



Maricopa County Justice Courts
INFORMATION FOR ISSUING AND SERVING AN
ORDER FOR SUPPLEMENTAL PROCEEDINGS IN JUSTICE COURTS
JUDGMENT DEBTOR EXAMINATION (JDE)

The purpose of a Supplemental Proceeding (JDE) is to obtain information about assets and other information relevant to the judgment debtor, or the person ordered to appear, that may aid you in collecting the judgment.

You may file a Petition and Affidavit in Support for Supplemental Proceedings with the clerk. There is a fee for issuing an Order for Supplemental Proceedings. Please refer to the current fee schedule.

The court will set a date and time for the judgment debtor or the person ordered to appear. You must also be present at the scheduled examination, or your attorney.

Service:

Personal service is required to give authority to issue a civil arrest warrant. The Petition and Order for Appearance is required to be served on the judgment debtor or on a person who has information or documents concerning the assets of the judgment debtor. The Order must be served by an officer of the court (a licensed process server). The process server will charge you for the service. Someone else cannot be served on behalf of the person named to appear. Be sure to instruct the person serving the order to record on the affidavit of service the judgment debtor's, or the person ordered to appear, physical description and date of birth. Justice Court Rules of Civil Procedure, Rule 147 requires that the physical description be included on a civil arrest warrant, should it be necessary to issue one.

At the debtor's examination:

The party to whom the order was issued will be placed under oath and then you, or your attorney will conduct the examination. You may review the "DEBTOR DOCUMENTS TO PRODUCE AT THE SUPPLEMENTAL PROCEEDINGS" form to assist you with questions. The judgment debtor, or the person ordered to appear, is required to bring the documents and records specified by the aforementioned form, in order to answer your questions concerning assets or property of the judgment debtor.

Failure to appear:

On request, the court will issue a civil arrest warrant if the debtor, or the person ordered to appear, fails to appear as ordered, after having been personally served. Remember, a date of birth is required for the Sheriff's Office to execute and return a civil arrest warrant.

Failure to comply with Order:

If the judgment debtor, or the person ordered to appear, fails to make a good faith effort to properly participate in the proceedings or otherwise fails to comply with the Court's order, you may file a Motion for Sanctions for Non-Compliance. The court clerk can provide you with a form.



Maricopa County Justice Courts, Arizona

CASE NUMBER: _____

() -
Plaintiff(s) Name / Address / Phone

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Defendant(s) Name / Address / Phone

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Attorney for Plaintiff(s) Name / Address / Phone

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Attorney for Defendant(s) Name / Address / Phone

PETITION and AFFIDAVIT IN SUPPORT FOR SUPPLEMENTAL PROCEEDINGS (JDE) ARS 12-1631 and 12-1632, JCRCP 147 and ARCP Rule 64.1c

I am the Plaintiff Defendant in this action.

I am the Judgment Creditor herein or an agent of the Judgment Creditor and authorized to make this affidavit in his/her behalf, pursuant to ARS 12-1631, 12-1632, and JCRCP 147.

I believe and allege that the person(s) named below is the Judgment Debtor(s); or an officer of defendant corporation; or a person who has information or documents in their possession which state the assets of the Judgment Debtor:

Name of Person _____

(Indicate which applies) Judgment Debtor Corporate Officer Witness (has knowledge of debtors assets)

Address of above named person to be served: _____

I hereby request that the court issue an Order, requiring the person named to appear as directed; and to answer questions under oath concerning assets and property of the Judgment Debtor; and further order said person to bring such documents necessary to support any claims made concerning such assets and property.

I state under penalty of perjury that the foregoing is true and correct.

Date: _____
 Plaintiff Defendant

NOTICE FOR APPEARANCE and ORDER DIRECTING SERVICE

The above named individual **IS ORDERED TO APPEAR** before this court on:

Date: _____ Time: _____

**Be in court at least 15 minutes before the scheduled hearing.
YOU MUST CHECK IN AT THE FRONT COUNTER BEFORE ENTERING THE COURT ROOM.**

YOU MUST BE PREPARED to answer questions, under oath, concerning the assets and property of the Judgment Debtor(s).

YOU ARE REQUIRED to bring with you all documents and records pertaining to the Judgment Debtor(s) which are attached.

A COPY OF THIS NOTICE shall be served personally by Process Server upon the Judgment Debtor or the person named above at least 48 hours before the time scheduled for the examination. Personal service gives authority to issue an arrest warrant.

WARNING: Failure to appear as ordered or failure to bring the listed documents / record may result in a CIVIL ARREST WARRANT issued for your arrest, or SANCTIONS assessed against you.

Date: _____
Justice of the Peace



Maricopa County Justice Courts
DEBTOR DOCUMENTS TO PRODUCE AT THE SUPPLEMENTAL PROCEEDINGS
JUDGMENT DEBTOR EXAMINATION (JDE)

You are required to bring with you all documents and records pertaining to the Judgment Debtor(s) listed below:

1. PAY STUBS for the last two pay periods
2. FEDERAL and STATE INCOME TAX RETURNS for the year preceding the date of this order and any quarterly estimates of Federal or State income tax filed by you this year.
3. BANK STATEMENTS for CHECKING and/or SAVINGS ACCOUNTS from any bank, savings and loan associations or credit union, belonging to you or in which you have any interest, either alone or jointly with any other person or persons.
4. CERTIFICATES of any STOCKS or BONDS belonging to you or in which you have any interest, either alone or jointly with any other person or persons.
5. LIFE INSURANCE POLICIES upon your life or naming you as a beneficiary.
6. NOTES, CONTRACTS, NEGOTIABLE INSTRUMENTS or ACCOUNTS RECEIVABLE, whether due or not, belonging to you or in which you have any interest, either alone or jointly with any other person or persons.
7. REAL PROPERTY: TITLES TO REAL ESTATE, DEEDS or CONTRACTS OF SALE OF PROPERTY owned, purchased or bring purchased or sold, either alone or jointly with any other person or persons.
8. PERSONAL PROPERTY: TITLES, BILLS OF SALE or CONTRACTS OF SALE upon, but not limited to: automobiles, boats, household goods, miscellaneous furniture and fixtures belonging to you or in which you have any interest, either alone or jointly with any other person or persons.