



CAREFREE-CAVE CREEK CONSOLIDATED COURT (0767)

37622 N. Cave Creek Road, Suite B. Cave Creek, AZ 85331 / (P) 480-488-1689 (F) 480-595-9610

INSTRUCTIONS FOR FILING A MOTION

STEP ONE: Fill out the motion, date and sign. Make sure your motion includes what it is you are requesting, why you are making the request and what specifically you'd like the Judge to grant.

STEP TWO: The motion must be filed with the court. Make sure to keep a copy for your records. You may file the motion one of two ways:

OPTION ONE: Email your motion to CCFC@courts.az.gov

OPTION TWO: Fax a copy of your motion to 480-595-9610

OPTION THREE: File your motion in-person or via mail to the below address:

37622 N. Cave Creek Road, Suite B., Cave Creek, AZ 85331

STEP THREE: Wait to receive the court's ruling on your motion.

- Orders are processed in the order that they are received.
- A ruling will be provided in the same form the motion was received (email/mail).
- It is your responsibility to keep your mailing address and email address updated with the court.
- Some motions require the position of the State before being considered by the Judge. This could add additional time to receiving a ruling.
- If you file a motion on the same day or within 5 business days of your scheduled court day and you have NOT received a response to your motion, you are still responsible for attending your scheduled court date. **FAILURE TO APPEAR** for your scheduled court date may result in the issuance of a warrant for your arrest.

** If you have any remaining questions regarding filing a motion, please contact the court at 480-488-1689.
Court staff cannot give legal advice. **