

2020 APR 17 PM 12:45

**IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF LA PAZ**

**In Re the Matter of:
AUTHORIZING PROCEDURES FOR COURT
OPERATIONS DURING A PUBLIC HEALTH
EMERGENCY**

**ADMINISTRATIVE ORDER
NO. S1500AO-202000003
(Replacing Administrative
Order No. S1500AO-
202000002)**

Pursuant to the States of Emergency declared by the United States, Arizona, and La Paz County, the Arizona Supreme Court's Administrative Order 2020-60 issued on April 6, 2020, and pursuant to Federal and State law associated with the present public health emergency,

IT IS ORDERED the following procedures for the La Paz County Judicial Branch shall be implemented immediately to protect the health and safety of all participants:

1. All filings shall be done electronically, and inquiries of court personnel done by phone, email or text messaging. Documents shall be filed through the email at the address set forth below and shall be considered the official original record.

lapaztransmittals@courts.az.gov

2. All documents shall be formatted in compliance with the Arizona Rules of Procedure applicable to the case type, shall be legible and shall be in an unlocked .pdf format. Documents must have a signature or an electronic signature (/s/) affixed to the signature line of the document.

3. All proposed orders submitted shall be in .docx format.

4. Documents may not be larger than 9.5 MB.

5. The electronically-submitted document shall be deemed filed on the date and time it is accepted by the Clerk of Superior Court as reflected by the applied digital file stamp. Once electronically filed, the Clerk shall email a conformed copy to the party who initially emailed the document.

6. The filing party is responsible for the distribution of each electronically filed pleading to the other respective parties.

7. The Clerk's office shall have the authority to reject electronically submitted documents and require paper filing when necessary.

8. Parties who do not have access to means for electronic filing should contact the Clerk of the Court at 928-669-6131 for instructions and to determine if the drop box on the court door may be used.

9. Courts shall remain open, but to the degree permitted by law, **all parties shall appear by phone, Polycom or other court-approved video conferencing unless they are an essential party as set forth in paragraph 10 below AND an in-person appearance is absolutely necessary.** Questions regarding which hearings require an in-person appearance should be directed to the Judicial Assistant at 928-669-6134.

10. The U.S. Centers for Disease Control protocols for social distancing and limiting the number of people in a courtroom **SHALL** be observed. To maintain the recommended social distancing, **only essential personnel, to include parties, attorneys, victims, victim's representatives, law enforcement, probation and media may attend court in person and only when absolutely necessary.** Large groups and non-essential personnel are prohibited from attending court at this time.

DATED this 17th day of April 2020.



Jessica L. Quickle, Presiding Judge
La Paz County Superior Court

Original: Clerk of the Superior Court

Copies: Adult and Juvenile Probation
Justices of the Peace
Town Magistrate Judges
La Paz County Attorney
La Paz County Public Defender
La Paz County Contract Attorneys
La Paz County Public Fiduciary
Dave Byers, Administrative Office of the Courts