

# PINAL COUNTY LOCAL RULES OF PRACTICE SUPERIOR COURT

## RULE 1. ADMINISTRATION

### Rule 1.1. Sessions of the Court

The court shall be open at all times, except on nonjudicial days. Regular sessions of court shall be from 8:00 a.m. to 12:00 Noon and from 1:00 p.m. to 5:00 p.m., Monday through Friday, and at such other times as the judge of the division allows.

### Rule 1.2. Divisions of Court and Assignment of Cases

**a. Divisions--General Assignments:** The court shall be divided into as many judicial divisions as there are judicial officers. Each division shall bear an official numerical designation. All cases and matters filed with the clerk, unless otherwise specifically assigned, shall be assigned to each of the divisions on an alternating basis by such plan as ordered by the Presiding Judge.

**b. Registrars:** Each judge of the several divisions and the clerk are appointed Registrars within the provisions of Title 14, Arizona Revised Statutes.

**c. Specific/Specialized Assignments:** Specific and specialized assignments to the judges of the respective divisions, except as otherwise provided by law, will be as ordered by the Presiding Judge.

**d. Presiding Judge:** The Presiding Judge shall be responsible for the day-to-day administrative operation of the court as provided by law and these rules. The Presiding Judge shall organize the administrative structure of the court, including the adult and juvenile probation departments, in consultation with the Court Administrator. The Presiding Judge may appoint an executive committee of judges to assist in the administrative operation of the court.

**e. Presiding Civil Judge--Duties;** The Presiding Judge may appoint one judge as the Presiding Civil Judge who in consultation with the Presiding Judge, shall exercise general administrative supervision of the civil calendar, including the assignment and reassignment of cases; and the coordination of work and caseloads.

**f. Presiding Criminal Judge--Duties;** The Presiding Judge may appoint one judge as the Presiding Criminal Judge who in consultation with the Presiding Judge, shall exercise general administrative supervision of the criminal calendar, including the scheduling of arraignments/initial appearances; the assignment and reassignment of cases; and the coordination of work and caseloads. The presiding criminal judge may also create specialty courts to conduct non-trial calendars.

**g. Presiding Family Law Judge --Duties:** The Presiding Judge may appoint one judge as the Presiding Family Law Judge who in consultation with the Presiding Judge, shall exercise general administrative supervision of the family law calendar, including the assignment and reassignment of cases; and the coordination of work and caseloads.

Unless otherwise ordered by the Presiding Judge, the Presiding Family Law Judge shall be designated as the Judge of the Court of Conciliation, who shall perform the functions thereof and direct the Conciliation Court.

**h. Presiding Juvenile Judge--Duties:** Pursuant to Title 8, A.R.S. § 8-202, one judge shall be designated as the Presiding Juvenile Judge. The Presiding Juvenile Judge shall direct the juvenile court and shall exercise general administrative supervision of the delinquency and dependency calendars, and any other juvenile proceedings brought pursuant to Title 8 and may assign any of said matters to the other divisions, as may be required.

### **Rule 1.3. Law and Motion Day: Calendar and Time Limits**

**a. Law and Motion Day:** Each division, in consultation with the Presiding Judge, shall schedule a Law and Motion Day. When Monday falls on a legal holiday, the following Tuesday shall be Law and Motion Day unless otherwise ordered by the court.

**b. Calendar:** Every Wednesday afternoon the clerk of the court shall prepare and make available to the public or post in a conspicuous place in the clerk's office a calendar for the various divisions of the court for the next succeeding Law and Motion calendars. The clerk shall place on the calendar each motion and other matter noticed or set for hearing at that time or where oral argument has been requested and all criminal arraignments, motions, sentencings and related matters which would ordinarily come upon the Law and Motion Day Calendar.

**c. Time Limits:** All matters on the Law and Motion Day Calendar shall not exceed 20 minutes total time in any cause without special permission obtained in advance from the assigned judge.

**d. Duties of Counsel/party:** It shall be the duty of counsel, or the party, if not represented by counsel, to be present when his matter is called for hearing or disposition, unless excused in advance by the judge. A failure of counsel or the party to be so present without good cause shown may call for the striking of the matter from the calendar or the imposition of such sanctions as the judge directs.

**e. Extended Hearings:** The rule limiting argument or presentation to 20 minutes for each cause shall be the order and each side shall be limited to 10 minutes. Request for extended argument or hearing must be submitted in writing to the assigned judge no less than 10 business days before the hearing, and, if granted, the matter shall be heard after disposition of all other matters remaining upon the calendar or at such other definite time as the court may direct.

### **Rule 1.4. Regular and Temporary Sessions Outside County Seat**

**a.** Regular sessions of the court shall be held at the county seat, Florence, Arizona, and at such other place within the county as authorized by the Board of Supervisors.

**b.** Temporary sessions of the court may be held at places within the county other than the county seat, pursuant to A.R.S. § 12-130C.

### **Rule 1.5. Court/Judicial Administrator**

The Presiding Judge may appoint a court or judicial administrator whose duties shall be to assist in the management of all of the Superior Courts and Limited Jurisdiction courts within the

county, prepare and manage the court budget, manage court personnel, and coordinate the trial calendars of the court divisions.

### **Rule 1.6. Law Library**

**a. Hours and Librarian:** The law library shall be open on all judicial days between the hours of 8:00 a.m. and 5:00 p.m. and a librarian shall be in charge thereof who shall be appointed by the Presiding Judge.

**b. Records, Sanctions and Prohibitions:** (1) The librarian shall approve and keep a record of all books which go out of the library, showing the person removing it from the library, who shall be answerable for its return by sanctions, fine or contempt. No book shall be taken from the library without advising the librarian, and any violation may be punished as a contempt. (2) No books belonging to the library shall be taken from the courthouse by any person.

## **RULE 2 GENERAL PROCEDURES**

### **Rule 2.1. Form of Pleadings**

**a. Number Assignment and Designation of Division:** The clerk shall assign a chronological number to every case filed with the court and indicate to which division of the court the case has been assigned. Subsequent to preliminary assignment by the clerk, the party filing any pleading, motion, memorandum or other paper in the case shall indicate below the case number the division of the court and name of the judge to whom the case has been assigned.

**b. Commonality of Claims in a Civil Action.** All persons may be joined in one civil action as defendants if any right to relief is asserted against them jointly, severally, or in the alternative, with respect to or arising out of the same transaction, occurrence, or series of transactions or occurrences and if any question of law or fact common to all defendants will arise in the action. The court shall apply the standard for permissive joinder, Rule 20(a) of the Arizona Rules of Civil Procedure, and may order that claims be severed and, upon the payment, deferral, or waiver of all required filing fees, refiled in a separate civil action.

**c. Amended Pleadings:** Any party filing an amended pleading shall retype and submit the entire pleading and may not incorporate any part of the preceding pleading, including the exhibits, by reference. The amended portion shall be highlighted by either bold or italicized lettering.

**d. Legibility of Pleadings:** A judge who receives a handwritten pleading which is not legible may return the pleading to the party with instructions that it be neatly re-written so as to be readable by the Court and the parties.

**e. Sanctions:** The clerk may discretionarily refuse to file any pleading, document or paper which fails to conform to this rule, but must provide the filing party with an explanation for the refusal consistent with Rule 5.1(b)(1) of the Arizona Rules of Civil Procedure.

## **Rule 2.2. Motions; Requirements**

**a. Motions in Writing:** All motions and pleadings: civil, criminal, family, juvenile or other, filed with the clerk, shall be in writing and shall comply with the applicable Arizona Rules of Procedure for that case type.

**b. Copies to Judge:** At the time of the filing of the original with the clerk, a copy of each motion, petition, response, reply, and memorandum shall be presented to the judge of the division to which the case is assigned or with the Court Administrator if the case has not been assigned. The original of all motions and notices shall show the presentation of a copy to the division to which the case has been assigned.

**c. Length of Motions and Memoranda:** Unless otherwise permitted by the court, a motion including its supporting memorandum, and the response including its supporting memorandum, each shall not exceed the page limitation of the applicable Arizona Rules of Procedure for that case type.

**d. Submission and Oral Argument:** All motions shall be deemed submitted upon memoranda, unless the motion or response contains in the caption the words "Oral Argument Requested". Subject to Rule 56(c)(1) of the Arizona Rules of Civil Procedure, the court may, in its discretion, order, allow, or deny oral argument on any motion consistent with the applicable Arizona Rules of Procedure for that case type. Oral argument on all motions shall be limited to ten minutes for each side and shall not be exceeded without advance permission of the court.

**e. Telephone Argument and Conferences:** The court may, in its discretion, order or allow oral argument on any motion or other proceeding by speaker telephone conference call, or regular telephone conference call, provided that all conversations of all parties are audible to each participant and the judge. Any request to appear telephonically must be filed no less than 10 business days prior to the hearing and shall include a statement regarding whether the other parties join in, object, or, take no position on said request. Upon request of any party, such oral argument may be recorded by court reporter or other lawful method under such conditions as the judge shall deem practicable. Counsel shall schedule such calls at a time convenient to all parties and the judge. The judge may direct which party shall pay the cost of the call.

**f. Motions to Continue, Vacate or Extend Time:**

In any motion to continue or vacate a hearing, or motion to extend a deadline, the party filing the motion must state in the motion whether the opposing party or parties object to the continuance, vacating, or extension. If the filing party is unable to contact the opposing party or parties, the motion must demonstrate the attempt to contact the opposing party or parties.

**g. Stipulations and Notices of Settlement; Proposed Forms of Orders:**

(1) All stipulations shall be accompanied by a proposed form of order. If the order is signed, no minute entry shall issue.

(2) All stipulations to dismiss or for the entry of judgment shall indicate whether the stipulation disposes of the entire case.

(3) All notices of settlement shall indicate whether the settlement disposes of the entire case.

(4) All motions or stipulations accompanied by a proposed form of order shall also include with it copies to be conformed, together with envelopes stamped and addressed to each party who has entered an appearance in the case. If the order is signed, no minute entry shall issue.

**h. Filing, Copies and Service:** When any matter is submitted to a trial judge, the original of each such motion or pleading shall be filed with the clerk and a duplicate thereof shall be delivered to the assigned judge and service shall be made on counsel or parties not represented by counsel as provided in the applicable Arizona Rules of Procedure.

**i. Additional Duties of Counsel/Party--Case Assigned to Visiting Judge:** When a matter is assigned to a Visiting Judge, in addition to the above, the party or counsel of record shall provide copies of all applicable pleadings, motions, affidavits and exhibits to the assigned visiting judge by mail or electronic means.

**j. Post-Trial Motions:** All post-trial motions shall specify in the caption the name of the judge who tried the case, and shall, where possible, be heard by that judge

#### **Rule 2.4. Ex Parte Presentations; Duty to Court**

In the event that any ex parte matter or default proceeding has been presented to any judicial officer and the requested relief denied for any reason, such matter shall not be presented to any other judicial officer without making a full disclosure of the prior presentation. Counsel should be governed by the provisions of ER 3.3 of the Arizona Rules of Professional Conduct, Rule 42, Arizona Rules of the Supreme Court. For a failure to comply with the provisions of this Local Rule, the order or judgment made on such subsequent application may be vacated at any time as a fraud upon the court.

#### **Rule 2.5. Sealing or Redacting Court Records**

**a. Request to Seal or Redact Court Records; Service:** Any person may request that the court seal or allow the filing of a redacted court record for a case that is subject to these rules by filing a written motion, or the court may, upon its own motion, initiate proceedings to seal or allow the filing of a redacted court record. A motion to seal or allow the filing of a redacted court record must disclose in its title that sealing or redaction is being sought. The motion must be served on all parties in accordance with the applicable rules of service for the case type.

**b. Hearing:** The court may conduct a hearing on a motion to seal or allow the filing of a redacted court record.

**c. Grounds to Seal or Redact; Written Findings Required:** The court may order the court files and records, or any part thereof, to be sealed or redacted, provided the court makes and enters written findings that the specific sealing or redaction is justified by identified compelling interests that outweigh the public interest in access to the court record.

## **Rule 2.6. Unsealing Court Records**

**a. Access:** Court records that are sealed may be examined by judicial officers. Access by the public to sealed records will only be allowed after entry of a court order in accordance with this rule.

**b. Motion; Service:** A sealed court record shall be unsealed only upon stipulation of all the parties, upon the court's own motion, or upon a motion filed by a named party or another person. A motion to unseal a court record must be served on all parties to the action in accordance with the applicable rules of service for the case type. If the movant cannot locate a party for service after making a good faith effort to do so, the movant may file an affidavit setting forth the efforts to locate the party and requesting that the court waive the service requirements of this rule. The court may waive the service requirement if it finds that further good faith efforts to locate the party are not likely to be successful.

**c. Hearing:** Any party opposing the motion shall appear and show cause why the motion should not be granted. The responding party must show that compelling circumstances continue to exist or that other grounds provide a sufficient legal or factual basis for keeping the record sealed.

## **Rule 2.7. Exhibits**

Unless otherwise provided by statute or rule, or, granted by the assigned judicial officer, all exhibits for any hearing or trial, except protective order proceedings, shall be presented for marking to the clerk of the assigned judicial officer no later than 5 business days prior to the hearing or trial. The clerk shall retain the exhibits for the hearing or trial, and shall mark an exhibit as received at such time as the court admits the exhibit in evidence.

## **RULE 3. SETTING CASES FOR TRIAL AND POSTPONEMENTS**

### **Rule 3.1. Setting Case For Trial:**

Any party desiring to have a case set for trial shall comply with the applicable Arizona Rules of Procedure for that case type.

When an action has been set for trial, no trial continuance shall be granted except upon a finding of good cause.

### **Rule 3.2. Preferences for Trial**

**a. Hardship Cases:** Upon a proper showing of genuine hardship, any party may, by written motion, apply for a preference for trial.

**b. Setting for Trial:** All cases entitled to a preference for trial by reason of statute, rule or order of court shall be set for trial at the earliest practicable date.

**c. Motion to Set:** All cases entitled to a preference for prompt trial by reason of statute, rule or order of court shall carry in the caption of the Motion to Set and Certificate of Readiness the following or similar notation: "Priority Case" (citing rule number or section of statute).

**d. Order of Preferences:** The following cases shall be preferred for trial in the following order:

- (1) Any case granted a preference by statute or other rule or order of the court;
- (2) Juvenile cases;
- (3) Criminal cases;
- (4) Domestic Relations cases;
- (5) Contested Probate cases; and
- (6) Short Cause Civil cases.

### **Rule 3.3. Short Cause Civil Cases**

A short cause is any civil case stipulated to by all the parties to take less than one (1) hour to try to the court. If the trial of any short cause is not completed within one hour of actual trial time, the trial judge shall make such order as is appropriate which may include a continuance or order that the cause take its place on the regular trial calendar without preference.

### **Rule 3.4. Consolidation**

**a. Consolidating Cases:** When two or more cases are consolidated, the clerk shall regard the lowest case number as the controlling number of the consolidated cases for all purposes, and all further pleadings and papers shall be filed and docketed under that number only. A copy of the minute entry or order of consolidation shall be placed in each of the consolidated cases.

**b. Hearing Motions to Consolidate:** Motions to Consolidate shall be heard by the judge to whom the case with the lowest number is assigned, unless otherwise assigned by the Presiding Judge.

**c. Assignment of Same Defendant:** All cases pertaining to the same defendant shall be assigned to one (1) division whenever possible.

### **Rule 3.5. Conflicting Trial Dates/Continuance**

**a. Notice to the Court:** In the event an attorney has two (2) or more cases scheduled for trial on the same date, the attorney shall promptly notify the judges and other counsel involved so the conflict may be resolved.

**b. Resolution of Conflicts:** Upon being advised of a scheduling conflict, the judges involved shall, if necessary, confer personally or by telephone in an effort to resolve the conflict. The following factors may be considered in resolving the conflict:

- (1) the nature of the cases as civil, criminal, or juvenile, and the presence of any speedy trial problems;
- (2) the length, urgency, or relative importance of the matters;

- (3) the involvement of out-of-town witnesses, parties, or counsel;
- (4) the age of the cases;
- (5) the matter that was set first;
- (6) any priority granted by rule or statute; and/or
- (7) any other pertinent factor.

**c. Sanctions; Payment of Jury Fees:** In the event a postponement is granted in a case set before a jury and the clerk or the jury commissioner is not notified in sufficient time by counsel, or the parties, if not represented by counsel, to excuse the jury from attendance, the jury fees and mileage incurred for the entire panel shall be assessed against one or more of the parties in such proportions as the trial judge deems reasonable.

### **Rule 3.6. Settlement and Dismissal of Civil or Family Actions; Sanctions**

**a. Settlement and Dismissal:** After a civil or family law case has been set for trial and the parties have announced settlement without presenting a final judgment to the court, the case shall be placed on the Dismissal Calendar and shall be dismissed without further notice on a day certain, 60 days thereafter, unless prior to such date, a final judgment shall have been filed and entered of record, or unless the court, upon motion of any party, resets the case for trial.

**b. Sanctions; Payment of Jury Fees:** If a case has been settled and counsel neglects to notify the court in sufficient time to excuse the jury from attendance, sanctions may be imposed.

### **Rule 3.7. Settlement and Dismissal of Criminal Actions; Sanctions**

**Sanctions; Payment of Jury Fees:** If a criminal case has been settled by plea agreement or dismissal and counsel neglects to notify the court in sufficient time to excuse the jury from attendance, sanctions may be imposed.

### **Rule 3.9. Conduct of Trial; Voir Dire; Instructions; Interrogatories**

**a. Voir Dire Questions:** Voir dire questions to be propounded to the jury shall be presented to the trial judge, in writing, 10 business days prior to empaneling the jury. Any objections to the proposed voir dire questions shall be submitted five 5 business days prior to empaneling the jury.

**b. Instructions--Form and Copies:** (1) All requested instructions shall be numbered and shall cite the authorities relied on by counsel in support thereof. In criminal cases, the pertinent parts of the Arizona Rules of Criminal Procedure shall apply. All instructions shall be submitted by electronic means to the court and opposing counsel.

In addition, the final instructions as approved by the court shall be submitted on plain paper, double spaced, without citation of authorities or without any indication as to the party submitting the same.

**c. Interrogatories:** In those matters where interrogatories are to be submitted to the jury, they shall be submitted on plain paper, double spaced, each such paper being without any indication

as to the party or the attorney submitting the same and there shall be but one interrogatory to a sheet. The interrogatory number will be left blank.

### **Rule 3.10. Judgments and Findings**

**a. Lodging of Judgments:** The original of every judgment which is subject to the requirements of Rule 58(a)(2) of the Arizona Rules of Civil Procedure, or judgment or decree pursuant to Rule 81 of the Arizona Rules of Family Law Procedure shall be lodged with the clerk. A duplicate copy thereof shall be provided to the trial judge and all parties.

**b. Representations as to Lodging:** The lodging with the clerk of a final written judgment or decree as provided in this rule, constitutes a representation by the attorney or party lodging the same that upon approval and signing of the judgment by the court, the judgment will forthwith be filed with the clerk and entered of record. The court may impose penalties or sanctions against those who fail or refuse, without good cause, to comply with this rule.

### **Rule 3.11. Arbitration**

All civil cases, which are filed with the clerk in which the court finds or the parties agree that the amount in controversy does not exceed \$40,000, except those specifically excluded by Rules 72 to 76 of the Arizona Rules of Civil Procedure, shall be submitted to and decided by an arbitrator or arbitrators in accordance with the provisions of A.R.S. § 12-133 and Rules 72 to 76 of the Arizona Rules of Civil Procedure

## **RULE 4. FAMILY COURT CASES**

### **Rule 4.1. Appearance by Respondent--Marital Settlement Agreement**

The filing of a marital settlement agreement which has been executed by the parties shall not, in and of itself, constitute an appearance by a respondent and no fee will be charged. In the event any such respondent appears subsequent to the entry of a decree having not paid the filing fee, said respondent shall pay the full fee then in effect required by law to be paid by a respondent.

### **Rule 4.2. Waivers in Domestic Relations Cases**

All waivers in domestic relations cases must be acknowledged before a Notary Public or some other officer authorized to administer oaths and shall include a waiver of (a) further time to appear, (b) notice of trial setting, (c) notice of entry of default, (d) entry of default, and (e) entry of judgment. A waiver in compliance with this rule shall be excepted from payment of any answer or appearance fee.

### **Rule 4.3. Informing Defaulted Party**

In all domestic relations cases wherein a decree is entered on default or failure to appear at the time of trial or hearing, except those cases resulting from default after service by publication, the party obtaining the decree shall certify, on the decree itself, that he or she will mail within twenty-four (24) hours a copy of the decree to the party in default, or failing to appear, at that party's last known address. Failure to comply with this rule shall not affect the validity of the decree entered or the time to appeal, or relieve a party from any obligations set forth in the decree.

### **Rule 4.4. Notice of Withdrawal of Attorney of Record**

When a judgment, decree, or other appealable order in a Family Court case has become final and is not subject to appeal, and when there are no pending hearings, trials, or other proceedings before the court, an attorney of record who does not intend to continue representing a party shall file a Notice of Withdrawal of Attorney, stating that the attorney will no longer represent the party, and stating the last known address and telephone number of the party who will no longer be represented. The attorney shall provide a copy of the Notice to the party who will no longer be represented, and to all other parties or their attorneys, if they are represented by counsel. Once an attorney has appeared on behalf of a party, that attorney will be deemed attorney of record for that party until such time as the attorney or the party files a Notice of Withdrawal of Attorney of Record as set forth above, and upon filing of such Notice, the attorney shall no longer be deemed attorney of record for that party.

### **Rule 4.5. Early Case Management**

**a. Procedure for Pre-Decree Cases:** All cases in which a response has been filed are subject to early case management and alternate dispute resolution procedures as defined by the Presiding Family Law Judge. The assigned Family Court judge may exempt cases from these procedures for good cause.

**b. Procedure for Post-Decree Cases:** The Presiding Family Law Judge or the Presiding Judge's designee may define the case types, early case management and alternative dispute resolution procedures authorized by the Arizona Rules of Family Law Procedure in the early resolution of post-decree cases.

**c. Required Attendance and Sanctions:** All parties subject to early case management or alternative dispute resolution procedures are required to attend any conferences scheduled by the court. The trial court may impose any sanctions allowed by rule or statute on any party required to comply with the early case management procedures who fails to comply.

## **RULE 5. CRIMINAL CASES**

### **Rule 5.1. Appointment of Mental Health Experts**

A motion under Rule 11.2 of the Arizona Rules of Criminal Procedure, for a mental examination to determine whether a defendant is competent to stand trial or to investigate his mental

condition at the time of the offense, shall be in writing and supported by the moving party's written statement and other available and credible evidence or information, or setting forth the reasons and factual basis for believing such examination is justified.

### **Rule 5.2. Depositions in Criminal Cases**

When a defendant is incarcerated in jail and does not waive his appearance, the deposition of a witness taken pursuant to the applicable Rules of Criminal Procedure shall be noticed for and held either at the Pinal County jail or within the Pinal County Courthouse at Florence, Arizona, except by order of the court.

### **Rule 5.3. Restoration of Civil Rights; Procedure**

**a. Applications--State Cases:** Applications for restoration of civil rights and to vacate plea or verdict and to dismiss charges in cases filed in this court shall be captioned in the original criminal cause number. Applications shall first be presented to the sentencing judge or his successor in office to obtain an order setting the matter for hearing, not less than 30 days after the filing of the application, then filed with the clerk.

**b. Applications--Federal Cases:** Applications for restoration of civil rights by discharged federal probationers or prisoners shall be filed as a civil action. The applications shall first be filed with the clerk to obtain a case number, then presented to the Presiding Judge to obtain an order setting the matter for hearing. The clerk shall not impose a fee for such filing.

**c. Forms:** Applicants shall use the appropriate form provided by the clerk for both the application and the order granting the requested relief.

**d. Notice of Applications:** Copies of the applications and order setting the matter for hearing under Paragraph a. of this rule shall be mailed or delivered to the Attorney General, County Attorney and Adult Probation Department by the clerk. Copies of the applications and order setting the matter for hearing under paragraph b. of this rule shall be mailed or delivered to the Attorney General, County Attorney, Adult Probation Department and United States Probation and Parole Office at the United States Courthouse, Phoenix, Arizona.

**e. Objections or Responses:** Objections or responses in opposition to applications for restoration of civil rights shall be reduced to writing and a copy thereof shall be mailed or delivered to the applicant or his representative at least 10 business days prior to the hearing date.

### **Rule 5.4. Grand Jury Indictments--Remanded Cases**

Where an indictment is returned by the Grand Jury on a matter previously filed with the clerk which was remanded to the Grand Jury by court order for a new finding of probable cause, the case shall be assigned the original number. The county attorney or other prosecuting attorney

shall advise the court and clerk at the time of the return of the indictment on any case previously remanded.

## **RULE 6. ATTORNEY'S/PARTY'S RESPONSIBILITY TO COURT**

### **Rule 6.1. Duty of Attorneys**

**a. Attorney's Notice to Court:** Each attorney shall promptly notify the clerk and the Court Administrator, separately and in writing, of that attorney's office address, telephone number, e-mail address, or law firm affiliation if it is different from that listed in the current Directory of the State Bar of Arizona or is omitted from the directory. The clerk and the Court Administrator shall promptly note that information on the records of their offices, together with the date of receipt of that information, and they shall not otherwise be responsible for the office address, telephone number, e-mail address, or law firm affiliation of any attorney.

**b. Offer of Judgment:** After a jury has returned its verdict, counsel shall promptly notify the court of any offer of judgment made pursuant to Rule 68 of the Arizona Rules of Civil Procedure, which may affect the assessment of jury fees.

**c. Cases Submitted for Decision:** In any case where more than 45 days has elapsed after a matter has been finally submitted to the court for decision, and no such decision has been rendered, counsel shall file a notice of impending time limits with the assigned judge.

### **Rule 6.2. Duty of Self-Represented Litigants**

**a. Party's Notice to Court:** A self-represented party shall, in writing, inform the clerk of his or her current address, telephone number, and email address (if any). The self-represented party has a continuing duty to advise the court of any change in address, telephone number, or e-mail address (if any) and shall notify the clerk in writing within 10 days of such changes.

**b. Cases Submitted for Decision:** In any case where more than 45 days has elapsed after a matter has been finally submitted to the court for decision, and no such decision has been rendered, a self-represented litigant shall file a notice of impending time limits with the assigned judge.

## **RULE 7. TITLE AND CITATION**

The foregoing rules are hereby promulgated as the Local Rules of Practice for the Superior Court of Arizona, in and for Pinal County and shall be cited as "Superior Court Local Rules--Pinal County".

## **RULE 8. SUSPENSION OF RULES**

The court may, in any matter, for good cause, suspend any local rule by an order entered in the minutes. No formal changes shall be otherwise made in these rules unless agreed to by the Presiding Judge and approved by the Chief Justice.

## **RULE 9. EFFECTIVE DATE**

These Rules shall take effect and be in force on and after January 2, 2018, on which date all other Local Rules adopted by this Court are repealed.