



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 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