



RESPONDENT'S GUIDE FOR SELF-REPRESENTED LITIGANTS

WORKERS' COMPENSATION APPEALS

ARIZONA COURT OF APPEALS

Division One

1501 W. Washington, Suite 203

Phoenix, AZ 85007

602-452-6700

azcourts.gov/coa1

WHAT'S IN THIS GUIDE?

WORKERS' COMPENSATION APPEALS

WELCOME

COMMUNICATING WITH THE COURT **PAGE 1**

FREQUENTLY ASKED QUESTIONS (FAQ) **PAGE 2**

HOW A WORKERS' COMPENSATION APPEAL STARTS **PAGE 4**

THINGS TO KNOW ABOUT WORKERS' COMPENSATION APPEALS **PAGE 5**

STAGES OF A WORKERS' COMPENSATION APPEAL **PAGE 7**

THINGS TO KNOW ABOUT SERVICE **PAGE 13**

THINGS TO KNOW ABOUT TURBOCOURT **PAGE 15**

HOW TO WRITE AND FILE MOTIONS **PAGE 17**

HOW TO WRITE AND FILE BRIEFS **PAGE 20**

WHEN THE COURT MAKES A DECISION **PAGE 23**

IMPORTANT RULES FOR ALL CASES **PAGE 26**

HELPFUL COURT FORMS **PAGE 28**

WELCOME

This guide explains the appeal process at the Arizona Court of Appeals, Division One.

READ THIS GUIDE CAREFULLY

This guide is not legal advice.

It provides information to help you handle your case without a lawyer. It does not replace Arizona laws or court rules, which are linked here:

[Arizona Laws](#)

[Arizona Court Rules](#)

This guide gives only general information. It may not apply in all cases.

Every case is unique, and your situation might be different.

ADDITIONAL RESOURCES

If this guide does not answer your questions, you can ask the Court of Appeals Clerk's Office for help. But remember that court employees cannot give legal advice or tell you what you should do. If you need that kind of help, think about contacting one of the [appellate legal resources](#) listed on the court's website.

This information is also available in video form. Find the video guide here:



www.youtube.com/@ArizonaCOA

COMMUNICATING WITH THE COURT



PHONE

602-452-6700



EMAIL

inform@appeals.az.gov



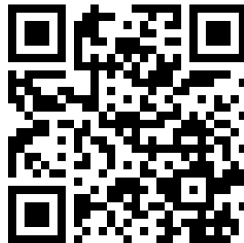
MAIL OR VISIT

1501 W. Washington, Suite 203
Phoenix, AZ 85007

The court is open Monday-Friday, 8 a.m. to 5 p.m. Closed on State holidays.
If you have an appellate case number, include it with your documents or message.

You cannot file documents by email.

You can find more information about the court online:



www.azcourts.gov/coa1

FAQ



HOW TO FILE DOCUMENTS

After the Court of Appeals opens your case and gives you an appellate case number, you can file documents with the court by:

- (1) Mailing them to the court,
- (2) Taking them to the court (8 a.m. to 5 p.m., Monday to Friday), or
- (3) E-filing at any time through [TurboCourt](#) (the court's online e-filing service).

You cannot file any documents by email.



CERTIFICATES OF SERVICE

When you file a document at the Court of Appeals, include a "Certificate of Service" to tell the court when and how you gave the document to the other party. Use the [Certificate of Service form](#).

You must file a Certificate of Service with your document, not later.



HOW TO GET DOCUMENTS FROM THE COURT

The court will send you documents about the case by U.S. mail unless you ask it to email you instead. To ask the court to email you documents, use the [Consent to Electronic Distribution form](#).

Make sure to add coanotifications@appeals.az.gov to your safe senders list so emails from the court do not go to your spam folder.

Immediately tell the court in writing if your email or mailing address changes. Use the [Notice of Change of Contact Information form](#). Otherwise, you might not get notices or decisions, and you could miss important deadlines. **If you miss a deadline or do not respond to something, the court may decide the case without hearing from you.**

FAQ



CASE INFORMATION AND STATUS

You can check the status of the case by reviewing the Court of Appeals [docket](#).

A docket is a schedule that shows important events and deadlines for the case.

The court updates the docket each night after business hours. It may take 1-2 business days for filed documents to be shown on the docket.



HOW TO CALCULATE DUE DATES

There are [special rules](#) for calculating due dates. Generally,

- If you have 10 days or less to do something, do not count weekends and State holidays.
- If you have 11 days or more, include weekends and State holidays.

If a document is served by mail (not by email, TurboCourt, or hand-delivery), add 5 days of mail time to the last day. Mail time is **never** added to court orders.

Do not calculate a due date if an order says you must do something by a specific date (i.e., January 2, 2025). Follow the date in the order.

The court will list upcoming due dates on the [docket](#) for the case, but it is up to you to make sure you have the right date and file documents on time.

Find more information about how to calculate a due date [here](#).

HOW A WORKERS' COMPENSATION APPEAL STARTS

A workers' compensation claim starts at the Industrial Commission of Arizona. An Administrative Law Judge will decide the claim, usually by holding a hearing and allowing you and the other parties to present evidence.

IF ANY PARTY DISAGREES WITH THE DECISION (CALLED AN "AWARD")

They have 30 days from the date the Award was mailed to **file a request for review at the Industrial Commission.**

The same judge will look at the case again and make a new decision, called a "Decision Upon Review."

IF ANY PARTY STILL DISAGREES WITH THE DECISION

Starting from the day the Decision Upon Review is mailed, they have 30 days to **file a petition at the Court of Appeals** asking it to review the decision.

CASE SET-UP AT THE COURT OF APPEALS

After the other party files a petition, you have 10 days from the day you are served with the petition to **file a notice of appearance** in the Court of Appeals.

You will have to pay a **\$165 filing fee** to the Court of Appeals to file any documents. If you cannot afford the fee, you can ask the court to waive it, defer (delay) payment until the end of the case, or allow you to pay over time.

Use the [Application for Deferral or Waiver of Court Fees form](#).

The Court of Appeals will send you a case schedule (called a Writ of Review). It will also tell the Industrial Commission to send it all the documents filed in your case, including a transcript of the hearing(s).

THINGS TO KNOW ABOUT WORKERS' COMPENSATION APPEALS



WHO ARE THE PETITIONER AND THE RESPONDENT?

The party who filed the petition for special action is the “petitioner.” Each party on the other side is a “respondent.”

WHERE TO SEND YOUR DOCUMENTS

You must send copies of the documents you file at the Court of Appeals to the other parties' attorneys. See [Things to Know About Service](#). To serve the Industrial Commission, send a copy to its [Chief Counsel](#).

WHERE ARE WORKERS' COMPENSATION CASES FILED?



All workers' compensation cases must be filed in Division One of the Arizona Court of Appeals (in Phoenix).

The case may be sent to Division Two of the Court of Appeals (in Tucson) if you, one of the other parties, or their attorney lives in one of these counties.

- Cochise
- Gila
- Graham
- Greenlee
- Pima
- Pinal
- Santa Cruz

PRO BONO PROGRAM

The court may place your case in its [Pro Bono Program](#), which provides a volunteer (no cost) attorney to self-represented parties in certain cases.

If the court places your case in the program, you can choose not to participate and continue to represent yourself.

You may also ask the court to put your case in the program. Use the [Request to Participate in Pro Bono Program form](#).

THINGS TO KNOW ABOUT WORKERS' COMPENSATION APPEALS



IMPORTANT RULES FOR YOUR APPEAL

Workers' compensation cases are governed by [the Arizona Administrative Code](#) in addition to Arizona [law](#).

The [Arizona Rules of Civil Appellate Procedure](#) and [Rules 21-26](#) of the Arizona Rules of Special Action Procedure are used in workers' compensation appeals.

HOW DOES AN APPEAL WORK?

The other party thinks there was a legal mistake in your case. They have asked the Court of Appeals to review it to make sure it was done right.

Some common reasons people appeal are that they think the Administrative Law Judge did not consider the right evidence, did not follow the right hearing rules, or used the law the wrong way.

If you think the Administrative Law Judge did not make a mistake, be sure to point that out in your answering brief and tell the Court of Appeals why you think so. See [How To Write and File Briefs](#).

An appeal is not a do-over of the case. There will not be a new hearing at the Court of Appeals, and you cannot bring in new evidence or witnesses.

The Court of Appeals will consider the things that the other party points out as mistakes in their opening brief. It will also consider your arguments about why you think the decision is right. It will not re-examine the entire case looking for mistakes or change the result just because the other party thinks it was wrong or unfair.

Even if there was a mistake, it might not change the outcome in your case.

HOW LONG DOES AN APPEAL TAKE?

The appeal process can take a year or longer.

STAGES OF A WORKERS' COMPENSATION APPEAL

01

SET-UP

A petition is filed with the Court of Appeals, the court opens the appeal, gets the record, and assigns an appellate case number.

02

BRIEFING

The other party writes why they think the decision was wrong, you respond, and they can reply.

03

AT ISSUE

The case is ready to be assigned to the judges.

04

CONFERENCE / ORAL ARGUMENT

The judges discuss the case.

05

UNDER ADVISEMENT

The judges write their decision.

06

DECISION

The court sends you a written decision.

STAGES OF A WORKERS' COMPENSATION APPEAL

01 SET-UP

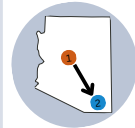


Filing a Petition for Special Action in the Court of Appeals starts a workers' compensation appeal.

All workers' compensation cases must be filed in Division One of the Arizona Court of Appeals. After set-up, some cases are sent to Division Two (located in Tucson).

This happens if one of the parties or their attorney lives in one of the counties that Division Two serves (Cochise, Gila, Graham, Greenlee, Pima, Pinal, and Santa Cruz).

If your case is moved, the court will let you know and tell you how to contact Division Two.



RECORD

The Court of Appeals will get all the documents from your case at the Industrial Commission. This is called the record.

The record has your claims file and hearing file. This includes any letters or notices from the Industrial Commission and the Administrative Law Judge. It also has all the documents and exhibits filed in your case, transcripts of what was said at the hearing, and the Administrative Law Judge's decision

The Court of Appeals will tell the Industrial Commission to send it the record after the other party files a petition asking the court to review the Industrial Commission's decision. **The court and all parties must maintain the confidentiality of the record.**

STAGES OF A WORKERS' COMPENSATION APPEAL

01 SET-UP

TRANSCRIPTS



A transcript of your Industrial Commission hearing(s) will be made and sent to the court automatically with the record.

FILING FEE



After the Court of Appeals sets up your case and the other party pays their fee, the court will notify you that your **\$165 filing fee** is due within 10 days.

How to pay the fee:

- **By mail:** send a personal check or a certified money order made out to the Court of Appeals.
- **In person at the Court of Appeals Clerk's Office:** pay with a debit or credit card (service fee applies), cash (exact change required), personal check, cashier's check, or certified money order made out to the Court of Appeals.
- **Online through TurboCourt:** debit or credit card (service fee applies).



The court cannot refund your fee or apply it to another appeal no matter how the case turns out.

If you cannot afford the filing fee, you can ask the court to waive it, defer (delay) your payment until the end of the case, or let you pay over time. Use the [Application for Deferral or Waiver of Court Fees form](#).

If you do not pay the fee on time or get a waiver or deferral, the court may decide the appeal without hearing from you.

STAGES OF A WORKERS' COMPENSATION APPEAL

02 BRIEFING

Briefs are written arguments where you and the other party explain what happened and why you think the decision in the case was right or wrong. Most cases are decided just based on the briefs. See [How to Write and File Briefs](#).

You and the other party must give copies of your briefs to each other when you file them. This is called "serving" the brief. See [Things to Know About Service](#) to learn more.

BRIEFING TIMELINE

Opening Brief

When the Court of Appeals opens your case, it tells the other party the due date for their opening brief.

Answering Brief

You can file an answering brief to respond to the other party's argument. The deadline is 40 days after the other party serves the opening brief.

Reply Brief

The other party is not required to file a reply brief. If they decide to file one, the deadline is 20 days after the answering brief was served.

EXTENSIONS OF TIME

You can ask for more time to file a brief using the [Motion for Extension of Time to File a Brief form](#). **If you do not file your answering brief or ask for an extension by the due date, the court may decide the case without hearing from you.**

ORAL ARGUMENT

To ask the court to let you and the other party talk to the judges in person about what is in the briefs (called oral argument), you must file a [Request for Oral Argument form](#). The deadline to file the form is **10 days after the reply brief is due or is filed, whichever comes first.**

STAGES OF A WORKERS' COMPENSATION APPEAL

03 AT ISSUE

After the reply brief is filed (or the deadline passes), the case is then "At Issue." This means it is ready to be assigned to a panel of three judges.

Your case may be At Issue for several months before it is assigned to judges.

04 CONFERENCE / ORAL ARGUMENT

After the case is assigned to a panel of judges, the court will set a conference date. That is the date the judges will meet to discuss the case. You cannot attend the conference. You can check the [docket](#) to find out which judges will decide the case.

The judges typically decide appeals by reading the briefs and looking at the case record, without setting oral argument.

If you or another party requested oral argument and the judges decide it would be helpful in the case, the court will tell you when and where to go for the argument. Arguments are usually in person at the Court of Appeals building in Phoenix.

STAGES OF A WORKERS' COMPENSATION APPEAL

05 UNDER ADVISEMENT

A case is “Under Advisement” after the judges discuss it at conference or hear oral argument.

During this time, the judges are researching and writing their decision.

It may take several months for the judges to decide a case once it is Under Advisement.

06 DECISION

You will get a written decision from the court when the judges decide your case.

The court typically releases decisions on Tuesdays and Thursdays. It will send you the decision on the day it is released, either by mail or email (if you agreed to email delivery).

All decisions are public and will be posted on the court's [website](#) on the day they are released.





THINGS TO KNOW ABOUT SERVICE



You must give a copy of every document you file in the Court of Appeals to the other party's attorney (or the party if no attorney).

This is called "service" and there are rules for how to do it.

HOW YOU CAN SERVE DOCUMENTS

 <p>Mail</p> <p>By U.S. Mail to the other party's address.</p>	 <p>Email</p> <p>IF AND ONLY IF the other party has agreed in writing that you can serve them by email.</p>
 <p>Delivery</p> <p>Hand it to the other party OR Drop it off at their office (with someone or where it is easy to find), or at their home with a responsible person who lives there.</p>	 <p>TurboCourt</p> <p>If the other party has an attorney OR If the other party has agreed in writing that you can serve them through <u>TurboCourt</u>.</p>

THINGS TO KNOW ABOUT SERVICE



Every time you file a document, you must tell the court how and when you served it on the other party.

Use the Certificate of Service form. File it the same way you file your document.

If the other party has an attorney, serve your document on the attorney, not the party.

Explain how you served the document.

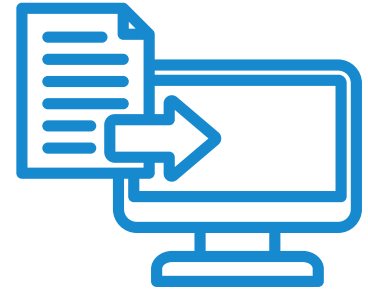
You do not need to show proof like a return mail receipt. Your signature on the certificate is a promise to the court that you served the document exactly as you said.

The service rules make sure both sides see everything filed with the court and can respond if they want.

If you do not file a Certificate of Service, the court could:

- Order you to file one,
 - Refuse to consider your document (strike it), or
 - Decide the appeal without considering your argument.
-

THINGS TO KNOW ABOUT TURBOCOURT



IF YOU CHOOSE TO E-FILE, YOU MUST USE TURBOCOURT

TurboCourt is an online service that allows you to electronically file (e-file) Word or PDF documents with the Arizona Court of Appeals, Division One.

Attorneys have to e-file their documents. Because you are representing yourself, you also have the option to bring or mail documents to the court for filing. But if you choose to e-file, you must use TurboCourt.

FEES

- Filing fee: \$6.50 filing fee for each document you e-file
- Service fee: \$3.80 fee if you use TurboCourt to serve the other party
- Credit card processing fee: 3.0% of the total transaction

NOTE: These fees do not apply in criminal or post-conviction cases.

REQUIREMENTS

- **Registration:** you must register and create an account in TurboCourt
- **Email address:** you need an email address for communication
- **Document format:** an electronic (Word or PDF) copy of your document
- **Payment:** you need a debit or credit card to pay the fees

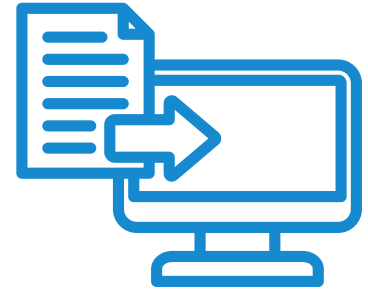


If there is a filing fee due in the case and you pay it in TurboCourt, you need to file a document with the payment. Use the Notice of Filing Fee Payment form.




If no filing fee is due in the case or you have already paid, select “no” when TurboCourt asks if it is your first filing in a case, even if you have not filed any other documents yet.

THINGS TO KNOW ABOUT TURBOCOURT



TURBOCOURT FEATURES

- You can e-file documents with the court 24/7. That means you can file your document until 11:59 p.m. (Arizona time) on the day it is due.
- When the court gets your document, the status will update to "Delivered." After the court reviews and accepts it, the status will change to "Accepted."
- Once you have access to the case in TurboCourt, you can see all the documents that have been e-filed by you and the other party. This is a good way to keep track of the filings in your appeal.
- You can view the record for the case in TurboCourt, if it is not sealed or restricted.
- TurboCourt lets you serve the other party with your document when you e-file. If you use this option, you can see when the other party has read your document.

 **WARNING:** Be sure the other party has agreed in writing to e-service if they do not have an attorney. If they have not, you must serve by mail or hand delivery.



When you use TurboCourt, file documents using your appellate case number.



You cannot e-file documents that are sealed or that you are asking the court to seal. You must bring or mail those documents to the court.

HOW TO WRITE AND FILE MOTIONS

HOW TO FILE A MOTION



File the original document with the court. If you file in paper, file the original plus one copy.

Attach a signed Certificate of Service to the original and each copy telling the court when and how you are giving your motion to the other party (mail, email, [TurboCourt](#), or hand delivery). Use the [Certificate of Service form](#).

Give a copy of your motion to the other party. If they have an attorney, give the copy to the attorney instead. See [Things to Know About Service](#).

Keep a copy of the motion for yourself.

THERE ARE SPECIAL RULES FOR FIGURING OUT DUE DATES

The court will list upcoming due dates on the [docket](#) for the case, but it is up to you to make sure you have the right date and file documents on time.

See [How to Calculate a Due Date in the Arizona Court of Appeals](#) for more information.

HOW TO WRITE AND FILE MOTIONS

WHAT HAPPENS AFTER YOU FILE A MOTION



The court might rule on your motion right away. If not, the other party may respond to your motion within 10 days. If the other party responds, you may file a reply within 5 days.



If you file a reply, explain to the court why you think the response is wrong. Do not just repeat what you already said in your motion or bring up totally new points. Focus on the other party's response.



If you need more time to file your reply, file a motion for extension of time before the due date. Use the General Motion form.



After you and the other party file all papers related to the motion, the court will make a decision and send you a written order ruling on the motion.

RESPONDING TO A MOTION

If the other party files a motion, you may respond with your arguments against it, but you do not have to. Use the Motion Response form.

The deadline for responding is usually 10 days after you are served with the motion. If you need more time to file your response, file a motion for extension of time before the due date. Use the General Motion form.



HOW TO WRITE AND FILE BRIEFS



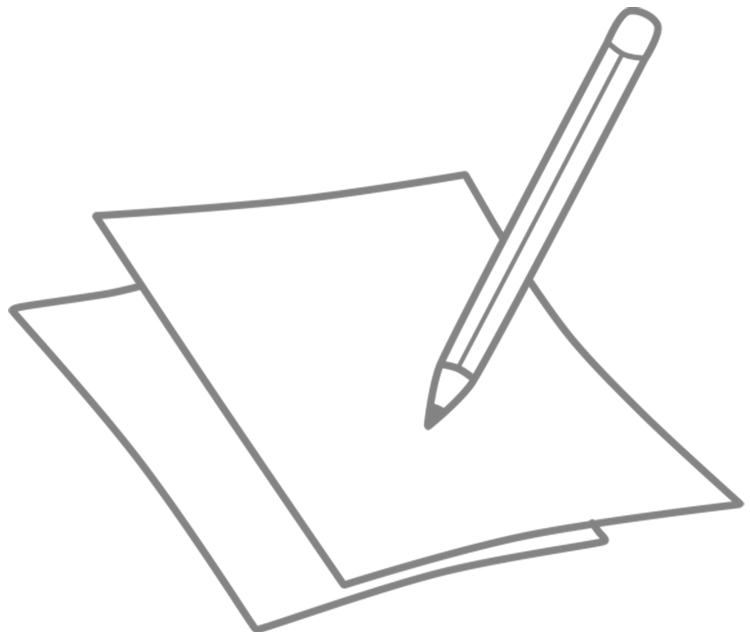
Briefs are written arguments where you and the other party tell the Court of Appeals what happened and why you think the decision in the case was right or wrong.

The party asking the Court of Appeals to review the decision files the opening brief, the other party files an answering brief, and then the first party can file a reply brief.

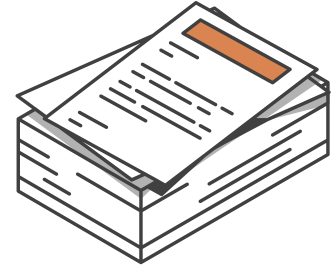
Briefs are very important because the Court of Appeals decides the case based on what you write in the briefs. Even if the court allows you to argue the case in person, you will only be able to talk about what is in your briefs.

HOW TO WRITE A BRIEF

- Be sure to follow the rules about how a brief must look and what it should include, like a caption on the first page. You can use this checklist to make sure you have all the necessary information.
- Opening and answering briefs cannot be longer than 14,000 words and a reply brief cannot be longer than 7,000 words. It is okay to use fewer words than allowed.



HOW TO WRITE AND FILE BRIEFS



Make sure to include this important information.

TELL THE COURT WHY YOU THINK THE DECISION IN THE CASE WAS RIGHT

- Respond to all the arguments in the opening brief.
- Tell the Court of Appeals why you think the decision was right, point out the parts of the record that show there was no legal error.
- Include laws, cases or rules that support your argument if you can.

TELL THE COURT ABOUT DOCUMENTS IN THE RECORD

- The Court of Appeals can see all the documents filed in your case and any transcripts filed in the appeal. Tell the court about specific documents or parts of the transcript that are important to the case and explain why they matter.
- If a document has an index or exhibit number, include that number so it is easier for the court to find (for example, Index #5). For transcripts, give the date, page and line number of the important parts of the hearing (for example, 1/1/25 Tr., 6:15-20).

SIGN YOUR BRIEF AT THE END

- If you are e-filing your brief in TurboCourt, you can sign it with a scanned signature or by typing /s/ on the signature line, like this: _____
John Doe

HOW TO WRITE AND FILE BRIEFS



HOW TO FILE A BRIEF

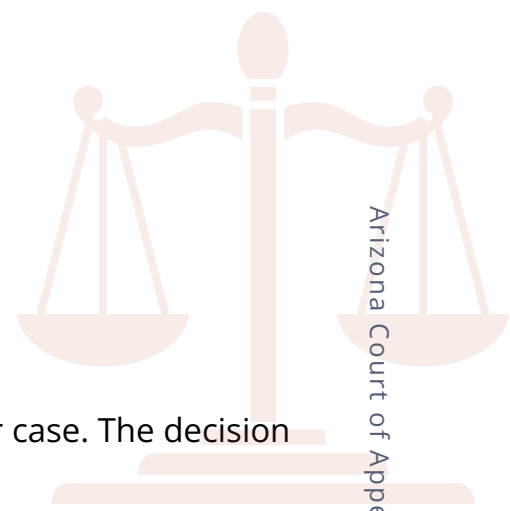
- You can file a brief by mailing or taking it to the court, or by e-filing it through [TurboCourt](#), by the date it is due.
 - Documents can only be filed in person until 5 p.m., when the court building closes. You may file in [TurboCourt](#) until 11:59 p.m. (Arizona time) on the date your document is due.
- You cannot file any documents by email.
- If you file by mail or hand delivery, you must file an original and one copy of the brief with the court and send two copies of the brief to the other party.
- You must include a signed “Certificate of Compliance.” This is where you confirm that the brief does not exceed the word or page limit. Use the [Certificate of Compliance form](#).
- You must also include a signed “Certificate of Service” that tells the court when and how you gave your brief to the other party (mail, email, [TurboCourt](#), or hand delivery). Use the [Certificate of Service form](#).

THERE ARE SPECIAL RULES FOR FIGURING OUT DUE DATES

The court will list upcoming due dates on the [docket](#) for the case, but it is up to you to make sure you have the right date and file documents on time.

See [How to Calculate a Due Date in the Arizona Court of Appeals](#) for more information.

WHEN THE COURT MAKES A DECISION



The court will send you a written decision when it decides your case. The decision may be an order, a memorandum decision, or an opinion.

An **order** is usually a short ruling without detailed reasoning. It is publicly available but not posted on the court's website.

A **memorandum decision** explains how the case was decided but is not meant to be used as a guide for other cases. An **opinion** includes a deeper legal analysis and can be used as a guide for future cases. Both types of decisions are posted on the court's website.

POSSIBLE OUTCOMES

AWARD AFFIRMED

The Court of Appeals decides that the ruling being appealed was correct.

AWARD SET ASIDE

The Court of Appeals decides that the ruling being appealed was incorrect and changes it. The court may send the case back to the Industrial Commission for further proceedings.

**Either outcome could be in whole or in part.
The court might affirm part of an award but
set aside another part.**

WHEN THE COURT MAKES A DECISION



FURTHER REVIEW

If you think the Court of Appeals' decision in the case is wrong and want to take further action, you have two options:

OPTION 1

File a motion for reconsideration in the Court of Appeals

- Use the [General Motion form](#). It must be filed within 15 days after the decision.
- Tell the Court of Appeals why you think the decision is wrong. Restating the arguments in your brief(s) or saying the court got it wrong without giving reasons will not convince the court to change its decision.
- The court may deny the motion without a response, but it will not grant the motion without first asking the other side to file a response. The court will tell you if you can file a reply to the response.

OPTION 2

File a petition for review in the Arizona Supreme Court

- The deadline is 30 days after the Court of Appeals' decision, or 15 days after the Court of Appeals decides a motion for reconsideration, whichever is later.
 - If you need more time, you must file a motion for extension of time **in the Arizona Supreme Court**.
- Read [Arizona Rule of Civil Appellate Procedure 23](#) before you begin writing your petition for review. It must include a list of the issues that you want the Arizona Supreme Court to review, the facts that are important to those issues, and the reasons the court should grant the petition.
- The Arizona Supreme Court does not have to hear the case and it only takes a small number of cases each year.

WHEN THE COURT MAKES A DECISION



TERMINATION LETTER

The termination letter is the final order of the appellate court. The Court of Appeals issues the termination letter after the time to file a petition for review at the Arizona Supreme Court ends, if no petition is filed.

When a petition for review is filed:

- If the Arizona Supreme Court **denies the petition**, the Court of Appeals will wait 15 days after the denial to issue the termination letter.
- If the Arizona Supreme Court **grants the petition**, it will issue the termination letter after it finishes the case.

Until the Court of Appeals or Arizona Supreme Court issues the termination letter, no other court or agency can take any action that conflicts with the decision being reviewed or interferes with the review process.

IMPORTANT RULES FOR ALL CASES



MEET YOUR DEADLINES

Read everything you get from the court. The court will send you important instructions and deadlines for the case. **If you miss a deadline or do not respond to something, the court may decide the case without hearing from you.**

Make sure you know what is happening in the case by checking the docket. A docket is a schedule that shows events and deadlines for your case.

There are special rules for calculating due dates. The court will list upcoming deadlines on the docket for your case, but it is up to you to make sure you have the right date and file documents on time. See How to Calculate a Due Date in the Arizona Court of Appeals for more information.



FILL OUT YOUR FORMS CORRECTLY

Everything you send to the court must be clear and easy to read.

Use white letter-size (8.5 x 11 inch) paper. If possible, type your documents. If you write by hand, write clearly with blue or black ink.

Number your pages and put them in order. Use only one paper clip to keep your documents together; do not staple them.



KEEP COPIES OF YOUR DOCUMENTS

Make copies of all documents you file with the court and keep all documents sent to you.

IMPORTANT RULES FOR ALL CASES



DELIVER DOCUMENTS THE RIGHT WAY

Give a full copy of all documents you file with the court to the other party. If the other party has an attorney, give the documents to the attorney instead.

Use the correct address. Before you put anything in the mail, make sure the address is correct.

Use email or electronic service only if the other party has an attorney or has agreed in writing that you can serve them electronically.

Attach a signed Certificate of Service to every document you file with the court. Be sure to say how you gave your document to the other party (mail, email, TurboCourt, or hand delivery). Use the Certificate of Service form.

To find out more about delivering documents, see [Things to Know About Service](#).



TELL THE COURT IF YOUR INFO CHANGES

If your email or mailing address changes, tell the court right away. Use the Notice of Change of Contact Information form.

Otherwise, you might miss notices, decisions, or court deadlines. **If you miss a deadline or do not respond to something, the court may decide the appeal without hearing from you.**

HELPFUL COURT FORMS

FORM 1.1	<u>APPLICATION FOR DEFERRAL OR WAIVER OF COURT FEES</u>
FORM 1.2	<u>SUPPLEMENTAL APPLICATION FOR DEFERRAL OR WAIVER OF COURT FEES</u>
FORM 1.3	<u>NOTICE OF FILING FEE PAYMENT</u>
FORM 2	<u>CERTIFICATE OF COMPLIANCE</u>
FORM 2.1	<u>CERTIFICATE OF SERVICE</u>
FORM 3A	<u>CAPTION (INDUSTRIAL COMMISSION)</u>
FORM 3.1	<u>MOTION FOR EXTENSION OF TIME TO FILE BRIEF</u>
FORM 3.2	<u>GENERAL MOTION</u>
FORM 3.3	<u>RESPONSE TO MOTION</u>
FORM 4.1	<u>BRIEF</u>
FORM 5	<u>CONSENT TO ELECTRONIC DISTRIBUTION</u>
FORM 5.1	<u>NOTICE OF CHANGE OF CONTACT INFORMATION</u>
FORM 6	<u>REQUEST FOR ORAL ARGUMENT</u>
FORM 7	<u>REQUEST TO PARTICIPATE IN PRO BONO PROGRAM</u>
FORM 8	<u>STATEMENT OF COSTS</u>

Full Set of Court Forms Available on the Court's [Website](#)

ACKNOWLEDGMENTS

This guide was created through the joint efforts of the Arizona Court of Appeals judges, staff attorneys, law clerks, and deputy clerks. The court thanks its dedicated team, whose knowledge and insights shaped the content, with special thanks to the following: Hon. David B. Gass, former Chief Judge, Arizona Court of Appeals, Division One; Barbara Vidal Vaught, Division One senior staff attorney; Amy M. Wood, former Division One Clerk of Court; Matthew J. Martin, Division One Clerk of Court; Jakob Trierweiler, Division One Operations Manager; Lisa V. Howell, Division Two Clerk of Court, David (Mac) McCallum, Division Two Chief Staff Attorney; Meryl Thomas, Division One senior law clerk; Shania Kee, Division One law clerk; and Daria Kadovik, Division One extern. The court expresses high thanks to two people: Todd Montague, Division One lead deputy clerk, and Melissa Trumpp, Division One lead deputy clerk; they ensured the guide addresses self-represented litigants' most common questions.

The court expresses its sincere gratitude to the individuals and organizations who contributed to the creation of this guide, including Chris Groninger, Chief Strategy Officer, Arizona Bar Foundation; Maxine Becker, Director of Strategic Collaboration, Arizona Bar Foundation; Cathleen Cole, Legal Program Manager, Arizona Bar Foundation; Nina Targovnik, Community Legal Services; Patricia Madsen, Community Legal Services; Nicole Davis, General Counsel, Arizona Department of Economic Security; Lisa Banen, Chief Staff Attorney, Arizona Supreme Court; Elizabeth Walker, Staff Attorney, Arizona Supreme Court; Hon. Bruce Cohen (Ret.); Hon. Rhonda Fisk, Maricopa County Superior Court; Hon. Jennifer Green, Maricopa County Superior Court; Ari Schwartz, Staff Attorney, Maricopa County Superior Court; Kathryn Andrews, Staff Attorney, Maricopa County Superior Court; Hon. Danielle Viola, Maricopa County Superior Court; Helen Davis, Esq. (Cavanagh), Eric Fraser, Esq. (Osborn Maledon), Gretchen Hornberger, Law Librarian, Coconino County Law Library; Gaetano Testini, General Counsel, Industrial Commission of Arizona; C. Andrew Campbell, Chief Administrative Law Judge, Industrial Commission of Arizona; David Svoboda, Language Access Coordinator, Arizona Office of the Courts; and Alexi Romano, Alexi Rose Media.

The court also greatly appreciates the work of Arizona Court of Appeals, Division One law clerks Joseph Barreras, Kyran Brown, Bego Maria Contreras, Reilly Cunningham, Alliya Dulaney, Edward Gao, Katie Gilbert, Bradley Greenberger, Sophie Haase, Nicholas Hodder, Carolyn Hoffelt, Cody Jackson, Amelia Jacobs, Keith Johnson, Lauryn Johnson, Tom Kopstein, Ashley Lin, Ashley Liu, Kristina Major, Kyle Minardi, Evan Ridley, Emma Schlenker, Mark Schultz, Brett Silverstein, Anton Sorokin, Vedat Teke, and Katharine Weeks.

Finally, the court offers thanks to the Arizona State University students and other externs who helped with this project: Greg Goekler, State Representative Alma Hernandez, State Representative Consuelo Hernandez, Elise Kirane, Brooke Mans, Jacob Martinez, Tanner Murray, Jordan Pittman, Katerina Romano, Ethan Schafer, Tyler Steffen, and Alexander Swafford.

For those we may have missed, we apologize. Please let us know. We will update the acknowledgements.