

**AJO JUSTICE COURT**  
111 LA MINA AVENUE AJO, AZ 85321



**CIVIL TRAFFIC APPEALS PACKET**

In this Packet you will find the forms necessary to appeal a Civil Traffic disposition to a ‘higher’ court (Superior Court).

The following forms are approved for use in civil traffic proceedings:

1. **Notice of Rights to Appeal** (Civil Traffic) – **JP 318**
2. **Defendant’s Notice of Appeal** (Civil Traffic) – **JP 317A**

You should have already reviewed and signed the **Notice of Rights to Appeal** (Civil Traffic) – **JP 318** as presented to you at trial. If not, the form is supplied for your review and signature.

If you are representing yourself, you may want to read the information that the Arizona AOC (Administration of the Courts) offers. Please, visit: <http://www.azcourts.gov/portals/34/guides/civiltrafficupdated.pdf>

The following fees apply in civil traffic appeals:

1. Post bond in the amount of fine on the date of judgment. A twenty dollar JCEF fee (ARS12-116(A)) will apply if bond is posted after the judgment date.
2. A disc copy fee of \$20.00
3. If you wish to have an official written transcript of your hearing, you must contact AVTRANZ at (800)257-0885 or [www.avtranz.com](http://www.avtranz.com) . Financial arrangements for payment will be made directly with the transcription service. Only transcripts created by our Court contracted transcription service (AVTRANZ) may be filed at the Court as an official transcript.

|                        |  |          |
|------------------------|--|----------|
| STATE OF ARIZONA<br>VS | DEFENDANT'S NOTICE OF<br>APPEAL<br>(CIVIL TRAFFIC) | CASE NO. |
| _____                  |  | _____    |

The undersigned appeals from the final order or final judgment in the above case:

\_\_\_\_\_  
Signature of Defendant

Appellant understands: (1) the instructions set forth in the "Notice of Right to Appeal" including payment for a copy of the record or transcript, the right to post bond to stay enforcement of the judgment, filing an appellant's memorandum with the trial court, and paying a filing fee to the Superior Court; and (2) failure to complete all stages in the appeal may result in the dismissal of the appeal and reinstatement of the trial court judgment.

The following address may be used for all court notices. The court will be notified IN WRITING of any change of address.

Defendant's current mailing address must be PRINTED here, even if defendant is represented by counsel:

Street \_\_\_\_\_ Apt./Unit No. \_\_\_\_\_

City, State \_\_\_\_\_ ZIP \_\_\_\_\_

(Daytime or message phone – including area code) \_\_\_\_\_

Defendant's Birth Date \_\_\_\_\_

Defendant's or Attorney's Signature \_\_\_\_\_ Bar No. \_\_\_\_\_

Dated: \_\_\_\_\_

STATE OF ARIZONA  
VS

DEFENDANT’S NOTICE OF  
RIGHT TO APPEAL  
(CIVIL TRAFFIC)

CASE NO.

A party may appeal a final order or final judgment entered in a civil traffic case. This notice explains your rights and responsibilities to file an appeal from such an order or judgment.

There are two separate stages to the appeal process. The first stage begins in this court; the second stage takes place in the county Superior Court. Remember, you must complete all steps at both stages, or you run the risk of having your appeal dismissed. This notice does not set forth all the rules on traffic appeals. To read them entirely, you may review the Arizona statutes and rules of traffic court procedure at the library. It is recommended that you keep a copy of all your documents and receipts during the appeal.

STAGE ONE - THE TRIAL COURT

- (A) THE NOTICE OF APPEAL. To appeal, you must file a “Notice of Appeal” with the trial court clerk within 14 calendar days from the date of the final order or final judgment. If you do not file a “Notice of Appeal” within these 14 days, you lose the right to appeal. In your Notice of Appeal, be sure to specify which actual charge or violation you are appealing.
- (B) THE RECORD. On or before the 14-day deadline to appeal, you must also pay for a copy of the proceedings at the hearing. The copy may be a recording or a transcript. The clerk will explain which type of record is required. Payment must be in cash or other method explained by the clerk. If you cannot afford to pay for the record, ask the clerk for information about a waiver or extension (“deferral”) to make payment later. If you fail to pay for the record or transcript, your appeal may be dismissed. Additional copies of the hearing may be obtained for an additional charge. Please refer to the form [Digital Recording Request](#) on our website.
- (C) POSTING A BOND ON APPEAL TO STAY JUDGMENT. You cannot be forced to post a bond in order to exercise your right to appeal. However, the civil traffic judgment normally includes a sanction (monetary fine) and, for moving violations, points on your license. In some cases too, the court may have suspended your license or registration as part of its decision. These penalties are NOT stopped just because you have filed a timely notice of appeal! In order to stop these penalties from being imposed while your appeal is pending, you must “post bond” with the trial court. The amount of the bond is the total amount of the sanction ordered by the court unless the trial court orders that the bond be reduced or waived. If you do not post bond to stay enforcement, then the order to pay is still in force and must be complied with. **IF YOU DO NOT POST BOND, AND YOU DO NOT TIMELY PAY ANY SANCTION, YOUR LICENSE COULD BE SUSPENDED WITHOUT FURTHER NOTICE.**
- (D) THE WRITTEN APPEAL MEMORANDUM. Within a few days after you have paid for the record to be prepared, the court will contact you to pick up your record. You will need the record for this next step - the “Appellant’s Memorandum.” The appellant’s memorandum is your written “brief” or explanation why the trial court ruling was legally wrong. Normally, the memorandum will refer to specific portions of the record of the hearing to point out where there was error by the court. (That is why a party who appeals pays for a copy of the record.) The memorandum should be typed or printed on letter-sized white paper, double spaced, and not exceed 15 pages in length, not counting any exhibits from your hearing you want to attach to the memorandum.

(E) **FILING THE APPELLANT’S MEMORANDUM WITHIN 60 DAYS.** If you file an appeal, you are the “appellant.” The appellant’s memorandum must be filed with the court within 60 calendar days of the deadline to file the notice of appeal. Put the caption of the case and your case number at the top of your memorandum. Print the title “APPELLANT’S MEMORANDUM” below the caption so the court can identify it when it is filed. You must file the original and 1 copy of the memorandum with the court. (The other side then has 30 days to file an “Appellee’s Memorandum.”)

(F) **WAIT FOR FURTHER INSTRUCTIONS.** Once the memorandum has been filed, you should await further instructions from the Superior Court as outlined in the next stage. To keep you informed, remember that the trial court must have your current mailing address at all times. Even if you hire an attorney, your address is still required for legal notifications.

**STAGE TWO - THE SUPERIOR COURT**

(G) **PAYING THE SUPERIOR COURT FILING FEE.** If you have completed all of the first stage, your case moves to Superior Court where an appeals judge will look at the case. About 60 days after you file your memorandum, you will receive a notice from the Superior Court. This notice will (1) assign a Superior Court case number to use in all further correspondence, and (2) instruct you to pay the Superior Court appeal filing fee. You must pay this filing fee or your appeal may be dismissed and your case sent back to the trial court. Again, if you cannot afford to pay the filing fee, contact the Superior Court clerk for information about a possible waiver or extension (“deferral”) to make payment later. For more information, you may contact Superior Court in your county.

(H) **SUPERIOR COURT ACTION ON THE APPEAL.** If you have now completed all these steps, you will receive a ruling from the Superior Court. The Superior Court has the right to affirm the trial court, overrule the trial court, modify some of the trial court decision, or, if record is not clear, order a new trial in the Superior Court. If the final outcome of your case is that the ruling stands, or if your appeal is dismissed for any other reason, remember that the court may apply any bond, deposit, or payments already made and that you may have to return to the trial court to be given other instructions in person.

Dated: \_\_\_\_\_

I acknowledge receipt of a copy of this Notice

\_\_\_\_\_  
Defendant