

## MESA MUNICIPAL COURT

### PROCEDURES: WHAT TO DO WITH THE MOTION WHEN YOU HAVE FILLED IT OUT

DO NOT FILE THIS PAGE

Filing your motion in person, mail or email:

**STEP 1 - Fill out your motion and date/sign.** Make sure to tell the judge what it is you are requesting and what you would like the judge to grant.

**STEP 2 - Original Motion must be filed with the court.** Keep a copy for your records.

Either come in person or mail to the below address:

Mesa Municipal Court  
250 E. 1<sup>st</sup> Avenue  
Mesa, AZ 85210

**OR**

Email to [courtservices@mesaaz.gov](mailto:courtservices@mesaaz.gov)

**OR**

Complete the form on the below link:

<https://www.mesaaz.gov/government/court/email-the-court>

**STEP 3 - Wait to receive notice from the Court**

- A ruling may take 7 to 10 business days to process. The Court is closed on Fridays and major Holidays.
- Motions are processed in the order they are received.
- You will receive a response by the method the request was submitted.
- If motion was mailed or filed at the counter, the ruling will be mailed to the address on file.
- If motion was emailed, the ruling will be emailed to the email address on file or the email address from there the motion was emailed.
- If you file your motion the same day and/or within the 7 to 10 business days of your scheduled court date and you fail to appear, you may risk a warrant being issued for your arrest. Contact the court at (480) 644-2255.

Court staff cannot give legal advice. If you have any questions on the process, please contact the court at (480) 644-2255.

**\*\*It is the responsibility of the party to keep their mailing address and email address updated with the court\*\***

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