

SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF SANTA CRUZ

IN RE AN ADMINISTRATIVE ORDER  
LIMITING PUBLIC ACCESS TO THE  
SANTA CRUZ COUNTY COURT  
BUILDING FOR CERTAIN PURPOSES

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**\*AMENDED**  
**(TO CORRECT TYPOGRAPHICAL ERROR)**  
ADMINISTRATIVE ORDER  
No. 2020-010

Pursuant to orders of the Chief Justice of Arizona Supreme Court authorizing Presiding Judges to conduct court operations in a manner that reduces risk associated with COVID-19,

**IT IS HEREBY ORDERED THAT** effective immediately no entry by the public is permitted for the following purposes:

1. Making any payments, either at the Clerk's or Justice Court windows;
2. Civil **\*OR** Juvenile Traffic Hearings;
3. Passport Applications.
4. Civil, Criminal or Domestic/Family Law filings.

The Court Security will be directed to turn people away from the door who are here for those purposes.

The Clerk of the Superior Court and the Justice Court are instructed to provide the Security officers with pre-printed written instructions to be provided to persons turned away, as to contact information or alternative methods of appearing telephonically, or paying remotely, or filing by e-mail or e-filing. Those instructions must be bilingual.

The Court Administrator is to coordinate the instructions to Security. If necessary, a staff member from the Clerk's office and/or Justice Court will be required to assist with communication of these instructions to members of the public appearing at the front entrance.

The Court Administrator will post this order, and any instructions received from the Clerk of the Court and from the Justice Court, as required above, on the Court Website.

This order remains in effect until further notice.

Effective this May 27, 2020.



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**THOMAS FINK**  
**Presiding Judge**

Original To: Juan Pablo Guzman, Clerk of the Superior Court

Copy To: Honorable Anna M. Montoya, Division Two  
Honorable Emilio Velasquez, Justice of the Peace  
Honorable Denneen Peterson, Judge *Pro Temp*  
Honorable Sheila Dagucon, Judge *Pro Temp*  
Jennifer St. John, Santa Cruz County Manager  
Diane L. Culin, Court Administrator  
George Silva, County Attorney  
Luis Fimbres, Chief Probation Officer

By: Dolly E. Legleu  
Dolly E. Legleu  
Judicial Administrative Assistant