



YAVAPAI COUNTY JUSTICE COURT

If you want to file a ...

MOTION

(REQUEST THE COURT TO DO SOMETHING REGARDING YOUR CASE)

INSTRUCTIONS

1. Read these instructions in their entirety and read the attached form.
2. Be sure your contact information is correct and up to date.
3. Fill out the motion completely and accurately (it is a fillable form, you may fill out the gray areas and checkboxes on the computer prior to printing).
4. Do NOT write below "RULING ON MOTION."
5. Do NOT use this form to request defensive driving school or a payment plan – those are separate forms.
6. Submit the completed form to the Court via regular mail or email at the address provided below.
7. Wait for a response. It will be sent to you via regular mail or email.

IMPORTANT

You may only make ONE request per Motion form. If you have multiple requests, you must submit multiple motions.

For example: "I would like the Court to quash my warrant and lift my suspension" would be submitted as "I would like the Court to quash my warrant" (on one motion form) and "I would like the Court to lift my suspension" (on a separate motion form).

You are not required to use these forms, they are provided as a courtesy. Court staff will not provide information on what to put on the form.

The clerks in the Justice Court are not attorneys and cannot give legal advice. The clerks' responsibility is to provide forms, take your court filings, and explain court procedures. It is not the clerks' responsibility to advise you of what to put on the form. The clerks are not responsible for any error you may make on your forms.

These forms are fillable. You may fill out the gray areas and checkboxes on the computer before printing.

STATE OF ARIZONA

CASE NUMBER: _____

VS.

Deputy County Attorney / Address / Phone / Email

Defendant(s) Name / Address / Email / Phone

Attorney for Defendant(s) Name / Address / Email / Phone

MOTION

Continue Quash Lift Suspension Other _____

I would like the court to grant this motion because:

Date: _____ Signature: _____
 State Defendant's Attorney Defendant Law Enforcement Agent

RULING ON MOTION

IT IS ORDERED: Granting said motion Denying said motion

This matter is re-set for: _____ Date: _____ Time: _____
 Time is Ordered Excluded Not Excluded Release Conditions to Remain the Same

Date: _____
Justice of the Peace

I CERTIFY that a copy of this document has been or will be provided on _____ to:
 The State Defendant at the above address in court Defendant's Attorney at the above address in court
Date: _____ Clerk: _____