



# Pima County Justice Courts, Arizona

240 N. Stone Ave., Tucson, AZ 85701 (520) 724-3171

CASE NUMBER: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plaintiff(s) Name / Address / Email / Phone

Defendant(s) Name / Address / Email / Phone

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attorney for Plaintiff(s) Name / Address / Email / Phone

Attorney for Defendant(s) Name / Address / Email / Phone

## SMALL CLAIMS REQUEST TO TRANSFER CASE TO THE CIVIL DIVISION

### [A.R.S. 22-504](#) Transfer to Justice Court

A. If any party whose rights are or may be adjudicated by an action in the small claims division, at least ten (10) business days before the time set for hearing objects to the proceedings being held in the small claims division, the action shall be transferred from the small claims division to the justice court and the provisions relating to civil actions in justice court shall apply.

I am the  Plaintiff  Defendant in this action.

The hearing in this matter has not yet been set.

There remains at least ten (10) business days before the scheduled hearing.

Pursuant to [ARS 22-504](#), I object to this matter being heard in the Small Claims Division and request that it be transferred to the Civil Division of the Justice Court, and be heard under the provisions for civil actions.

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

If you are representing a partnership, an association or any other organization, please provide the court with a letter stating your position and authority to represent an action on behalf of the partnership, association or organization. This letter must be signed by someone who has authority to appoint, such as the president of your organization.

If you are representing a corporation, **please provide the court with a letter** stating your position and authority to represent the corporation. The letter must be signed by a corporate officer.

I certify that this document was delivered on \_\_\_\_\_.

Method of delivery:  Hand-Delivery  First-Class U.S. Mail  Electronically  Other: \_\_\_\_\_

To:  Plaintiff at the above address  Plaintiff's attorney  Defendant at the above address  Defendant's attorney

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