized to file this action and has done so for the following reason(s):  
 **RENT:** The Defendant has failed to pay rent as agreed. The rent is unpaid since \_\_\_\_\_ and had a prior unpaid balance of \$ \_\_\_\_\_  
The rental agreement requires rent to be paid each month on the \_\_\_\_\_ day of each month in the following amount: \$ \_\_\_\_\_  
The lease provides for late fees and that the late fees be calculated in the following manner: \_\_\_\_\_

**Notice:** If you are a residential tenant and the only allegation from your landlord is that you have not paid your rent, you may contact your landlord or your landlord's attorney and offer to pay all of the rent due, plus any reasonable late fees, court costs and attorney's fees. If you pay these amounts prior to a judgment being entered, then this case will be dismissed and your lease will be reinstated and will continue.

- NON-COMPLIANCE:** The Defendant committed and has failed to remedy, a condition that is a material non-compliance of the rental agreement. Specifically, after receiving a notice to remedy the problem, the Defendant, on the \_\_\_\_\_ day of \_\_\_\_\_ caused or allowed the following condition to occur: \_\_\_\_\_
- IRREPARABLE BREACH:** The Defendant has committed a material and irreparable breach. Specifically, on the \_\_\_\_\_ day of \_\_\_\_\_, the Defendant did the following: \_\_\_\_\_
- OTHER:** \_\_\_\_\_

6. The Defendant owes a rental concession in the following amount: \$ \_\_\_\_\_  
The nature of the rental concession (if any) is: \_\_\_\_\_

7. As of the date that this action is being filed, the Defendant owes the following:

- Rent (From Current and Prior Months) Totaling: \$ \_\_\_\_\_
- Late Fees: . . . . . \$ \_\_\_\_\_
- Rental Concessions: . . . . . \$ \_\_\_\_\_
- Costs: . . . . . \$ \_\_\_\_\_
- Attorneys Fees: . . . . . \$ \_\_\_\_\_
- Other Damages: . . . . . \$ \_\_\_\_\_
- Total Amount Requested:** . . . . . \$ \_\_\_\_\_

8. The Plaintiff requests a money Judgment for the amounts described above and also a Judgment for possession of the property.

9. WRIT OF RESTITUTION: The Plaintiff requests the court issue a Writ of Restitution returning the property to the Plaintiffs possession 5 days from the date of the judgment or 12 to 24 hours from the time of the judgment. (Applies to material and irreparable breach only)

10. By signing this complaint, I verify that the assertions are true and correct to the best of my knowledge and belief and that they are based on a reasonably diligent inquiry.

Date: \_\_\_\_\_  
Plaintiff

Please inform court staff if interpreter services are required. <input type="checkbox"/> Yes, I need interpreter services. Language: _____
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# Maricopa County Justice Courts, Arizona

<http://justicecourts.maricopa.gov/>

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

**SUMMONS (Eviction Action)**  Amended  
 Virtual  Telephonic

## THE STATE OF ARIZONA TO THE DEFENDANT(S) NAMED ABOVE:

**1. YOU ARE SUMMONED TO APPEAR** and answer this complaint in the court named above.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Courtroom #: \_\_\_\_\_

Be advised that a landlord, tenant, attorney, or witness may participate at the initial hearing through telephone or video conference by contacting the court for directions at least two hours before the hearing, to ensure the court has time to make necessary arrangements.

On the date and time for your scheduled court date, call: \_\_\_\_\_ when prompted, enter the meeting ID \_\_\_\_\_ followed by the #.

(Additional instructions from the court may be attached) If you have difficulties or need assistance call the court directly.

Be in court at least 15 minutes before the scheduled hearing.

**YOU MUST CHECK IN AT THE FRONT COUNTER BEFORE ENTERING THE COURT ROOM.**

(Esté en el tribunal por lo menos 15 minutos antes de la audiencia programada.)

(DEBE REGISTRARSE EN EL MOSTRADOR DELANTERO ANTES DE ENTRAR EN LA SALA DEL TRIBUNAL)

**REQUESTS FOR REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES SHOULD BE MADE TO THE COURT AS SOON AS POSSIBLE.**

(LAS SOLICITUDES PARA ARREGLOS O ADAPTACIONES RAZONABLES PARA PERSONAS CON DISCAPACIDADES SE DEBEN PRESENTAR ANTE EL TRIBUNAL LO MAS ANTES POSIBLE.)

If an interpreter is needed, please contact the court listed above to request an interpreter be provided.

(En caso de necesitarse un intérprete, favor de comunicarse con el Tribunal antes mencionado para solicitar que se brinden los servicios de un intérprete.)

**Please review valuable information and videos at [www.azcourts.gov/eviction](http://www.azcourts.gov/eviction).**

2. You must appear at the date and time shown above if you wish to contest the allegations in the attached complaint. For additional information, please see the attached Residential Eviction Procedures Information Sheet.
3. **IF YOU FAIL TO APPEAR**, a judgment will likely be entered against you, granting the relief specifically requested in the complaint, including removing you from the property.
4. If you do not agree with the allegations in the complaint, you may file a written answer admitting or denying some or all of the allegations and pay the required answer fee. If you cannot afford the filing fee, you may apply for a deferral or waiver of the filing fee.
5. A trial may be held on the date stated above or it may be continued for up to three days.
6. The attorney for the Plaintiff (or the Plaintiff, if the plaintiff does not have an attorney) must be given a copy of your answer and any other pleading you file in this case.

Date: \_\_\_\_\_

Justice of the Peace



## Maricopa County Justice Courts RESIDENTIAL EVICTION INFORMATION SHEET

**Notice:** A landlord must provide a tenant with written notice saying why the eviction process has started. The tenant should have received this notice before this lawsuit was filed.

**Service:** The tenant must be served with: the Complaint, Summons, this Residential Eviction Information Sheet, and a copy of relevant portion of lease and/or ledger (if applicable).

**Rent cases:** If this lawsuit has been filed for not paying rent, the tenant can stop it and continue living in the residence by paying all rent now due, late fees, attorney's fees and court costs. After a judgment has been granted, reinstatement of the lease is solely in the landlord's discretion. Inability to pay rent is not a legal defense and the judge cannot give more time to pay, even if the tenant is having financial problems.

**Before Court:** Eviction cases move through the court system very quickly. If the tenant disagrees with the landlord's allegations, the tenant is encouraged to file a written answer. The answer form available from the court allows the tenant to admit or deny the allegations and explain his or her position. If the tenant cannot afford to pay the answer fee, he or she may apply for a waiver of that fee. If a tenant believes that the landlord owes him or her money, the tenant may under some circumstances file a counterclaim. The summons states that a trial will occur on the date listed, but due to the high volume of cases, a trial may not occur then. A landlord, tenant, attorney, or witness will be permitted to participate at the initial hearing by telephone or video conference and should contact the court at least two hours before the hearing to obtain information about how to connect to the hearing. If the tenant fails to appear, and the landlord or his attorney is present, a judgment will probably be entered against the tenant. Tenants can represent themselves or arrange for lawyers to represent them. The court will not provide a lawyer.

**At Court:** At the time listed on the summons, the judge will start calling cases. If both parties are present, the judge will ask the tenant whether the complaint is true. If the tenant says no, he or she will need to briefly tell the judge why. If the reason appears to be a legal defense, the judge will need to hear testimony from both sides and make a decision after a trial. After talking to the landlord or its attorney, a tenant may wish to agree to what the landlord is requesting by signing a "stipulation". A stipulation is an agreement under which the parties resolve the dispute on the basis of what the agreement says. Only matters contained in the written agreement can be enforced. These agreements should be clear and understandable by both parties. Most stipulations include judgments against tenants. See below.

**Continuances:** Either party may ask that the court date be delayed. The court will agree only if there is a very good reason. A delay will be no more than three business days. There is no assurance a delay will be granted and parties should come to court prepared for trial and bring necessary witnesses and documents.

**After a Judgment:** If a landlord receives a judgment, it may apply for a writ of restitution to remove the residents. Writs of Restitution are served by constables, who will direct the residents to leave. A tenant may avoid the difficulties associated with a writ of restitution by vacating the property and returning the keys to the landlord. This ends his or her possession of the residence. If the tenant wants to continue to live in the residence after a judgment has been entered, the tenant will need to obtain the landlord's approval and sign a new lease. A tenant will have five (5) days to vacate the premises unless evicted for criminal activity, in which case the tenant has only twelve (12) to twenty four (24) hours to vacate. A judgment will probably appear on a tenant's credit report for several years. Parties wishing to appeal from a judgment have five days to do so after the judgment is entered and can obtain forms and information from the court filing counter. If a tenant wants to remain in the rental home during the appeal, the tenant must also pay a "supersedeas bond" to suspend the judgment while the case is being reviewed. If the tenant prevails the court will dismiss the case.

**Sources of Additional Information:** You can get copies of the Arizona Residential Landlord Tenant Act, the Arizona Mobile Home Parks Residential Landlord and Tenant Act and the Long Term Recreational Vehicle Rental Space Act from a library or from the Secretary of State's office or web page: [www.azsos.gov](http://www.azsos.gov), <https://www.azcourts.gov/eviction>, or <https://www.azcourthelp.org/>. In Maricopa County if you wish to consult an attorney, you may want to contact the Arizona State Bar Attorney Referrals Line at (602) 257-4434 or Community Legal Services at (602) 258-3434. Contact the court in other counties for similar referrals. You can obtain a summary of the obligations of landlords and tenants on the web page for justice courts in Maricopa County: <http://justicecourts.maricopa.gov/>.



# Maricopa County Justice Courts, Arizona

CASE NUMBER: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plaintiff(s) Name / Address / Email / Phone

Defendant(s) Name / Address / Email / Phone

**JUDGMENT (Eviction Action)**     **Stipulated**     **Amended**     **Immediate**

This matter was heard by the Court on this date: \_\_\_\_\_

Plaintiff appeared     in person     by counsel     failed to appear

Defendant appeared     in person     by counsel     failed to appear

Defendant was given proper notice     This matter involves a subsidized rental property.

Defendant was properly served with the Summons, REIS and a copy of the Complaint at least two (2) days prior to trial.

Defendant pleads     GUILTY     NOT GUILTY, and has filed a responsive pleading.

Defendant has filed a counterclaim.

**IT IS ORDERED** granting judgment to:

Plaintiff(s)

- 1. \$ \_\_\_\_\_ Rent
  - 2. \$ \_\_\_\_\_ Late charges, if any
  - 3. \$ \_\_\_\_\_ Court cost
  - 4. \$ \_\_\_\_\_ Rental concessions
  - 5. \$ \_\_\_\_\_ Damages
  - 6. \$ \_\_\_\_\_ Attorney fees, if any
  - 7. \$ \_\_\_\_\_ Other: \_\_\_\_\_
- \$ \_\_\_\_\_ TOTAL

Defendant(s)

- 1. \$ \_\_\_\_\_ Court cost
  - 2. \$ \_\_\_\_\_ Damages
  - 3. \$ \_\_\_\_\_ Attorney fees, if any
  - 4. \$ \_\_\_\_\_ Other: \_\_\_\_\_
- \$ \_\_\_\_\_ TOTAL

With interest thereon at the rate of \_\_\_\_\_ % per annum from the date of judgment until paid in full, plus accruing costs.

**WARNING! 1. The Plaintiff's representative is not a court employee. 2. By signing below, you are consenting to the terms of a judgment against you and the plaintiff will now be able to evict you. 3. You may have your wages garnished and the judgment may appear on your credit report. 4. You may lose your right to subsidized housing. 5. You may NOT stay at the property, even if the amount of the judgment is paid in full, unless you get the agreement in writing or get a new written rental agreement.**

Defendant(s) Signature(s): \_\_\_\_\_

Plaintiff(s) Signature(s): \_\_\_\_\_

The court finds that the defendant has committed a material and irreparable breach, in violation of ARS 33-1368A, and a Writ of Restitution shall be granted on: Date: \_\_\_\_\_ Time: \_\_\_\_\_ (between 12 - 24 hours from the time of judgment).

A Writ of Restitution shall be granted on: Date: \_\_\_\_\_ Time: \_\_\_\_\_ (five [5] calendar days after date of judgment).

**WARNING!** After service of the Writ of Restitution, if you remain on, or return unlawfully to, the property, you will have committed criminal trespass in the third degree.

**IT IS ORDERED** dismissing this case     with prejudice     without prejudice

Date: \_\_\_\_\_  
Justice of the Peace

I CERTIFY that I delivered / mailed a copy of this document to:

Plaintiff at the above address     Plaintiff's attorney     Defendant at the above address     Defendant's attorney

Date: \_\_\_\_\_ By \_\_\_\_\_  
Clerk

## Judgment Worksheet

(Eviction Action)

Complete this form and give it to the Judge on your court date.

Attach a copy of the lease agreement or any lease provision that is the basis for your complaint.

Attach a copy of the Notice that was given to the tenant.

1. Rent due

_____	month	\$ _____	amount
_____	month	\$ _____	amount
_____	month	\$ _____	amount
_____	month	\$ _____	amount

Total Rent Due: \$ \_\_\_\_\_

2. Late Charges

Late charge per day:	\$ _____
Number of days late:	_____
Total Late Charges:	\$ _____

3. Court costs

Filing fee:	\$ _____
Service of process fee:	\$ _____
Certified mail costs:	\$ _____
Other:	\$ _____
Total Court Costs:	\$ _____

4. Rent concession (must be in lease): \$ \_\_\_\_\_

5. Damages (Describe each item of damage and attach an estimate)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Damages:	\$ _____

**Total judgment requested: \$ \_\_\_\_\_**





# 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

## NOTICE of CHANGE OF ADDRESS

**If your address is protected by Court Order, DO NOT use this form**

I am the  Plaintiff  Defendant in this action.

I hereby notify the court and all parties to this action that my address has changed.

My **OLD** address is: *Please Print*

Street \_\_\_\_\_

City, State Zip \_\_\_\_\_

Phone (       )       -      

E-Mail \_\_\_\_\_

My **NEW** address is:

Street \_\_\_\_\_

City, State Zip \_\_\_\_\_

Phone (       )       -      

E-Mail \_\_\_\_\_

Date: \_\_\_\_\_  Plaintiff  Defendant

I CERTIFY that a copy of this document has been or will be mailed on \_\_\_\_\_ to:

Plaintiff at the above address     Plaintiff's attorney     Defendant at the above address     Defendant's attorney

Date: \_\_\_\_\_ By \_\_\_\_\_  
Signature