



**ADMINISTRATIVE OFFICE OF THE COURTS
CERTIFICATION AND LICENSING DIVISION**

MEMORANDUM

TO: Certified Legal Document Preparers and
Licensed Legal Paraprofessionals

FROM: Aaron Nash, Director
Certification and Licensing Division

DATE: November 9, 2022

RE: New Court Forms Requirements

The Certification and Licensing Division's (Division) Legal Document Preparer website (<https://www.azcourts.gov/cld/Legal-Document-Preparer-Program>) and Legal Paraprofessionals website (<https://www.azcourts.gov/cld/Legal-Paraprofessional>) posted information in September about court rule changes approved by the Arizona Supreme Court. A summary of the changes is posted under the "Announcements" tile of the websites listed above.

Note that some rule changes are already in effect, while others take effect January 1, 2023. Statutory changes enacted by the legislature must also be incorporated into forms filed with the courts, when applicable.

As certified or licensed service providers, the Arizona Code of Judicial Administration requires you to be aware of and implement the latest changes. Submitting outdated forms for filing in Arizona's courts risks rejection by the clerk or court, which could, in turn, result in Legal Document Preparer complaints filed with the Division or Legal Paraprofessional complaints filed with the State Bar of Arizona.

Below are resources that can help identify the latest forms:

- Arizona Judicial Branch Self-Service Center – Forms:

<https://www.azcourts.gov/selfservicecenter/Forms>

- Arizona Judicial Branch Self-Service Center – Family Law:
<https://www.azcourts.gov/selfservicecenter/Family-Law-Forms>
- Arizona Judicial Branch Self-Service Center – Civil Law:
<https://www.azcourts.gov/selfservicecenter/Civil-Forms>
- Arizona Judicial Branch Self-Service Center – Criminal Law:
<https://www.azcourts.gov/selfservicecenter/Criminal-Law/Criminal-Law-Forms>
- AZCourtHelp:
<https://azcourthelp.org/>
- Maricopa County Superior Court Law Library Resource Center:
<https://superiorcourt.maricopa.gov/llrc/>
- Maricopa County Superior Court – Family Court Forms:
<https://superiorcourt.maricopa.gov/llrc/family-court-forms/>

Please ensure that your practice is compliant with the latest authorities and will comply with changes taking effect January 1, 2023.