



MARICOPA COUNTY JUSTICE COURTS

If you want to file a...

SMALL CLAIMS REQUEST TO TRANSFER TO THE CIVIL DIVISION



MARICOPA COUNTY JUSTICE COURTS

Either party may request to transfer a small claims case to the justice court's civil division prior to **TEN (10) (work) days before the scheduled hearing.**

THE PARTY REQUESTING THE TRANSFER TO THE CIVIL DIVISION WILL BE REQUIRED TO PAY THE APPROPRIATE FEE.

Please STOP...

If you are attempting to file the request within ten (10) (work) days of the hearing date.

Please PROCEED

If you are filing the request at least ten (10) days prior to the hearing date.

FORMS Needed:

Small Claims Request for Transfer Case Designated as a Small Claims to the Civil Division.

INSTRUCTIONS

1. Complete the form.
2. Make one copy for yourself.
3. File the original form with the court clerk and pay the fee(s).

If the court does not contact you to advise that your hearing has been continued, you must appear for hearing on the original date. You may wish to contact the court prior to appearing.

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.



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 CASE DESIGNATED AS A SMALL CLAIM 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 22-504A](#), 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.

Date: _____

Plaintiff Defendant

NOTICE OF TRANSFER TO THE CIVIL DIVISION AND NOTICE OF REQUIRED DISCLOSURE

Defendant has requested that this case be transferred to the Civil Division.

Defendant has obtained counsel.

A counterclaim exceeding the jurisdiction of the Small Claims Division has been filed.

THIS MATTER IS transferred to the Civil Division of the Justice Court. The parties are advised of the new case number assigned for all further filings and proceedings: _____

The Small Claims Hearing scheduled for _____ has been vacated.

YOU ARE REQUIRED by JCRCP, Rule 121, to exchange a disclosure statement with the opposing party. The Disclosure Statement is required to be exchanged on or before 5:00 PM on _____

A Disclosure Statement form is enclosed for the pro per litigant.

Date: _____

Justice of the Peace

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 _____
Clerk



Maricopa County Justice Courts, Arizona

CASE NUMBER: _____

Plaintiff(s) Name / Address / Email / Phone

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

Defendant(s) Name / Address / Email / Phone

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

DISCLOSURE STATEMENT

JCRCP Rule 121

INSTRUCTIONS:

1. Complete this Disclosure Statement form and mail it, along with a copy of all of the documents that you listed, to the other side. **Do not file the Disclosure Statement or/and attachments with the court.**
2. Complete and file the Notice of Disclosure to Opposing Party, with this Court.

WARNING: The judge will most likely not be able to consider your evidence (any document or listen to the testimony of any witness) unless you have disclosed that evidence to the other side before the day of the trial.

JCRCP Rule 121(c) & 127(d)

Arizona law requires that each party share with the other party all available information about their lawsuit. For additional information, please refer to JCRCP 121.

The Disclosure Statement provides a format for you to make the required disclosures. This Disclosure Statement must be completed and mailed to the other side within 40 days from the time the Defendant files an Answer. (The Court may order that the parties have additional time to complete the disclosure requirements.) If a Pretrial Conference is scheduled, disclosure should be provided before the scheduled pretrial conference date.

If new information becomes available, it must also be disclosed to the other side.

Failure to comply with disclosure requirements could result in a judgment being entered against you.

I am the Plaintiff Defendant

I disclose the following and certify that this disclosure includes all information in my possession, custody and control, as well as any information that can be determined or obtained by a reasonable investigation.

1. The following facts support my side of this case:

2. If I am claiming that the other side should pay me money, the following facts support that claim:

3. The following law supports my side of this case:

4. List of Witnesses. (List the names, addresses, and telephone numbers of any witnesses, including yourself, that you intend to call during the trial and include a brief summary of their expected testimony).

Name	Address	Phone	Expected Testimony

5. Others with Knowledge. (List the names, addresses, and telephone numbers of people who have information about this case that you do not intend to call as a witness at the trial).

Name	Address	Phone

6. Copies of Exhibits. (List all of the documents that you want to use during the trial and attach a copy of them to this form.)

7. Other Information. (List any other documents that may contain information about the facts surrounding this lawsuit.)

I state under penalty of perjury that the foregoing is true and correct.

Date: _____
Signature _____



Maricopa County Justice Courts, Arizona

CASE NUMBER: _____

Plaintiff(s) Name / Address / Email / Phone

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

Defendant(s) Name / Address / Email / Phone

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

NOTICE OF DISCLOSURE TO OPPOSING PARTY

On the following date, _____, I state that I mailed or otherwise provided a copy of the Disclosure Statement as required by JCRCP 120, to all other parties named in this lawsuit. I also state that a copy of all documents listed as exhibits in the Disclosure Statement were also mailed to all other parties in this lawsuit.

Date: _____ Signature Plaintiff Defendant