

IN THE SUPREME COURT OF THE STATE OF ARIZONA

In the Matter of:)
)
CLERK OF THE COURT) Administrative Order
) No. 2026 - 09
) Replacing Administrative
) Order No. 2021-31
)
_____)

The Court having considered the authority of the Clerk of the Supreme Court, under existing law, rules, and court orders (“applicable authorities”),

IT IS ORDERED that Administrative Order No. 2021-31 is replaced in its entirety as set forth hereafter:

The Clerk of the Supreme Court is authorized to take the following actions:

- A. Supervise the acceptance of documents for filing such as petitions for review, briefs, motions, responses, replies and other legal memoranda (“court filings”).
- B. Supervise the docketing and care of court filings and other records.
- C. Redact and seal court filings under applicable authorities.
- D. Calendar deadlines for court filings and court proceedings.
- E. Supervise the filing, distribution, and publication of Court decisions and orders.
- F. Consistent with the clerk’s other responsibilities, provide information to the public under applicable authorities.
- G. Advise persons who present letter requests that the jurisdiction of the court extends only to the consideration of matters properly presented from lower courts or as otherwise authorized by law and filed under applicable rules, and to decline to accept such letters for filing.
- H. Supervise the distribution of public information through websites or as the clerk otherwise deems appropriate.

- I. Accept court filings lacking an original signature or electronic signature as provided under applicable rules. The clerk may allow the filing party to subsequently submit a properly signed court filing effective as of the date of the original filing.
- J. Accept court filings that do not otherwise comply with applicable court rules or are not provided for by such rules, subject to further consideration by the Court.
- K. Require parties to serve copies of their pleadings on all parties who are entitled to service, including those who were entitled to service in the court of appeals.
- L. Require court reporters to serve copies of their extension of time to file transcripts requests on all parties or their attorneys and the presiding judge of the superior court.
- M. Keep statistics and make reports generally kept by the clerk of the supreme court and keep and prepare statistical and performance reports as directed by the chief justice or in consultation with the administrative director.

IT IS FURTHER ORDERED that the Clerk of the Supreme Court is authorized to sign the following or, in the clerk's discretion, refer the following to a duty justice:

- 1. Orders granting or denying first and second extensions of time for court filings, including delayed petitions for review.
- 2. Orders granting or denying first extensions of time for up to one month for court reporters upon request for the filing of reporter's transcripts, but all subsequent requests for extensions of time will be referred to a duty justice.
- 3. At the recommendation of a supreme court staff attorney, orders directing a party whether to file a response to a petition for review. In juvenile parental rights cases where the court of appeals rendered an opinion, and in court of appeals opinions that include a dissent, the clerk will order a response to the petition for review.
- 4. Orders dismissing a case when a petitioner has been granted an extension of time to file a petition for review and does not do so timely.
- 5. Orders granting a petitioner's stipulation or unopposed motion to dismiss a petition for review. If the court of appeals rendered an opinion, the clerk will refer the matter to a duty justice.
- 6. Orders granting or denying extended pagination of court filings.
- 7. Orders granting the motion to file an amicus curiae brief or response in accordance with court rules. If such motion is filed in a scheduled case, the motion will be referred to a duty justice. If such motion is filed after the case has been granted or accepted, the motion will be referred to the chief justice.

8. Orders granting non-substantive uncontested procedural motions related to the processing of the case.
9. Orders releasing original trial court instruments and reporters' transcripts or copies to a judge or clerk of the superior court, a judge or clerk of a federal court, and orders releasing court reporters' transcripts to a court reporter.
10. Orders granting or denying extensions of time for the return of court reporters' transcripts.
11. Orders to the clerk of the superior court directing transmittal of exhibits, sealed documents, papers, books, photographs and documents in pending cases, including the trial court record in post-conviction relief cases.
12. Cost and filing fee assessment orders described in A.R.S. § 12-302.
13. Orders waiving, deferring, or refusing to waive or defer filing fees.
14. Orders granting attorneys' fees and costs in civil cases under Rule 21(b), Rules of Civil Appellate Procedure. If an objection is filed, the matter will be referred to a duty justice.
15. Orders granting attorneys' fees in civil cases under Rule 21(a), Rules of Civil Appellate Procedure, where the Court has awarded attorneys' fees and the party to whom fees have been awarded has complied with the rule and the application is unopposed.
16. Orders granting costs and expenses related to disciplinary proceedings under Rule 60(d)(2)(B), Rules of the Supreme Court. If an objection is filed, the matter will be referred to a duty justice.
17. Orders setting special action hearing dates, oral argument dates, and other special action processing dates; orders granting or denying motions continuing special action hearings and other scheduling dates.
18. Orders on the Court's behalf accepting resignations in good standing from members of the State Bar of Arizona.
19. Certificates of good standing issued on the Court's behalf under Rule 74(b), Rules of the Supreme Court.

IT IS FURTHER ORDERED that any party or person dissatisfied with the decision of the clerk may petition the Court for relief.

Dated this 28th day of January, 2026.

ANN A. SCOTT TIMMER
Chief Justice