

IN THE SUPREME COURT OF THE STATE OF ARIZONA
ADMINISTRATIVE OFFICE OF THE COURTS

In the Matter of:)
)
MODIFICATION OF JUSTICE COURT) Administrative Directive
RULES OF CIVIL PROCEDURE) No. 2024 - 01
FORMS)
_____)

Rule 148(a) of the Justice Court Rules of Civil Procedure (JCRCP) authorizes the Administrative Director to modify the forms listed in Rule 148(b), JCRCP, in response to changes in state laws or procedures, to make other necessary administrative amendments or technical corrections, or to add or delete forms as may be appropriate.

The forms were restyled to be beneficial for all courts and improve access to justice for litigants.

Therefore, pursuant to Rule 148(a), JCRCP, and in order to promote the use of uniform and efficient legal forms and to enhance the public's access to the courts through the availability of useable and understandable legal forms,

IT IS DIRECTED that effective immediately, the Summons and Notice to the Defendant forms as shown in Appendix A are adopted for use and replace the versions currently shown in Rule 148, JCRCP.

Dated this 5th day of January, 2024.

DAVID K. BYERS
Administrative Director of the Courts

Appendix A

Person Filing: _____

Address (if not protected): _____

City, State, Zip Code: _____

Telephone: _____

Email Address: _____

Representing Self or Attorney/ Legal Paraprofessional for:

Attorney/ Legal Paraprofessional Bar Number: _____



JUSTICE COURT OF ARIZONA

PRECINCT NAME/ADDRESS/PHONE _____

Case Number: _____

SUMMONS (CIVIL)

vs.

Plaintiff(s) Name/ Address/ Phone/ Email

Defendant(s) Name/ Address/ Phone/ Email

FROM THE STATE OF ARIZONA TO: _____

Name of Defendant

1. You are summoned to respond to this complaint by filing an answer with this court and paying the court's required fee. If you cannot afford to pay the required fee, you can request the court to waive or to defer the fee.
2. If you were served with this summons in the State of Arizona, the court must receive your answer to the complaint within 20 calendar days from the date you were served. If you were served outside the State of Arizona, the court must receive your answer to the complaint within 30 days from the date of service. If the last day is a Saturday, Sunday, or holiday, you will have until the next working day to file your answer. When calculating time, do not count the day you were served with the summons.

3. This court is located at: _____
(physical address).
4. Your answer must be in writing.
- (a) You may obtain an answer form from the court listed above or its website, or on the Self-Service Center of the Arizona Judicial Branch website at <https://www.azcourts.gov/selfservicecenter> via the “Forms and Instructions” icon.
- (b) You may be able to prepare and file your answer electronically. This will require payment of an additional fee. Visit <http://www.azcourts.gov/efilinginformation> for more information.
- (c) You may also prepare your answer on a plain sheet of paper, but your answer must include the case number, the court location, and the names of the parties.
5. You must provide a copy of your answer to the plaintiff(s) or to the plaintiff’s attorney.

IF YOU FAIL TO FILE A WRITTEN ANSWER WITH THE COURT WITHIN THE TIME INDICATED ABOVE, A DEFAULT JUDGMENT MAY BE ENTERED AGAINST YOU, AS REQUESTED IN THE PLAINTIFF’S COMPLAINT.

Date

Judge’s Signature

{COURT SEAL}

REQUESTS FOR REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES OR FOR AN INTERPRETER MUST BE MADE TO THE COURT AS SOON AS POSSIBLE BEFORE A COURT PROCEEDING.

Notice to the Defendant: A lawsuit has been filed against you in justice court!
You have rights and responsibilities in this lawsuit. Read this notice carefully.

1. In a justice court lawsuit, individuals have a right to represent themselves, or they may hire an attorney to represent them. A family member or a friend cannot represent someone in justice court unless the family member or friend is an attorney. A corporation has a right to be represented by an officer of the corporation, and a limited liability company (“LLC”) can be represented by a managing member. A corporation or an LLC can also be represented by an attorney.

If you represent yourself, you have the responsibility to properly complete your court papers and to file them when they are due. The clerks and staff at the court are not allowed to give you legal advice. If you would like legal advice, you may ask the court for the name and phone number of a local lawyer referral service, the local bar association, or a legal aid organization.

2. You have a responsibility to follow the Justice Court Rules of Civil Procedure (“JCRC”) that apply in your lawsuit. The rules are available in many public libraries, at the courthouse, and online at the Court Rules page of the Arizona Judicial Branch website, at <https://azcourts.gov/>, under the “AZ Supreme Court” tab.
3. A “plaintiff” is someone who files a lawsuit against a “defendant.” You must file an answer or other response to the plaintiff’s complaint **in writing and within twenty (20) days** from the date you were served with the summons and complaint (or thirty (30) days if you were served out-of-state.) If you do not file an answer within this time, the plaintiff may ask the court to enter a “default” and a “default judgment” against you. Your answer must state your defenses to the lawsuit. Answer forms are available at the courthouse, and on the Self-Service Center of the Arizona Judicial Branch website at <https://www.azcourts.gov/selfservicecenter> via the “Forms and Instructions” icon. You may be able to prepare and file your answer electronically. This requires payment of an additional fee. Visit <http://www.azcourts.gov/efilinginformation> for more information. You may also prepare your answer on a plain sheet of paper, but your answer must include the court location, the case number and the names of the parties. You must provide to the plaintiff a copy of any document that you file with the court, including your answer.
4. You may bring a claim against the plaintiff if you have one. When you file your answer or written response with the court, you can also file your “counterclaim” against the plaintiff.

5. You must pay a filing fee to the court when you file your answer. If you cannot afford to pay a filing fee, you may apply to the court for a fee waiver or deferral, but you must still file your answer on time.
6. You may contact the plaintiff or the plaintiff's attorney and try to reach an agreement to settle the lawsuit. However, until an agreement is reached you must still file your answer and participate in the lawsuit. During the lawsuit, the court may require the parties to discuss settlement.
7. Within forty (40) days after your answer has been filed, you and the plaintiff are required to provide a disclosure statement to each other. The disclosure statement provides information about witnesses and exhibits that will be used in the lawsuit. A party may also learn more about the other side's case through discovery. Read the Justice Court Rules of Civil Procedure for more information about disclosure statements and discovery.
8. The court will notify you of all hearing dates and trial dates. You must appear at the time and place specified in each notice. If you fail to appear at a trial or a hearing, the court may enter a judgment against you. To ensure that you receive these notices, you must keep the court informed, in writing, of your current address and telephone number until the lawsuit is over.