

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.
**MOTION FOR LEAVE TO AMEND
PROCESS**
Assigned to the Hon. [Judge]

- 11
- 12 1. Pursuant to Ariz. R. Civ. P. 4(h) (2017), plaintiff, by and through counsel
 - 13 undersigned, respectfully requests leave to amend the Summons served upon
 - 14 defendant [Defendant] in this action by [description of proposed amendment].
 - 15 2. This Motion is made for the reason that [reasons in support].
 - 16 3. This Motion is supported by Memorandum of Points and Authorities which is
 - 17 attached hereto and incorporated herein this reference.

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

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20
21 By _____
[Name of Plaintiff's Attorney]
22 [Firm Name]
[Firm Address]
23 Attorney for Plaintiff(s)

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

_____/s/[Attorney]