



## Fountain Hills Municipal Court

16705 E. Avenue of the Fountains, Fountain Hills, AZ 85268 • (480) 816-5103  
[municipalcourt@fountainhillsaz.gov](mailto:municipalcourt@fountainhillsaz.gov) • [www.fountainhillsaz.gov/Court](http://www.fountainhillsaz.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@fountainhillsaz.gov](mailto:municipalcourt@fountainhillsaz.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](mailto:townprosecutor@gmail.com)



**Fountain Hills Municipal Court**  
**16705 E. Avenue of the Fountains, Fountain Hills, AZ 85268 • (480) 816-5103**  
[municipalcourt@fountainhillsaz.gov](mailto:municipalcourt@fountainhillsaz.gov) • [www.fountainhillsaz.gov/court](http://www.fountainhillsaz.gov/court)

<b>State Of Arizona</b> <b>VS.</b>	Case #:  Complaint #:	
---------------------------------------	-----------------------------	--

**MOTION / PEDIMENTO**

Motion Requestor / Solicitante:  **Defendant** / Acusado  **Attorney of Record** / Abogado de Registro  
 **State** / Fiscalía  **Other** / O tro: \_\_\_\_\_

**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: \_\_\_\_\_ (DATE)(Fecha)
- Quash a Warrant** / Anular la orden de Arresto Judicial
- 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.**

STATE / DEFENSE RESPONSE:

- Opposed Reason: \_\_\_\_\_
- Unopposed

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Fountain Hills Prosecutor's Office:** [townprosecutor@gmail.com](mailto:townprosecutor@gmail.com)