



# 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

ARSCP 11

I am the  Plaintiff  Defendant

The Hearing in this matter has not yet been set.

There remains at least **10 business days** before the scheduled hearing.

Pursuant to ARSCP 11(a) Requesting Transfer: Either party can file a request to transfer the lawsuit to the Civil Division of the justice court no later than 10 business days before the hearing date.

Counsel has been obtained.

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

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

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. ARSCP 1(c)

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

A person holding a General, Specific or Medical Power of Attorney may not represent you in court. Only an attorney licensed in Arizona or Certified Legal paraprofessional may represent a party in court. Supreme Court Rule 31.3

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

Plaintiff  Plaintiff's attorney  Defendant  Defendant's attorney

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