

1 [Firm Name]  
[Firm Address]  
2 [Firm Phone Number]  
[Firm Fax]  
3 [Firm Email]  
[Attorney Name and Bar Number]  
4 Attorney for Plaintiff(s)/Defendant(s)

5 Arizona Superior Court, Maricopa County

6 **[Plaintiff Name(s)],**

7 Plaintiff(s),

8 v.

9 **[Defendant(s)],**

10 Defendant(s).

Case No.

**REQUEST TO CLERK TO DISALLOW  
PUBLIC ACCESS TO A DOCUMENT  
PENDING JUDICIAL REVIEW**

Assigned to the Hon. [Judge]

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12  
13 **TO THE CLERK OF THE COURT:**

14 Pursuant to Ariz. R. Civ. P. 5.4(e)(3)(C) (Jan. 2018), [identification of requesting party]  
15 hereby requests the Clerk of the Court to disallow public access to the following  
16 document(s) filed in this case: [identification of document by title, date and docket  
17 number]

18 The basis for this request is that a [Motion to File Document(s) Under Seal/Stipulation  
19 and Request for Court Order Authorizing Document(s) to be Filed Under Seal], filed on  
20 [date of filing] by [name of submitting party or person], is pending before the Court,  
which asks the Court to enter an order authorizing the above-identified document(s) to be  
filed under seal.

21 A copy of the document(s) that is the subject of the request to seal has been lodged with  
22 the Court pursuant to Ariz. R. Civ. P. 5.4(e)(2) (Jan. 2018). As provided in Ariz. R. Civ.  
23 P. 5.4(e)(3)(C) (Jan. 2018), on receipt of this request the Clerk of the Court must disallow  
24 public access to the document identified above until the Court rules on the pending  
request to seal.

25 Dated this [Day] of [Month], [Year].

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27  
28 By \_\_\_\_\_  
[Attorney]  
[Firm Name]

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[Firm Address]  
Attorney for Plaintiff(s)/Defendant(s)

On [Date], undersigned:  
[Filed/E-filed] the original;  
[Mailed/Emailed/Hand Delivered] a  
copy to:  
• [Opposing party's Counsel]  
[Address]

\_\_\_\_\_/s/[Attorney]