

FLAGSTAFF JUSTICE COURT

200 N. San Francisco St.
Flagstaff AZ 86001
(928) 679-7650

M-F (closed on major holidays)
8:00 A.M. - 5:00 P.M.

[Website](#)



YOUR FORMS HAVE NOT BEEN ELECTRONICALLY FILED WITH THE COURT.



YOU MUST STILL FILE THE FORMS WITH THE COURT AND PAY THE COURT FILING FEE (Separate from the fee you paid to create the forms).

Please refer to the information below to properly file your court documents.

You have TWO options to file your court documents generated on AZTurboCourt in Flagstaff Justice Court:

- ✓ **Mail the filing to the court OR**
- ✓ **File at the court in person**



Carefully read the instructions on the next page. The procedures for filing by mail or at the court (in person) are different. You must follow the instructions to properly file your court document/s.

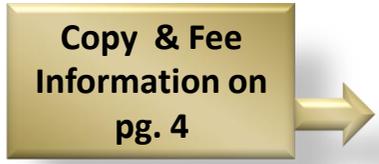
MAIL THE FILING TO THE COURT

- 1) Print out a copy of your form/s in AZTurboCourt.
- 2) Make the correct number of copies of the form/s.
- 3) Mail the form/s, copies, filing fee, and self-addressed stamped envelope to the court and address at the top of the form/s (upon receipt the Court will mail additional information).



YOU MUST INCLUDE:

- Completed Form/s
- Correct Number of Copies
- Filing Fee
- Self-Addressed Stamped Envelope



Types of payment accepted for mail-in filings (to pay for the filing fee):

- Cashier's Check
- Money Order
- Personal Check

•Make cashier's check , money order or personal check payable to Flagstaff Justice Court and mail to 200 N. San Francisco St., Flagstaff AZ 86001.



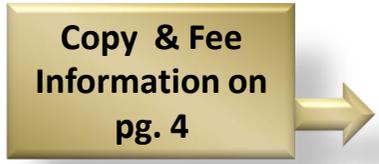
FILE AT THE COURT IN PERSON

- 1) Print out a copy of your form/s in AZTurboCourt.
- 2) Make the correct number of copies of the form/s
- 3) Bring the completed form/s , copies, and payment for the filing fee to the court to file.

YOU MUST BRING:



- Completed Form/s
- Correct Number of Copies
- Filing Fee



Types of payment accepted when filing at the court (to pay for the filing fee):

- Credit Cards
- Visa
 - Mastercard

- Cashier's Check
- Money Order
- Debit (must have the logo- usage charge)
- Cash
- Personal Check

•Make cashier's check , money order or personal check payable to Flagstaff Justice Court and bring to 200 N. San Francisco St., Flagstaff AZ 86001.



FEE AND COPY INFORMATION

Small Claims Initial Filings

Type	Fee	Copies
Complaint Filing Fee:	\$34.00	<ul style="list-style-type: none"> • 1 copy for the court • 1 copy for each plaintiff • 1 copy for each defendant

Small Claims Subsequent Filings (filed after the complaint)

Answer Filing Fee <u>OR</u> Other First Time Filing:	\$24.00	<ul style="list-style-type: none"> • 1 copy for the court • 1 copy for each plaintiff • 1 copy for each defendant
Transfer Fee to Civil Court	\$25.00	

Civil Initial Filings

Complaint Filing Fee: (Claim Amount \$0.01 - \$10,000.00)	\$88.00	<ul style="list-style-type: none"> • 1 copy for the court • 1 copy for each plaintiff • 1 copy for each defendant • 1 copy for each attorney <i>(if applicable)</i>
--	---------	--

Civil Subsequent Filings (filed after the complaint)

Answer Filing Fee <u>OR</u> Other First Time Filing	\$57.00	<ul style="list-style-type: none"> • 1 copy for the court • 1 copy for each plaintiff • 1 copy for each defendant • 1 copy for each attorney <i>(if applicable)</i>
--	---------	--

Eviction Action Initial Filings

Complaint Filing Fee:	\$42.00	<ul style="list-style-type: none"> • Original • 1 copy for filer • 1 copy for each defendant
-----------------------	---------	---

Eviction Action Filings (filed after the complaint)

Answer Filing Fee <u>OR</u> Other First Time Filing	\$27.00	<ul style="list-style-type: none"> • Original • 1 copy for filer • 1 copy for each defendant
--	---------	---

Minimum Clerk Fees:

Type	Fee
Copy Fee Per Page	\$.50