



# MARICOPA COUNTY JUSTICE COURTS

How to...

# APPEAL AN EVICTON ACTION JUDGMENT



# MARICOPA COUNTY JUSTICE COURTS

Either party may appeal a judgment rendered in the justice court. If either party wishes to appeal a Eviction Action judgment, they must file a **Notice of Appeal** with the court **WITHIN FIVE (5) calendar days** of the entry of judgment.

## THE COURT CANNOT EXTEND THE TIME FOR APPEAL.

If a judgment is issued for a **material and/or irreparable breach**, the Writ of Restitution will be carried out immediately (within 12-24 hours). To STAY enforcement of the Writ, a **NOTICE OF APPEAL and a SUPERSEDEAS BOND** (bond set by the court) must be filed **IMMEDIATELY** with the court, before the eviction process commences. The eviction can only be stayed with the filing of a supersedeas bond. **The court cannot waive a supersedeas bond.**

It is not required to post a supersedeas bond to file an appeal. The appeal will proceed with or without a supersedeas bond

Please **STOP:**

- If there has not yet been a judgment rendered.
- If the judgment was entered by default. You can not appeal from a default judgment.
- You must first file a Motion to Vacate Judgment. Obtain a packet for filing a Motion to Vacate.
- If the time to appeal has expired.

Please **PROCEED:**

**If you wish to appeal a judgment or ruling in your case.**

**FORMS** Needed:

**Eviction Action Appeals Packet**

**INSTRUCTIONS:**

1. Review the Notice of Right to Appeal form.
2. Complete the Notice of Appeal form and file it with the clerk within the time allowed (five days or sooner if you are trying to avoid eviction. Refer to the judgment. If an immediate eviction was ordered (12-24 hours), the Notice of Appeal and supersedeas bond should be filed before the Writ of Restitution (eviction order) is enforced.

At the same time the Notice of Appeal is filed:

3. Pay the fees required for a copy of the court record, certification and file transmittal.
4. Pay the required Cost Bond (\$250.00) or file the Affidavit of Inability to Post Bond.
5. Complete and file the Notice of Filing Cost Bond on Appeal.
6. Complete and file the Designation of Record on Appeal form.
7. Decide whether you will seek a stay of enforcement of the judgment by posting a supersedeas bond. There are two kinds of supersedeas bonds in a forcible detainer action - one stays enforcement of collection of the judgment award, the other stays enforcement of the judgment for possession. The court can tell you how much is required to be posted to effect a stay.
8. Follow the instructions in the Notice of Right to Appeal to follow through with the appeal process (paying rent to the court; obtaining a transcript; preparing a memorandum or replying to a memorandum; paying filing fees to Superior Court, etc.). Every step is critical to the appeal process. Failure to fully comply with all requirements will result in your appeal being abandoned and dismissed.

IT IS IMPORTANT THAT ALL PARTIES KEEP THE COURT APPRISED OF ANY CHANGE IN ADDRESS A NOTICE OF CHANGE OF ADDRESS form must be filed with the court when a party changes their address.

Visit us at <http://justicecourts.maricopa.gov/> for additional filing information and online forms.

## PLEASE READ CAREFULLY

**The Notice of Right to Appeal outlines appeal process procedures and contains important bond information.**

Appellant is the party filing the appeal  
 Appellee is the opposing party  
 Trial Court is the Justice of the Peace Court

Attached:

- Notice of Right to Appeal
- Notice of Appeal
- Designation of Record on Appeal
- Notice of filing Cost Bond on Appeal
- Appellee's Objection to Sufficiency of Bond for Costs on Appeal
- Affidavit in Lieu of Bond
- Appellee's Objection to Appellant's Affidavit
- Sample Memoranda (Example of what is required in the Memorandum)
- Blank Memoranda



# Maricopa County Justice Courts, Arizona

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

\_\_\_\_\_  
Plaintiff

\_\_\_\_\_  
Defendant

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## NOTICE OF RIGHT TO APPEAL - CIVIL

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A party may appeal a final order or a final judgment entered in any civil case (including eviction actions, injunctions against harassment, orders of protection, and workplace harassment). This notice explains your rights and responsibilities to file an appeal from such an order or judgment. The appeal procedure is set forth in Superior Court Rules of Appellate Procedure, effective June 1, 2003, and in the Arizona Revised Statutes.

There are two separate stages to the appeal process. The first stage begins in the Justice Court; the second stage takes place in the Superior Court. You must complete ALL steps at both stages, or you risk having your appeal dismissed. This notice does not set forth all the rules that govern the appeal process. You may review the complete rules at the library as contained in the Superior Court Rules of Appellate Procedure and in the Arizona Revised Statutes. It is recommended that you keep a copy of all your documents during the appeal process.

**SPECIAL NOTE REGARDING EVICTION ACTION APPEALS:** There are some processes that differ, depending on the type of case being appealed. Please note the different time lines applicable to eviction action appeals and the two kinds of supersedeas bonds that may be posted. You may review the specific statutes applicable to eviction action appeals in the Arizona Revised Statutes, Title 12, Article 4 and in the Arizona Residential Landlord Tenant Act available from the Secretary of State or online at <http://www.azhousing.gov/>

**SPECIAL NOTE REGARDING APPEALS of ORDERS OF PROTECTION, INJUNCTIONS AGAINST HARASSMENT, and WORKPLACE HARASSMENT:** This court does not assess fees with the appeal process. However, Superior Court will charge a filing fee for appeal of workplace harassment. Also, you will be responsible for making arrangements for payment of preparation of the transcript of the record of proceedings. Additionally, unless otherwise ordered by the court, the protective or injunctive order will stay in effect pending the appeal.

### STAGE ONE - THE TRIAL COURT

The trial court is the justice court.

**THE NOTICE OF APPEAL** To appeal you must file a NOTICE OF APPEAL with the trial court within fourteen (14) calendar days from the date of the judgment. **SPECIAL NOTE REGARDING EVICTION ACTION APPEALS:** To appeal this type of case, you must file a NOTICE OF APPEAL with the trial court within FIVE (5) calendar days from the date of the judgment. **SPECIAL NOTE REGARDING IMMEDIATE EVICTION ACTION APPEALS:** A judgment resulting from an irreparable breach will be carried out immediately. Any appeal should be filed before enforcement of a Writ of Restitution (within 12 to 24 hours after the judgment is entered).

If you do not file a NOTICE OF APPEAL within the time allowed by law, you lose the right to appeal. The time to file cannot be extended. It is required that you designate the specific judgment or order you are appealing in the NOTICE OF APPEAL. If you file an appeal you are the APPELLANT. The opposing party is the APPELLEE. The Justice Court is the trial court.

**APPEAL FEES** On or before the deadline to appeal, you must pay an appeal fee (*see court fee schedule*). The fee includes the cost of a copy of the audio recorded proceedings, a certification of the appeal record, and the transmittal of the record on appeal to the Superior Court. The court will accept CASH, CHECK, CREDIT CARD or MONEY ORDER.

### NOTICE OF RIGHT TO APPEAL - CIVIL

**THE RECORD** The justice court record is made by CD or video. The court will contact you to pick up a copy of the audio record within ten (10) days after you have paid the required fees. To listen to your audio record you may need to access and download the appropriate software at <http://www.fortherecord.com/>. If the audio record is more than 90 minutes in length, it will be necessary for you to pay a court reporter to prepare a transcript (a typed record) of the proceedings. You can find a listing for COURT REPORTERS in the yellow pages of the telephone book. Within the deadline to appeal (5 days for eviction action and 14 days for all other civil), you must make arrangements with the court reporter or transcriber to pay any record or transcript preparation fees. The transcript must be filed with the trial court before or at the same time you file your memorandum (see FILING THE APPEAL MEMORANDUM).

**DESIGNATE THE RECORD** Within the time to appeal you must designate the record with the trial court by filing a formal list of the items you want included in the record on appeal.

**THE COST BOND** On or before the deadline to appeal you must pay a COST BOND. The bond is set at \$250.00. The purpose of this bond is to cover court costs incurred by the APPELLEE, in defending the appeal. If you cannot afford to pay the cost bond, you must complete an AFFIDAVIT OF INABILITY TO POST BOND. The opposing party has a right to object to such an affidavit and the court may hold a hearing to determine the validity of the affidavit.

**SUPERSEDEAS BOND(S)** The purpose of a supersedeas bond is to stay enforcement of the judgment. The two supersedeas bonds explained here have two separate purposes. One will stay collection actions on the amount of the judgment awarded, i.e. garnishment proceedings. The other will stay any eviction proceeding resulting from a eviction action judgment. You may still exercise your right to appeal without posting a supersedeas bond. But you must post one or both supersedeas bonds to stay enforcement of the judgment.

**TO STAY COLLECTION PROCEEDINGS** The amount of the bond is the total amount of the judgment ordered by the court, including court costs, attorney fees, damages, etc. The purpose of this bond is to stay collection proceedings on the money judgment awarded, i.e. a Writ of Execution, where personal property may be taken and sold to satisfy the judgment, or garnishment proceedings. The stay becomes effective when the bond is posted.

*SPECIAL NOTE REGARDING EVICTION ACTION APPEALS:*

**TO STAY EVICTION** A separate supersedeas bond must be posted to stay eviction proceedings enforced by a WRIT OF RESTITUTION. The amount of the bond is the amount of rent due from the date of the judgment to the next periodic rental due date, plus court costs and attorney fees ordered in the judgment. To stay the eviction proceedings a supersedeas bond must be posted before the Writ of Restitution is enforced. The stay becomes effective when the bond is posted, but cannot be retroactive if the Writ has already been executed. A judgment resulting from an irreparable breach will be carried out immediately. A supersedeas bond to stay the eviction must be filed before enforcement of the Writ of Restitution (within 12 to 24 hours after the judgment is entered) to have a stay effect on the eviction.

**PAYMENT OF RENT** In addition, all rent payments must be paid to the trial court on or before the rental due date, pending the appeal process.

If the rent is not timely received, the plaintiff may pursue a WRIT OF RESTITUTION for execution of the judgment for possession. All bonds are paid to the trial court. The court will accept CASH, ATTORNEY TRUST CHECK, or CASHIER'S CHECK for payment of bonds.

**THE WRITTEN APPEAL MEMORANDUM** You will need the record for the next step - the APPELLANT'S MEMORANDUM. The appellant's memorandum is your written explanation of why the trial court ruling was legally wrong. Normally your memorandum should refer to specific portions of the record of the trial or hearing to point out where there was error by the court. That is why a written record (the transcript) must be prepared. The memorandum should be typed or printed on letter-sized white paper, double spaced, and not exceed 15 pages in length. In addition, you may also attach exhibits from your hearing to the memorandum. Type or print the caption of the case and your case number at the top of your memorandum. Type or print the title, APPELLANT'S MEMORANDUM, below the caption so that court can identify it when it is filed. If you are not represented by an attorney you must file the original with the trial court, and one additional copy of the memorandum for every party in the case. The other side will then have 30 days to file an APPELLEE'S RESPONSE MEMORANDUM.

**FILING THE APPEAL MEMORANDUM (within 60 days)** The APPELLANT'S MEMORANDUM together with the TYPED TRANSCRIPT (if the taped proceedings are more than 90 minutes) must be filed with the court within 60 calendar days of the deadline to file the NOTICE OF APPEAL.

**WAIT FOR FURTHER INSTRUCTIONS** Once the memorandum has been filed, you should wait for further instructions from the Superior Court as outlined in Stage Two. Remember that the trial court must have your current mailing address at all times to keep you informed. Even if you hire an attorney your address is still required for legal notifications.

**CROSS-APPEALS** The rules regarding cross-appeals are set forth in full detail in the Superior Court Rules of Appellate Procedure previously mentioned herein.

## **STAGE TWO - THE SUPERIOR COURT**

**PAYING THE SUPERIOR COURT FILING FEE** If you have completed all of the first stage, your case moves to Superior Court. About 60 days after you file your memorandum, you will receive a notice from the Superior Court. This notice will instruct you to pay the Superior Court filing fee. You must pay this filing fee or your appeal may be dismissed and your case sent back to the trial court. If you cannot afford to pay the filing fee, you must contact the Superior Court clerk for information about a possible waiver or extension to make payment later. For more information, you may contact Superior Court, Lower Court of Appeals clerk at (602) 506-4164.

**SUPERIOR COURT ACTION ON THE APPEAL** If you have completed all of these steps, you will receive a ruling from the Superior Court. The Superior Court has the right to affirm the trial court, overrule the trial court, modify some of the trial court's decision, or, if the record is not clear, order a new trial in the Superior Court. If the final outcome of your case is that the ruling stands, or if your appeal is dismissed for any reason, the court may use any bond, deposit or payments made to satisfy your obligation under the original judgment. You may have to return to the trial court to receive further instructions.

**DISPOSITION OF EXHIBITS UPON FINAL JUDGMENT** After a judgment has become final and non-appealable, a person who files a request, under penalty of perjury, setting forth ownership of, or lawful entitlement to the possession of an exhibit, may obtain an ex-parte order permitting its withdrawal. Ninety (90) days after a judgment has become final and non-appealable, the court having possession thereof may dispose of all case related exhibits in its possession. REMINDER: The appeal will not be sent to Superior Court until you have met all of the following requirements:

- File a timely NOTICE OF APPEAL.
- Pay the appeal fees.
- Pay the \$250.00 cost bond or filed an AFFIDAVIT OF INABILITY TO POST BOND.
- Make arrangements with any court reporter or transcriber to pay any record or transcript preparations fees (within 14 days from the final order or final judgment - if the record is longer than 90 minutes; or within five (5) days from the final order or final judgment if a eviction action.)
- Prepare and file a transcript, if required.
- File the Memorandum.
- Pay the Superior Court filing fee (if applicable).

I also understand that I have a right to post a supersedeas bond(s) to stay enforcement of the judgment.  
I hereby acknowledge receipt of a copy of this Notice.

Date: \_\_\_\_\_  
 Plaintiff  Defendant

Date: \_\_\_\_\_  
 Plaintiff  Defendant



# Maricopa County Justice Courts, Arizona

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plaintiff(s) Name / Address / Email / Phone

Defendant(s) Name / Address / Email / Phone

- NOTICE OF APPEAL     NOTICE OF CROSS APPEAL  
 CIVIL     OTHER CIVIL     EVICTION ACTION     Money Judgment     Possession of Property  
 INJUNCTION PROHIBITING HARASSMENT     ORDER OF PROTECTION     WORKPLACE HARASSMENT

I am the  Plaintiff  Defendant herein and I am appealing or cross-appealing the final order or final judgment in the above case, entered on: \_\_\_\_\_  
Date

I have read and understand the instructions set forth in the NOTICE OF RIGHT TO APPEAL, including:

- Payment of the appeal fee to the court
- The posting of a cost bond in the amount of \$250.00
- The right to post a supersedeas bond to stay enforcement of the judgment
- The right to post a supersedeas bond to stay enforcement of possession (in a eviction action case)
- Payment for preparation of a transcript of the record, if necessary
- The required memorandum to be filed with the trial court
- Any applicable filing fees payable to the Superior Court

I further acknowledge and understand that failure to complete all stages in the appeal process may result in the dismissal of the appeal and reinstatement of the trial court judgment.

The following address may be used for all court notices. The court will be notified IN WRITING of any change of address.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plaintiff(s) Name / Address / Email / Phone

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Defendant(s) Name / Address / Email / Phone

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other parties herein: Name / Address / Email / Phone

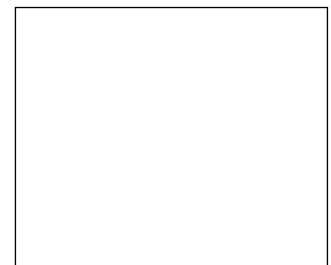
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other parties herein: Name / Address / Email / Phone

Date: \_\_\_\_\_  
 Plaintiff     Defendant

I CERTIFY that I mailed a copy of this NOTICE OF APPEAL to all parties and counsel herein named.

Date: \_\_\_\_\_ By \_\_\_\_\_  
Clerk



Date Stamp



# Maricopa County Justice Courts, Arizona

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plaintiff(s) Name / Address / Email / Phone

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attorney for Plaintiff(s) Name / Address / Email / Phone

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Defendant(s) Name / Address / Email / Phone

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attorney for Defendant(s) Name / Address / Email / Phone

## DESIGNATION OF RECORD ON APPEAL (CIVIL)

The appellant herein is the  Plaintiff  Defendant.

The record on appeal shall consist of originals or certified copies of the following items:

1. The NOTICE OF APPEAL
2. The docket of proceedings
3. Documentation or record of payment of bonds
4. The COMPLAINT, ANSWER, COUNTER or CROSS-CLAIMS, any amendments and all proofs of service
5. The JUDGMENT, ORDER or other ruling that is the subject of this appeal or cross-appeal

Unless otherwise designated, the record shall also include:

*Check if you  
DO NOT  
want to be included*      *Initial*

- |  |                          |       |
|--|--------------------------|-------|
| 6. Written motions, responses and replies..... | <input type="checkbox"/> | _____ |
| 7. Exhibits (admitted or not).....             | <input type="checkbox"/> | _____ |
| 8. The record or transcript of the trial.....  | <input type="checkbox"/> | _____ |

Or, if it is requested that any of these items not be included in the record, so indicate by checking the box to the right of the record not to be included, if any, and initial.

Unless otherwise designated or requested by the Superior Court, the record on appeal shall not include: Notices of appearance; discovery disclosures; motions; notices of defense; subpoenas; notices of motion hearings and trial settings; voir dire; jury instructions and general correspondence.

In addition to the items noted above, I request that the following documents also be included in the appeal record:

Date: \_\_\_\_\_  
 Appellant     Appellee

I CERTIFY that I delivered / mailed a copy of this DESIGNATION OF RECORD ON APPEAL to:

Plaintiff at the above address     Plaintiff's attorney     Defendant at the above address     Defendant's attorney

Other parties herein: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ By \_\_\_\_\_  
Clerk



# Maricopa County Justice Courts, Arizona

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plaintiff(s) Name / Address / Email / Phone

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attorney for Plaintiff(s) Name / Address / Email / Phone

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Defendant(s) Name / Address / Email / Phone

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attorney for Defendant(s) Name / Address / Email / Phone

## NOTICE OF FILING COST BOND ON APPEAL (CIVIL)

The appellant herein is the  Plaintiff  Defendant.

The appellant in this matter has filed a bond for costs on appeal in the amount of \$250.00.

Cash bond

Surety \_\_\_\_\_

Date: \_\_\_\_\_  
Appellant

I CERTIFY that I delivered / mailed a copy of this NOTICE OF FILING COST BOND ON APPEAL to:

Plaintiff at the above address     Plaintiff's attorney     Defendant at the above address     Defendant's attorney

Date: \_\_\_\_\_ By \_\_\_\_\_  
Clerk

### NOTICE TO APPELLEE:

You have 14 calendar days from the date of filing of this notice to object in writing to the sufficiency of the cost bond posted herein.

You have 5 calendar days (in an eviction action) from the date of filing of this Notice to object in writing to the sufficiency of the cost bond posted herein.

*The court will consider any objections made and will either sustain the objections or approve the bond. If no Objections are made, the bond will be approved and all defects or insufficiencies are waived.*





# Maricopa County Justice Courts, Arizona

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

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plaintiff(s) Name / Address / Email / Phone

Defendant(s) Name / Address / Email / Phone

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attorney for Plaintiff(s) Name / Address / Email / Phone

Attorney for Defendant(s) Name / Address / Email / Phone

## APPELLEE'S OBJECTION TO SUFFICIENCY OF BOND FOR COSTS ON APPEAL (CIVIL)

The appellee herein is the  Plaintiff  Defendant.

I am the appellee in this action. I hereby object to the appellant's bond for costs on appeal for the following reasons (specify how the bond is erroneous, defective or insufficient):

Date: \_\_\_\_\_  
Appellee

I CERTIFY that I delivered / mailed a copy of this APPELLEE'S OBJECTION TO SUFFICIENCY OF BOND FOR COSTS ON APPEAL to:  
 Plaintiff at the above address     Plaintiff's attorney     Defendant at the above address     Defendant's attorney  
Date: \_\_\_\_\_ By \_\_\_\_\_  
Clerk



# Maricopa County Justice Courts, Arizona

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

\_\_\_\_\_  
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\_\_\_\_\_  
Plaintiff(s) Name / Address / Email / Phone

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\_\_\_\_\_  
\_\_\_\_\_  
Defendant(s) Name / Address / Email / Phone

\_\_\_\_\_  
Attorney for Plaintiff(s) Name / Address / Email / Phone

\_\_\_\_\_  
Attorney for Defendant(s) Name / Address / Email / Phone

## **AFFIDAVIT of INABILITY TO POST BOND FOR COSTS PENDING APPEAL (CIVIL)**

The appellant herein is the  Plaintiff  Defendant.

The undersigned appellant moves the trial court to waive, or in the alternative, reduce the cost bond in the above cause.

1. I make this affidavit pursuant to SCRAP Rule 6(b)(3).

Or, (in an Eviction Action case)  I make this affidavit pursuant to ARS 12-1179B.

2. This request is made for the following reason(s):

I state under penalty of perjury that the foregoing is true and correct.

Date: \_\_\_\_\_  
Appellant

I CERTIFY that I delivered / mailed a copy of this AFFIDAVIT OF INABILITY TO POST BOND FOR COSTS PENDING APPEAL to:

Plaintiff at the above address     Plaintiff's attorney     Defendant at the above address     Defendant's attorney

Date: \_\_\_\_\_ By \_\_\_\_\_  
Clerk

### **TO APPELLEE:**

**Civil cases:** You have 14 calendar days from the date of filing of this affidavit to object in writing to the appellant's affidavit. If an objection is filed, the court will rule on the affidavit and any objections within 14 calendar days. The court will either approve the affidavit or sustain the objections.

**Eviction Action cases:** You have 5 calendar days from the date of filing of this affidavit to object in writing to the appellant's affidavit. If an objection is filed, the court will hold a hearing on the affidavit and objections within 5 calendar days. The court will either approve the affidavit or sustain the objection.



# Maricopa County Justice Courts, Arizona

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plaintiff(s) Name / Address / Email / Phone

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attorney for Plaintiff(s) Name / Address / Email / Phone

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Defendant(s) Name / Address / Email / Phone

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attorney for Defendant(s) Name / Address / Email / Phone

## APPELLEE'S OBJECTION TO APPELLANT'S AFFIDAVIT

The appellee herein is the  Plaintiff  Defendant.

I am the appellee in this action. I am objecting to the appellant's affidavit of inability to post bond for costs for the following reasons:

I state under penalty of perjury that the foregoing is true and correct.

Date: \_\_\_\_\_  
Appellee

I CERTIFY that I delivered / mailed a copy of this APPELLEE'S OBJECTION TO APPELLANT'S AFFIDAVIT to:

Plaintiff at the above address     Plaintiff's attorney     Defendant at the above address     Defendant's attorney

Date: \_\_\_\_\_ By \_\_\_\_\_  
Clerk

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Daytime Phone / Alternate Phone: \_\_\_\_\_



# Maricopa County Justice Courts, Arizona

Court name / address / phone

\_\_\_\_\_) )  
 \_\_\_\_\_) )  
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 \_\_\_\_\_) )  
 Appellant Name / Address / Phone  
 VS. \_\_\_\_\_) )  
 \_\_\_\_\_) )  
 \_\_\_\_\_) )  
 \_\_\_\_\_) )

CASE NUMBER: \_\_\_\_\_  
 LC CASE # \_\_\_\_\_

- APPELLANT MEMORANDUM
- APPELLEE RESPONSE MEMORANDUM
- ORAL ARGUMENT REQUESTED (Check this box if you want to present an oral argument in the Superior Court)

Appellee Name / Address / Phone

## Sample MEMORANDUM

### The Memorandum

1. Is due to be filed with the court within 60 calendar days of the deadline to file the Notice of Appeal
2. Must not be more than 15 pages in length.
3. Must be typed or legibly printed on single sided 8.5 x 11 " white paper and double-spaced (except for quotations).
4. If you are not represented by an attorney you will need to file the original memorandum with the court, along with one copy for every other party.
5. If the record of proceedings were longer than 90 minutes, at the same time the memorandum is filed with the court , you must also file a prepared transcript of the proceedings .

### STATEMENT OF THE CASE

A short statement of the facts of the case. This should include a short review of the testimony and a brief summary of the facts as presented in the Justice Court.

### STATEMENT OF THE FACTS

Specific reference should be made to the portion of the recorded proceedings or transcript wherein you contend the trial court erred. A concise argument of the legal issues and any supporting legal authority (statute, rule, case precedent, etc.) relating to your position. EXAMPLE: If you want the Superior Court to consider the testimony of a particular witness, you should identify the page and line of the transcript where the testimony appears.

### REASONS WHY THE JUSTICE COURT RULED INCORRECTLY

A statement explaining exactly what you are asking the court to do.

### CONCLUSION

The conclusion should state exactly what the appellant is requesting the Superior Court Judge to do.

Respectfully submitted this date: \_\_\_\_\_  
 Appellant

### CERTIFICATE OF MAILING / DELIVERY

If you are not represented by an attorney you must file the original, and one additional copy of the memorandum with the trial court. The trial court will mail a copy of the memorandum to the opposing side.

If an attorney represents you, you will only need to file the original memorandum. Your attorney will be responsible for filing original with the trial court and for sending copies as necessary to the opposing side.

The opposing side will then have 30 days to file an APPELLEE'S MEMORANDUM in response.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Daytime Phone / Alternate Phone: (     )     -     (     )     -



# Maricopa County Justice Courts, Arizona

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 Appellant Name / Address / Email / Phone \_\_\_\_\_) )  
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 \_\_\_\_\_) )  
 Appellee Name / Address / Email / Phone \_\_\_\_\_)

CASE NUMBER: \_\_\_\_\_  
LC CASE # \_\_\_\_\_

- APPELLANT MEMORANDUM
- APPELLEE RESPONSE MEMORANDUM
- ORAL ARGUMENT REQUESTED

## STATEMENT OF THE CASE:

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Date Stamp

STATEMENT OF THE FACTS:

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STATEMENT OF ISSUES PRESENTED FOR APPEAL:

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REASONS WHY THE JUSTICE COURT RULED INCORRECTLY (INCLUDE ANY STATUTES OR AUTHORITY):

Lined area for writing reasons why the justice court ruled incorrectly, including any statutes or authority.

CONCLUSION:

Lined area for writing the conclusion of the case.

CONCLUSION:

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Date: \_\_\_\_\_ Signature \_\_\_\_\_

I CERTIFY that I delivered / mailed a copy of this  APPELLANT MEMORANDUM  APPELLEE RESPONSE MEMORANDUM to:

<input type="checkbox"/> Plaintiff at the above address <input type="checkbox"/> Plaintiff's attorney at:	<input type="checkbox"/> Defendant at the above address <input type="checkbox"/> Defendant's attorney at:
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Attorney for Plaintiff(s) Name / Address / Email / Phone _____	Attorney for Defendant(s) Name / Address / Email / Phone _____
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Date: \_\_\_\_\_ By: \_\_\_\_\_  
Clerk