



# 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 "ORDER."
5. Submit the completed form to the Court via regular mail or email at the email address provided below.
6. 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.



# Yavapai County Justice Courts, Arizona

STATE OF ARIZONA  
vs.

CASE NUMBER: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Defendant(s) Name / Address / Email / Phone

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

## MOTION TO SET ASIDE DEFAULT JUDGMENT

Defendant asks the court to set aside the default judgment entered herein. I did not appear in court because:

\_\_\_\_\_  
\_\_\_\_\_

At this time I intend to:

- Plea RESPONSIBLE / NO CONTEST
- Plea NOT RESPONSIBLE and request a hearing
- Show proof of INSURANCE / REGISTRATION / DRIVER'S LICENSE

Date: \_\_\_\_\_  
Defendant

## ORDER

The Court, having considered the above motion, enters its ORDER as follows:

- The motion is denied. The judgment stands as entered.
- Good cause appearing, the motion is granted. The judgment is set aside. The civil penalty and any fee imposed is also set aside.
- A hearing on the motion is scheduled for: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Be in court at least 15 minutes before the scheduled hearing.

**YOU MUST CHECK IN AT THE FRONT COUNTER BEFORE ENTERING THE COURT ROOM.**

*(Esté en el tribunal por lo menos 15 minutos antes de la audiencia programada.)*

**(DEBE REGISTRARSE EN EL MOSTRADOR DELANTERO ANTES DE ENTRAR EN LA SALA DEL TRIBUNAL)**

**REQUESTS FOR REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES SHOULD BE MADE TO THE COURT AS SOON AS POSSIBLE.**

**(LAS SOLICITUDES PARA ARREGLOS O ADAPTACIONES RAZONABLES PARA PERSONAS CON DISCAPACIDADES SE DEBEN PRESENTAR ANTE EL TRIBUNAL LO MAS ANTES POSIBLE.)**

If an interpreter is needed, please contact the court listed above to request an interpreter be provided.

*(En caso de necesitarse un intérprete, favor de comunicarse con el Tribunal antes mencionado para solicitar que se brinden los servicios de un intérprete.)*

IT IS FURTHER ORDERED

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_  
Justice of the Peace

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