



MARICOPA COUNTY JUSTICE COURTS

How to...

APPEAL A CIVIL JUDGMENT



MARICOPA COUNTY JUSTICE COURTS

Either party may appeal a civil judgment. If you wish to file an appeal, you must file a Notice of Appeal with the justice court WITHIN FOURTEEN (14) calendar days of the entry of judgment. You will be assessed justice court and Superior Court appeal fees.

The court cannot extend the time for appeal

Please STOP:

- If there has not yet been a judgment rendered from the court.
- If judgment was entered by default (failure to appear). An appeal cannot be taken from a default judgment. You may file a motion to vacate judgment.
- Refer to that packet.
- If your appeal time has expired.

Please PROCEED:

- If you want to appeal your case to the Superior Court for review.

FORMS Needed:

Civil Appeals Packet

INSTRUCTIONS:

- 1) Carefully read the instructions given on the Notice of Right to Appeal.
- 2) Complete and file the appropriate forms with the court clerk within the time allowed and pay applicable appeal fees and bonds.

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

NOTICE OF RIGHT TO APPEAL - CIVIL

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: _____

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: _____

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

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

_____))
 _____))
 _____))
 _____))
 Appellant Name / Address / Phone
 VS. _____))
 _____))
 _____))
 _____))

CASE NUMBER: _____
 LC CASE # _____

- APPELLANT MEMORANDA
- APPELLEE RESPONSE MEMORANDA
- 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.

