

Name: _____
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Daytime Phone #: _____
Representing Self, Without a Lawyer (**FILING PARTY'S INFORMATION**)

**IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF YAVAPAI**

_____ Case No. 1300
PETITIONER(S)/PLAINTIFF(S)

VS

**PLACE TITLE OF DOCUMENT
HERE**

RESPONDENT(S)/DEFENDANT(S)

THE BODY OF THE DOCUMENT GOES HERE

DATE

SIGNATURE

A COPY OF THIS PLEADING MAILED TO:
(Research whether you can mail the document(s) or if you are required to have the document(s) served to the other party. Refer to the Rules of Civil Procedure)

Name: _____
Address: _____

By: _____

SAMPLE FORMAT

DOCUMENT PREPARATION REMINDERS:

- Be sure to use only WHITE, UNLINED, 8 1/2" x 11" paper
- **MARGIN SPECIFICATIONS:** 2" from top, 1" from left-hand side, 1/2" from right-hand side and 1/2" from bottom. On subsequent pages, the top margin should be 1 1/2".
- Except for the first page, the bottom margin must include a page number.
- The body of the document is where you explain what you are wanting. See form books in law library for required content.
- The caption and case number remain the same throughout your case. Whoever starts as the Petitioner/Plaintiff stays the Petitioner/Plaintiff no matter which party is filing a document.
- Documents must be completely filled out. Incomplete information may cause your request to be denied or delayed.
- Document must be one-sided only.
- Leave the upper right-hand corner of all documents being filed blank.
- Refer to Rule 5.2(b) of the Arizona Rules of Civil Procedure for additional information.
- Refer to the Rules of Civil Procedures for information regarding service. Research whether you can mail the document(s) or if you are required to have the document(s) served to the other party.