

# Instructions for Filing Petitions and Comments

## To electronically file a petition:

- Register to use the Court Rules Forum (see "How do I register?" in the FAQ)
- Log in to the Court Rules Forum site.
- Go to the Rule Petition Filing Forum and click on "Submit a New Rule Change Petition;" a new page will open.
- Click on the "Add New Topic" link and identify the rules your petition will be addressing in the "Subject" field (for example, "Rules 32(c) and (f), Arizona Rules of the Supreme Court").
- List the following information in the "Body" field:

Petitioner's name

Committee name, if applicable

Mailing address

Phone number

FAX number

E-mail address

Attorney Bar number, if applicable

A summary of the rule change you are requesting

- In the "Message Attachments" field, include your petition (see [Sample Petition](#)) and any supporting documentation in the following order:

The petition in PDF format (see [Sample Petition](#))

The petition in Microsoft Word format

Supporting documentation in PDF format

Supporting documentation in Microsoft Word format

- The PDF version will be considered the official copy if any differences are found between the PDF and Word versions.
- Check the "Subscribe" checkbox to receive notification of all public comments that may be electronically filed regarding your petition. **BY FILING YOUR PETITION ELECTRONICALLY, YOU AGREE TO SERVICE OF COMMENTS BY THIS MEANS; YOU WILL NOT RECEIVE COPIES OF ELECTRONICALLY FILED COMMENTS BY MAIL.**
- Click the "Submit" button to file the petition.

## To file a petition using traditional paper filing:

- An original and six (6) copies are required to be filed with the clerk of the Arizona Supreme Court (see [Sample Petition](#)).
- In addition, you must file one copy of the written petition and any supporting documentation in Microsoft Word format on a CD, disk, or other compatible electronic media.
- To file, deliver the petition and copies in person, or by mail, to the Clerk of the Arizona Supreme Court at 1501 West Washington Street, Room 402, Phoenix, Arizona 85007-3329.

## To electronically file a comment:

- Register to use the Court Rules Forum (see "How do I register?" in the FAQ)
- Log in to the Court Rules Forum site.
- Go to the Court Rules Forum page and select the Rules Body forum which contains the petition.
- Click on the petition in the forum; a new page will open displaying information about the petition
- Click "Reply".
- List the following contact information in the "Body" field:

Commenter's Name

Committee Name, if applicable

Mailing Address

Phone Number

FAX Number

E-mail Address

Bar Number, if you are an attorney

- You may record your complete comment in the "Body" field, beneath the contact information.
- Alternatively you may submit your comment as a document and optionally include attachments, in the "Message Attachments" field (see [Sample Comment](#)).
- If you attach any documents, be sure to include both the PDF version and the Microsoft Word version.
- The PDF version will be considered the official copy if any differences are found between the PDF and Word versions.
- Check the "Subscribe" checkbox to receive notification of all public comments that may be electronically filed regarding your comment.
- You need not mail a copy of your electronically filed comment to the petitioner, as the petitioner will be notified of your comment electronically.
- Click the "Submit" button to file the comment.

## To file a comment using traditional paper filing:

- An original and six (6) copies are required to be filed with the clerk of the Arizona Supreme Court (see [Sample Comment](#)).
- In addition, you must file one copy of the written comment and any supporting documentation in Microsoft Word format on a CD, disk, or other compatible electronic media.
- To file, deliver the comment and copies in person, or by mail, to the Clerk of the Arizona Supreme Court at 1501 West Washington Street, Room 402, Phoenix, Arizona 85007-3329.
- You must mail a copy of the comment to the petitioner, whose address will be stated on the rule petition.