

# **BLANK TITLE PAGE PACKET**



## **PINAL COUNTY**

**WHEN YOU WISH TO SUBMIT A PLEADING  
AND THE CLERK OF THE COURT DOES NOT HAVE A FORM**

### **INSTRUCTIONS AND FORMS**

**Provided as a Public Service by**

**REBECCA PADILLA**

**Clerk of the Superior Court**

### **Draft your own Petition:**

When you wish to submit a pleading or motion (a request) and the Clerk of the Court does not have the form, you may utilize the Blank Title Page to write your motion.

Page 1: List rules that must be followed when writing your own pleadings

Page 2: Is an example of the format your pleading need to adhere to.

Page 3: Blank Title Page to begin your pleading.

### **Pinal County Local Rule 2.1 (b) requires all documents filed in this court must adhere to Rule 10(d), Arizona Rules of Civil Procedures:**

All pleadings must be written on 8 ½" X 11" white, opaque, unglazed paper. The top margin of the first page not less than 2 inches; a margin at the top of each subsequent page of not less than 1 ½ inches; a left-hand margin of not less than 1 inch; a right-hand margin of not less than ½ inch; and a margin at the bottom of the page of not less than ½ inch.

All pleadings and other papers filed, other than printed forms, shall be clearly handwritten in black ink only or typewritten on one side of the page only. The body of all documents shall be double-spaced and shall not exceed 28 lines per page, except for headings, quotations and footnotes, which may be single-spaced.

Please reference Rule 10(d), Rules of Civil Procedures for complete definition of this rule.

### **Making sure the other party receives notice:**

When submitting original pleadings to the court it is the responsibility of the party filing the documents to mail, unless otherwise indicated, upon the other party in the case copies of such pleadings.

### **Submitting Pleadings to the Court**

All **ORIGINAL** motions should be mailed to the Office of the Clerk of the Superior Court at the following address:

REBECCA PADILLA  
Clerk of the Superior Court  
PO Box 2730, Florence AZ 85132

**S A M P L E   F O R M**

TOP MARGIN 2" ↑

←LEFT MARGIN 1"

RIGHT MARGIN 1/2" →

Name of Person Filing: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Representing Self (No Attorney)   or    Represented by Attorney

If Attorney, Bar Number: \_\_\_\_\_

**SUPERIOR COURT OF ARIZONA  
PINAL COUNTY**

**In the Matter of:**

\_\_\_\_\_  
Petitioner/Plaintiff Name(s)

**CASE NUMBER:**     Your Existing Case Number      
(Leave Blank if you have no existing case)

**Title of Document or Pleading**

(Title should be your main purpose for filing)

Example: Motion to Continue (what)

Request to Change (what)

Notice of (notifying the court of what)

\_\_\_\_\_  
Respondent/Defendant Name(s)

**HONORABLE:** \_\_\_\_\_

**Explain what you need and why.**

DOCUMENTS MUST BE ON:

WHITE, OPAQUE, UNGLAZED PAPER MEASURING 8.5" X 11"

TYPED OR WRITTEN IN BLACK INK (WRITING NEEDS TO BE LEGIBLE)

NO DOUBLE SIDED DOCUMENTS

\_\_\_\_\_  
Date

\_\_\_\_\_  
Original Signature

On last page of pleading you must list all parties involved in case and mail copy:

Copy mailed / distributed on (date) to:

BOTTOM MARGIN 1/2" ↓





**PROCEDURES: WHAT TO DO WITH THE MOTION  
WHEN YOU HAVE FILLED IT OUT**

**STEP1: COPIES AND ENVELOPES.**

**Make three (3) copies of the *two page* Motion that follows;**

**Make two (2) copies of the *one page* Order that follows the Motion;**

**Prepare two (2) self-addressed stamped envelopes; one addressed to you and one addressed to the other party.**

**FILE THE ORIGINAL 2 PAGE MOTION with the Clerk of Court and ask to have all copies stamped as well. These are called “conformed copies” and serve as proof that the original was filed.**

**MAIL OR DELIVER A COPY of the *two page* Motion to the other party in your case and keep one (1) copy for your own records.**

**STEP 2: WAIT TO RECEIVE A NOTICE FROM THE COURT. Once you have delivered your Motion and Order, the Judge will either sign the original Order and send a copy to you in the envelope you provided OR issue a MINUTE ENTRY telling you whether or not your Motion has been granted.**

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

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

**SUPERIOR COURT OF ARIZONA  
PINAL COUNTY**

In the Matter of:

\_\_\_\_\_  
Name of Petitioner

CASE NUMBER: \_\_\_\_\_

ORDER

\_\_\_\_\_  
Name of Respondent

HONORABLE: \_\_\_\_\_

The Court having reviewed the “ \_\_\_\_\_ ”, and good cause appearing,

**IT IS HEREBY ORDERED granting “ \_\_\_\_\_ ”**

**Other Orders:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DONE IN OPEN COURT** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
JUDGE/COMMISSIONER OF THE SUPERIOR COURT