

STIPULATION AND ORDER TO DISMISS



PINAL COUNTY

TO DISMISS A CASE IN ITS ENTIRETY

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

INSTRUCTIONS

How to Fill Out the “Stipulation to Dismiss”

USE THIS FORM ONLY

If you and the other party involved in your case wish to have your case dismissed in its entirety.

STEP 1: Make sure your form is titled “Stipulation to Dismiss”. **Type or print using BLACK INK ONLY.**

STEP 2: In the top left corner of the first page, fill out the following:
Your name, Address, City, State and Zip Code, Telephone Number and ATLAS Number (if you are receiving or have received AFDC from the Arizona Department of Economic Security).

STEP 3: Fill in YOUR name in the space that says “Petitioner” if you are the one who filed the original action. Whoever was the Petitioner for the original action is the Petitioner for any other papers related to this case. If the other party filed the original action, they will be the Petitioner. In the space that says “Respondent”, fill in the name of the Respondent that has been used throughout your case. Whoever was the Respondent in the original action will be the Respondent for any other papers related to this case.

STEP 4: Fill in your case number where it says “Case No.” Your case number stays the same any time you file papers in your case.

STEP 5: Both you and the other party must sign the Stipulation in front of a Notary Public.

STEP 6: Complete the “Order to Dismiss” by following Steps 2 thru 4.

NOTE: **FAILURE TO FOLLOW THE ABOVE PROCEDURES COULD RESULT IN A FURTHER DELAY IN YOUR CASE.**

PROCEDURES

What to Do With the “Stipulation to Dismiss” Now That You Have Filled It Out

USE THIS FORM ONLY

If you are filing a Stipulation to Dismiss.

STEP 1: COPIES AND ENVELOPES:

- Make 3 copies of the Stipulation to Dismiss
- Make 2 copies of the Order to Dismiss

FILE THE ORIGINAL

Stipulation and Order to Dismiss with the Clerk of the Court.

MAIL OR DELIVER A COPY

The Stipulation to Dismiss to the other party involved in your case and keep one copy for your records.

STEP 2: WAIT TO RECEIVE A NOTICE FROM THE COURT

Once you have delivered your Stipulation and Order, the Judge will sign the original Order and send you a copy.

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: _____

 Name of Respondent STIPULATION TO DISMISS

 Name of Respondent HONORABLE: _____

We, the undersigned parties, agree and stipulate as follows:

1. The parties agree this matter should be dismissed, in that the parties have reconciled their differences, and no longer wish to proceed.
2. The parties agree neither was influenced by any duress or coercion.

**UNDER OATH OR BY AFFIRMATION, UNDER PENALTY OF PERJURY
 I (we) state to the Court that the contents of this document are true and correct.**

 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)

_____ **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)

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: _____

ORDER TO DISMISS

Name of Respondent

HONORABLE: _____

This matter having come before the Court on Stipulation of the parties, and good cause shown,

IT IS HEREBY ORDERED this matter is dismissed without prejudice.

DONE IN OPEN COURT THIS _____ day of _____ 20 _____

Judge/Commissioner of the Superior Court