



Fountain Hills Municipal Court

16705 E. Avenue of the Fountains, Fountain Hills, AZ 85268 • (480) 816-5103
municipalcourt@fh.az.gov • www.fh.az.gov/Court

INSTRUCTIONS FOR FILING MOTIONS

- 1) Type in all necessary information on the form.
- 2) Save the form and file it with the Court.
- 3) To file with the Court, you must submit the completed motion to the Court by email as an attachment, by mail, or in person.
- 4) After the Court receives your motion, it takes about 5-6 working days for the Court to process your motion and send out a ruling from the judge. The judge may wait until your court date to rule on your motion.
- 5) The judge's ruling will be returned to you by email or mail.
- 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 email address.

Note: It is your responsibility to ensure that your fax or email was received by the Court. You can call the Court at 480-816-5103 to check if the Court received your fax or email. Please wait about 2 working days from the date you sent the fax or email before calling to allow the Court time to process the motion.

If filing by email:

- Attach the completed motion to an email and send to municipalcourt@fh.az.gov.
- Only Word and PDF documents will be accepted. Photos (.jpeg or other photo files) will not be accepted because their quality is too low.
- Only the information in the attachment will be forwarded to the judge.

If filing by mail:

Print the completed form and mail it to Fountain Hills Municipal Court, 16705 E. Avenue of the Fountains, Fountain Hills, AZ 85268.

If filing in person:

Print out the completed form and bring it to the Court (address above) or drop it in the drop box outside of Town Hall.

If filing a motion on a criminal case:

A copy of the motion must also be submitted to the Prosecutor's office. Their email address is: townprosecutor@gmail.com



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State Of Arizona VS.	Case #: Complaint #: 	
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MOTION / PEDIMENTO

Motion Requestor / Solicitante: **Defendant** / Acusado **Attorney of Record** / Abogado de Registro
 State / Fiscalía **Other** / Otro: _____

Address/Phone Number/Attorney/Defendant Email Address(es)/Dirección/Número de Teléfono/Abogado/Correo(s) Electrónico(s):

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: _____
- Quash a Warrant** / Anular la orden de Arresto Judicial (DATE)(Fecha)
- Set Aside Default** / Anular el Fallo por Incumplimiento
- Change Program Order/Change Confinement Order** / Cambiar la Orden del Programa / Reclusión
- Waiver, reduction, and/or deferral of fines or fees** / Dispensa, reducción y/o postergación de multas o
- Dismiss**
- Other** / Otro: _____

for the following reason(s) / Por la siguiente razón(es):

Date / Fecha: _____ **Signature / Firma:** _____ Not required if emailed

NOTE: It is the Requestor's responsibility to notify the other party by delivering a copy of this 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.

Fountain Hills Prosecutor's Office:
townprosecutor@gmail.com

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 waived.

Date: _____ Judge's signature: _____