

INSTRUCTIONS: HOW TO FILL OUT THE “MOTION TO SET AND CERTIFICATE OF READINESS”

USE THIS FORM ONLY if there has been a petition/complaint and an answer/response filed in your case. By filing a “Motion to Set and Certificate of Readiness,” you are telling the court that you want to go forward with the trial and that discovery is done. Here are the steps to help you fill out the *“Motion to Set and Certificate of Readiness.”*

STEP 1: FILL OUT THE “MOTION TO SET AND CERTIFICATE OF READINESS”

- A. Make sure your form is titled *“Motion to Set and Certificate of Readiness.”* Type or print using black or blue ink only!
- B. In the top left corner of the first page fill in the information requested.
- C. **“Name of Petitioner/Plaintiff.”** In this space, put the name of the party who filed the original case. If the other party filed the original case, he/she will be the Petitioner/Plaintiff. In the space that says **“Name of Respondent/Defendant,”** fill in the name of the Respondent/Defendant. Whoever was the Respondent/Defendant for the filing of the original case will be the Respondent/Defendant for all other papers filed in this case.
- D. Fill in your case number where it says “Case Number _____.” Your case number stays the same any time papers are filed in your case. Then fill in the name of the judge assigned to your case. If you do not know the name of the judge assigned to your case, call the court where your case was filed:

Clerk of Superior Court
415 E. Spring St.
Kingman, AZ 86401
(928) 753-0713
Monday-Friday
8:00a-5:00p

Clerk of Superior Court
2225 Trane Road
Bullhead City, AZ 86442
(928) 758-0730
Monday-Friday
8:30a-12:00p, 1:30p-4:30p

Clerk of Superior Court
2001 College Drive
Lake Havasu City, AZ 86404
(928) 453-0701
Monday-Friday
8:30a-12:00p, 1:30p-4:30p

E. INFORMATION ABOUT MY CASE.

- 1. **SET MY CASE FOR TRIAL.** Put an “X” in this box if you want the court to set your case for trial. Then add the date your case will be ready for trial.
- 2. **WE DO NOT AGREE.** Put an “X” in this box if a Petition or Complaint and a Response or Answer have been filed. This tells the court that there are still disagreements between you and the other party, and a Hearing or Trial is necessary to settle the things you and the other party do not agree about.
- 3. **DISCOVERY COMPLETE.** If you have questions about “Discovery,” you should ask a lawyer for help.
- 4. **ESTIMATED LENGTH OF TRIAL.** Indicate how long you think the trial will take. Generally, if it is a divorce, paternity or legal decision making trial, you should request “1 Day.” If you will be having a lot of witnesses, experts, and/or if there is an attorney for the other side, you may want to request “1 Day.” If there are no witnesses, other than you and the other party, and you don’t have a lot to tell the judge, you should ask for “2 Hours.” The court will decide how much time to schedule for the trial. If the trial takes longer than the time allowed, the judge can continue the trial to another date and time.

5. **PREFERENCE FOR TRIAL.** If legal decision making involving children is an issue in your case, you will check the box that indicates that your case **IS** entitled to preference over other cases. If your case does not involve legal decision making of children, or if you have reached an agreement regarding legal decision making, you will check the box that indicates that your case **IS NOT** entitled to preference over other cases.

DECLARATION: Print or type the day of the month, the month, and the year you did each of these things. Then sign your name to confirm to the court that you gave, or mailed, the papers to the person(s) whose name(s) appear in the section above your signature.

STEP 2: **GO TO THE “PROCEDURES” PAGE.** After you have filled out the motion, read and follow the instructions on the page titled **“PROCEDURES: What to do with the *“Motion to Set and Certificate of Readiness”* now that you have filled it out.”**