

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

5 Arizona Superior Court, Yavapai County

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

7 Plaintiff(s),

8 v.

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

10 Defendant(s).

Case No.

**SUMMONS**

11 **WARNING: This is an official document from the court that affects your rights.**  
12 **Read this carefully. If you do not understand it, contact a lawyer for help.**

13 THE STATE OF [State Name] TO: **[Defendant Name]**

14 **YOU ARE HEREBY SUMMONED** and required to appear and defend, within  
15 the time applicable, in this action in this court. If served within Arizona, you must  
16 appear and defend within twenty (20) days after the service of the Summons and  
17 Complaint upon you, exclusive of the day of service. If served out of the State of  
18 Arizona -- whether by direct service, by registered or certified mail, or by publication --  
19 you shall appear and defend within thirty (30) days after the service of the Summons  
20 and Complaint upon you is complete, exclusive of the day of service.

21 Where process is served upon the Arizona Director of Insurance as an insurer's  
22 attorney to receive service of legal process against it in this state, the insurer shall not be  
23 required to appear, answer or plead until expiration of forty (40) days after the date of  
24 such service upon the Director. Service by registered or certified mail without the State  
25 of Arizona is complete thirty (30) days after the date of receipt by the party being  
26 served. Service by publication is complete thirty (30) days after the date of first  
27 publication. Direct service is complete when made. Service upon the Arizona Motor  
28 Vehicle Superintendent is complete thirty (30) days after filing the Affidavit of

1 Compliance and return receipt or Officer's Return. *A.R.C.P.* 4; A.R.S. §§ 20-222, 28-  
2 502, 28-503.

3 YOU ARE HEREBY NOTIFIED that in case of your failure to appear and  
4 defend within the time applicable, judgment by default may be rendered against you for  
5 the relief demanded in the Complaint.

6 YOU ARE CAUTIONED that in order to appear and defend, you must file an  
7 Answer or proper response in writing with the Clerk of this Court, accompanied by the  
8 necessary filing fee, within the time required, and you are required to serve a copy of  
9 any Answer or response upon the Plaintiffs' attorney. *A.R.C.P.* 10(D); A.R.S. § 12-311;  
10 *A.R.C.P.* 5.

11 Requests for reasonable accommodation for persons with disabilities must be  
12 made to the division assigned to the case by the party needing accommodation or his/her  
13 counsel at least three (3) judicial days in advance of a scheduled proceeding. Requests  
14 for an interpreter for persons with limited English proficiency must be made to the  
15 division assigned to the case by the party needing the interpreter and/or translator or  
16 his/her counsel at least ten (10) judicial days in advance of a scheduled court  
17 proceeding.

18 The name and address of Plaintiff's attorney is:

19 [Attorney Name]  
20 [Attorney's Address]

21 SIGNED AND SEALED this date: \_\_\_\_\_

22 CLERK OF THE COURT

23 By \_\_\_\_\_  
24 Deputy Clerk

25  
26  
27  
28