

## Procedures: What to do with the Motion to Set and Family Law Informal Trial Election forms after you have filled them out

Follow these procedures if you have filled out the Motion to Set Trial Date and Certificate of Readiness (commonly called “Motion to Set”) and you want a trial to be scheduled in your case.

Step 1: Review the Motion to Set form to make sure it is complete and filled out in black ink. Sign and date the form before you make copies. You may want to wait until the day you file the form before filling in the dates you are planning to mail or deliver the copies as stated on page 3.

Step 2: If you are requesting an informal trial, all parties must sign and file the Family Law Informal Trial Election form included in this packet.

Step 3: Make 4 copies of the completed forms:

Set 1 – Originals for Clerk of Superior Court: <ul style="list-style-type: none"><li>• Motion to Set</li><li>• Family Law Informal Trial Election (if applicable)</li></ul>	Set 2 – Copies for Judge assigned to your case: <ul style="list-style-type: none"><li>• Motion to Set</li><li>• Family Law Informal Trial Election (if applicable)</li></ul>
Set 3 – Copies for Other Party: <ul style="list-style-type: none"><li>• Motion to Set</li><li>• Family Law Informal Trial Election (if applicable)</li></ul>	Set 4 – Copies for Case Management Services/Court Administration: <ul style="list-style-type: none"><li>• Motion to Set</li><li>• Family Law Informal Trial Election (if applicable)</li></ul>
Set 5 – Copies for you (keep for your records): <ul style="list-style-type: none"><li>• Motion to Set</li><li>• Family Law Informal Trial Election (if applicable)</li></ul>	

\*If there is more than one other party, you will need a copy for each.

If you eFile your forms, you may not need as many paper copies. You will need a paper set of the filed forms to serve on the other party, Division of Child Support Services if they are involved in your case, and one for your judge, and Case Management Services. For more information about how to eFile your papers, read the eFiling instructions at <https://superiorcourt.maricopa.gov/media/7448/dref93i.pdf>.

Step 4: File the papers at the court. Take the original and all copies to the Clerk of Superior Court filing counter.

Superior Court in Pima County  
110 W. Congress St  
Tucson, AZ 85701

Hand the original and all copies of the Motion to Set to the Clerk of Superior Court where you filed your case. The Clerk will stamp and file the original and return all copies to you. These are now called “conformed” copies to indicate that the copies conform to (appear to be the same as) the original document filed with the court.

Step 5: Provide a copy to the judge assigned to your case by:

1. Delivering a copy to Case Management Services located at the Information Booth on the 1<sup>st</sup> Floor, or
2. By mailing it directly to the assigned judge.

Step 6: Mail one copy to the other party, or if the party is represented by an attorney, to their attorney instead. If there is more than one other party to the case, you will need to mail a copy to each.

Step 7: Wait to receive a notice from the court. After you have filed the Motion to Set, you should be contacted by the office of the judge assigned to your case to inform you of the dates of your Pretrial Conference and Trial. The document you will receive is called a Minute Entry, and it will give you instructions about what to file before the Trial.