

Mohave County Superior Court LAW LIBRARY RESOURCE CENTER GUIDE



Emily Dyson, Law Librarian

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Hours of Operation:

8:00am to 5:00pm

Monday thru Friday

Closed 12:00 to 1:00pm

Physical Location:

Kingman Superior Courthouse

First Floor, Suite 103

415 E. Spring Street

Kingman, AZ

Mailing Address:

P.O. Box 7000

Kingman, AZ 86402

Mission Statement: The mission of the Law Library is to provide the best in customer service to all citizens of Mohave County; to provide legal information in a reliable, efficient manner; and to ensure public confidence in the court system by providing legal access to the law while remaining impartial.

Important Things to Know About the Law Library

ADOPTION: The Law Library only carries forms for adult adoption. If you are interested in adopting a minor child, please contact the Mohave County Attorney's Office at 928-753-0719.

ALIVE CHAT: You can chat live with the Law Librarian at www.mohavecourts.az.gov. Click on the chat button on the Home page.

BANKRUPTCY: The Law Library does not carry bankruptcy forms or information. Information on bankruptcy in Arizona can be found at <http://www.azb.uscourts.gov/> or by calling the Arizona Bankruptcy Court toll free self-help number at 1-866-553-0893.

BOOK USE: Our books cannot be checked out. They can only be viewed in the Law Library.

COPIES: We charge \$0.50 per page for copies.

E-MAIL: We can be reached at MohaveCountyLawLibrary@courts.az.gov and are able to provide any of our self-help packets, forms, or information via e-mail free of charge.

ON-LINE COURT FORMS: Many Superior Court forms are available on-line through the Mohave County Superior Court website at www.mohavecourts.az.gov. To locate a form, go to: www.mohavecourts.az.gov > Court Forms > Superior Court Forms > then search for a specific topic. If you are unable to locate the form you are looking for please contact the Law Library staff for assistance.

OUR WEBSITE ADDRESS: www.mohavecourts.az.gov > Superior Court > Law Library

PUBLIC USE: We are open to the public.

SELF-HELP PACKETS: Forms are available at a cost of \$0.15 per page. There is no cost to have forms or information e-mailed or faxed to you.

PLEASE NOTE: If we do not have a form or resource you are looking for, let us know and we will do our best to locate it for you.

QUICK REFERENCE GUIDE

Self-Help Center Wall of Forms

1. Fee Waiver/Deferral Application
2. EMERGENCY Legal Decision Making (Custody)
3. Establish Legal Decision Making (Custody)
4. Response to Establish Legal Decision Making (Custody)
5. EMERGENCY Change in Legal Decision Making (Custody)
6. Change in Legal Decision Making (Custody) – Parties Disagree
7. Temporary Orders with Notice – Custody, Parenting Time, Support
8. Enforce Parenting Time (Visitation)
9. EMERGENCY Non-Parent Legal Decision Making
10. Establish Non-Parent Legal Decision Making
11. Grandparent Visitation
12. Response to Grandparent Visitation
13. Establish Paternity
14. Establish Child Support
15. Enforce Support
16. Change Child Support – Simplified Process
17. Stop Child Support – No Agreement
18. EMERGENCY/Temporary Guardianship of Minor
19. EMERGENCY/Temporary Guardianship of Adult
20. Permanent Guardianship of Minor
21. Permanent Guardianship of Adult
22. Annual Report for Guardianship of Minor
23. Annual Report for Guardianship of Adult
24. Annulment
25. Divorce with Children
26. Divorce without Children
27. Legal Separation with Children
28. Legal Separation without Children
29. Response to Divorce with Children
30. Response to Divorce without Children
31. Enforce Property Division
32. Consent Decree for Dissolution of Marriage
33. Default – Family Law Cases with Children
34. Default – Family Law Cases without Children
35. Parental Severance – Termination of Parental Rights
36. Informal Probate
37. How to Prepare Your Will
38. Real Property Affidavit (RPA)
39. Small Estate Affidavit
40. Blank Pleading – Motion Form Generic
41. Power of Attorney – Durable General
42. Power of Attorney Over Minor
43. Restore Civil Rights and/or Set Aside a Judgment
44. Civil Complaint
45. Civil Response
46. Foreclose a Tax Lien
47. Witness and Exhibit List
48. Motion to Continue
49. Blank Affidavit
50. Subpoena

ADDITIONAL SELF-HELP FORMS AND INFORMATION

CRIMINAL – Adult and Juvenile

Absolute Discharge Request for Arizona Department of Corrections
Criminal Code Sentencing Provisions
Destruction of Juvenile Records
Financial Questionnaire for Adult Defendants
Financial Questionnaire for Juvenile Defendants
Petition for Post-Conviction Relief
Prisoner Civil Rights Complaint

CUSTODY – Now Known as Legal Decision Making

Change in Legal Decision Making (Custody) – Parties Agree
Change in Legal Decision Making (Custody) - Order
Consent to Termination of Parental Rights
Enforce Physical Custody
Legal Decision Making (Custody) - Order
Mohave County Legal Decision Making (Custody) and Parenting Time Guidelines
Motion to Prevent Relocation of Minor Child(ren)
Moving Away with Minor Child(ren)
Parenting Plan
Planning for Parenting Time – Arizona’s Guide for Parents Living Apart
Resolution Management Conference (RMC) Packet – Custody
UCCJEA – Request to Register Foreign Custody Order
Warrant for Physical Custody – Law Enforcement

DISSOLUTION OF MARRIAGE – Annulment, Divorce, Legal Separation

Affidavit of Financial Information
Annulment – Decree
Covenant Marriage in Arizona – English and Spanish
Divorce With Children – Decree
Divorce Without Children – Decree
Divorce in Arizona – Comprehensive Guide
Inventory of Property and Debts
Joint Alternative Dispute Resolution Form
Legal Separation With Children – Decree
Legal Separation Without Children – Decree
Proposed Resolution Statement
Response to Legal Separation With Children
Response to Legal Separation Without Children
Resolution Management Conference (RMC) Packet – Divorce
Stipulated Motion to Vacate Decree of Legal Separation
Uniform Family Law Interrogatories

ESTATE PLANNING

Beneficiary Deed (for Real Property)
Life Care Planning Packet – Advance Directives for Health Care Planning
Living Will Declaration
Medical (Health Care) Power of Attorney

SELF-HELP FORMS AND INFORMATION

ESTATE PLANNING Cont'd

Mental Health Power of Attorney
MVD (Vehicle) Beneficiary Designation
Power of Attorney – Durable Special
Revoke Power of Attorney

EVICTION

Arizona Residential Landlord and Tenant Act
Basic Rental Agreement – Residential Lease
Eviction Complaint for Kingman/Cerbat Justice Court
Eviction Flow Chart
Five (5) Day Notice for Health & Safety
Five (5) Day Notice for Pay or Quit
Five (5) Day Notice to Vacate
Notice of Abandonment
Ten (10) Day Notice for Material Noncompliance
Ten (10) Day Notice to Vacate
Thirty (30) Day Notice to Vacate
24 Hour Notice of Intention to Enter Dwelling

GUARDIANSHIP AND/OR CONSERVATORSHIP

Discharge Guardianship of Adult
Discharge Guardianship of Minor
Handbook for Guardians and Conservators
Notice of Change of Address
Object to Guardianship of Adult
Object to Guardianship of Minor
Petition Only for Termination of Guardianship of Minor
Release Restricted Funds
Substitute and/or Add Guardian of Adult

MEDIATION

Mediation Request

NAME CHANGE

Name Change for Adult
Name Change for Family
Name Change for Minor

PATERNITY

Paternity – Order
Proposed Paternity Resolution Statement
Response to Establish Paternity
Voluntary Paternity

PROBATE

Administrating and Accounting Before Closing the Estate
Affidavit of Death of Trustee
Affidavit of Surviving Joint Tenant

SELF-HELP FORMS AND INFORMATION

PROBATE Cont'd

Arizona Form 210 – Notice of Assumption of Duties as Fiduciary
Claim Against Estate
Consent Waiver for Real Property Affidavit (RPA)
Cremation Requirements in Arizona
Death Certificate Information
Demand for Notice
Emergency Funeral Arrangements Appointment
(Informal) Probate Status Report
Instrument or Deed of Distribution
MVD (Vehicle) Non-Probate Affidavit
Object to Informal Probate and Set Formal Proceeding
Proof of Authority

SUPPORT – Child and/or Spousal

Affidavit of Direct Payments
Agreement to Change Order of Assignment
Arizona Child Support Guidelines
Change Child Support – Standard Process
Change Spousal Maintenance
Child Support Calculator Access Instructions
Child Support – Order
Electronic Payment Authorization for Support
How to Find Out How Much Other Party Makes at Work
Motion for Order to Show Cause – Tax Deduction
Notice of Employer/Change of Employer
Parent Worksheet with Instructions
Register Out-of-State Child Support Order
Register Out-of-State Spousal Support Order
Response to Change Child Support by Simplified Process
Stop Child Support by Agreement

MISCELLANEOUS

Acceptance of Service – Generic
Address Change
Adult Adoption
Appeals Information (for Online Access)
Appear by Phone
Attorney List
Certified Legal Document Preparers List
Certified Private Process Servers List
Change of Judge Request
Change of Venue Request
Civil Arrest Warrant
Civil Joint Report – Complex Case

SELF-HELP FORMS AND INFORMATION

MISCELLANEOUS Cont'd

Civil Joint Report – Expedited Case
Civil Joint Report – Standard Case
Civil Standby Request – Superior Court
Contempt of Court – Motion and Order
Default – Civil
Due Diligence Affidavit
Emancipation
Excess Proceeds of Sale
Extend Dismissal Date of Court Case
Fair Credit Reporting Act
Fair Debt Collection Practices Act
Filing a Foreign Judgment – Civil
Garnishment of Earnings and Non-Earnings (for Online Access)
Homestead Declaration
How to Get a Credit Report
Identity Theft Information
Joint Tenancy Deed
Law Library Standards (American Association of Law Libraries)
Lien – Notice and Claim
Lien Release for Mechanic’s Lien
Mechanic’s Lien
Medical Records Release from Nevada Information – How to Obtain a Decedent’s Medical Records/NV
Mohave County Animal Control Ordinance
Mohave County Claim Form – For Damages to Persons or Personal Property
Motion to Reinstate Dismissed Case
Motion to Set for Trial
MVD (Vehicle) Bill of Sale
Notice of Hearing
Notice of Lis Pendens
Notice of Voluntary Dismissal
Order – Blank
Order to Appear
Pan Handler Information
Praecipe
Pretrial Statement
Proof of Notice
Proof of Service
Property Valuation Appeal
Protected Address Request
Quit Claim Deed
Restrict Public Access to Information
Rule 26.1 of the Arizona Rules of Civil Procedure (ARCP)

SELF-HELP FORMS AND INFORMATION

MISCELLANEOUS Cont'd

Rule 49 of the Arizona Rules of Family Law Procedure (ARFLP)
Rule 91 of the Arizona Rules of Family Law Procedure (ARFLP)
Satisfaction of Judgment and Release of Lien
Service by Acceptance – Family Law Case
Service by Publishing
Service Costs Fee Waiver/Deferral
Servicemembers Civil Relief Act Information
Service of Court Papers – Complete Packet
Small Claims Complaint for Kingman/Cerbat Justice Court
Stipulation – Blank
Stipulation to Dismiss
Study Guide for Private Process Server Exam
Summons – Blank
Supplemental Application for Further Fee Deferral
Taping Telephone Conversations
Transfer and Disposition of Bond
Useful Tips
Warranty Deed
Work Release Program
Writ of General Execution
Writ of Replevin
Writ of Restitution

LEGAL RESOURCES

ARIZONA

Arizona Administrative Code (titles 1-20)
Arizona Appeals Guide for Representing Yourself in Appealing a Civil Traffic Case to the Superior Court
Arizona Appeals Guide for Representing Yourself in Appealing a Criminal Case to the Superior Court
Arizona Appeals Guide for Self-Represented Appellants and Appellees
Arizona Appeals Guide for Self-Represented Parties in Worker's Compensation Case Appeals
Arizona Appeals Reports (1965-1976)
Arizona Appellate Handbook
Arizona Attorney General Opinions (1961-1991)
Arizona Blue and White Book
Arizona Civil Remedies
Arizona Civil Rules Handbook
Arizona Criminal Law and Rules
Arizona Digest (volumes 1-31)
Arizona Employment Law Handbook
Arizona Family Law and Rules
Arizona Healthcare Professional Liability Handbook
Arizona Juvenile Law and Practice
Arizona Jury Instructions – Civil
Arizona Jury Instructions - Criminal
Arizona Landlord's Deskbook
Arizona Land Use Law
Arizona Law Finder
Arizona Law Review
Arizona Legal Forms Business Organizations
Arizona Legal Forms Civil Procedure
Arizona Legal Forms Commercial Transactions
Arizona Legal Forms Criminal Procedure
Arizona Legal Forms Debtor/Creditor
Arizona Legal Forms Domestic Relations
Arizona Legislative Service
Arizona Liability Insurance Law
Arizona Practice Civil Trial Practice
Arizona Practice Community Property Law
Arizona Practice Law of Evidence
Arizona Practice Marriage Dissolution Practice
Arizona Probate Code Practice Manual
Arizona Probate Law and Rules
Arizona Revised Statutes – annotated
Arizona Reports (volumes 1-217)
Arizona Rules of Court, State
Arizona Session Laws
Divorce in Arizona
Shepard's Arizona Case Name Citator (1866-1993)
The Law of Negligence in Arizona

LEGAL RESOURCES

REGIONAL, FEDERAL and MISCELLANEOUS Texts

American Law Reports (ALR – 2nd, 3rd, 4th, 5th and Permanent) *ALR is a time-saver when it comes to finding pertinent state and federal authority from courts in your jurisdiction. Each annotation organizes, summarizes, and analyzes the cases on a point of law, while also highlighting distinctions among cases to give an objective analysis of both sides of an issue. Case discussions are organized by jurisdiction, allowing you to quickly find cases from your state or federal jurisdiction. Each annotation is paired with the full text of a leading case that is illustrative of the issues discussed.*

Attorney-Client Privilege in the United States, 2nd edition

Black's Law Dictionary 10th Edition

Business and Communication Litigation in Federal Courts

Constitution of the United States of America

Corpus Juris Secundum (CJS) *Consult CJS for thorough, contemporary statements of American law as derived from reported cases and legislation. Use it as a guide to unfamiliar legal areas or to refresh your knowledge of more familiar topics.*

Criminal Law Advocacy – Current Reporter

Evidence in Child Abuse and Neglect Cases

Evidentiary Foundations (2008)

Federal Civil Discovery and Disclosure

Federal Practice and Procedures for Evidence

Federal Reporter, 3rd edition (up to 2007) *Find summaries of the most significant holding of a judicial opinion in Federal Reporter 3d. It covers opinions and decisions from 1993 up to 2007, issued by the 13 circuits of the United States Court of Appeals.*

Federal Rules of Evidence Case Law Commentary

Federal Sentencing Guidelines Manual (2000)

Harris' Public Land Guide

How to Prove a Prima Facie Case

Impeachment of a Witness

Institute on Planning and Zoning

Intoxicating Liquors

Journal of the House (1955 and 1956)

Journal of the Senate (1956)

Jury Selection

Kinney on Irrigation and Water Rights, 2nd edition

Law of Zoning and Planning

Legal Research and Law Library Management

McQuillin Municipal Corporations (1999 to 2005)

Mirrors of Washington

NEDRUD: The Criminal Law (1979)

Newell Slander and Libel

NOLO 8 Ways to Avoid Probate

NOLO Encyclopedia of Everyday Law

NOLO Essential Guide to Divorce

NOLO Make Your Own Living Trust

NOLO Patent, Copyright & Trademark

NOLO Simple Will Book

NOLO The Criminal Law Handbook

NOLO The Executor's Guide

NOLO Willmaker Plus 2007

Pacific Digest

LEGAL RESOURCES

REGIONAL, FEDERAL and MISCELLANEOUS Texts Cont'd

Pacific Reporter, 3rd edition (up to 2007)

Personal Injuries in Mines

Physician's Desk Reference (2006)

Premises Liability Law and Practice

Questioning Techniques and Practices, 3rd edition

Restatement of the Law Property

Restatement of the Law Surety and Guaranty

Restatement of the Law Torts

Restatement of the Law Unfair Competition

Robert's Rules of Order

Shepard's Pacific Reporter Case Name Citator (1994-2000)

Starting and Managing Your Own Business – A Freelance Guide for Paralegals

Tenth Decennial Digest

The Constitution of the United States of America

Trial Communication Skills, 2nd edition

Trial Objections Handbook

Uniform Laws Annotated (ULA)

United States Code Annotated (USCA) United States Code Annotated (USCA) mirrors the official text published by the Office of the Law Revision Counsel of the House of Representatives. It contains all permanent and general federal statutes (Title 1-51 and the Constitution) plus their judicial constructions.

United States Supreme Court Digest (up to 2001)

United States Supreme Court Reports (up to 2007)

Water and Mineral Cases

Water Rights, 3rd edition

West's General Digest

Wharton's Criminal Evidence, 14th and 15th editions

Wharton's Criminal Law, 15th edition

Wharton's Criminal Procedures, 13th edition

Williston on Contracts This classic text covers every aspect of contract law, including historical underpinnings, majority and minority views, and current trends. It traces contract law from its common-law roots in English cases and shows how it has evolved to meet contemporary concerns.

Williston on Sales