

**Pima County Consolidated Justice Court
110 S. Church Avenue
Tucson, AZ 85701
(520)740-3171**

**NOTICE RE:
SMALL CLAIMS HEARING
LOCATIONS AND TIMES**

The Pima County Consolidated Justice Court will schedule all Small Claims hearings at 110 S. Church Avenue, 2nd Floor, Tucson 85701, between 9:00 a.m. and 4:00 p.m., unless otherwise requested. You must choose a location preference listed below and file this "Location Request" form with the court. **Note: If the court receives conflicting requests, the hearing will be scheduled at the Pima County Consolidated Justice Court.**

LOCATION REQUEST

Case Number: _____

I _____ want my Small Claims hearing to be held at:
Please Print Your Full Name

Select One:

- Pima County Consolidated Justice Court - 110 S. Church Avenue,
Building 8, 2nd Floor Tuesday – Friday 9:00 a.m. – 4:00 p.m.
- Pima County Juvenile Court – 2225 E. Ajo Way
Thursday's 5:30 pm or 6:30 pm only
- Oro Valley Magistrate Court – 11000 N. La Cañada Drive
Friday morning only

If you are the Plaintiff, file the original "Location Request" with your complaint. If you are the Defendant, file the original "Location Request" with your answer.

INTERPRETER

If an interpreter is needed for this hearing, please call (520)740-3171. Please provide the court a minimum of a two week notice if an interpreter will be needed. This will ensure an interpreter is available at your hearing.

Signature

Date

CERTIFICATE OF MAILING	
Copy mailed to	<input type="checkbox"/> Plaintiff <input type="checkbox"/> Defendant
_____ Date of mailing	_____ Signature