

## **INSTRUCTIONS FOR FILING MOTIONS**

- 1) Print complete all necessary information on the form.
- 2) File with the Court.
- 3) To file with the Court, you must submit the completed motion to the Court by email as a PDF document, by fax, by mail, or in person. 10 days prior to your court date or due date.
- 4) After the Court receives your motion, it takes 5-6 working days for the Court to process your motion and send out a ruling from the Judge. A ruling may not occur until your court date.
- 5) The Judge's ruling will be returned to you by mail, or email.
- 6) If filing a motion on a criminal case, you **must** submit a copy of the motion to the Prosecutor's office also. See below for their contact information.

**Note:** It is your responsibility to ensure that your fax or email was received by the Court. You can call the Court at 928-649-3250 to check if the Court has received your fax or email. The Court is open Tuesday thru Thursday 8:30 AM – 3:30 PM.

### **If filing by email:**

- ✿ Scan the completed motion and save as a PDF document and attach to email and send to [jeromemuni@courts.az.gov](mailto:jeromemuni@courts.az.gov).
- ✿ Only a PDF or Word document will be accepted. Photos (.jpeg or other photo files) will not be accepted.

### **If filing by fax:**

Send completed form to the Jerome Municipal Court at 928-634-5462

### **If filing by mail:**

Mail completed form to the Jerome Municipal Court at PO Box 335, Jerome, AZ. 86331

### **If filing in person:**

Bring completed form to the Jerome Municipal Court at 600 Clark St., Jerome, AZ (3<sup>rd</sup> floor)

### **If filing a motion on a criminal case:**

A copy must also be submitted to the Prosecutor's office. Their contact information is:

Phone: 928- 445-1909  
Fax: 928- 350-8839  
Email: [char@plgnaz.com](mailto:char@plgnaz.com)  
Mail: 116 N Summit Ave., Prescott, AZ 86301

**JEROME MUNICIPAL COURT \* 600 CLARK ST, PO BOX 335 JEROME, AZ 86331 (928) 649-3250  
 FAX: (928) 634-5462 EMAIL: jeromemuni@courts.az.gov**

STATE OF ARIZONA )  
 )  
 VS. ) Case no. \_\_\_\_\_  
 )  
 ) MOTION / PEDIMENTO  
 )  
 \_\_\_\_\_ )  
 DEFENDANT )  
 \_\_\_\_\_ )

Motion Requestor / Solicitante:  Defendant / Acusado  Attorney of Record / Abogado de registro  
 State / Fiscalia  Other / Otro: \_\_\_\_\_

Address; Phone No. Attorney/Defendant Email Address / Dirección; Número de Teléfono; Abogado/Correo Electrónico \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

By providing your phone number and or email address you are granting permission to receive texts and other communication regarding your court dates, pending payments and other relevant information about your case. Normal text and SMS rates apply. Please contact the Court in which your case is filed to opt out of this service. / Al proporcionar su número telefónico y su correo electrónico, Ud. Está de acuerdo con recibir mensajes de texto y otra comunicación relacionada a las fechas judiciales, pagos pendientes y otra información pertinente a su caso. Puede que se cobren tarifas de texto estándar y tasas por servicio demensajería abreviada SMS. Comuníquese con el tribunal correspondiente a su caso si no desea participar en este servicio.

**I hereby request:** (check all that apply) / Por la presente solicito: (marque todo lo que corresponda)

- Continuance of court date scheduled for / Un aplazamiento del citatorio programado para el:  
 Date / Fecha \_\_\_\_\_
- Quash a Warrant / Anular la orden de Arresto Judicial
- Set aside Default / Anular el Fallo por Incumplimiento
- Change program Order; change commitment Order / Cambiar la Orden del Programa / Reclusión
- Waiver, reduction, and or deferral of fines/fees / Dispensa, reducción y/o postergación de multas o tarifas
- Other / Otro: \_\_\_\_\_  
 \_\_\_\_\_

For the following reason(s) / Por la siguiente razón(es): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date / Fecha: \_\_\_\_\_ Signature / Firma: \_\_\_\_\_

**NOTE:** It is the Requestor's responsibility to notify the other party by delivering a copy of the motion to their recent address. This motion is not granted until ordered by the Judge. / **NOTA:** Es responsabilidad del Solicitante notificar a la otra parte mediante la entrega de una copia de este pedimento a la dirección más reciente. Este pedimento no se concede hasta que el juez lo ordene.

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**POSITION AND ORDER**

The other party  does or  does **not** object to the above motion for the following reason(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date: \_\_\_\_\_ Other party signature: \_\_\_\_\_

The Court  Grants or  Denies the above motion;  Time is waived. Rule 8 Ariz.R.Crim.P.

Date: \_\_\_\_\_ Judge's signature: \_\_\_\_\_