

Eviction Case Checklist

| | | Yes | No | n/a |
|--|---|-----|----|-----|
| 1 | Is the summons a separate document from the complaint? Rule 5a | | | |
| 2 | Does the summons contain a warning that if the tenant fails to appear, a default judgment will likely be entered against them, granting the relief specifically requested in the complaint, including removing the tenant from the property? Rule 5a(3) | | | |
| 3 | Does the complaint contain the following warning in bold print, capitalized and underlined at the top center of the first page: “Your Landlord Is Suing To Have You Evicted. Please Read Carefully”? Rule 5b(6) | | | |
| 4 | If the only allegation is non-payment of rent, does the complaint state that the case will be dismissed if the defendant pays all the rent due, plus late fees, court costs and attorney’s fees? Rule 5d(1) Note: This is not a requirement for commercial leases. | | | |
| 5 | Does the complaint state that by signing it, the plaintiff or their attorney believes it to be true based on a reasonably diligent inquiry? Rule 5b(8) | | | |
| 6 | Does the complaint state that the property in question is located in the court’s precinct? Rule 5b(5) | | | |
| 7 | Does the summons state that requests for reasonable accommodation for persons with disabilities should be made to the court as soon as possible? Rule 5a(4) | | | |
| 8* | Does the summons indicate that a separate eviction procedures information sheet was served on the tenant? (Note: This requirement does not apply to commercial leases). | | | |
| THE ABOVE 8 QUESTIONS ARE NOT APPLICABLE IF PINAL COUNTY GENERATED FORMS HAVE BEEN USED | | | | |
| 9 | Does the summons contain the court’s name, address and telephone number? Rule 5a(1) | | | |
| 10 | Does the summons state the date and time set for trial? Rule 5a(2) | | | |
| 11 | Does the complaint contain the plaintiff’s complete address? Rule 5b(2) and Rule 5b(4) | | | |
| 12 | Is the phone number of the plaintiff or their attorney listed on the complaint? Rule 5b(3) and Rule 5b(4) | | | |
| 13* | Does the complaint state that the defendant was served with a notice? Rule 5b(7) | | | |
| 14* | Does the complaint state how the notice was served? Rule 5b(7) | | | |
| 15* | Is a copy of the notice attached to the complaint? Rule 5b(7) | | | |
| 16 | Does the complaint state a specific reason for the eviction? Rule 5b(7) and Rule 5d(2) | | | |
| 17 | If the complaint requests that the court award money to the plaintiff, does it contain the following: | | | |
| | How often rent must be paid (e.g. monthly, weekly)? Rule 5c(1) | | | |
| | When rent is due? Rule 5c(2) | | | |
| | The amount of rent due? Rule 5c(3) | | | |
| | How late fees are calculated? Rule 5c(4) | | | |
| | The total amount due as of the date the case is filed? Rule 5c(5) | | | |
| | The nature of any rental concessions requested (e.g. one month’s rent free)? Rule 5c(6) | | | |
| | The amount of any rental concession requested? Rule 5c(6) | | | |
| 18 | If proof of service is in the court’s case file before the first trial date, was the summons and complaint served at least two days before the first court date? A.R.S. § 33-1377B | | | |
| * | Not required for immediate or for commercial leases | | | |