**PLAINTIFF CHECKLIST**

**For Residential Eviction Actions Filed in the Superior Court or Justice Court for Nonpayment of Rent, Penalties, or Interest**

The following checklist may assist you in processing your complaint and preparing you for a court hearing.

**Filing the Summons and Complaint.**
You can file your Summons and Complaint by delivering them to the appropriate justice court or superior court file counter or by mailing it. Eviction Summons and Complaint forms and instructions are available from this webpage: <https://www.azcourts.gov/selfservicecenter/Landlord-Tenant-Disputes-Eviction-Actions/Forms-and-Notices>.

[ ] Attach to the Complaint a copy of the Notice to Vacate that you served on the defendant/tenant.

**Serving the Summons and Complaint.**
The Summons and Complaint (with any required attachments) must be served on each Defendant by a constable, sheriff, or registered private process server at least two days before the date set for the Initial Appearance in court. See A.R.S. § 12-1175(C); and A.R.S. § 33-1377(B). Service fees will apply.

[ ] For each defendant, print and serve one copy of the Summons, the Complaint, and the following documents:

[ ] Residential Eviction Information Sheet available from: <https://www.azcourts.gov/selfservicecenter/Landlord-Tenant-Disputes-Eviction-Actions/Forms-and-Notices>;

[ ] Any lease agreement related to the eviction action;

[ ] The accounting of charges and payments for the preceding six months; and

**Initial Appearance in Court.**

[ ] At the date and time provided on the Summons, you must appear at the Initial Appearance. Otherwise, the judge may dismiss the case. You may appear remotely; typically, by web-based audio-visual or telephone connection by contacting the court.

[ ] Prior to the Initial Appearance hearing, fill in the caption on the Judgment form and the Writ of Restitution form and bring them to the Initial Appearance. These forms are available from this website: <https://www.azcourts.gov/selfservicecenter/Landlord-Tenant-Disputes-Eviction-Actions/Forms-and-Notices>. The Judge will complete the Judgment form when the case is decided; if the judge rules in your favor, the judge will sign the Writ of Restitution. See A.R.S. § 33-1370 regarding your obligations after service of the Writ.

[ ] At the Initial Appearance, you or your attorney must state on the record that you have complied with all requirements of applicable state and federal statutes and executive and administrative orders. You may reach an agreement with the defendant to postpone eviction proceedings in order to apply for rental assistance.

You may visit <https://www.azcourthelp.org> to view Residential Eviction Action informational videos or [www.azcourts.gov/eviction](http://www.azcourts.gov/eviction) for additional information regarding Mobile Home and RV evictions.