

# **APPEARING AT A COURT DATE BY PHONE**

Before signing a court document or getting involved with a court case, it's important to see an attorney to make sure you understand your legal rights and responsibilities. The Self-Help Center has information on finding an attorney.

# INSTRUCTIONS

<b>1.</b>	<b>Ask the other party if they object to your request</b>
<b>2.</b>	<b>Fill out the forms</b>  They're in this packet. <ul style="list-style-type: none"><li>• Request to Appear or Testify Telephonically</li><li>• Order Regarding Telephonic Appearance or Testimony</li></ul>
<b>3.</b>	<b>File them with the court</b>  File the original and two copies, all single-sided. The Clerk will give you back your copies with the filing date stamped on them.  File in person or by mail.  Clerk of Superior Court 200 N. San Francisco St. Flagstaff, AZ 86001  If you file by mail, include a self-addressed stamped envelope.
<b>4.</b>	<b>Deliver a copy to the other party</b>  Do this on the day you file.  Mail or hand-deliver the copies.  If the other party has an attorney, deliver them to the attorney.
<b>5.</b>	<b>The court will mail you a signed Order</b>

Person Filing: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Representing Self

COCONINO COUNTY SUPERIOR COURT

Petitioner's Name on the Petition that started this Case Number: DO \_\_\_\_\_  
case: \_\_\_\_\_

Respondent's Name: \_\_\_\_\_

**REQUEST TO**  
**[ ] APPEAR OR [ ] TESTIFY**  
**TELEPHONICALLY**

I have this court date scheduled:

Type of court date (*for example: trial, resolution management conference, or evidentiary hearing*):

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Please let me participate by phone, because:

I'm not able to attend in person because:  
\_\_\_\_\_

It would be a burdensome expense for me to attend in person because:  
\_\_\_\_\_

Other: \_\_\_\_\_

I understand I will be responsible for scheduling and paying for the call.

The other party does not object to this Request.

The other party does object to this Request.

I don't know whether the other party objects. I tried to find out by:  
\_\_\_\_\_

Certificate of Service: I will  mail or  hand-deliver a copy of this document on the day I file it to the other party (or their attorney if they have one) at this address:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Person Filing: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Representing Self

COCONINO COUNTY SUPERIOR COURT

Petitioner's Name on the Petition that started this Case Number: DO \_\_\_\_\_  
case: \_\_\_\_\_

Respondent's Name: \_\_\_\_\_  
\_\_\_\_\_

**ORDER REGARDING TELEPHONIC**  
**[ ] APPEARANCE OR [ ] TESTIMONY**

Petitioner or  Respondent filed a Request to Appear or Testify Telephonically for this court date:  
Type of court date: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

- The other party does not object to the Request.
- The other party does object to the Request.
- The requesting party doesn't know whether the other party objects to the Request.

**The Court Finds (for testimony only):**

No substantial prejudice will result to any party from the requesting party's attending by phone.

- The requesting party is not able to attend in person.
- It would be a burdensome expense for the requesting party to attend in person.

*Leave the rest of the form blank. This is for the court to fill in.*

**The Court Orders:**

- The requesting party may appear/testify by phone at the court date by calling the court at this number: \_\_\_\_\_ at this time: \_\_\_\_\_. The requesting party may not use a cell phone or pay phone.
- The Request is denied.

Date: \_\_\_\_\_ Superior Court Judge: \_\_\_\_\_