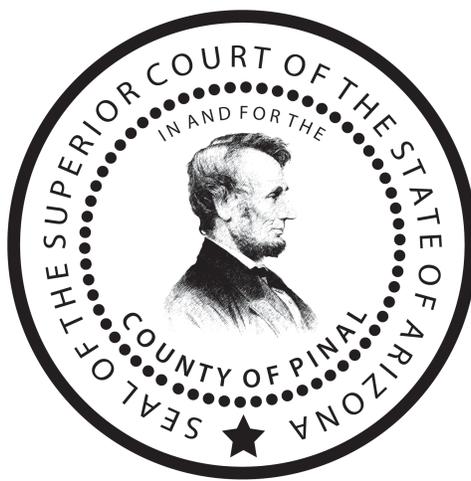


FOREIGN JUDGMENT



PINAL COUNTY

INSTRUCTIONS AND FORMS

**Provided as a Public Service by
AMANDA STANFORD
Clerk of the Superior Court**

INSTRUCTIONS

“Filing a Foreign Judgment”

In Order To File A Foreign Judgment In The Superior Court Of Arizona, The Following Is Required:

1. All forms must be completed with **BLACK INK ONLY**.
2. A certified or authenticated copy of the filed-in judgment from the foreign court in which it was rendered.
3. An Affidavit Substantiating a Foreign Judgment, setting forth the name and last known address for both the Petitioner and Respondent.
4. A Notice of Filing Foreign Judgment.
5. A Family Court Cover Sheet.
6. When Filing a Foreign Judgment, fees will apply and are due at the time of filing (for a list of current fees visit www.coscpinalcountyaz.gov/fees.html). Payment may be made by Cash, Money Order, Visa or MasterCard, Debit or Credit or a Personal In-State Check made payable to the **“Clerk of Superior Court.”**

If you cannot pay these fees and if you qualify, you may request the fee(s) be deferred or waived. The Clerk of the Superior Court has the necessary forms to ask for a deferral or waiver.

NOTE: With the Application for Deferral there is a fee and you must provide proof of income (copy of your last 2 most recent paystubs).

PROCEDURES

How to File a Foreign Judgment with the Court

STEP 1: Complete the “Family Court Coversheet.”
(Do not copy this document)

Make 2 Copies of the following documents after you have filled them out:

- “Affidavit of Filing Foreign Judgment”
- “Notice of Filing Foreign Judgment”

STEP 2: Separate your documents into three (3) sets:

<u>SET 1 - ORIGINALS FOR CLERK OF COURT:</u>	
<ul style="list-style-type: none">• “Family Court Cover Sheet”• “Affidavit of Filing Foreign Judgment”• “Notice of Filing Foreign Judgment”	
<u>SET 2 - COPIES FOR THE OTHER PARTY:</u>	<u>SET 3 – COPIES FOR YOU:</u>
<ul style="list-style-type: none">• “Affidavit of Filing Foreign Judgment”• “Notice of Filing Foreign Judgment”	<ul style="list-style-type: none">• “Affidavit of Filing Foreign Judgment”• “Notice of Filing Foreign Judgment”

STEP 3: File The Papers With The Clerk Of The Superior Court:

The Clerk’s Office is open from 8 am – 5 pm, Monday-Friday. **You should arrive at the Clerk’s Office at least two hours before it closes.** You may file your court papers at the following locations:

Pinal County Justice Complex
971 N. Jason Lopez Circle Bldg. A
Florence AZ 85132
(520) 866-5300

Apache Junction Office
575 N. Idaho Rd. Suite 109
Apache Junction, AZ 85119
(520) 866-5300

Casa Grande Office
820 E. Cottonwood Lane Bldg. B
Casa Grande, AZ 85122
(520) 866-5300

Mammoth Office
(Temporarily Closed)

FEES: There is a filing fee and there may be other charges associated with this case. Inquire with the Clerk’s office regarding the filing fee amount or go online to www.coscpinalcountyaz.gov/fees.html for a list of current fees.

If you cannot pay these fees, you may request the fee(s) be deferred or waived if you qualify. The Clerk of the Superior Court has the necessary forms to ask for a deferral or waiver.

NOTE: With the Application for Deferral there is a fee and you must provide proof of income (copy of your last 2 most recent paystubs).

PAPERS: Hand all three (3) sets of your court papers to the Clerk along with the filing fee. The Clerk’s office accepts Cash, Money Order, Visa or MasterCard, Debit or Credit or a personal in-state Check **made payable to the “Clerk of Superior Court.”**

MAKE SURE YOU GET THE FOLLOWING BACK FROM THE CLERK:

- Your Set of Copies – Conformed stamped
- The Other Party’s Set of Copies – Conformed stamped

STEP 4: Read the packet called “Service of Court Papers” that applies to your situation. This will explain how to serve the other party. Remember to file your Affidavit, Waiver or Acceptance of Service as soon as the other Party is served.

Arizona Superior Court, Pinal County Family Court Cover Sheet

CASE NUMBER <u>DO 2</u> ATLAS NUMBER(S) _____	Judge _____
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<p style="text-align: center;">PETITIONER'S NAME AND ADDRESS</p> Name: _____ Address: _____ City/State/Zip: _____ Phone Number: _____ Email Address: _____ DOB: _____	<p style="text-align: center;">RESPONDENT'S NAME AND ADDRESS</p> Name: _____ Address: _____ City/State/Zip: _____ Phone Number: _____ Email Address: _____ DOB: _____
<p style="text-align: center;">PETITIONER'S ATTORNEY</p> Name/State Bar #: _____ Address: _____ City/State/Zip: _____ Phone Number: _____	<p style="text-align: center;">EMERGENCY ORDER SOUGHT</p> <input type="checkbox"/> Order of Protection <input type="checkbox"/> Temporary Order <input type="checkbox"/> Other _____ (Specify)
<p>Do you or the other party need an interpreter?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> If yes, what language: _____	<p>FEEs: <input type="checkbox"/> PAID <input type="checkbox"/> NOT PAID - REASON</p> <p style="margin-left: 40px;"> <input type="checkbox"/> Political Subdivision/Government Agency <input type="checkbox"/> Deferred <input type="checkbox"/> Waived </p>

ACTION REQUESTED: Check Only One Box

DISSOLUTION (Divorce)

- With Children
- Without Children

- Legal Separation
- Paternity/Maternity
- Annulment
- Legal Decision-Making
- Order of Protection
- Foreign Judgment
- Domesticated Decree
- Foreign Judgment for Legal Decision-Making
- Establish Support
- Habeas Corpus
- Visitation
- Emergency Order of Protection
- Other _____
(Specify)

Name of Person Filing: _____
Street Address: _____
City, State, Zip Code: _____
Telephone Number: _____
Email Address: _____
ATLAS Number (if applicable) _____
 Representing Self (No Attorney) or Represented by Attorney
If Attorney, Bar Number: _____

**SUPERIOR COURT OF ARIZONA
PINAL COUNTY**

Name of Petitioner

CASE NUMBER: DO2

AFFIDAVIT OF FILING FOREIGN JUDGMENT

Name of Respondent

HONORABLE: _____

I AFFIRM THAT I AM OVER THE AGE OF 18 AND OTHERWISE COMPETENT TO TESTIFY IN A COURT OF LAW OF THE UNITED STATES OR SEVERAL STATES AND MAKE THIS AFFIDAVIT WITHOUT BEING UNDER FRAUD, DURESS OR UNDUE INFLUENCE FROM ANY PERSON AS TO THE FOLLOWING FACTS:

1. Pursuant to A.R.S. §12-1702 et seq., I am filing this affidavit with the Clerk of the Superior Court along with a certified copy of the foreign judgment.
2. The name and last known mailing address of the Petitioner is as follows:

3. The name and last known mailing address of the Respondent is as follows:

4. The name and last known mailing address of the Petitioner's Attorney is as follows:

WITNESSED I have read the foregoing affidavit and know of my own knowledge that the facts stated herein are true and correct as of the date this affidavit was sworn.

Date

Signature

State of Arizona)

)

County of _____)

Subscribed and sworn (or affirmed) before me this _____ day of _____, 20 _____

(Day)

(Month)

(Year)

by _____

(Name of Signer)

(Affix notary seal here)

Notary Public (Notary's Signature)

CERTIFICATE OF MAILING / DELIVERY

A copy of the accompanying document(s) was Mailed or Hand Delivered (Check One)

To: _____

Address: _____

Date: _____

By: _____

(Signature of Person Making Mailing or Delivery)

Name of Person Filing: _____
Street Address: _____
City, State, Zip Code: _____
Telephone Number: _____
Email Address: _____
ATLAS Number (if applicable) _____
 Representing Self (No Attorney) or Represented by Attorney
If Attorney, Bar Number: _____

**SUPERIOR COURT OF ARIZONA
PINAL COUNTY**

Name of Petitioner

CASE NUMBER: DO2

NOTICE OF FILING FOREIGN JUDGMENT

Name of Respondent

HONORABLE: _____

You are hereby notified, pursuant to A.R.S. §12-1703(B), that a (certified and authenticated) copy of foreign judgment described below has been filed in the office of the Clerk of the Superior Court for Pinal County.

COURT IN WHICH JUDGMENT WAS ENTERED: _____

CASE NUMBER: _____

DATE OF JUDGMENT: _____

NAME AND ADDRESS OF INITIATING PARTY'S ATTORNEY (if applicable):

RESPECTFULLY SUBMITTED THIS _____ day of _____ 20 _____

(Initiating Party's Signature)