

START HERE

The Court is available to provide you access to justice. To protect the health and safety of the community, the **lobby** will be closed until further notice due to COVID 19 (coronavirus).

Please locate the service you are requesting below, and refer to the corresponding number for additional information and forms: (please read this page in its entirety)

1. File a Petition for a Protective Order
2. Are You A Victim of a Crime?
3. Resolve a Civil Traffic Citation
4. Pay a Fine/Make a Payment
5. Request a Continuance/Extension/Motion
6. Resolve a Warrant
7. File a Motion or Submit Documents/Additional Forms
8. Additional Forms

NOTICE: Staff have been authorized to provide extensions over the telephone for certain types of requests (i.e. community restitution, Defensive Driving School (DDS), Children are Priceless Passengers (CAPP), payment extensions, counseling, self-surrender jail time, etc.). Call the Court to see if you qualify for an extension over the telephone. If you do **NOT** qualify, you will need to submit a “Motion” form (see #5).

For additional information and options, call the Court at (520) 421-8675 or email citycourt@casagrandeaz.gov.

Please remember: Court staff are prohibited from providing legal advice.

Para asistencia en Español, llama (520) 421-8675.

1.) File a Petition for a Protective Order

- a. Effective January 1, 2020, Petitions can be filed online at www.azpoint.azcourts.gov. You may be granted permission to use the court lobby to file your Petition. Call the Court at (520) 421-8675 if you need access.
- b. Once you have completed the Petition online, you will receive a confirmation number.
- c. Call the Court at (520) 421-8675 and provide the clerk with your confirmation number.
- d. The clerk will assist you to complete the process.

2.) Are You the Victim of a Crime?

- a. The following brochures are available: Domestic Violence Safety Plan and Victim Services pamphlet.
- b. For Victim Services, call (520) 421-8600 ext. 3440 or 1360.

3.) Resolve a Civil Traffic Citation

- a. If you have received a civil traffic citation, you may have several options to resolve your case.
- b. See the “Fine/Sanction Schedule” pamphlet for additional information.
- c. Please feel free to call the Court at (520) 421-8675 for assistance.

4.) Pay a Fine/Make a Payment

- a. The Court provides several options to make a payment for your convenience:
 - i. Payments can be made online at: www.azcourtpay.com
 - ii. Payments can be made via telephone at (866) 859-2527.
 - iii. Payments can be placed in the drop box located on the wall to the right of the Courts main entrance. (NO CASH. Please provide Defendant's names, case number and telephone number.)
 - iv. Cash payments can be made at local retailers. Please visit www.azcourtpay.com for additional information.

5.) Request a Continuance/ Extension/Motion

- a. Please complete a "Motion, Response, and Order" form.
- b. If you need your case number, call the Court at (520) 421-8675.
- c. Place your Motion in the drop box located on the wall to the right of the Courts main entrance.

6.) Resolve a Warrant

- a. The Court's Warrant Docket has been cancelled until further notice. **However, there are several options available to cancel an active warrant.**
 - i. A warrant will be quashed upon posting a bond. If you would like to post a bond, call the Court at (520) 421-8675 for further instructions to post a bond online.
 - ii. If you are unable to post a bond, you may file a "Motion to Quash Warrant and Set Hearing and Order".
 1. Complete the form provided, including your case number.

2. If you need your case number, call the Court at (520) 421-8675.
3. Place your Motion in the drop box located on the wall to the right of the Courts main entrance.

7.) File a Motion or Submit Documents

- a. Several forms have been provided for your use.
- b. Additional forms are available at: <https://casagrandeaz.gov/documents/>. Select “City Court”.
- c. Documents can be placed in the Court’s drop box located on the wall to the right of the Courts main entrance.
- d. Documents can be emailed to citycourt@casagrandeaz.gov
- e. Documents can be faxed to (520) 421-8660.

8.) Additional Forms

- a. Request for Court Records
- b. “Financial Statement” (Payment Application)
- c. Request a Hearing/Dismissal/Cancel Hearing/Continue Hearing (for a Protective Order)
- d. Probation/Compliance Request/Notice
- e. Financial Affidavit and Request for Court Appointed Counsel

Complete the form, and place in the drop box located on the wall to the right of the Courts main entrance. If you have additional questions, contact the Court at (520) 421-8675 or email at citycourt@casagrandeaz.gov.