

Legal Resource and Information Guide

LEGAL ASSISTANCE

Attorney Referral:

Maricopa County Bar Association Lawyer

Referral Service: 602-257-4434 or www.maricopabar.org

Arizona State Bar Online Attorney Finder - www.azbar.org

Other Legal Assistance:

Legal Document Preparer Program Online CLDP Directory

www.supreme.state.az.us/cld/ldp.htm

Or your local Yellow Pages

Elder Law Hotline - 800-231-5441 (for callers over 59 years old with civil matters)

Arizona Center for Disability Law - www.acdl.com or 800-927-2260 (Phoenix)

TEMPE JUSTICE COURTS

www.superiorcourt.maricopa.gov/justicecourts

Address: 201 E. Chicago Street, Chandler, AZ 85225

Kyrene (West Tempe) Suite 104

Phone: 602-372-3400 FAX 602-372-3494

University Lakes (East Tempe) Suite 101

Phone: 602-372-3400 FAX 602-372-3414

Contact the Justice Court for the following:

- Small Claims/Civil Suits
- Landlord/Tenant Disputes
- Eviction Notice (Forcible Detainer)
- Tickets cited by Arizona DPS Officers

MOTOR VEHICLE DIVISION

www.azdot.gov/mvd/index.asp

The nearest MVD office in Tempe is located at: [1703 East Larkspur Lane, Tempe, AZ 85281](http://www.azdot.gov/mvd/index.asp)

Larkspur Lane is located just South of McKellips Rd. off McClintock Drive.

MVD Customer Service Call Center - Monday-Friday (Except Holidays) **8:00 AM to 5:00 PM** (Customers on hold by 4:30PM will be served)

Saturday (Except before a Monday holiday or after a Friday holiday)
8:00 AM to 2:00 PM

Phoenix 602-255-0072

Tucson 520-629-9808

Elsewhere in Arizona 800-251-5866

LEGAL FORMS AND INSTRUCTIONS

Tempe Municipal Court Forms

- Blank Motion Form
- Motion to Continue
- Order of Protection/Harassment Injunction

www.tempe.gov/court/forms.htm

Passport Information

www.clerkofcourt.maricopa.gov/passport.asp

Marriage Licenses

www.clerkofcourt.maricopa.gov/marlic.asp

Maricopa County Superior Court Self-Service Center

- Domestic Violence
- Family Law (Divorce, Separation, Child Support, etc.)
- Guardianship or Conservatorship
- Juvenile Matters
- Property Tax Matters

www.superiorcourt.maricopa.gov/ssc/

CITY CODE AND STATE STATUES

Tempe City Code

www.tempe.gov/citycode/

Arizona Revised Statues

www.azleg.state.az.us/ArizonaRevisedStatutes.asp

OTHER INFORMATION

City of Tempe Social Services 480-350-5400

Maricopa County Jail Information Center (Inmates)- 602-876-0322

COMMON COURT TERMS

Absentia: Proceedings held without the defendant's presence.

Appeal: To ask a higher court to reverse a lower court's decision; to seek review from a higher court.

Arraignment: An appearance before a judge, hearing officer or criminal commissioner at which a defendant has an opportunity to enter a plea.

Bench Warrant: A written request from the court to a law enforcement agency to arrest and detain a person who has failed to appear for a court date or abide by a court order.

Bond: A security posted to guarantee a defendant's appearance at hearing or trial.

Bond Exoneration: A court order requiring the entity holding the bond in trust to deliver it (cash or another form of security) to a specific party, most often the party that posted it.

Court-Appointed Attorney: An attorney appointed by the court to represent a defendant in a criminal case, based on the defendant's financial statement & the State's request for jail time.

Default: The failure or neglect to answer a summons and complaint within the time allowed; failure to appear in court; or the failure to pay civil penalties when due.

Default Judgment: The judgment awarded to the plaintiff because the defendant has failed to appear or answer.

Defendant: The party defending or denying a complaint; the accused.

Motion: A written application to the court to obtain a ruling, order or direction; a formal written request to the court asking that a specific action be taken.

Order to Show Cause (OSC): A court order requiring the defendant to appear in court and show cause why the defendant should not be held in contempt of court for his/her failure to comply with a court order.

Plaintiff: The party who files a complaint or initiates a civil or criminal lawsuit. In criminal proceedings, this is the State.

Pro Per/Per Se: A person who does not hire a lawyer and appears for himself/herself in court.

Sentence: The judgment by the court and imposition of a penalty upon a defendant after a determination of guilt by plea or verdict.

Set Aside: To annul or vacate a judgment or order.

Vacate: To remove a hearing from the court's calendar.

Voir Dire: The jury selection phase of a trial; a preliminary examination of a prospective juror by a judge or lawyer to decide whether the prospect is qualified and suitable to serve on a jury.