

# RESTORATION OF CIVIL RIGHTS APPLICATION



## PINAL COUNTY

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

## SUPPLEMENTAL INSTRUCTIONS RESTORATION OF CIVIL RIGHTS APPLICATION

Please read and follow the instructions in the Application packet carefully and completely. Information needed from the court record to fully complete the Application is available at any of the following Clerk of the Superior Court 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)***

Hours are 8:00 a.m. to 5:00 p.m., excluding Holidays and weekends. Further information may be found at:  
<http://pinalcountyaz.gov/coscForms>

Persons sentenced to prison **must** obtain a copy of an Absolute Discharge from the Department of Corrections (DOC). They can request the absolute discharge by phone, fax or email. They can either request it to be mailed or picked up in person at 1601 W Jefferson St. in Phoenix. You may submit a request via phone 602-542-5886, fax 602-542-3965 or email at [paccess@azcorrections.gov](mailto:paccess@azcorrections.gov). The Department of Corrections may require proof of payment of all financial obligations. If required, you may request a payment history report by contacting the Criminal Financial Obligations Department of the Clerk's Office at 520-866-5300.

Persons sentenced to a term of probation may also have outstanding balances remaining on financial sanctions imposed by the court. A payment history report may be obtained by contacting the Criminal Financial Obligations Department of the Clerk's Office at 520-866-5300.

### RESTORATION OF CIVIL RIGHTS • RESTORATION OF GUN RIGHTS VACATE JUDGMENT OF GUILT AND DISMISS CHARGES

Listed below are the ways in which a person can apply to the Superior Court to vacate judgment of guilt, dismiss charges and/or restore civil rights in Arizona. The attached Application must be completely filled out, dated and signed. If requesting a Notice of the hearing date, an email address must be provided. If required, an Absolute Discharge from the Department of Corrections must accompany the application.

Before proceeding there are three (3) important points to be considered:

1. If you were convicted of a misdemeanor, you never lost any of your civil rights; therefore, part of the process described doesn't apply to you.
2. Questions concerning convictions in justice courts or magistrate courts (city) must be asked directly to the court where the convictions occurred.
3. If you were convicted of multiple offenses, the court must act on each one separately in one of the following ways:
  - a) If you had more than one case number you must prepare and file a separate application for each case number.
  - b) For each case number or count listed, you must note if it was a felony or misdemeanor.
  - c) If you had two or more counts under any case number (i.e., CR123456, Counts II and IV), the respective count number must be written in on the last line in #1 on the application, after the words "on the conviction of ..."

**EXAMPLE:**

"On the conviction of Count II, possession of marijuana, class 6 misdemeanor; Count IV, burglary 3<sup>rd</sup> degree, class 5 felony. **NOTE:** Be sure to answer question #3 on the application.

**ONCE YOU HAVE COMPLETED THE APPLICATION IN ITS ENTIRETY, YOU MAY MAIL OR DELIVER THE APPLICATION TO:**

**PHYSICAL ADDRESS**

**Clerk of the Superior Court**  
971 N Jason Lopez Circle Bldg A  
Florence AZ 85132

**MAILING ADDRESS**

**Clerk of the Superior Court**  
ATTN: Restoration of Civil Rights Clerk  
PO Box 2730  
Florence AZ 85132

**I. REPRESENTATION BY ATTORNEY**

If you are represented by an attorney, you must submit and attach an authorization in writing allowing the attorney to act on your behalf. The attorney's address (including email address) must appear on the application.

**II. SUPERIOR COURT OF ARIZONA**

A person convicted of a felony in the Superior Court can apply to the court to vacate judgment of guilt, dismiss charges and restore civil rights.

- a. If you were placed on probation in the Superior Court of Pinal County **and** successfully completed probation, complete all required information on the Application. Be sure to complete question #1 and #2 on the application. This information will be given to you by the Probation Office on request or by calling 520-866-5600. You may also obtain a copy of your Probation Release from the Probation Office at 971 N Jason Lopez Circle Bldg A, Second Floor.
- b. If you were sentenced to prison, or any Department of Corrections facility, you must obtain a copy of that Absolute Discharge and attach it to the application. The Absolute Discharge must be \*at least two (2) full years ago. Be sure to complete question #1 and #2 on the application.

\* If this is your first felony conviction and you served prison time, you are not required to wait two (2) full years before applying.

**III. FEDERAL COURT**

A person convicted in the U.S. District Court in Arizona may apply to the Superior Court for restoration of civil rights **only**. Your application must include copies of your; Indictment or Complaint, Plea Agreement, Sentencing and Discharge paperwork (Contact the U.S. District Court for copies). You are required to provide proof (certified mail receipt) of notification to the Federal prosecuting attorney. Complete pages 1 (disregarding questions 1 - 4) **and** page 3 of the Application.

**IV. REQUEST TO POSSESS FIREARMS**

Attach to your Application the "Request to Restore Right to Possess or Own Firearms". If you are requesting gun rights to be restored to you, please complete the entire top section of the Request. In the body of the Request, please state to the judge what you are wanting and why you want them. Sign and date the bottom of the Request and submit it with the Application.

**V. REQUEST FOR RECONSIDERATION**

Attach to your Application the "Request for Reconsideration." If you are requesting reconsideration, please complete the entire top section of the Request. In the body of the Request, please state to the judge what you are wanting and why you are requesting reconsideration. Sign and date the bottom of the Request and submit it with the Application.

**VI. PROCEDURE AFTER FILING**

Upon receipt of the Application, the Court will give notice to the appropriate state prosecutors as required by law. If an email address is made available, you or your attorney will receive a copy of this notice and will provide to you the date **on or after** your application will be considered. This is not an open hearing and the application is ruled upon in a closed session. No appearance is required. You will receive a signed copy of the Order granting or denying all or part of your request(s) at the address listed on the Application form.

If you have any questions regarding your rights, please refer to The Arizona Rules of Court or Title 13 of the Arizona Revised Statutes located at:

<http://government.westlaw.com/linkedslice/default.asp?SP=AZR-1000>

<http://www.azleg.state.az.us/FormatDocument.asp?inDoc=/ars/13/00905.htm&Title=13&DocType=ARS>

If you have a question regarding your application, you may contact the Clerk's Office at 520-866-5300.

**THE SUPERIOR COURT OF ARIZONA  
PINAL COUNTY**

STATE OF ARIZONA

CASE NO: \_\_\_\_\_

vs.

**APPLICATION TO:**

RESTORE CIVIL RIGHTS

\_\_\_\_\_  
(Defendant)

RESTORE GUN RIGHTS Complete and attach Request to Restore Right to Possess or Own Firearms

DATE OF BIRTH: \_\_\_\_\_

SET ASIDE JUDGMENT OF GUILT

DATE OF ARREST: \_\_\_\_\_

REQUEST FOR RECONSIDERATION

Complete and attach Request for Reconsideration

Civil Rights  Gun Rights  Set Aside Judgment

ARRESTING AGENCY: \_\_\_\_\_

DEFENDANT, in person or by an authorized representative, alleges:

1. A Judgment of Guilt was entered against the defendant on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, for the conviction of: \_\_\_\_\_, in the Superior Court of Arizona designated as a:  Felony  Misdemeanor
2. On the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, Defendant  
 Completed the terms of probation and was discharged, the Order appearing in the Superior Court file.  
 Received from the director of the Department of Corrections an absolute discharge from imprisonment on a date two (2) or more years before today's date and has attached a copy hereto.
3. That the above stated judgment of guilt and conviction for a felony is the defendant's first felony conviction in this or any state.  
 YES  NO
4. All fines, fees or financial obligations are paid in full in this case.  
 YES  NO

\_\_\_\_\_  
(Defendant's Signature) (Date) (Telephone Number)

\_\_\_\_\_  
(Defendant's or Representative's complete address)

\_\_\_\_\_  
(Email address) *Required if Requesting Copy of Notice*

\_\_\_\_\_  
(Representative's Signature) (Date) (Telephone Number)  
*If applicable \*Attach Authorization*



## FOR FEDERAL CASE USE ONLY

DEFENDANT, in person or by an authorized representative, alleges: (use for **Federal** Restoration of Civil Rights only)

5. A Judgment of Guilt was entered against the defendant on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, for the conviction of:
- \_\_\_\_\_ , in the:

**Federal** District Court for the district of: \_\_\_\_\_

Received from the Director of the **Federal** Bureau of Prisons an absolute discharge and has attached a copy of all supporting documents.

\* **FEDERAL CASE USE ONLY** – Complete all required information on page 1 (disregard questions 1 – 4). Complete the required information for question 5, sign, date and attach to the first page of the Application.

\_\_\_\_\_  
(Defendant's Signature)

\_\_\_\_\_  
(Date)

\* REQUIRED FOR FEDERAL CASE USE ONLY\*