



Scottsdale City Court • 3700 N 75th Street Scottsdale, AZ 85251 • (480) 312-2442

Fax: (480) 312-2764 • court@scottsdaleaz.gov • www.ScottsdaleAZ.gov/Court
ORI: AZ007111J • Maricopa County, Arizona

Customer Complaint Form

This form is used to make a written complaint regarding a specific incident that occurred within the Scottsdale City Court and was unable to be resolved by court staff. This form cannot be used for contesting a judicial decision on a court case. Written complaints may be recorded in the court's Case Management System. **Note:** The Scottsdale City Court has no authority to address complaints pertaining to other departments within the City of Scottsdale.

Instructions for Filing Customer Complaint Form

- 1) Complete all necessary information on the form.
- 2) Save the form and file it with the Court.

If filing by email:

Attach the completed form and send to court@scottsdaleaz.gov.

Only Word and PDF documents will be accepted. Photos (.jpeg or other photo files) will not be accepted.

If filing by fax:

Fax the completed form to Scottsdale City Court at (480) 312-2764.

If filing by mail:

Mail the completed form to Scottsdale City Court, 3700 North 75th Street, Scottsdale, Arizona 85251.

If filing in person:

Bring the completed form to the Court, take a number in the lobby and wait for a Clerk to assist you or you may place your filing in the drop box.

It is the filer's responsibility to ensure the Court is in receipt of your filing. All responses will be sent via USPS mail to the last address on file.



Scottsdale City Court • 3700 N 75th Street Scottsdale, AZ 85251 • (480) 312-2442

Fax: (480) 312-2764 • court@scottsdaleaz.gov • www.ScottsdaleAZ.gov/Court
ORI: AZ007111J • Maricopa County, Arizona

Scottsdale City Court Customer Complaint Form

Today's Date: _____

Name of Complainant (who is filing the complaint): _____

Scottsdale Court Case: Yes No

If yes, list case number: _____

Date of Event: _____

Complaint detail(s), including names persons involved in the event (if applicable):

Complainant Contact Information:

Address: _____

City, State: _____ Zip Code: _____

Email: _____

Daytime Phone: (_____) _____ - _____

What is the request?

COURT USE ONLY:

_____ Date Received Date Responded Staff Signature (handling the complaint)