

INSTRUCTIONS: REQUESTING TO APPEAR IN COURT REMOTELY

Read all forms and instructions before starting. When filling out forms type or print using black ink only!

STEP 1: ASK THE OTHER PARTY OR THE OTHER PARTY'S ATTORNEY IF THEY OBJECT TO YOUR REQUEST TO APPEAR OR TESTIFY REMOTELY.

Contact the other party or the other party's attorney and ask whether they object to your Request. If they object, or if you do not find out whether they object or not, the court must wait a certain number of days for the other party before making a decision about your request.

STEP 2: FILL OUT THE REQUEST TO APPEAR OR TESTIFY REMOTELY.

- A.** Enter your name; street address; city, state, and zip code; and phone number.
- B.** Enter Petitioner's name as it appears on the Petition that started the case.
- C.** Enter Respondent's name as it appears on the Petition that started the case.
- D.** Enter the case number as it appears on the Petition that started the case.
- E.** If the court proceeding at which you want to appear is not an evidentiary hearing or trial, check "Appear." If it is an evidentiary hearing or trial, check "Testify." (Generally speaking, "testify" means to give evidence under oath.)
- F.** Enter the name, date, and time of the court proceeding you want to attend telephonically.
- G.** Check the box indicating why you want to attend telephonically and explain.
- H.** Check the box indicating whether the other party objects to your request. If you check "I do not know," explain how you tried to find out.
- I.** Check the box indicating whether you will mail or hand-deliver a copy of the Request to the other party. Enter the other party's name and address or the name and address of the other party's attorney.
- J.** Read the Request and make sure that you understand everything in it and that everything in it is true.
- K.** Date and sign the Request.

STEP 3 FILL OUT THE ORDER REGARDING REMOTE APPEARANCE OR TESTIMONY

- A.** Enter your name; street address; city, state, and zip code; and phone number.
- B.** Enter the Petitioner's name as it appears on the Petition that started the case.
- C.** Enter the Respondent's name as it appears on the Petition that started the case.
- D.** Enter the case number as it appears on the Petition that started the case.
- E.** If the court proceeding at which you want to appear is not an evidentiary hearing or trial, check "Appearance." If it is an evidentiary hearing or trial, check "Testimony."
- F.** Enter your name and the name, date and time of the court proceeding you want to attend telephonically.
- G.** Check the box indicating whether the other party objects to your request.
- H.** **Leave everything else blank on this form. The court will fill in the rest and will mail you the signed order.**

STEP 4 FILE THE FOLLOWING WITH THE COURT

***“Request to Appear or Testify Remotely”
“Order Regarding Remote Appearance or Testimony”***

- A.** If you want to testify remotely, you must file by 30 days before the court date. If the court date is less than 30 days away, you must file by 5 days before the court date.
- B.** Take the forms to be filed to the Clerk of Superior Court in your area:
- | | | |
|---|---|---|
| Clerk of the Court
Mohave County Superior Court
415 E Spring Street
Kingman, AZ 86401
(928) 753-0713 | Clerk of the Court
Mohave County Superior Court
2225 Trane Road
Bullhead City, AZ 86442
(928) 758-0730 | Clerk of the Court
Mohave County Superior Court
2001 College Drive
Lake Havasu City, AZ 86403
(928) 453-0701 |
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- C.** Submit the original, one copy for yourself, and one copy for each person you must give a copy to, if any. The clerk will stamp your copies with the filing date and return them to you.
- D.** If you file by mail, include a self-addressed, stamped envelope with a note asking the clerk to return your copies via mail.

Mail to: Clerk of Superior Court
P.O. Box 7000
Kingman, AZ 86402

STEP 5 SERVE THE FORMS ON THE OTHER PARTY

Mail or hand-deliver a copy of the forms you filed to the other party on the day you file them. If the other party has an attorney, deliver them to the attorney.

STEP 6 THE COURT WILL MAIL YOU THE SIGNED ORDER

Warning: Your *“Request to Appear or Testify Remotely”* is not granted until the court signs an Order granting your request.