INSTRUCTIONS FOR FILING MOTIONS

1) Type in all necessary information on the form
2) Save the form and file it with the Court
3) To file with the Court, you must submit the completed motion to the Court by mail, by email as an attachment, by fax or in person
4) After the Court receives your motion, it takes about 5-6 working days for the Court to process your motion and send out a ruling from the judge. Some judges may wait until your court date to rule on your motion.
5) The judge's ruling will be returned to you by mail.
6) If filing a motion on a criminal case, you **must** submit a copy of the motion to the Prosecutor's Office also. See below for their mailing address and fax information.

Note: It is your responsibility to ensure that your fax or email was received by the Court. You can call the Court at 480-312-2442 to check if the Court received your fax or email. Please wait about 2 working days from the date you sent the fax or email before calling to allow the Court time to process the motion.

The quickest way to expedite the motions process is to come to the court during our walk-in hours, Monday through Friday (except Court holidays), 8:30 a.m. – 11 a.m. and 1:30 p.m. to 4:00 p.m.). You will complete a walk-in motion at our public service windows and then be sent to a courtroom to discuss your request with a judge.

If filing by mail:
Print the completed form and mail it to Scottsdale City Court, 3700 N. 75th Street, Scottsdale, AZ 85251.

If filing by email:

- Attach the completed motion to an email and send to courts@scottsdaleaz.gov.
- Only Word and PDF documents will be accepted. Photos (.jpeg or other photo files) will not be accepted because their quality is too low.
- Only the information in the attachment will be forwarded to the judge.

If filing by fax:
Print the completed form and fax it to Scottsdale City Court at 480-312-2764.

If filing in person:
Print out the completed form and bring it to the Court (address above), date stamp it and drop it in the drop box in the Court's lobby.

If filing a motion on a criminal case:
A copy of the motion must also be submitted to the Prosecutor's office. Their address is: City of Scottsdale Prosecutor's Office, 3700 N. 75th Street, Scottsdale AZ 85251. Their fax number is 480-312-7795.

SCOTTSDALE CITY COURT • 3700 N. 75th Street • Scottsdale, AZ 85251 • 480-312-2442

STATE OF ARIZONA VS. Name Address City State ZIP Telephone	Case #: Complaint #:	Motion to: Motion filed by:

Failed to appear date (court date missed): _____
Missed Court Date (mm/dd/yyyy)

Next Court Date: _____ _____ _____ _____ _____
Hearing Type | Court Date (mm/dd/yyyy) | Time (hh:mm) | | Courtroom

Describe why you are requesting the Court to consider the following motion:

UNDER PENALTY OF PERJURY, I declare that I have examined the above statement(s) made by me and to my knowledge and belief, each and all are true and correct.
Without admitting responsibility, I hereby acknowledge receipt and waive service of the summons for this case to avoid unnecessary costs of service to me.

_____
Date

_____
Signature