

INSTRUCTIONS FOR COMPLETING AN APPLICATION TO DESIGNATE A FELONY CONVICTION AS A CLASS 1 MISDEMEANOR CONVICTION UNDER A.R.S. § 13-604.01

(The application form may be found online at: www.azcourts.gov/selfservicecenter/Forms)

Please read A.R.S. § 13-604.01, Supreme Court Administrative Order No. [2026-136](#), and the following before completing the application form.

A. WHO CAN USE THE APPLICATION FORM

You may file an application to ask the court to designate your felony conviction as a class 1 misdemeanor conviction if ALL of the following apply:

- ☒ The conviction is for a class 4, 5, or 6 felony not involving a dangerous offense.
- ☒ The conviction was **not** for a violation of A.R.S. §§ 13-2910, 13-3102, or 13-3821.
- ☒ The offense did **not** involve a victim.
- ☒ You have **not** previously been convicted of any felony offense in Arizona or any other state, including a conviction under federal law.
- ☒ You have completed all terms and conditions imposed by the court for the conviction, including full payment of all monetary obligations, including restitution if applicable.
- ☒ At least 5 years have passed since you completed your sentence, and you have not been convicted, in Arizona or any other state, including a conviction under federal law, of a subsequent misdemeanor offense involving a victim or a subsequent felony offense during that time.

B. WHERE TO FILE YOUR APPLICATION

- You must file your application in the court that sentenced you.

C. REQUIRED INFORMATION

To complete the application, you must, at a minimum, provide the court with the following information as required by Supreme Court Administrative Order No. [2026-136](#).

- Your name, address, date of birth, email address, and signature.
- The offense for which you were convicted and which you are requesting the court to designate as a class 1 misdemeanor conviction; the place and date of conviction; the court case number for the conviction; and the name of the prosecuting agency, if known.
- Whether the offense involved a victim.
- Whether you have completed the conditions of your probation or sentence for the offense.

- Whether there are any outstanding fines, fees, or other court-ordered financial obligations for the offense, including restitution if applicable.
- Whether you have previously been convicted of any felony offense in Arizona or any other state, including a conviction under federal law.
- Whether, within the 5 years from the date of completion of your sentence, you have been convicted, in Arizona or any other state, including a conviction under federal law, of a misdemeanor offense involving a victim or a felony offense.
- Whether you are requesting a hearing.
- The relief you are requesting.

If you were represented in court by an attorney, your defense attorney may be able to provide any information needed to fill out the application. You may also contact the arresting agency or search public record archives to gather pertinent information.

- Department of Public Safety: <https://www.azdps.gov/services/public/records/criminal>
- Arizona Judicial Branch's Public Access to Court Case Information: <https://apps.azcourts.gov/publicaccess>

D. COMPLETE THE APPLICATION AND PROVIDE REQUIRED INFORMATION

- At the top of the first page, type or print the name, mailing address, email address, and phone number of the person filing this form.
- Print the name of the court where you are filing the application.
- Below, fill in the caption as it appears in the case for which you are asking the court to designate your class 4, 5, or 6 felony conviction as a class 1 misdemeanor conviction.
- If you are filing a subsequent application because you previously filed an application, relief was denied, and you are submitting your request again, please check the **“Subsequent Application - Relief Previously Denied”** box located in the right side of the caption.

SECTION I. DEFENDANT'S INFORMATION

- Enter your name, address, date of birth, and email address.
- Enter any name you used at the time of conviction, if different from your current name.

SECTION II. ELIGIBILITY AND SENTENCE COMPLETION INFORMATION

Answer questions 1 through 11 relating to the felony offense for which you were convicted and that you are asking the court to designate as a class 1 misdemeanor conviction.

1. Check “Yes” or “No” regarding whether the offense involved a dangerous offense.

2. Check “Yes” or “No” regarding whether the conviction is for a class 1, 2, or 3 felony.
3. Check “Yes” or “No” regarding whether the conviction is for a violation of A.R.S. §§ 13-2910, 13-3102, or 13-3821.
4. Check “Yes” or “No” regarding whether the offense involved a victim.
5. Check “Yes” or “No” regarding whether, prior to this conviction, you were convicted of any other felony in Arizona or any other state, including any conviction under federal law.

If you checked “Yes” to #1, #2, #3, #4, or #5 above, you **are not eligible** to have your felony conviction designated as a class 1 misdemeanor and **cannot file this application** for the conviction.

6. Check “Yes,” “No,” or “N/A” regarding whether you paid all monetary obligations in full, including fines, fees, other court-ordered financial obligations, and restitution if applicable. If no monetary terms were ordered, check “N/A.”
7. Check “Yes,” “No,” or “N/A” regarding whether you have completed all other terms and conditions of the sentence, such as incarceration, probation, employment, classes, drug/alcohol testing, or other requirements. If no other terms were ordered, check “N/A.”
8. Check “Yes,” “No,” or “N/A” regarding whether you have been discharged from probation. If you check “Yes,” attach a copy of your order of discharge if it is available. If you were not ordered to a term of probation, check “N/A.”
9. Check “Yes,” “No,” or “N/A” regarding whether you have received an absolute discharge from the Arizona Department of Corrections, Rehabilitation, and Reentry. If you check “Yes,” attach a certificate of absolute discharge if it is available. If you were not sentenced to a term of imprisonment, check “N/A.”
10. Check “Yes” or “No” regarding whether at least 5 years passed since you completed your sentence.

If you checked “No” to #6, #7, #8, #9, or #10 above, you **are not eligible** to have your felony conviction designated as a class 1 misdemeanor and **cannot file this application** for the conviction.

11. Check “Yes” or “No” regarding whether, since the date you completed your sentence, you have been convicted in Arizona or any other state, including a conviction under federal law, of a misdemeanor offense involving a victim or a felony offense. If you check “Yes,” provide information relating to the conviction, including the counts, classification of the offense, statutory citation, conviction date, offense date, and the court where you were convicted.

SECTION III. CONVICTION INFORMATION

1. In the first box, enter the date you were convicted of the eligible felony offense(s). In the second box, enter the date the offense(s) was committed.

2. Provide the count number, classification, statutory citation, and description for the felony conviction(s). List **only the eligible convictions** for which you are asking the court to designate as a class 1 misdemeanor conviction. NOTE: The court may grant or deny your request to redesignate any conviction listed.

SECTION IV. OTHER INFORMATION FOR THE COURT

1. Check “Yes” or “No” regarding whether you have previously applied to request that the court designate this felony conviction as a class 1 misdemeanor conviction. If you check “Yes,” provide both of the following:
 - a. The date your last application was filed; AND
 - b. An explanation of what has changed since your last application that may now support granting relief.
2. Although a hearing is not required for the court to make a ruling, a hearing may be held if requested by you or the prosecutor, or on the court’s own motion. Indicate whether you are requesting a hearing.
3. Include any details that you want the court to take into consideration when reviewing your application.
4. List and attach copies of any other pertinent documentation. Do not include any originals.

DECLARATION AND ACKNOWLEDGMENTS

Read the DECLARATION AND ACKNOWLEDGMENTS. Make sure you understand this section and do not have any questions. If you agree with these statements, sign, date, and print your name on the application.

Person Filing	
Address (if not protected)	
City, State, Zip Code	
Telephone	
Email Address	
Representing ☐ Self or ☐ Attorney for:	
Attorney Bar Number	

For Clerk's Use Only

SUPERIOR COURT OF ARIZONA IN YAVAPAI COUNTY

STATE OF ARIZONA

Case Number:

v.

Defendant (FIRST, MI, LAST)

APPLICATION TO DESIGNATE A FELONY CONVICTION AS A CLASS 1 MISDEMEANOR CONVICTION (A.R.S. § 13-604.01)

Applicant is:

☐ Defendant

☐ Attorney for Defendant

☐ Subsequent Application - Relief

Previously Denied

*(Select if you previously filed an application
for the conviction, relief was denied, and
you are submitting your request again)*

Pursuant to A.R.S. § 13-604.01 and Supreme Court Administrative Order No. 2026-136, Defendant hereby applies to the court to designate Defendant's class 4, 5, or 6 felony conviction as a class 1 misdemeanor conviction as indicated in this application. Answers to the questions in this application relate to the felony conviction Defendant is requesting that the court designate as a class 1 misdemeanor.

SECTION I. DEFENDANT INFORMATION

Defendant's Name	
Defendant's Address	
Date of Birth	
Email	
Name at the time of conviction, if not the same as above	

SECTION II. ELIGIBILITY AND SENTENCE COMPLETION INFORMATION

1. Did the felony involve a dangerous offense (A.R.S. §§ 13-105 and 13-704)?
a. ☐ Yes b. ☐ No
 2. Is your felony conviction for a class 1, 2, or 3 felony?
a. ☐ Yes b. ☐ No
 3. Is your felony conviction for a violation of A.R.S. §§ 13-2910, 13-3102, or 13-3821?
a. ☐ Yes b. ☐ No
 4. Did the offense involve a victim?
a. ☐ Yes b. ☐ No
 5. Prior to this conviction, were you convicted of any other felony in Arizona or any other state, including any conviction under federal law?
a. ☐ Yes b. ☐ No
- STOP: You cannot file this application if you answered “Yes” to questions 1, 2, 3, 4, or 5.**
6. Have you paid **all monetary obligations in full**, including fines, fees, other court-ordered financial obligations, and restitution if applicable?
a. ☐ Yes b. ☐ No ☐ N/A. There were no monetary terms ordered.
 7. Have you completed **all other terms and conditions of the sentence**, such as incarceration, probation, employment, classes, drug/alcohol testing, or other requirements?
a. ☐ Yes b. ☐ No c. ☐ N/A. There were no other terms ordered.
 8. If you were ordered to a term of probation, have you been discharged from probation?
a. ☐ **Yes. The probation department’s order discharging me from probation is attached to this application, if available.** b. ☐ No c. ☐ **N/A. I was not ordered to a term of probation.**
 9. If you were sentenced to a term of imprisonment, have you received an absolute discharge from imprisonment from the Arizona Department of Corrections, Rehabilitation, and Reentry (ADCRR)?
a. ☐ **Yes. I received an absolute discharge from imprisonment from the ADCRR AND have attached a copy of the Certificate of Absolute Discharge from Imprisonment to this application, if available.** b. ☐ No c. ☐ **N/A. I was not sentenced to ADCRR.**
 10. Have at least 5 years passed since you completed your sentence?
a. ☐ Yes b. ☐ No

STOP: You cannot file this application if you answered “No” to questions 6, 7, 8, 9, or 10.

Case Number:

11. Since the date of the completion of your sentence, have you been convicted in Arizona or any other state, including a conviction under federal law, of a misdemeanor offense involving a victim or a felony offense? If yes, provide the following information.

a. ☐ Yes b. ☐ No

Count	Classification	A.R.S. / Other	Conviction Date	Offense Date

☐ Additional counts continue on a separate page.

Name of court where you were convicted

SECTION III. CONVICTION INFORMATION

1. A Judgment of Guilt was entered by this court against the defendant on

for the following eligible offenses committed on

on the conviction of:

(List eligible convictions only. The court may grant or deny redesignation of any conviction listed)

Count	Classification	A.R.S. §	Description

☐ Additional counts continue on a separate page.

2. Name of prosecuting agency, if known

SECTION IV. OTHER INFORMATION FOR THE COURT

1. Have you previously applied to request that the court designate this felony conviction as a class 1 misdemeanor conviction?

a. ☐ Yes The date of my last application was: b. ☐ No.

If you answered "Yes," explain what has changed since the prior application that may now support granting relief:

Case Number:

2. The court may rule on your application without a hearing unless you or the prosecutor request one. Do you request a hearing?

a. ☐ **Yes** b. ☐ **No**

3. Is there anything else you would like the court to consider regarding this application?

4. ☐ Attached is other pertinent documentation (non-originals). List attached documents:

DECLARATIONS AND ACKNOWLEDGMENTS

I understand that this application may be denied if information in this application is found to be inaccurate.

I declare under penalty of perjury that the information I have provided in this application and any attachments is true and correct to the best of my knowledge.

Defendant's Signature

Date

Defendant's Printed Name

OR

AUTHORIZATION TO PROCEED ON BEHALF OF DEFENDANT

I authorize

☐ Attorney

to apply to the Superior Court in . County, to take the above-indicated action.

Defendant's Signature

Date

For Clerks Use Only

**SUPERIOR COURT OF ARIZONA
IN YAVAPAI COUNTY |**

STATE OF ARIZONA

Case Number:

v.

Defendant (FIRST, MI, LAST)

**ORDER REGARDING APPLICATION
TO DESIGNATE A FELONY
CONVICTION AS A CLASS 1
MISDEMEANOR CONVICTION (A.R.S. §
13-604.01)**

Date of Birth

SECTION I: COURT FINDINGS

Based upon the information presented to the Court, **THE COURT FINDS THAT:** (only those items marked)

1. ☐ The prosecutor has received a copy of the Application to Designate a Felony Conviction as a Class 1 Misdemeanor Conviction.
2. ☐ The defendant **has met** all statutory requirements for designating the felony conviction as a class 1 misdemeanor conviction.
3. ☐ Entering the judgment of conviction for a class 1 misdemeanor is in the interest of justice.
4. ☐ The defendant **has not met** all the statutory requirements for designating the felony conviction as a class 1 misdemeanor because:
 - a. ☐ the felony for which the defendant was convicted involved a dangerous offense (A.R.S. §§ 13-105, 13-704).
 - b. ☐ the conviction was for a class 1, 2, or 3 felony or a violation of A.R.S. §§ 13-2910, 13-3102, or 13-3821.
 - c. ☐ the offense involved a victim.
 - d. ☐ the defendant has previously been convicted of a felony offense in Arizona or another state.

Case Number:

- e. ☐ the defendant has not completed all terms and conditions of the sentence imposed by the court for the conviction.
- f. ☐ it has been less than 5 years since the defendant completed the sentence for the conviction.
- g. ☐ the defendant is ineligible under A.R.S. § 13-604.01(A)(4) based on conviction in Arizona or another state, of a subsequent misdemeanor offense involving a victim or subsequent felony offense.

5. ☐ Other:

SECTION II: COURT ORDER

IT IS ORDERED:

1. ☐ **DENYING** the Application to Designate Felony Conviction as Class 1 Misdemeanor Conviction because:
 - a. ☐ the defendant **has not met** all statutory requirements for the application.
 - b. ☐ it is **not** in the interest of justice.
 - c. ☐ Other reasons:
2. ☐ **GRANTING** the defendant's application and entering the judgment of conviction for a class 1 misdemeanor for the following felony conviction(s):

Count	A.R.S. §	Conviction Date	Offense Date

Judicial Officer

Date

CLERKS USE ONLY

- ☐ A copy of this order was transmitted to the defendant and the prosecutor.
- ☐ A copy of the application, this order, and the original disposition of the charges were transmitted to the Department of Public Safety.