

PROCEDURES: WHAT TO DO WITH THE PROBATE MOTION WHEN YOU HAVE FILLED IT OUT

STEP1: COPIES AND ENVELOPES.

Make three (3) copies of the Motion that follows. *(You may need additional copies.)*

Make enough copies *(Two for each party)* of the Order that follows the Motion.

Prepare enough self-addressed stamped envelopes; one addressed to you and one addressed to the other parties.

FILE THE ORIGINAL MOTION and Copies with the Clerk of Court and ask to have all copies stamped as well. Once stamped, the original and all copies are called "conformed copies" and serve as proof that the original was filed.

PROCESSING YOUR MOTION. Give the following to the Judge assigned to your case:

- One (1) conformed copy of the Motion;
- Original plus half of the copies of the Order;
- All self-addressed, stamped envelopes

MAIL OR DELIVER A COPY of the Motion and proposed order to the other parties in your case, and keep one (1) copy for your own records.

STEP 2: WAIT to RECEIVE a NOTICE FROM THE COURT. Once you delivered your Motion and Order, the Judge will either sign the original Order and send a copy to you in the envelope you provided OR issue a MINUTE ENTRY telling you whether or not your Motion has been granted.

NOTE: FAILURE TO FOLLOW THE ABOVE PROCEDURES COULD RESULT IN A DELAY IN YOUR CASE.

PLEASE NOTE:

This blank motion form *should not be used* to start a court case. If you do not use the correct form, a judge or court commissioner may deny the motion. This may cause you to incur unnecessary filing fees and delay the time in getting your issue before the court. If the Law Library Resource Center does not have the specific form or packet for a process which you need, you may contact the Superior Court Law Library at 602-506-3461 or by email at: services@sccl.maricopa.gov. A Law Librarian MAY BE ABLE TO explain the statutory and procedural requirements AND MAY BE ABLE TO provide a sample motion form to help you draft your own motion.

Note: It is always best to consult with a lawyer before filing legal documents. The Law Library Resource Center website provides various resources that can help you find a lawyer at a reduced rate.

Person Filing: _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
Lawyer's Bar Number: _____
Licensed Fiduciary Number: _____

For Clerk's Use Only

Representing Self, without a Lawyer or Attorney for Petitioner OR Respondent

SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

In the Matter of:

Case Number PB: _____

Name of Person to be Protected

MOTION to APPEAR TELEPHONICALLY

- Probate Department -

An Adult A Minor Deceased

HONORABLE _____

This case is scheduled for a court hearing on: _____ .

I move this Court to Order _____ (Name) to appear telephonically at the
scheduled hearing because: _____

I understand that if my motion is granted, it is my responsibility to call the Court Division at least 5 minutes before the scheduled hearing at the following telephone number: _____. Also, if other parties are appearing by telephone, I am required to coordinate with these parties to conference and telephone into the court on a single phone line.

Dated this _____ day of _____, 20_____

(SIGNATURE OF REQUESTING PARTY)

**This page must be completed and attached
to the LAST page of your Motion/Request**

I filed the ORIGINAL of the attached document(s) with the Clerk of the Superior Court in Maricopa County on: _____
Month Date Year

I mailed/delivered a COPY of the attached document(s) to the Judicial Officer assigned to my case, Judge (or Commissioner): _____, on _____
(Judicial Officer assigned to your case)
Month Date Year

I mailed/delivered a COPY of the attached document(s) on this date:

Month Date Year
LIST ALL INTERESTED PARTIES
To: _____
To: _____
To: _____
To: _____

(You must mail a copy of all documents to all interested parties and their attorneys.)

Interested Party Name of Other Side's Lawyer

Address Lawyer's Address

City, State, Zip City, State, Zip

If more than one interested party has an attorney, use the following page to provide the attorney's information. If not, exclude the following page.

By signing below, I state to the Court, under penalty of law, that the information stated on these pages is true and correct to the best of my knowledge and belief.

I further state that I have filed/mailed the attached document(s) as shown above. I understand that if I do not file/mail the attached document(s) as shown above, the judge in my case will not read my request/motion.

Your signature

(Optional Page)

If there is more than one interested party, provide their information in the following section. Remember that every interested party needs to have a copy of your motion. If the interested party has an attorney, you will need to send them a copy as well.

Interested Party	Name of Other Side's Lawyer
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Address	Lawyer's Address
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City, State, Zip	City, State, Zip
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Interested Party	Name of Other Side's Lawyer
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Address	Lawyer's Address
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City, State, Zip	City, State, Zip
------------------	------------------

Interested Party	Name of Other Side's Lawyer
------------------	-----------------------------

Address	Lawyer's Address
---------	------------------

City, State, Zip	City, State, Zip
------------------	------------------

Interested Party	Name of Other Side's Lawyer
------------------	-----------------------------

Address	Lawyer's Address
---------	------------------

City, State, Zip	City, State, Zip
------------------	------------------

Person Filing: _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
Lawyer's Bar Number: _____
Licensed Fiduciary Number: _____

For Clerk's Use Only

Representing Self, without a Lawyer or Attorney for Petitioner OR Respondent

SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

In the Matter of: _____

Case Number PB: _____

ORDER to APPEAR TELEPHONICALLY

Name of Person to be Protected

An Adult A Minor Deceased

- Probate Department -

HONORABLE _____

The Court having reviewed the "*Motion to Appear Telephonically*" and good cause appearing,

IT IS HEREBY ORDERED granting the "*Motion to Appear Telephonically*."

OTHER ORDERS: _____

DONE IN OPEN COURT: _____

**JUDGE OR COURT
COMMISSIONER**