

MOHAVE COUNTY JUSTICE COURT

If you want to file a...

**SMALL CLAIMS
REQUEST TO
TRANSFER TO
THE CIVIL
DIVISION**

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Either party may request to transfer a small claims case to the justice court's civil division prior to **TEN (work) days** before the scheduled hearing.

THE PARTY REQUESTING THE TRANSFER TO THE CIVIL DIVISION WILL BE ASSESSED THE TRANSFER FEE.

Please STOP...



If you are attempting to file the request within ten (work) days of the hearing date.

Please PROCEED...



If you are filing the request at least ten (work) days prior to the hearing date.

FORMS Needed: *(Click on the form name in the table below to download the form)*



[Small Claim Request for Transfer Case Designated as a Small Claims to the Civil Division](#)

INSTRUCTIONS:

- 1) Complete the form.
- 2) Make one copy for yourself.
- 3) File the original form with the court clerk and pay the fee(s).

IT IS IMPORTANT TO KEEP THE COURT APPRISED OF ANY CHANGE IN ADDRESS A NOTICE OF CHANGE OF ADDRESS form must be filed with the court when a party changes their address.

Visit us at www.mohavecourts.az.gov/Justice/JCSS_Home.html for additional filing information and online form