

IN THE SUPREME COURT OF THE STATE OF ARIZONA

---

In the Matter of:	)	
	)	
JUVENILE DELINQUENCY E-FILING	)	Administrative Order
IN THE SUPERIOR COURT OF	)	No. 2020 - <u>123</u>
ARIZONA IN LOCATIONS OTHER	)	(Replacing Administrative Order
THAN MARICOPA, PIMA, AND YUMA	)	No. 2020-76)
COUNTIES	)	
	)	

---

To support the Superior Court of Arizona in conducting business in a manner that reduces the risk associated with the current public health emergency, the Arizona Supreme Court is accelerating the availability of the electronic filing of non-case-initiating documents in juvenile delinquency cases using the eFileAZ efilng application.

Therefore, pursuant to Article VI, Section 3 of the Arizona Constitution,

IT IS ORDERED adopting the following updated definitions and procedures for e-filing documents in juvenile delinquency cases in all counties other than Maricopa, Pima, and Yuma Counties through the eFileAZ electronic filing application. Provisions of this order that are inconsistent with the Arizona Rules of Court shall supersede procedural requirements of the rules.

1. Definitions

- a. “Attached Document” means a document prepared outside of eFileAZ and then filed with a court through eFileAZ.
- b. “Clerk” means the Clerk of the Superior Court and designated staff thereof.
- c. “Court” means the Superior Court of Arizona and designated staff thereof.
- d. “Juvenile Delinquency Case” means a case wherein a petition has been filed alleging a juvenile has committed delinquent or incorrigible acts or any case with a “JV” case type designation.
- e. “Document” means any pleading, motion, exhibit (other than a courtroom exhibit), declaration, affidavit, memorandum, paper, order, notice and any other filing submitted by a filer or by the court.

- f. “Electronic Document Management System” (“EDMS”) means a collection of computer software application programs and hardware devices that provide a means of storing, organizing and controlling the creation, management, and retrieval of electronic documents through their life cycle.
  - g. “Judicial Officer” means any person who is authorized to perform judicial functions within the court.
  - h. “Filer” means the individual who electronically submits juvenile delinquency case documents and information to the court.
  - i. “Subsequent Submission” means any filing into a juvenile delinquency case that has previously been initiated in the court, either electronically or on paper.
2. Exclusions E-filing of the following shall not be permitted for:
- a. Any document(s) that requires the signature and seal of the clerk such as subpoenas, writs or warrants that are not generated by eFileAZ.
  - b. Documents filed under seal, including any portion of a document and exhibits, or a motion to file documents under seal.
  - c. Documents identified in Supreme Court Rule 123(d)(1)(C).
  - d. Any document used to initiate a juvenile delinquency case.
  - e. Documents regarding bonds (e.g., surety bonds).
  - f. Documents that are intended to be used specifically as hearing or trial exhibits.
  - g. Petitions filed pursuant to Rules 24 and 25, Rules of Procedure for the Juvenile Court.
  - h. Any document intended to be part of the social file as defined in Rule 19 Rules of Procedure of the Juvenile Court.
  - i. Any documents in restricted or sealed cases.
3. Official Record
- a. An electronic document that resides within the clerk’s EDMS is the original document and satisfies the requirements of Rule 1002, Arizona Rules of Evidence.
  - b. An electronic transmission or print-out from the clerk’s EDMS that shows the seal of the clerk or court attesting to the document’s authenticity shall be considered an official record or certified copy of the original.

- c. Any court rule requiring that a document be an original, be on paper or another tangible medium, or be in writing, is satisfied by the electronic image defined as the original document in sections 3(a) and (b) above.
- d. All juvenile delinquency case documents in the EDMS of the clerk that are not e-filed through eFileAZ remain subject to §§ 1-504 and 1-506 of the Arizona Code of Judicial Administration.

4. Signature Standards

- a. Document Displaying Symbol /S/. Any document displaying the symbol “/s/” with the printed name of the filer shall be deemed signed by the named person for purposes of the rules and statutes governing practice and procedure in the courts of this state.
- b. Signature of Attorney. An attorney is responsible for all documents filed under the attorney’s registered login ID and password and under the registered login ID and password of any person the attorney has authorized to e-file documents using services provided by eFileAZ.
- c. Signature of Judicial Officer or Clerk. Documents filed electronically under the registered login ID or password of a judicial officer or clerk shall be deemed to have been filed by that judicial officer or clerk.

5. Date and Time of Electronic Filing. The submission shall be deemed filed on the date and time it is received by eFileAZ. If the clerk determines that the electronically submitted document is deficient pursuant to local rule or order, the clerk may reject the submission and shall provide the filer an explanation of the reason for the rejection.

6. Required Exhibits, Attachments to Pleadings, and Proposed Orders. Any court rule that requires a copy of a document be attached as an exhibit to a document is satisfied by electronically attaching either a scanned image of the exhibit or a copy of the exhibit in an approved format.

7. Format of Documents. All e-filed documents shall be formatted in accordance with the applicable rules governing formatting of paper documents, including Rule 1(D), Rules of Procedure for the Juvenile Court, and shall conform to such other format requirements as the supreme court may require.

8. Electronic Format and Size. All text-based documents shall be in .pdf, .odt, or .docx format, except that a proposed order or judgment shall only be in .odt or .docx format. A proposed order or judgment shall not be password protected and shall be modifiable by a judicial officer. Documents shall not exceed the size limitation permitted by the Arizona Supreme Court.

9. Certified Mail, Return Receipt Card. When establishing proof of service by U.S. Postal Service certified mail, the filer may scan and file both sides of the signed return receipt card.
10. National Courier Service, Return Receipt. When establishing proof of service by a national courier service, the filer may scan and e-file the required documentation.
11. Notary Requirement. A notarization requirement may be satisfied by electronic notarization or by scanning and e-filing the document that contains the notary's original signature and seal.
12. Copy for Court.
  - a. Except as provided by local rule, a judicial officer shall not require a filer to provide a paper copy of any document submitted through services provided by eFileAZ.
  - b. If required by the receiving court, a filer must identify individual documents necessary for a judicial ruling.
13. Responsibility for Filing and Service. A person who e-files a document shall be responsible for ensuring that the document is properly filed, that it is complete and readable, and that a copy has been provided to the other parties in the case to the same extent as a person who files a document on paper.
14. Distribution of Notices, Orders, and Other Documents by the Court. The clerk or court may electronically distribute notices, orders, and other documents to a party or attorney in any case in which the attorney has entered an appearance. The electronic delivery of documents by the court is complete upon transmission.
15. Hyperlinks and Bookmarks. A filer may include a hyperlink only to static textual information or documents. Materials accessed via hyperlinks are not part of the official court record. A filer may include a bookmark to another page within the same document.
16. Extension of Time Due to Interruption in Service.
  - a. If a filer fails to meet a filing deadline imposed by court order, rule, or statute because of a failure at any point in the electronic transmission and receipt of a document, and the matter cannot be resolved to the satisfaction of the filer and the clerk, the filer may file the document on paper or electronically as soon thereafter as practicable and accompany the filing with a motion to accept the document as timely filed. For good cause shown, the court may enter an order permitting the document to be filed nunc pro tunc to the date the filer originally sought to transmit the document electronically. When an interruption of service is caused solely by a technical malfunction of the court's automation systems, the court may, sua sponte, enter an order documenting the interruption and allowing an alternative manner of filing or extension of filing deadlines.

- b. The court and clerk shall not be liable for malfunction or errors occurring in electronic transmission or receipt of e-filed documents.

17. *Additional e-Filing Policies.* The presiding judge of the court and the clerk, in consultation with the Administrative Director, may establish additional policies to implement e-filing in juvenile delinquency cases. Any such policies shall be posted online at <http://www.azcourts.gov/efilinginformation> and on the websites of the court and the clerk. The presiding judge and the clerk may adopt policies to implement the provisions of this order in consultation with each other.

IT IS FURTHER ORDERED that any e-filed document that meets the requirements described herein shall be accepted by the clerk, and any court rule in conflict with these provisions is suspended in regard to such filings.

IT IS FURTHER ORDERED that the presiding judge and the clerk, in consultation with the Administrative Director, may make modifications to these procedures not inconsistent with rules or orders of this Court.

IT IS FURTHER ORDERED that attorneys will be mandated to efile non-initiating juvenile delinquency case documents on a schedule to be determined by the Administrative Director.

Dated this 5th day of August, 2020.

FOR THE COURT:

---

ROBERT BRUTINEL  
Chief Justice