

FILED
DEC 15 1994
NOEL K. DESSAINT
CLERK SUPREME COURT
BY

IN THE SUPREME COURT OF THE STATE OF ARIZONA

In the Matter of:)
)
FILING SUPREME COURT DOCUMENTS) Administrative Order
WITH THE CLERK OF THE COURT OF) No. 94-71
APPEALS, DIVISION TWO, TUCSON)
)
_____)

The Court, having given consideration to utilizing, under certain circumstances, the office of the Clerk of the Court of Appeals, Division Two in Tucson, for the filing of Supreme Court documents in that office by persons in Division Two counties,

IT IS HEREBY ORDERED as follows:

1. Any person residing in a Division Two county, i.e., Gila, Pinal, Graham, Greenlee, Pima, Santa Cruz, or Cochise may, under the requirements of this order, utilize a filing privilege to file Supreme Court documents with the Clerk's office of the Court of Appeals, Division Two, in Tucson. Such documents will then be forwarded by the Division Two Clerk's office to the Clerk of the Arizona Supreme Court in Phoenix.
2. The Clerk's office of the Court of Appeals, Division Two, is by means of this order delegated authority to do the following:

- A. Receive filing fees by check or money order only, issue Supreme Court receipts, and transmit fees and receipt copies to the Clerk of the Arizona Supreme Court.
- B. Reject for filing any document presented by any person or party, including those persons who are not represented by an attorney, that does not show service of the document on all other parties in the case including opposing counsel.
- C. Accept or reject documents presented for filing when the original and six copies are not presented for filing, but to be accepted the original must have the original signature.
- D. Reject all documents presented for filing which do not comply with the Rules of Procedure or are not provided for by Rules of Procedure.
- E. Advise persons who present informal letter requests that the Supreme Court cannot take action based on letters and the Clerk is further authorized in his or her discretion to advise persons making requests of the Supreme Court that such requests cannot be handled unless properly

filed in pending litigation over which the Court has jurisdiction.

3. In the event that there is some uncertainty about whether a document should be filed, the Clerk's office may simply receive it and forward it to the Clerk of the Arizona Supreme Court for a determination on filing.
4. The Clerk's office in Tucson shall maintain necessary records or copies of documents to show what Supreme Court documents and fees have been filed or paid in the Clerk's office of the Court of Appeals, Division Two.
5. In order to utilize the filing privilege permitted by this order, the person presenting the documents for filing must show that some cause exists rendering it difficult to file the documents directly with the Clerk of the Supreme Court in Phoenix. The Clerk's office in Tucson is authorized to refuse to file such documents until the filing party can explain, at least verbally, the cause and need to file in Tucson instead of Phoenix.

6. The Clerk of the Supreme Court shall make necessary arrangements with the Clerk of the Court of Appeals, Division Two, to implement this order.

7. This order and filing privilege apply only to Supreme Court documents presented for filing in Tucson by residents of Division Two counties.

8. This order shall be effective thirty (30) days after it is filed with the Clerk of the Arizona Supreme Court.

DATED this 15th day of December, 1994.

FOR THE COURT

STANLEY G. FELDMAN
Chief Justice