



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

SMALL CLAIMS AUTHORIZATION / NOTICE TO REPRESENT

ARSCP 1(C), ARS 22-512

Please submit to the court a written authorization regarding who is to file and appear in court for you or your organization. The lawsuit will not go forward without the written authorization.

If you are a repeat plaintiff, please attach your authorization with each lawsuit to avoid further notices and delays of your case.

ARSCP 1(c) Representation:

"Attorneys may not represent a party in a small claims lawsuit unless all the parties agree in writing. A corporation, partnership, association, or any other business or organization must file a notice stating the name of an authorized person who will file and appear in court on its behalf."

**A collection agency may not file a small claims lawsuit.*

Who can represent you in a Small Claims case (please note that this does not apply to civil cases):

ARS 22-512B states who can represent a plaintiff or defendant in a small claims action:

1. A person: An individual can represent himself.
2. Married couples: Either spouse or both may represent a marital community.
3. Partnership: An active general partner or an authorized full-time employee can represent a partnership.
4. Corporation: A full-time officer or authorized employee can represent a corporation.
5. Association: An active member or an authorized full-time employee can represent an association.
6. Other organization or entity: Active member or authorized full-time employee.
7. HOA: Employee ARS 22-512C2: Appearing on behalf of the association in a small claims action if all of the following apply:
 - (a) The employee of the association or the management company is specifically authorized in writing by the association to appear on behalf of the association.
 - (b) The association is an original party to the small claims action.

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. This letter must be signed by someone who has authority to appoint, such as the president of your organization.

If you are representing a corporation, **please provide the court with a notice** stating your position and authority to represent the corporation. The notice must be signed by a corporate officer.

Failure to comply may result in a refusal to permit a person to appear for an organization.

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

Plaintiff Plaintiff's attorney Defendant Defendant's attorney

Date: _____ By _____
Clerk