INSTRUCTIONS

STEP 1: MAKE SURE YOU MEET THIS PACKET'S REQUIREMENTS

Make sure you meet the criteria listed on the Coversheet.

The court will not set aside your judgment if you were convicted of a crime:

1. Involving the infliction of serious physical injury.
2. Involving the use or exhibition of a deadly weapon or dangerous instrument.
3. For which you were required or ordered by the court to register as a sex offender.
4. For which there was a finding of a sexual motivation under A.R.S. 13-118.
5. In which the victim was under age 15.
6. Involving a) driving on a public highway without having privilege to drive, b) a violation of a local ordinance relating to stopping, standing, or operating a vehicle, or c) a traffic violation under A.R.S. Title 28, Chapter 3 (reckless driving) -- except A.R.S. 28-693 or any local ordinance relating to the same subject matter as 23-693.

(A.R.S 13-907(D))

You may ask the court to restore your right to possess a gun or firearm:	If you were convicted of:
Never	A dangerous offense as defined by A.R.S. 13-105 or any federal felony offense
10 years after discharge from probation or absolute discharge from prison	A serious offense as defined by A.R.S. 13-706
2 years after discharge from probation or absolute discharge from prison	Any other state felony offense

In most cases, restoring civil rights and/or setting aside a judgment is at the court's discretion.

STEP 2: IF YOU WANT YOUR RIGHTS RESTORED: GET PROOF OF YOUR DISCHARGE

If You Were Sentenced in:	And You Were Discharged From:	Get the Following Proof:
Superior Court	Probation	No proof needed
	Prison	A certificate of absolute discharge from the director of the state department of corrections
Federal Court	Probation	An affidavit of discharge from the judge who discharged you
	Prison	A certificate of absolute discharge from the director of the federal bureau of prisons

You must make a diligent effort to get this proof.

STEP 3: FILL OUT THE APPLICATION TO RESTORE CIVIL RIGHTS AND/OR SET ASIDE A JUDGMENT

(1) Enter your name; mailing address; city, state, and zip code; and phone number.
(2) Enter your name.
(3) If you were sentenced in superior court, enter the case number as it appears on the court order that sentenced you.
(4) Check the box(es) indicating whether you want your civil rights restored, your judgment set aside, or both.
(5) Enter your address and phone number.
(6) Enter the date you were convicted, each crime for which you were convicted, the date you were sentenced, the name of the court that sentenced you, and the name of the judge who sentenced you.
(7) If you were on probation, enter the date your probation began, the date it ended, and the date the court signed the order ending it.
(8) If you want your rights restored, check each box indicating which rights you want restored.
(9) If you want your rights restored and you were sentenced in superior court, check the box. Check the box indicating whether you were discharged from probation or prison. If prison, attach a certificate of absolute discharge from the director of the state department of corrections, or explain why you don't have one.
(10) If you want your rights restored and you were sentenced in federal court, check the box. Check the box indicating whether you were discharged from probation or prison. If probation, attach an affidavit of discharge from the judge who discharged you, or explain why you don't have one. If prison, attach a certificate of absolute discharge from the director of the federal bureau of prisons, or explain why you don't have one.
(11) If you want your right to possess a gun or firearm restored, check the box indicating the true statement.
(12) If you want your judgment set aside, check the box.
(13) Check the box indicating whether you were discharged from probation or prison.
(14) Read the Application and make sure that you understand everything in it and that everything in it is true. Sign in front of a notary. Notaries are at the Self-Help Center in the Courthouse and at most banks or listed in the Yellow Pages. The person signing must bring photo ID. Notaries usually charge a fee.

STEP 4: FILL OUT THE ORDER RESTORING CIVIL RIGHTS AND/OR SETTING ASIDE A JUDGMENT

(1) Enter your name; mailing address; city, state, and zip code; and phone number.
(2) Enter your name.
(3) If you were sentenced in superior court, enter the case number as it appears on the court order that sentenced you.
(4) Check the box(es) indicating whether you want your civil rights restored, your judgment set aside, or both.

(5) Enter the date you were convicted, each crime for which you were convicted, the date you were sentenced, the name of the court that sentenced you, and the name of the judge who sentenced you.
(6) Check the box indicating whether you were discharged from probation or prison.

STEP 5: FILE THE FOLLOWING WITH THE COURT

Take or mail the original and two copies of the following to the Clerk's Office in the Coconino County Courthouse at 200 N. San Francisco St., Flagstaff, AZ 86001.

[ ] Application to Restore Civil Rights and/or Set Aside a Judgment, with the following attached if applicable:
  [ ] Certificate of absolute discharge from state prison
  [ ] Affidavit of discharge from probation
  [ ] Certificate of absolute discharge from federal prison
[ ] Order Restoring Civil Rights and/or Setting Aside a Judgment

The Clerk will stamp your copies with the filing date and return them to you for your records. If you file by mail, include a self-addressed, stamped envelope and a note asking the Clerk to return the date-stamped copies to you.

STEP 6: THE COURT WILL SEND YOU AN ORDER

The judge may do one of the following:

[ ] Grant your requests
[ ] Deny your requests
[ ] Schedule a hearing to ask you questions
[ ] Make other orders the judge thinks proper

The court will mail you a copy of the Order explaining the judge's decision. Read it carefully and make sure you understand everything it says.

STEP 7: IF THE JUDGE SETS A HEARING:
GO TO THE HEARING