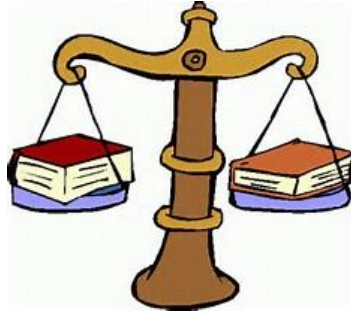


Mohave County Superior Court

2017 LAW LIBRARY

RESOURCE GUIDE



Lori Linn, Law Librarian

Kathy Lawless, Law Library Assistant

Contact Information:

928-753-0790 X4044

llinn@courts.az.gov

Hours of Operation:

8:00am to 5:00pm

Monday thru Friday

Physical Location:

Kingman Superior Courthouse

Second Floor (directly off elevator, behind red door)

401 E. Spring Street

Kingman, AZ

Mailing Address:

P.O. Box 7000

Kingman, AZ 86402

The mission of the Law Library is to provide the best in customer service to all citizens of Mohave County; to provide legal information in a reliable, efficient manner; and to ensure public confidence in the court system by providing legal access to the law while remaining impartial.

Good Things to Know About the Law Library

ADOPTION: The Law Library only carries forms for adult adoptions. If you are interested in adopting a minor child, please contact the Mohave County Attorney's Office at 928-753-0719.

ALIVE CHAT: You can chat live with the Law Librarian at www.mohavecourts.az.gov. Click on the chat button on the lower right hand side of the Home page.

BANKRUPTCY: The Law Library does not carry bankruptcy forms or information. Information on bankruptcy in Arizona can be found at <http://www.azb.uscourts.gov/> or by calling the Arizona Bankruptcy Court toll free self-help number at 1-866-553-0893.

BOOK USE: Our books cannot be checked out. They can only be viewed in the Law Library.

COPIES: We charge \$0.20 per page for copies and only accept cash.

E-MAIL: We can be reached at llinn@courts.az.gov and are able to provide any of our self-help packets, forms, or information via e-mail free of charge.

ON-LINE COURT FORMS: Many Superior Court forms are available on-line through the Mohave County Superior Court website at www.mohavecourts.az.gov. In order to locate a form, go to: www.mohavecourts.az.gov > Court Forms > Superior Court Forms > then search for a specific topic. If you are unable to locate the form you are looking for please contact the Law Library for assistance.

OUR WEBSITE ADDRESS: www.mohavecourts.az.gov > Superior Court > Law Library

PUBLIC USE: We are open to the public.

SELF-HELP PACKETS: Forms are available at a cost of \$0.15 per page. There is no cost to have forms or information e-mailed or faxed to you.

WESTLAW: Westlaw, a comprehensive on-line legal research service for legal and law related materials, is available through the Law Librarian. Please contact Lori Linn, Law Librarian directly for further information.

QUICK REFERENCE GUIDE

Self-Service Center Wall of Forms

1. Fee Waiver/Deferral Application
2. Emergency Legal Decision Making
3. Establish Legal Decision Making
4. Response to Establish Legal Decision Making
5. Emergency Change in Legal Decision Making
6. Change in Legal Decision Making – Parties Disagree
7. Temporary Orders with Notice
8. Enforce Parenting Time
9. Emergency Non-Parent Legal Decision Making
10. Establish Non-Parent Legal Decision Making
11. Grandparent Visitation
12. Response to Grandparent Visitation
13. Establish Paternity
14. Establish Child Support
15. Enforce Support
16. Change Child Support – Simplified Process
17. Change Child Support – Standard Process
18. Stop Child Support – No Agreement
19. Emergency/Temporary Guardianship of Minor
20. Emergency/Temporary Guardianship of Adult
21. Permanent Guardianship of Minor
22. Permanent Guardianship of Adult
23. Annual Report for Guardianship of Minor
24. Annual Report for Guardianship of Adult
25. Annulment
26. Divorce with Children
27. Divorce without Children
28. Legal Separation with Children
29. Legal Separation without Children
30. Response to Divorce with Children
31. Response to Divorce without Children
32. Enforce Property Division
33. Consent Decree for Dissolution of Marriage
34. Default – Family Law Cases with Children
35. Default – Family Law Cases without Children
36. Parental Severance – Termination of Parental Rights
37. Informal Probate
38. How to Prepare Your Will
39. Living Will
40. Real Property Affidavit
41. Small Estate Affidavit
42. Blank Pleading – Motion Form Generic
43. Power of Attorney – Durable General
44. Power of Attorney – Durable Special
45. Power of Attorney Over Minor
46. Restore Civil Rights and/or Set Aside Judgment
47. Civil Filing
48. Civil Response
49. Foreclose a Tax Lien
50. Witness and Exhibit List
51. Motion to Continue
52. Blank Affidavit
53. Subpoena
54. Supplemental Application for Further Fee Deferral

COMPLETE Listing of Available Self-Help Forms and Information

CONCILIATION/MEDIATION

Conciliation Counseling Request
Mediation Request

CRIMINAL – Adult and Juvenile

Appointment of Counsel
Criminal Code Sentencing Provisions 2016-2017
Destruction of Juvenile Records
Financial Questionnaire for Adult Defendants
Juvenile Financial Statement
Order for Inmate Court Fees & Costs
Petition for Post-Conviction Relief
RESTORE CIVIL RIGHTS and/or SET ASIDE A JUDGMENT – Felony Charges

DISSOLUTION OF MARRIAGE (DIVORCE)

Affidavit of Financial Information
Alternative Dispute Resolution Statement
ANNULMENT (without Children) *Petition, Decree*
CONSENT DECREE
DIVORCE or LEGAL SEPARATION WITH MINOR CHILDREN *Petition, Temporary Orders, Response, By Default, Decree*
DIVORCE or LEGAL SEPARATION WITHOUT MINOR CHILDREN *Petition, Response, Temporary Orders, By Default, Decree*
ENFORCE ORDER FOR PROPERTY DIVISION
Inventory of Property and Debts
Joint Alternative Dispute Resolution Statement
Proposed Resolution Statement
Uniform Family Law Interrogatories

ESTATE PLANNING

Beneficiary Deed for Real Property
HOW TO PREPARE YOUR WILL *includes Will forms*
LIVING WILL Declaration
Motor Vehicle Beneficiary Designation
POWER OF ATTORNEY FORMS *GENERAL, SPECIAL, Medical, Mental Health, OVER A MINOR, Revocation*

EVICTION

Arizona Residential Landlord and Tenant Act
Eviction Flow Chart
Five (5) Day Notices – Pay or Quit, Health & Safety
Notice of Abandonment
Notices to Vacate – 5 days, 10 days and 30 days
Ten (10) Day Notice for Material Non-Compliance

GUARDIANSHIP AND/OR CONSERVATORSHIP

ANNUAL REPORT OF GUARDIAN *Minor, Adult*
Approval of Annual Conservatorship *Minor, Adult*
Conservator Annual Accounting - Simplified
Discharge Guardianship and/or Conservatorship and Release Restricted Funds *Adult, Minor*
GUARDIANSHIP and/or CONSERVATORSHIP of an ADULT *Emergency/Temporary, Permanent*
GUARDIANSHIP and/or CONSERVATORSHIP of a MINOR *Emergency/Temporary, Permanent*
Notice of Change of Address in Guardianship
Objection to Guardianship of Minor
Petition Only for Termination of Guardianship of a Minor
Release Restricted Funds Petition *Minor, Adult*

LEGAL DECISION MAKING (Formerly Known as Custody)

ENFORCE A COURT ORDER FOR PARENTING TIME
Enforce Physical Custody
ESTABLISH LEGAL DECISION MAKING, Parenting Time and/or Child Support by Parent
Emergency, Temporary, Permanent, Response, Order
ESTABLISH LEGAL DECISION MAKING BY NON-PARENT *Emergency/Temporary, Permanent*
ESTABLISH GRANDPARENT VISITATION *Establish, Response, Order*
Law Enforcement Assistance/Warrant to Obtain Child(ren)
MODIFY (Change) LEGAL DECISION MAKING, PARENTING TIME and/or CHILD SUPPORT
Emergency Change, Change by Agreement, Change without Agreement, Order
Mohave County Legal Decision Making and Parenting Time Guidelines
Moving Away with Minor Child(ren) *Petition for Relocation and Arizona statute information*
Parenting Plan
TERMINATION of PARENTAL RIGHTS – Parental Severance
Uniform Child Custody Jurisdiction Enforcement Act (UCCJEA) – Register Foreign Custody
Order

NAME CHANGE

Name Change for Adult
Name Change for Family
Name Change for Minor

PATERNITY

ESTABLISH PATERNITY including Legal Decision Making, Parenting Time and/or Child Support
Establish, Response, Order
Proposed Paternity Resolution Statement
Voluntary Paternity

PROBATE

Claim Against Estate
Cremation Requirements in Arizona
Demand for Notice
Emergency Request for Appointment for Funeral Arrangements
INFORMAL PROBATE
Instrument or Deed of Distribution
Non-Probate Affidavit for Motor Vehicle
Objection and Request for Formal Proceeding – Informal Probate Objection
Proof of Authority
REAL PROPERTY AFFIDAVIT – Affidavit for Transfer of Real Property Title
SMALL ESTATE AFFIDAVIT - Affidavit for Collection of Personal Property

SUPPORT (CHILD and/or SPOUSAL)

Affidavit of Direct Payments
Arizona Child Support Guidelines
Child Support Calculator Online Access Information
ENFORCE a COURT ORDER for SUPPORT
ESTABLISH CHILD SUPPORT *Petition, Order*
Find Out How Much the Other Party Makes at Work
MODIFY (Change) CHILD SUPPORT *Simplified Process, Standard Process, Parties Agree to Change, Response*
Modify (Change) Spousal Maintenance
Parent Worksheet with Instructions
STOP CHILD SUPPORT *Parties Agree, No Agreement*

MISCELLANEOUS

Acceptance of Service - Generic
Address Change
Adult Adoption
AFFIDAVIT (blank)
Appeals *Online Access Information*
Appear by Phone
Application for Minor to Marry
ATTORNEY List - Mohave County Private Attorneys
BLANK PLEADING - MOTION FORM Generic
CERTIFIED LEGAL DOCUMENT PREPARERS List

CERTIFIED PRIVATE PROCESS SERVERS in Mohave County
Change of Judge Request
Change of Venue Request
Civil Arrest Warrant
Civil Joint Reports *Expedited, Standard, Complex*
CIVIL RESPONSE
Contempt of Court
DEFAULT – Family Law Case WITH Children
DEFAULT – Family Law Case WITHOUT Children
Default – General
Due Diligence Affidavit
Emancipation in Arizona
Excess Proceeds of Sale
Extend the Dismissal Date of Your Court Case
Fair Credit Reporting Act
Fair Debt Collection Practices Act
FEE DEFERRAL/WAIVER
Filing Foreign Civil Judgment
FORECLOSE A TAX LIEN
Garnishment *Earnings, Non-Earnings*
Hearing Tape Request
Homestead Declaration
How a Marriage Becomes Valid and Who Can Perform Weddings
How to Get a Credit Report
Joint Tenancy Deed
Lien Form
Mechanics Lien
Mohave County Animal Control Ordinance
MOTION to CONTINUE
Motion to Set Case for Trial and Certificate of Readiness
Motor Vehicle Bill of Sale
Notice of Hearing
Order (blank)
Order to Appear (blank)
Parenting Plan
Pre-trial Statement
Proof of Notice
Proof of Service
Protected Address Request
Restrict Public Access to Information
Rule 26.1 of Arizona Rules of Civil Procedure
Rule 49 of Arizona Rules of Family Law Procedure
Rule 91 of Arizona Rules of Family Law Procedure

Satisfaction of Judgment and Release of Lien
Service Costs Fee Deferral/Waiver
Service Members Civil Relief Act Overview
Service of (Court) Papers *Forms and Information*
Stipulation (blank)
Stipulation to Dismiss
SUBPOENA
Summons
Supplemental Application for Further Fee Deferral
Taping Telephone Conversations Information
Transfer and Disposition of Bond
Useful Tips
Warranty Deed
WITNESS & EXHIBIT List

Writs – Miscellaneous *Writ of General Execution, Writ of Special Execution, Writ of Restitution, Writ of Replevin, Praecipe*

NOTE: If we do not have a form or resource you are looking for, please let us know and we will do our best to locate it for you.

COMPLETE Listing of Available Legal Information and Legal Texts

ARIZONA and LOCAL AREA Legal Texts

Appeals Information *Guide for Self-Represented Appellants and Appellees, Guide for Self-Represented Parties in Worker's Compensation Case Appeals, Representing Yourself: Appealing a Civil Case to the Superior Court, Representing Yourself: Appealing a Civil Traffic Case to the Superior Court, Representing Yourself: Appealing a Criminal Case to the Superior Court*

Arizona Administrative Code
Arizona Advance Reports
Arizona Appeals Reports (1965-1977)
Arizona Appellate Handbook
Arizona Attorney General Opinions (1961-1991)
Arizona Business Organizations Law
Arizona Civil Remedies
Arizona Civil Rules Handbook
Arizona Courtroom Evidence Manual
Arizona Criminal Law and Rules
Arizona Digest
Arizona Employment Law Handbook
Arizona Family Law and Rules
Arizona Healthcare Professional Liability Manual

Arizona Land Use Law
Arizona Landlord's Deskbook
Arizona Law Finder
Arizona Law Review
Arizona Legal Forms *Business Organizations, Civil Procedure, Debtor/Creditor, Commercial Transactions, Criminal Procedures, Domestic Relations*
Arizona Legislative Service
Arizona Liability Insurance Law
Arizona Practice Series *Community Property Law, Law of Evidence, Marriage Dissolution Practices, Juvenile Law and Policies, Trial Handbook*
Arizona Probate Law and Rules
Arizona Reports (Volumes 1-217)
ARIZONA REVISED STATUTES
Arizona Rules of Court - State
Arizona Session Laws
Law of Negligence in Arizona
League of Arizona Cities and Towns, Local Government Directory
Revised Arizona Jury Instructions (Civil and Criminal)
Shepard's Arizona Case Name Citator (1866-1993)

REGIONAL, FEDERAL and MISCELLANEOUS Texts

American Law Reports (ALR – 2nd, 3rd, 4th, 5th and Permanent) ALR is a time-saver when it comes to finding pertinent state and federal authority from courts in your jurisdiction. Each annotation organizes, summarizes, and analyzes the cases on a point of law, while also highlighting distinctions among cases to give an objective analysis of both sides of an issue. Case discussions are organized by jurisdiction, allowing you to quickly find cases from your particular state or federal jurisdiction. Each annotation is paired with the full text of a leading case that is illustrative of the issues discussed.

Attorney-Client Privilege in the United States, 2nd edition

Black's Law Dictionary 10th Edition

Business and Communication Litigation in Federal Courts

Constitution of the United States of America

Corpus Juris Secundum (CJS) Consult CJS for thorough, contemporary statements of American law as derived from reported cases and legislation. Use it as a guide to unfamiliar legal areas or to refresh your knowledge of more familiar topics.

Criminal Law Advocacy – Current Reporter

Evidence in Child Abuse and Neglect Cases

Evidentiary Foundations (2008)

Federal Civil Discovery and Disclosure

Federal Practice and Procedures for Evidence

Federal Reporter, 3rd edition (up to 2007) Find summaries of the most significant holding of a judicial opinion in Federal Reporter 3d. It covers opinions and decisions from 1993 up to 2007, issued by the 13 circuits of the United States Court of Appeals.

Federal Rules of Evidence Case Law Commentary

Federal Sentencing Guidelines Manual (2000)

Harris' Public Land Guide

How to Prove a Prima Facie Case

Impeachment of a Witness

Institute on Planning and Zoning

Intoxicating Liquors

Journal of the House (1955 and 1956)
 Journal of the Senate (1956)
 Jury Selection
 Kinney on Irrigation and Water Rights, 2nd edition
 Law of Zoning and Planning
 Legal Research and Law Library Management
 McQuillin Municipal Corporations (1999 to 2005)
 Mirrors of Washington
 NEDRUD: The Criminal Law (1979)
 Newell Slander and Libel
 NOLO: *Criminal Law Handbook, 8 Ways to Avoid Probate, Encyclopedia of Everyday Law, Essential Guide to Divorce, Executor's Guide, Make Your Own Living Trust, 101 Law Forms for Personal Use, Represent Yourself in Court, Social Security, Medicare and Government Pensions, Will Book, Willmaker Plus*
 Pacific Digest
 Pacific Reporter, 3rd edition (up to 2007)
 Personal Injuries in Mines
 Physician's Desk Reference (2006)
 Premises Liability Law and Practice
 Questioning Techniques and Practices, 3rd edition
 Restatement of the Law *Property, Surety and Guaranty, Torts, Unfair Competition*
 Robert's Rules of Order
 Shepard's Pacific Reporter Case Name Citator (1994-2000)
 Starting and Managing Your Own Business – A Freelance Guide for Paralegals
 Tenth Decennial Digest
 Trial Communication Skills, 2nd edition
 Trial Objections Handbook
 Uniform Laws Annotated (ULA)
 United States Code Annotated (USCA) United States Code Annotated (USCA) mirrors the official text published by the Office of the Law Revision Counsel of the House of Representatives. It contains all permanent and general federal statutes (Title 1-51 and the Constitution) plus their judicial constructions.
 United States Supreme Court Digest (up to 2001)
 United States Supreme Court Reports (up to 2007)
 Water and Mineral Cases
 Water Rights, 3rd edition
 West's General Digest
 Wharton's Criminal Evidence, 14th and 15th editions
 Wharton's Criminal Law, 15th edition
 Wharton's Criminal Procedures, 13th edition
 Williston on Contracts This classic text covers every aspect of contract law, including historical underpinnings, majority and minority views, and current trends. It traces contract law from its common-law roots in English cases and shows how it has evolved to meet contemporary concerns.
 Williston on Sales