

AJO JUSTICE COURT
111 La Mina Avenue, Ajo, AZ 85321 * (520) 387-7684

PLAINTIFF <small>(Name/Address/Phone)</small>	CASE NO. SUMMONS/COMPLAINT/ANSWER SMALL CLAIMS DIVISION	DEFENDANT <small>(Name/Address/Phone)</small>
--	---	--

NOTICE AND SUMMONS

TO DEFENDANT: _____ {SEAL}

You are directed to answer the claim of the plaintiff within twenty (20) days at the Customer Service Department at Ajo Justice Court -111 La Mina Avenue, Ajo, AZ 85321. If you do not appear and defend yourself, a judgment may be entered against you.

If you wish to defend against the Plaintiff's claim, you **must** file an **Answer** and pay the appropriate Answer Fee.

Requests for reasonable accommodation for persons with disabilities must be made to the court parties at least three (3) working days in advance of a scheduled court proceeding.

Date: _____ Clerk _____

PLAINTIFF'S CLAIM

The defendant owes me \$ _____ for the following reasons: _____

Date: _____ Plaintiff's Signature _____

CERTIFICATE OF SERVICE OF MAILING BY PLAINTIFF

I, _____, Plaintiff in this action, certify that a copy of this form was sent by Registered/Certified Mail, Return Receipt requested, to the Defendant named at the above-listed address on _____, 20__.

 Plaintiff's Signature Date

DEFENDANT'S ANSWER

TO DEFENDANT: If you dispute this claim, you must write your Answer below. File this form and pay the appropriate Answer fee at the Civil Division of this Court **within twenty (20) days** of the date of service of the Claim or **you may lose by default.**

I do not owe the Plaintiff because: _____

Date: _____ Defendant's Signature: _____

CERTIFICATE OF SERVICE OF MAILING BY DEFENDANT

I, _____, Defendant in this action, certify that I have mailed or delivered a copy of this form to the Plaintiff at the above-listed address on _____, 20__.

 Defendant's Signature Date

WARNING: - YOU DO NOT HAVE THE RIGHT TO APPEAL THE DECISION OF THE HEARING OFFICER OR THE JUSTICE OF THE PEACE IN A SMALL CLAIMS COURT. IF YOU WISH TO PRESERVE YOUR RIGHT TO APPEAL, YOU MAY HAVE YOUR CASE TRANSFERRED TO THE JUSTICE COURT PURSUANT TO A.R.S. §22-504, SUBSECTION A, ARIZONA REVISED STATUES, IF YOU REQUEST SUCH TRANSFER AT LEAST TEN DAYS PRIOR TO THE DAY OF THE SCHEDULED HEARING.