

Your Name: _____
Mailing Address: _____
City, State, Zip Code: _____
Daytime / Evening Phone: _____ / _____
In this case I am a: Petitioner/Plaintiff or a Respondent/Defendant OR
 Represented by Attorney
Attorney Name: _____ Bar No.: _____
Attorney Phone: _____ Atty. Email: _____

For Clerk's Use Only

SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

Name of Petitioner/Plaintiff

Case Number: _____

MOTION TO SET AND CERTIFICATE OF READINESS

Name of Respondent/Defendant

Assigned to: _____
Judge's Name

INFORMATION ABOUT MY CASE: You must check one box after each number. The statements must be true before you can check the box and file this document with the court.

1. **SET MY CASE FOR TRIAL.** By filing this motion, I am asking the court to set this case for trial. My case will be ready for trial on or after _____ (date). I have identified all issues known to me at this time, that are related to this matter.
2. **WE DO NOT AGREE.** A Petition or Complaint **AND** an Answer or Response in this case have been filed. The other party and I **do not** agree and we **have not** been able to settle this case.
3. **CIVIL CASE:** My case has a "CV" case number. The parties have completed, or will have had a reasonable opportunity to complete, Discovery within 60 days of the date I file this **"Motion to Set and Certificate of Readiness"** with the Clerk of the Court. (Discovery is the way to obtain facts and information from the other party. By checking this box and signing this document, I am telling the court that I have obtained all of the facts and information I need from the other party and that I have answered all discovery requests from the other party, OR that this will happen within 60 days from the date I sign this document.) Note: Both parties are required to give the other party a disclosure statement. See Rule 26.1. Arizona Rules of Civil Procedure.

OR

- DOMESTIC RELATIONS/FAMILY COURT CASE:** My case has a "DR" OR "FC" OR "FN" case number. The parties have completed, or have had a reasonable opportunity to complete, Discovery. (Discovery is the way to obtain facts and information from the other party. By checking this box and signing this document, I am telling the court that I have obtained all of the facts and information I need from the other party, and that I have answered all discovery requests from the other party.)

4. **INFORMATION ABOUT YOUR LAWYER** (if applicable):

I do not have a lawyer.

(Note: If you are represented by a lawyer, **your lawyer** must file this motion.)

5. **INFORMATION ABOUT THE OTHER PARTY OR HIS/HER LAWYER**

(If other party has a lawyer, enter the information below **for the other party's lawyer.**)

Name: _____
Address: _____
City, State, Zip Code: _____
Telephone Number: _____

6. **PREFERENCE FOR TRIAL.** This case is entitled or is not entitled to be heard before other cases. Your case is entitled to be heard before other cases because it is a:

- Case granted a preference by statute or other rule of court.
The citation of the statute or rule is _____, OR
- Juvenile Case ("JV" case number) _____, OR
- Criminal Case ("CR" case number) _____, OR
- Family Court Case ("FC" case number), _____, OR
- Probate Case, ("PB" case number) _____, OR
- Short Cause Civil Case, (short case that can be heard in an hour or less) OR
- Hardship Civil Case, OR
- Mental Health Case ("MH" case number) _____.

7. **SHORT CASE.** This case may be heard in an hour or less. YES or NO NOT SURE

8. **ESTIMATED LENGTH OF TRIAL.** How long will the trial in this case last?
Estimated length of time: _____ hours or _____ days. (Refer to Instructions)

9. **CIVIL CASES ONLY. JURY TRIAL.** My case is a civil case, has a CV number, and I want a jury trial. YES or NO

10. **CIVIL CASES ONLY. ARBITRATION.** The amount of money we have a dispute over is approximately \$ _____. (If the amount of money you are disputing over is less than \$50,000, your case is subject to Arbitration. If the amount of money you are disputing over is more than \$50,000, your case is not subject to Arbitration.) With this in mind, is your case subject to Arbitration?
 YES or NO.

(Item 12 in instructions)

11. **I state under penalty of perjury that the information and statements provided above are true and correct.**

Date

Signature of Person Filing Document

I declare to the Court, under penalty of perjury, that I have done the following:

- 1. I gave the Clerk of the Court the **ORIGINAL** of the **“Motion to Set and Certificate of Readiness”**, to file, on this date: _____ (month, day, year).
- 2. **FOR FAMILY COURT CASES ONLY.** I gave Family Court Administration a **COPY** of the **“Motion to Set and Certificate of Readiness”** to deliver to the judge assigned to my case, on this date: _____ (month, day, year).

FAMILY COURT OR CIVIL CASES. I put a **COPY** of the **“Motion to Set and Certificate of Readiness”** in the Judge’s box, on this date: _____ (month, day, year).*

***(NOTE: At the Phoenix and Mesa courthouses, the box is located at Court Administration; At the Surprise courthouse, it is across from the Information Counter.)**

FAMILY COURT OR CIVIL CASES. I mailed a copy of the **“Motion to Set and Certificate of Readiness”** to the judge assigned to my case, on this date: _____ (month, day, year).

- 3. **(You must mail or deliver a copy of the “Motion to Set and Certificate of Readiness” to the other party or his/her lawyer. If there is a Court Order for the parties to not have contact, do NOT deliver in person to the other party.)**

I mailed or delivered a **COPY** of the **“Motion to Set and Certificate of Readiness”** to the other party or to his/her attorney at the address below on this date: _____ (month, day, year).

Name of Other Party

Name of Other Party’s Lawyer

Address

Lawyer’s Address

City, State, Zip

City, State, Zip

By signing below, I declare to the Court, under penalty of perjury, that I have filed/mailed/delivered the attached document(s) as shown above.

Signature of Person Filing Document

Date