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IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF PINAL

BY \_\_\_\_\_  
DEPUTY **MP**

In the Matter of:

**DIGITAL EVIDENCE PROCEDURES )  
IN JUVENILE COURT MATTERS )**  
\_\_\_\_\_ )

**ADMINISTRATIVE ORDER**

**No. 2026 -000 20**

**WHEREAS** the Presiding Judge of the Superior Court of Arizona in and for Pinal County is the Chief Judicial Executive Officer of the County and has administrative supervision over all courts in Pinal County pursuant to Article VI of the Arizona Constitution and Arizona Supreme Court Administrative Order No. 2017-79, and;

**WHEREAS** Arizona Supreme Court Administrative Order 2021-142 has authorized the utilization of a statewide web-based digital evidence portal for the submission and management of evidence; and

**WHEREAS** the Pinal County Superior Court began utilizing digital evidence in Juvenile Dependency matters in October of 2021 and subsequently, in all other Juvenile case types, it has become necessary to establish some further parameters for the efficient use of digital evidence in these matters.

**IT IS THEREFORE ORDERED** that Juvenile matters in the Superior Court in Pinal County shall use Case Center for the submission and management of evidence in evidentiary hearings (including trials) as set forth in **Exhibit A**.

**IT IS FURTHER ORDERED** adopting the *Procedures for Use of Case Center in Juvenile Matters* set forth in **Exhibit B** and that the Court Administrator shall post Exhibit A and B (and any updates thereto) on the Superior Court website.

Dated this 23 day of April, 2026.

[Redacted Signature]

Hon. Joseph R. Georgini  
Presiding Superior Court Judge

[Redacted Name]

**MP**

**EXHIBIT A**  
**THE USE OF DIGITAL EVIDENCE**  
**IN JUVENILE MATTERS**

<b>*Case Center Bundle—No Motion/Order Required</b>	<b>**Case Center Bundle—Motion/Order Required</b>
<b>Juvenile Dependency:</b>	<b>Juvenile Dependency:</b>
Adjudications (Trials):	<ul style="list-style-type: none"> <li>• Review Hearings</li> <li>• Permanency Planning Hearings</li> <li>• Status Review Hearings</li> </ul>
<ul style="list-style-type: none"> <li>• Dependency</li> <li>• Guardianship (Title 8)</li> <li>• Termination</li> </ul>	
Other Contested Hearings:	Adjudications (Default/In-Absentia/Uncontested)
<ul style="list-style-type: none"> <li>• Review of Temporary Custody (Rule 333)</li> <li>• Change of Physical Custody</li> <li>• Motion to Determine Services (Rule 340)</li> <li>• Motion for Return of Child (Rule 342)</li> <li>• Motion to Restore Parental Rights (Rule 354)</li> </ul>	
<b>Juvenile Delinquency:</b>	<b>Juvenile Delinquency:</b>
<ul style="list-style-type: none"> <li>• Contested Delinquency Adjudications</li> <li>• Contested Violation Hearings</li> <li>• Contested Restitution Hearings</li> <li>• Contested Petition to Revoke Release Status</li> </ul>	<ul style="list-style-type: none"> <li>• All Other Hearings</li> </ul>
<b>Severance:</b>	<b>Severance:</b>
<ul style="list-style-type: none"> <li>• Termination Adjudication</li> </ul>	<ul style="list-style-type: none"> <li>• All Other Hearings</li> </ul>
<b>Guardianship (Title 8)</b>	<b>Guardianship (Title 8)</b>
<ul style="list-style-type: none"> <li>• Motion to Revoke Title 8 GC (Rule 349)</li> </ul>	<ul style="list-style-type: none"> <li>• All Other Hearings</li> </ul>

**\*The Clerk of Superior Court will automatically open a Case Center bundle for these hearings.**

**\*\*A Court Order will be required for the Clerk of Superior Court to open a Case Center bundle for these hearings.**

**EXHIBIT B**  
**PROCEDURES FOR USE OF CASE CENTER IN**  
**JUVENILE MATTERS**

**1. Definitions**

- a. **“Bundle”** means, in Case Center, a collection of evidence for a hearing. Each party can view the documents in their own bundle. All parties’ documents can be viewed in the “Shared Bundle.” As exhibits are offered during a hearing: if admitted, they are added to the “Admitted” bundle; if not admitted, they are added to the “Offered” bundle.
- b. **“Confidential”** means any information that is not open to the public pursuant to law and Arizona Supreme Court Rule 123.
- c. **“Digital Evidence”** means any exhibit (e.g., document, photo, audio file, video file, etc.) that is submitted through Case Center for consideration in an evidentiary hearing/trial.
- d. **“Digital Evidence Portal”** means the web-based application and cloud storage service authorized by the Administrative Office of the Courts (AOC) that provides for the submission of digital evidence to a court; storage of digital evidence after submission to a court; and access to digital evidence by a court and litigants. As of the date of these procedures, Case Center is the AOC-authorized digital evidence portal.
- e. **“Evidentiary Hearing”** means a hearing at which the court receives evidence through the questioning and cross-examination of witnesses and the presentation of exhibits. Trials and contested hearings are evidentiary hearings.
- f. **“Offeror”** means an individual who submits any digital evidence to a court through Case Center.
- g. **“Physical Exhibits”** means exhibits that cannot be converted to digital evidence, or paper exhibits submitted with permission of the court.
- h. **“Prohibited Digital Evidence”** means the following exhibits: (1) exhibits containing alleged visual depiction of a minor engaged in exploitive exhibition or other sexual conduct as described in Chapter 35.1, Title 13, Arizona Revised Statutes; (2) any exhibits containing a virus, malicious code, or corrupted data; and (3) any exhibit prohibited by order of an individual judicial officer.

**2. Procedures**

- a. **Email Addresses; Case Center Invitations.** Parties and their representatives are required to provide the court with up-to-date email addresses. The courtroom clerk emails case-specific Case Center invitations using the email addresses on file with the Clerk of Court. When a party is represented, the Case Center invitation will be sent only to the attorney or other non-attorney representative. A self-represented litigant’s Case Center invitation will be sent to the litigant’s email address. If a self-represented litigant hires an attorney or non-attorney representative, after filing a notice of appearance the attorney or non-attorney representative should contact the Clerk of Court to

request a Case Center invitation.

For attorneys and non-attorney representatives: If a firm provides a centralized email address to receive email from the Clerk of Court (e.g., minute entries, electronically distributed filings, etc.), the Case Center invitation will be sent to the firm's centralized email address, not the individual attorney or non-attorney representative's email address. Prior to withdrawing from a case, an attorney should "invite" successor counsel so that they have access to the Case Center. If an attorney or non-attorney representative joins a case after the deputy clerk sends the Case Center invitations, the attorney or non-attorney representative should contact the Clerk of Court to request a Case Center invitation.

- b. **Registration; Training; Customer Support.** Litigants and their representatives should access the Digital Evidence Portal at [digitalevidence.azcourts.gov](http://digitalevidence.azcourts.gov) to register for Case Center. Access to training resources prepared by the AOC (including videos, How-To References, and Quick References) are available at <https://www.azcourts.gov/digitalevidence/Training/Attorney-and-Self-Represented-Litigants>. Additional training materials are available on the Thomson Reuters Case Center Home Page at <https://answers.legalprof.thomsonreuters.com/casecenter-us/search>. **For technical issues with Case Center**, parties may contact AOC Support Services Monday – Friday from 7:00 AM – 6:00 PM, excluding State holidays, at (602) 452-3519, 1-800-720-7743 (toll free), or [pasupport@courts.az.gov](mailto:pasupport@courts.az.gov).
- c. **Clerk of Court.** The Clerk of Court shall manage all exhibits, including digital evidence submitted through Case Center, throughout the lifecycle of a case. The Clerk of the Superior Court's responsibilities include but are not limited to the following: (a) the deputy clerk will open a case in Case Center and send an email invitation to attorneys, non-attorney representatives, and/or self-represented litigants; (b) the courtroom clerk will receive and mark physical exhibits submitted in the courtroom from any party who provides a physical exhibit that cannot be converted to digital evidence; (c) the deputy clerk will update access permissions to prevent adding, modifying, or deleting submitted digital evidence at the start of the proceeding; (d) the courtroom clerk will provide the parties and judicial officer a printed copy of the index of exhibits at the beginning of the proceeding; (e) the courtroom clerk will maintain the record of offered and admitted exhibits; and (f) the deputy clerk will transmit designated exhibits on appeal.
- d. **Required Use of Case Center.** Attorneys and others who are legally authorized to represent parties in proceedings (including Best Interest Attorneys) **must** use Case Center to submit exhibits for an evidentiary hearing/trial. Self-represented litigants must use Case Center to submit all exhibits for an evidentiary hearing/trial.
- e. **Uploading Digital Evidence.** All exhibits that are in digital format or that can be converted to digital format must be uploaded into Case Center (except for Prohibited Digital Evidence).
- f. **Exhibit Submission Deadline.** *Unless indicated otherwise in any hearing- specific court minute entry or order*, an offeror shall submit all evidence (including digital evidence through Case Center and physical exhibits no later than 7 calendar days before the evidentiary hearing/trial date.
- g. **Physical Exhibits.** Attorneys and non-attorney representatives who submit physical exhibits must create a placeholder in Case Center and include "Physical Exhibit" in the

- h. name of the exhibit prior to submitting the physical exhibit(s).

The offeror must hand-deliver any physical exhibit(s) to the Clerk of the Court, at the Florence location, no later than seven (7) calendar days before the evidentiary hearing/trial for marking by the courtroom clerk. If a physical exhibit is a document that is longer than ten (10) pages, each page of the exhibit should be numbered. The courtroom clerk will mark physical exhibit(s) with the same exhibit number used in Case Center.

- i. **Corrupted Exhibits.** Case Center scans all digital evidence for the presence of viruses or malicious code. The court and Clerk of Court reserves the right to prevent the submission of, or to delete, any digital evidence that Case Center, the Clerk of Court, or the court's anti-virus software has determined to include a virus, malicious code, or otherwise corrupted data. If any digital evidence is deleted because it is determined it may include a virus, malicious code, or corrupted data, the Clerk of Court shall notify the offeror and provide the offeror an option to provide a clean version.
- j. **Case Center Malfunction.** In the event of a malfunction or error or limitation occurring in Case Center that prevents the offeror from meeting the Exhibit Submission Deadline, the offeror must *immediately* email notice to the judicial officer's division email. With court permission, the offeror may upload digital evidence after the Exhibit Submission Deadline, or submit the exhibits as physical exhibits.
- k. **Chain of Custody.** The custodian of digital evidence is the same person as the custodian of any other type of evidence received by the court pursuant to statute or rule. To ensure a chain of custody, the Clerk of Court shall secure all submitted digital evidence in conformance with policies and protocols that are applicable to physical evidence. At the time a court proceeding begins, the courtroom clerk shall update the bundle sections to prevent further editing (*e.g.*, remove the "upload" and "delete" permissions for the bundle sections).
- l. **Confidential Exhibits.** Offerors are responsible for identifying any digital evidence submitted through Case Center that may need to be treated as "Confidential" by indicating the security of the exhibit as "Restricted" upon submission. Orders to restrict/un-restrict exhibits will be reflected in the hearing minute entry. The Clerk of Court is not responsible for reviewing digital evidence to determine whether it contains content that is considered to be confidential. However, the Clerk of Court has discretion to change the security of the exhibit consistent with Supreme Court Rule 123. "Confidential" or "Restricted" exhibits are identified in Case Center with a black lock icon next to the exhibit number.
- m. **Sealed Exhibits.** The court may, on its own motion, seal a record in a case. The courtroom clerk will only seal an exhibit after being directed to do so by a judicial officer. Orders to seal and unseal exhibits will be reflected in the evidentiary hearing/trial minute entry. A sealed exhibit is identified in Case Center with a red shield icon next to the exhibit number. The content of a sealed exhibit will not be visible to the offeror, other parties, or their respective representatives.
- n. **Presentation of Evidence During Proceedings.** *Unless indicated otherwise in any hearing-specific court minute entry or order*, offerors may, but are not required to, use Case Center to present evidence during a hearing. Options for presentation of evidence include but are not limited to the following: (1) use of paper copies of the exhibits that have been

- o. uploaded to Case Center; (2) use of evidence presentation software and/or PDF viewers to display PDFs of exhibits that have been uploaded to Case Center; (3) screen sharing of Case Center through Court Connect (Teams); and (4) use of Case Center "Presentation" mode to share exhibits. Parties are strongly encouraged to download PDFs of their Case Center exhibits and/or have paper copies available in the event there are technological difficulties in the courtroom.
- p. **Remote Witnesses.** Any party who calls a witness who is appearing remotely (*i.e.*, by telephone or videoconference) should either (1) provide the witness with a paper copy of all exhibits or (2) ensure that the remote witness has an electronic device available that allows them to view exhibits displayed on a screen through Case Center.

Original: Clerk of the Superior Court

Copies: Hon. Joseph R. Georgini, Presiding  
All Juvenile Court Judges  
Rebecca Padilla, Clerk of the Court