

**CLERK OF THE COURT  
SUPERIOR COURT OF ARIZONA**

**MARICOPA COUNTY  
Downtown Justice Center  
620 W. Jackson, Suite 3052  
Phoenix, Arizona 85003  
(602) 37-CLERK (25375) Fax (602) 506-7684**

**Instructions for Filing a Foreign Judgment**

In order to file a Foreign Judgment in the Superior Court of Arizona, the following is required:

1. A certified or authenticated copy of the judgment from the court in which it was rendered.
2. An Affidavit Substantiating a Foreign Judgment, setting forth the name and last known address for both the Plaintiff [Petitioner] Judgment Creditor and Defendant [Respondent] Judgment Debtor.
3. Notice of Filing Foreign Judgment
4. A filing fee is due for filing a Foreign Judgment. Please see a list of the filing fees for the amount due, [click here](#).
5. Provide original plus 2 copies of the documents being filed with the Court.
6. A "[Civil Cover Sheet](#)" located on the Clerk's Office website under forms. You can use this hyperlink for direct access. **NOTE:** if you are filing a family court case, you should utilize the "[Sensitive data Sheet and Cover Sheet](#)" combination.
7. To request a certified copy of the filed Judgment from the foreign court, additional fees are required. Click [here](#) to obtain the amounts.

Mail all documents including a self-addressed stamped envelope for the return of the documents to:

Clerk of the Superior Court  
Civil File Counter  
201 West Jefferson  
Phoenix, AZ 85003

**Source: A.R.S. §12-1701 through §12-1705 as amended July 19, 1996, and Local Rule 3.1(a)**

**Visit us at our website: [www.clerkofcourt.maricopa.gov](http://www.clerkofcourt.maricopa.gov)**

NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY, STATE, ZIP: \_\_\_\_\_  
 PHONE: \_\_\_\_\_  
 REPRESENTING: \_\_\_\_\_  
 STATE BAR NUMBER \_\_\_\_\_

**IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
 IN AND FOR THE COUNTY OF MARICOPA**

	)	
	)	
_____ ,	)	
<b>Name of Plaintiff or Petitioner</b>	)	<b>CASE NUMBER:</b> _____
	)	
vs.	)	
	)	<b>AFFIDAVIT SUBSTANTIATING</b>
	)	<b>A FOREIGN JUDGMENT</b>
_____ ,	)	
<b>Name of Defendant or Respondent</b>	)	
_____	)	

**I affirm that I am over the age of 18 and otherwise competent to testify in a court of law of the United States or several states and make this Affidavit without being under fraud, duress, or undue influence from any person as to the following facts:**

1 Pursuant to A.R.S. §12-1702 et seq., I am filing this Affidavit with the Clerk of the Superior Court along with a certified copy of a foreign judgment.

2 The name and last known post office box or residential address of the Plaintiff/Petitioner is as follows:

3 The name and current post office box or residential address of the Defendant/Respondent is as follows:

4 The name and current address of the Plaintiff's/Petitioner's Attorney in the State of Arizona is as follows:

WITNESSETH, I have read the foregoing Affidavit and know of my own knowledge that the facts stated therein are true and correct as of the date this Affidavit was sworn.

STATE OF ARIZONA )  
County of \_\_\_\_\_ ) s.s.

\_\_\_\_\_, being first duly sworn, deposes and says: contents thereof and that the same is true of her (his) own personal knowledge.

\_\_\_\_\_  
Signature of Plaintiff/Petitioner

SUBSCRIBED AND SWORN to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

My Commission Expires

NOTARY PUBLIC OR DEPUTY CLERK

**CERTIFICATE OF HAND DELIVERY/MAILING**

A copy of the accompanying document(s) was mailed or hand delivered (circle one).

To: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

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

By: \_\_\_\_\_

Signature of person making Hand Delivery/Mailing

**AFF**



NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
REPRESENTING: \_\_\_\_\_  
STATE BAR NUMBER \_\_\_\_\_

**IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF MARICOPA**

\_\_\_\_\_,  
**Name of Plaintiff or Petitioner** )  
)  
)  
)  
) **CASE NUMBER:** \_\_\_\_\_  
)  
)  
vs. )  
)  
) **NOTICE OF FILING A**  
) **FOREIGN JUDGMENT**  
)  
)  
\_\_\_\_\_,  
**Name of Defendant or Respondent** )  
\_\_\_\_\_ )

**YOU ARE HEREBY GIVEN NOTICE PURSUANT TO A.R.S. §12-1703(B) THAT  
THE FOREIGN JUDGMENT DESCRIBED BELOW HAS BEEN FILED IN THE  
OFFICE OF THE CLERK OF THE SUPERIOR COURT OF MARICOPA COUNTY.**

COURT IN WHICH JUDGMENT WAS ENTERED:

CASE NUMBER:

DATE OF JUDGMENT:

NAME AND ADDRESS OF INITIATING PARTY:

NAME AND ADDRESS OF INITIATING PARTY'S ATTORNEY:

RESPECTFULLY SUBMITTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
INITIATING PARTY'S SIGNATURE

**NFJ**