

PIMA COUNTY CONSOLIDATED JUSTICE COURT
 240 N. Stone Avenue, Tucson, AZ 85701 (520) 724-3171

PLAINTIFF (Name/Address/Phone)	CASE NO. SUMMONS/COMPLAINT/ANSWER SMALL CLAIMS DIVISION	DEFENDANT (Name/Address/Phone)
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NOTICE AND SUMMONS

TO DEFENDANT: {SEAL}

You are directed to answer the claim of the plaintiff within twenty (20) days at the Customer Service Department at Justice Court, Civil Division, 160 N. Stone Avenue. If you do not appear and defend yourself, a judgment may be entered against you.

If you wish to defend against the Plaintiff's claim, you **must** file an **Answer** and pay the appropriate Answer Fee.

Requests for reasonable accommodation for persons with disabilities must be made to the court parties at least three (3) working days in advance of a scheduled court proceeding.

Clerk, Small Claims Division, *Douglas E. Kooi*

Date: _____

Clerk

PLAINTIFF'S CLAIM

The defendant owes me \$ _____ for the following reasons: _____

Date: _____

Plaintiff's Signature

CERTIFICATE OF SERVICE OF MAILING BY PLAINTIFF

I, _____, Plaintiff in this action, certify that a copy of this form was sent by Registered/Certified Mail, Return Receipt requested, to the Defendant named at the above-listed address on _____, 20____.

Plaintiff's Signature Date

DEFENDANT'S ANSWER

TO DEFENDANT: If you dispute this claim, you must write your Answer below. File this form and pay the appropriate Answer fee at the Civil Division of this Court **within twenty (20) days** of the date of service of the Claim or **you may lose by default.**

I do not owe the Plaintiff because: _____

Date: _____ Defendant's Signature: _____

CERTIFICATE OF SERVICE OF MAILING BY DEFENDANT

I, _____, Defendant in this action, certify that I have mailed or delivered a copy of this form to the Plaintiff at the above-listed address on _____, 20____.

Defendant's Signature Date

WARNING: - YOU DO NOT HAVE THE RIGHT TO APPEAL THE DECISION OF THE HEARING OFFICER OR THE JUSTICE OF THE PEACE IN A SMALL CLAIMS COURT. IF YOU WISH TO PRESERVE YOUR RIGHT TO APPEAL, YOU MAY HAVE YOUR CASE TRANSFERRED TO THE JUSTICE COURT PURSUANT TO A.R.S. §22-504, SUBSECTION A, ARIZONA REVISED STATUTES, IF YOU REQUEST SUCH TRANSFER AT LEAST TEN DAYS PRIOR TO THE DAY OF THE SCHEDULED HEARING.