

Name
Address:
City, State and Zip Code:
Telephone Number:
Attorney Bar Number: (if applicable)
Representing Self or Attorney for _____

**SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY**

Name of Plaintiff(s) Case Number: _____

**MOTION TO RELEASE/
EXONERATE BOND**

v.
Name of Defendant(s)

INFORMATION ABOUT BOND

1. **Name of Person** entitled to have bond exonerated/released:

2. **Amount of Bond \$** _____
3. **Date Bond was Posted:** _____

REASONS BOND SHOULD BE EXONERATED/RELEASED. (See A.R.S. Sections 44-310 through 44-319.)

1. **More than 5 years.** The bond in this case was posted with the Court more than five (5) years ago.
2. **Notice from the Clerk's Office.** I received a letter from the Clerk's Office indicating that more than five years had passed and that the Clerk's Office would be required to send the money to the State of Arizona if the owner of the property did not claim the property. (See attached letter from Clerk's office.)

WHAT I WANT THE COURT TO DO: Enter an Order requiring the Clerk of the Court to exonerate/release the bond to me.

Date: _____

Under penalty of perjury, I state that the above information is true and correct.

Signature of Person requesting bond to be released/exonerated

INSTRUCTIONS AND PROCEDURES FOR FILING A MOTION TO EXONERATE/RELEASE BOND

- | STEP NUMBER | INSTRUCTION |
|-------------|--|
| 1 | <p>FILL OUT THE MOTION AND ORDER:</p> <p>Fill out the entire motion and order, except leave the date and signature line blank on the Order for the judge to sign. If you need more information on the amount of the bond, please contact the Clerk's Office via email TrustResponse@mail.maricopa.gov or by calling (602) 37-CLERK(25375).</p> |
| 2 | <p>MAKE TWO (2) COPIES:</p> <p>After you have filled out the motion and Order make two (2) copies of each document.</p> |
| 3 | <p>FILE ORIGINAL MOTION WITH CLERK OF THE SUPERIOR COURT: File the original motion with the Clerk of the Superior Court, Civil File Counter and ask the Clerk to stamp the two copies. The Clerk is located at either of the following locations:</p> <p style="margin-left: 40px;">201 West Jefferson, 1st Floor 222 East Javelina, 1st Floor Phoenix, Arizona 85003 Mesa, Arizona 85210</p> |
| 4 | <p>GO TO CIVIL COURT ADMINISTRATION Customer Service Window:</p> <p>Find out the name of the judge assigned to the case.</p> <p style="margin-left: 40px;">Old Court House 125 West Washington, Suite 003 222 East Javelina, 1st Floor Phoenix, Arizona 85003 Mesa, Arizona 85210</p> |
| 5 | <p>GO TO JUDGE:</p> <p>Deliver one copy of the Motion and the original Order to the Judge assigned to this case. After the judge signs the Order, you will be notified by the Court that the Order has been signed.</p> |
| 6 | <p>KEEP A COPY OF THE MOTION AND ORDER FOR YOUR RECORDS.</p> |
| 7 | <p>OBTAIN CERTIFIED COPY:</p> <p>After the Order has been signed you will need to obtain a certified copy of the Order from the Clerk's Office. Once you receive the certified order, mail it to the Clerk of Superior Court, Accounting Unit – Bond Disbursements, 201 West Jefferson – 1st Floor, Phoenix AZ 85003. Or personally deliver it to the Criminal Filing Counter located in the South Court Tower, 175 West Madison Avenue – 12th Floor, Phoenix AZ 85003. The Clerk will mail a check to the address provided in the court order.</p> |