

MESA MUNICIPAL COURT OF ARIZONA
IN MARICOPA COUNTY

SET ASIDE FAILURE TO APPEAR DEFAULT JUDGMENT INSTRUCTIONS
CIVIL TRAFFIC ONLY

Payment of the civil sanction constitutes an admission of responsibility and resolves the case. As a result, the matter does not qualify for a set aside under Rule 23.

- Please include your current mailing address, email address, and telephone number on the form.
- Attach any supporting documentation that explains why you were unable to appear at the time of your scheduled court date. Please do not submit medical records or other confidential or sensitive information. A brief letter or statement from hospital or provider confirming relevant dates is sufficient.
- Filing a request does not guarantee that it will be granted. All fines and fees remain due and payable unless a payment plan or other payment arrangement has been approved by the Court.
- Requests are typically reviewed within 7–10 business days. Please allow the Court sufficient time to review your submission. Contacting the Court regarding the status of your request before the review period has elapsed may delay processing.
- It is your responsibility to ensure the Court has your current contact information so you can receive notice of the Court's ruling.

IMPORTANT: This form is only available for defendants' seeking relief from a Failure to Appear Default Judgment. A request must be supported by documentation showing that you were unable to appear on your scheduled date, for good cause or that it is necessary to prevent a manifest injustice (such as hospitalization, incarceration, military deployment, or other documented incapacity). Supporting documentation is required.

Please review the Set Aside Instructions before filing.

Step 1: Complete Motion to Set Aside Default Judgment

Step 2: Attach documentation to support the request

Step 3: File motion and documentation with the court

Email: civiltraffic@mesaaz.gov

Mailing Address: 250 E. 1st Avenue, Mesa AZ 85210

Drop Box: located outside the court building located at 250 E. 1st Avenue, Mesa 85210

MESA MUNICIPAL COURT OF ARIZONA
IN MARICOPA COUNTY

MOTION TO SET ASIDE FAILURE TO APPEAR DEFAULT JUDGMENT

State of Arizona

Case No.: _____

Vs.

Judgment Date: _____

Defendant

Date of Birth: _____ Driver License Number: _____

Violation(s): _____

IMPORTANT NOTICE

This form may only be used to request a set aside of a Failure to Appear Default Judgment. You must provide documentation supporting the reason you were unable to appear. Requests submitted without supporting documentation may be denied. Please review the Court's Set Aside Instructions before filing.

I am the defendant in the above-entitled action and request that the Court set aside the default judgment entered in this matter.

Reason for Failure to Appear (documentation required):

☐ Documentation attached in support of this request.

I have read this motion and the statements are true to the best of my knowledge.

Defendant Signature: _____ Date: _____

Defendant/Attorney: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email Address: _____