

# Mohave County Superior Court **LAW LIBRARY** **RESOURCES** **2016 Guide**



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**Hours of Operation:**

8:00am to 5:00pm

Monday thru Friday

**Physical Location:**

Kingman Superior Courthouse

Second Floor (directly off elevator, behind red door)

401 E. Spring Street

Kingman, AZ

**Mailing Address:**

P.O. Box 7000

Kingman, AZ 86402

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.

## **Good Things to Know About the Law Library**

### **BANKRUPTCY**

The Law Library does not carry bankruptcy forms for 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 \$0.20 per page for copies and only accept cash.

### **E-MAIL**

We can be reached at [llinn@courts.az.gov](mailto:llinn@courts.az.gov) and are able to provide any of our self-help packets, forms, etc. to patrons via their e-mail address 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](http://www.mohavecourts.az.gov). In order to locate a form, go to: [www.mohavecourts.az.gov](http://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 for assistance.

### **OUR WEBSITE**

[www.mohavecourts.az.gov](http://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.

### **WESTLAW**

Westlaw, a comprehensive on-line legal research service for legal and law related materials, is available through the Law Librarian. Please contact Lori Linn, Law Librarian directly for further information.

# **QUICK REFERENCE GUIDE**

## Self-Service Center Wall of Forms

Fee Waiver/Deferral Forms  
Emergency Legal Decision Making  
Establish Legal Decision Making  
Response to Establish Legal Decision Making  
Emergency Change in Legal Decision Making  
Change in Legal Decision making – Parties Disagree  
Temporary Orders with Notice  
Enforce Parenting Time  
Emergency Non-Parent Legal Decision Making  
Non-Parent Establish Legal Decision Making  
Grandparent Visitation  
Response to Grandparent Visitation  
Establish Paternity  
Establish Child Support  
Enforce Support  
Change Child Support – Simplified Process  
Change Child Support – Standard Process  
Stop Child Support – No Agreement  
Emergency/Temporary Guardianship of Minor  
Emergency/Temporary Guardianship of Adult  
Permanent Guardianship of Minor  
Permanent Guardianship of Adult  
Annual Report for Guardianship of Minor  
Annual Report for Guardianship of Adult  
Annulment  
Divorce with Children  
Divorce without Children  
Legal Separation with Children  
Legal Separation without Children  
Response to Divorce with Children  
Response to Divorce without Children  
Enforce Property Division  
Consent Decree for Dissolution of Marriage  
Default – Family Law Cases with Children  
Default – Family Law Cases without Children  
Parental Severance – Termination of Parental Rights  
Informal Probate  
How to Prepare Your Will  
Living Will  
Real Property Affidavit  
Small Estate Affidavit  
Blank Pleading – Motion Form Generic  
Power of Attorney – Durable General  
Power of Attorney – Durable Special  
Power of Attorney Over Minor  
Restore Civil Rights and/or Set Aside Judgment  
Civil Filing  
Civil Response  
Foreclose a Tax Lien  
Witness and Exhibit List  
Motion to Continue  
Blank Affidavit  
Subpoena – both Standard and Duces Tecum  
Default - General

# Complete Listing of Available Self-Help Forms and Information

## **CONCILIATION/MEDIATION**

Conciliation Counseling Request  
Mediation Request

## **CRIMINAL – Adult and Juvenile**

Appointment of Counsel  
Criminal Code Sentencing Provisions 2015-2016  
Destruction of Juvenile Records  
Financial Questionnaire for Adult Defendants  
Juvenile Financial Statement  
Order for Inmate Court Fees & Costs  
Petition for Post-Conviction Relief  
RESTORE CIVIL RIGHTS and/or SET ASIDE A JUDGMENT – Felony Charges

## **DISSOLUTION OF MARRIAGE (DIVORCE)**

Affidavit of Financial Information  
Alternative Dispute Resolution Statement  
ANNULMENT (without Children) *Petition, Decree*  
CONSENT DECREE  
DIVORCE or LEGAL SEPARATION WITH MINOR CHILDREN *Petition, Temporary Orders, Response, By Default, Decree*  
DIVORCE or LEGAL SEPARATION WITHOUT MINOR CHILDREN *Petition, Response, Temporary Orders, By Default, Decree*  
ENFORCE ORDER FOR PROPERTY DIVISION  
Inventory of Property and Debts  
Joint Alternative Dispute Resolution Statement  
Proposed Resolution Statement  
Uniform Family Law Interrogatories

## **EVICTION**

Arizona Residential Landlord and Tenant Act  
Eviction Flow Chart  
Five (5) Day Notices – Pay or Quit, Health & Safety  
Notice of Abandonment  
Notices to Vacate – 5 days, 10 days and 30 days  
Ten (10) Day Notice for Material Non-Compliance

## **GUARDIANSHIP AND/OR CONSERVATORSHIP**

ANNUAL REPORT OF GUARDIAN *Minor, Adult*  
Approval of Annual Conservatorship *Minor, Adult*  
Conservator Annual Accounting - Simplified  
Discharge Guardianship and/or Conservatorship and Release Restricted Funds  
*Adult, Minor*

GUARDIANSHIP and/or CONSERVATORSHIP of an ADULT *Emergency/Temporary, Permanent*  
GUARDIANSHIP and/or CONSERVATORSHIP of a MINOR *Emergency/Temporary, Permanent*  
Notice of Change of Address in Guardianship  
Objection to Guardianship of Minor  
Petition Only for Termination of Guardianship of a Minor  
POWER OF ATTORNEY FORMS *GENERAL, SPECIAL, Medical, Mental Health, OVER A MINOR, Revocation*  
Release Restricted Funds Petition *Minor, Adult*

### **LEGAL DECISION MAKING (Formerly Known as Custody)**

Affidavit Regarding Minor Children  
ENFORCE A COURT ORDER FOR PARENTING TIME  
Enforce Physical Custody  
ESTABLISH LEGAL DECISION MAKING, Parenting Time and/or Child Support by Parent *Emergency, Temporary, Permanent, Response, Order*  
ESTABLISH LEGAL DECISION MAKING BY NON-PARENT *Emergency/Temporary, Permanent*  
ESTABLISH GRANDPARENT VISITATION *Establish, Response, Order*  
Establish Parenting Time (Visitation) Only by Parent  
Law Enforcement Assistance Order to Obtain Physical Legal Decision Making  
MODIFY (Change) LEGAL DECISION MAKING, PARENTING TIME and/or CHILD SUPPORT *Emergency Change, Change by Agreement, Change without Agreement, Order*  
Mohave County Legal Decision Making and Parenting Time Guidelines  
Moving Away with Minor Child (ren)  
Parenting Plan  
TERMINATION of PARENTAL RIGHTS – Parental Severance  
Uniform Child Custody Jurisdiction Enforcement Act (UCCJEA) – Register Foreign Custody Order

### **NAME CHANGE**

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

### **PATERNITY**

ESTABLISH PATERNITY plus Legal Decision Making, Parenting Time and/or Child Support *Establish, Response, Order*  
Proposed Paternity Resolution Statement  
Voluntary Paternity

### **PROBATE**

Beneficiary Deed for Real Property  
Claim Against Estate  
Cremation Requirements in Arizona  
Demand for Notice  
Emergency Request for Appointment for Funeral Arrangements  
HOW TO PREPARE YOUR WILL *includes Will forms*  
INFORMAL PROBATE  
Instrument or Deed of Distribution  
LIVING WILL Declaration  
Motor Vehicle Beneficiary Designation

Non-Probate Affidavit for Motor Vehicle  
Objection and Request for Formal Proceeding – Informal Probate Objection  
Proof of Authority  
REAL PROPERTY AFFIDAVIT – Affidavit for Transfer of Real Property Title  
SMALL ESTATE AFFIDAVIT - Affidavit for Collection of Personal Property

### **SUPPORT (CHILD and/or SPOUSAL)**

Affidavit of Direct Payments  
Arizona Child Support Guidelines  
Child Support Calculator Online Access Information  
ENFORCE a COURT ORDER for SUPPORT  
ESTABLISH CHILD SUPPORT *Petition, Order*  
Find Out How Much the Other Party Makes at Work  
MODIFY (Change) CHILD SUPPORT *Simplified Process, Standard Process, Parties Agree to Change, Response*  
Modify (Change) Spousal Maintenance  
Parent Worksheet with Instructions  
STOP CHILD SUPPORT *Parties Agree, No Agreement*

### **MISCELLANEOUS**

Acceptance of Service - Generic  
Address Change  
Adult Adoption  
AFFIDAVIT (blank)  
Appeals Online Access Information  
Appear by Phone  
Application for Minor to Marry Under Age 16  
ATTORNEY List - Mohave County Private Attorneys  
BLANK PLEADING - MOTION FORM Generic  
CERTIFIED LEGAL DOCUMENT PREPARERS List  
CERTIFIED PRIVATE PROCESS SERVERS in Mohave County  
Change of Judge Request  
Change of Venue Request  
Civil Arrest Warrant  
Civil Joint Reports *Expedited, Standard, Complex*  
Civil Response  
Contempt of Court  
DEFAULT – Family Law Case WITH Children  
DEFAULT – Family Law Case WITHOUT Children  
DEFAULT FILING – General  
Due Diligence Affidavit  
Emancipation in Arizona  
Excess Proceeds of Sale  
Extend the Dismissal Date of Your Court Case  
Fair Credit Reporting Act  
Fair Debt Collection Practices Act  
FEE DEFERRAL/WAIVER  
Filing Foreign Judgment

FORECLOSE A TAX LIEN  
Garnishment *Earnings, Non-Earnings*  
Hearing Tape Request  
Homestead Declaration  
How a Marriage Becomes Valid and Who Can Perform Weddings  
How to Get a Credit Report  
Joint Tenancy Deed  
Lien Form  
Mechanics Lien  
Mohave County Animal Control Ordinance  
MOTION to CONTINUE  
Motion to Set Case for Trial and Certificate of Readiness  
Motor Vehicle Bill of Sale  
Notice of Hearing  
Order (blank)  
Order to Appear (blank)  
Parenting Plan  
Pre-trial Statement  
Proof of Notice  
Proof of Service  
Protected Address Request  
Quitclaim Deed  
Restrict Public Access to Information  
Rule 26.1 of Arizona Rules of Civil Procedure  
Rule 49 of Arizona Rules of Family Law Procedure  
Rule 91 of Arizona Rules of Family Law Procedure  
Satisfaction of Judgment and Release of Lien  
Service Costs Fee Deferral/Waiver  
Service Members Civil Relief Act Overview  
Service of (Court) Papers Information  
Stipulation (blank)  
Stipulation to Dismiss  
SUBPOENA  
Summons  
Supplemental Application for Further Fee Deferral  
Taping Telephone Conversations  
Transfer and Disposition of Bond  
Useful Tips  
Warranty Deed  
WITNESS & EXHIBIT List  
Writs – Miscellaneous *Writ of General Execution, Writ of Special Execution, Writ of Restitution, Writ of Replevin, Praecipe*

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

# Complete Listing of Available Legal Information and Legal Texts

## ARIZONA and LOCAL AREA Legal Texts

Arizona Administrative Code  
Arizona Advance Reports  
Arizona Appeals Reports (1965-1977)  
Arizona Appellate Handbook  
Arizona Attorney General Opinions (1961-1991)  
Arizona Business Directory  
Arizona Business Organizations Law  
Arizona Civil Remedies  
Arizona Civil Rules Handbook  
Arizona Courtroom Evidence Manual  
Arizona Criminal and Motor Vehicle Law  
Arizona Criminal Law and Rules  
Arizona Digest  
Arizona Employment Law Handbook  
Arizona Family Law and Rules  
Arizona Healthcare Professional Liability Manual  
Arizona Land Use Law  
Arizona Landlord's Deskbook  
Arizona Law Finder  
Arizona Law Review  
Arizona Legal Forms *Business Organizations, Civil Procedure, Debtor/Creditor, Commercial Transactions, Criminal Procedures, Domestic Relations*  
Arizona Legislative Service  
Arizona Liability Insurance Law  
Arizona Practice Series *Community Property Law, Law of Evidence, Marriage Dissolution Practices, Juvenile Law and Policies, Trial Handbook*  
Arizona Probate Law and Rules  
Arizona Reports (Volumes 1-217)  
ARIZONA REVISED STATUTES  
Arizona Rules of Court - State  
Arizona Session Laws  
Guide for Self-Represented Appellants and Appellees  
Guide for Self-Represented Parties in Worker's Compensation Case Appeals  
Law of Negligence in Arizona  
League of Arizona Cities and Towns, Local Government Directory  
Representing Yourself: Appealing a Civil Case to the Superior Court  
Representing Yourself: Appealing a Civil Traffic Case to the Superior Court  
Revised Arizona Jury Instructions (Civil and Criminal)  
Shepard's Arizona Case Name Citator (1866-1993)

## **REGIONAL, FEDERAL and MISCELLANEOUS Texts**

**American Law Reports (ALR – 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> 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 particular 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, 2<sup>nd</sup> edition**

**Black's Law Dictionary 10<sup>th</sup> 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, 3<sup>rd</sup> 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, 2<sup>nd</sup> 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: *Criminal Law Handbook, 8 Ways to Avoid Probate, Encyclopedia of Everyday Law, Essential Guide to Divorce, Executor's Guide, Make Your Own Living Trust, 101 Law Forms for Personal Use, Represent Yourself in Court, Social Security, Medicare and Government Pensions, Will Book, Willmaker Plus***

**Pacific Digest**

**Pacific Reporter, 3<sup>rd</sup> edition (up to 2007)**

**Personal Injuries in Mines**

**Physician's Desk Reference (2006)**

**Premises Liability Law and Practice**

**Questioning Techniques and Practices, 3<sup>rd</sup> edition**

**Restatement of the Law *Property, Surety and Guaranty, Torts, 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

Trial Communication Skills, 2<sup>nd</sup> 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, 3<sup>rd</sup> edition

West's General Digest

Wharton's Criminal Evidence, 14<sup>th</sup> and 15<sup>th</sup> editions

Wharton's Criminal Law, 15<sup>th</sup> edition

Wharton's Criminal Procedures, 13<sup>th</sup> 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**

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