

PLAINTIFF   (Name/Address/Phone)	CASE NO.  <b>SUMMONS/COMPLAINT/ANSWER SMALL CLAIMS DIVISION</b>	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 of this court. 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 a **\$9.00** answer fee.

**Requests for reasonable accommodation for persons with disabilities must be made to the court parties at least three (10) working days in advance of a scheduled court proceeding.**

\_\_\_\_\_  
Clerk, Small Claims Division Date

**PLAINTIFF'S CLAIM**

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Plaintiff's Signature Date

**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 a **\$9.00** Answer fee at the Customer Service Department 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Defendant's Signature Date

**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 22-504, SUBSECTION A, ARIZONA REVISED STATUES, IF YOU REQUEST SUCH TRANSFER AT LEAST TEN DAYS PRIOR TO THE DAY OF THE SCHEDULED HEARING.”**

