



DIVISION ONE  
 FILED: 11/21/2023  
 AMY M. WOOD,  
 CLERK  
 BY: JT

IN THE  
 COURT OF APPEALS  
 STATE OF ARIZONA  
 DIVISION ONE

IN THE MATTER OF: ) ADMINISTRATIVE ORDER  
 ) 2023-06  
 ) (Replaces Administrative  
 PROCEDURES FOR SPECIAL ) Order 2015-02)  
 ACTIONS )  
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Rules of Procedure for Special Actions, Rule 7(d) directs parties to file petitions and responses as well as serve those documents in compliance with specifications set by the Court.

Attorneys are required to file documents electronically under Rules of Civil Appellate Procedure Rule 4.2.

IT THEREFORE IS ORDERED attorneys must electronically file petitions and responses for special actions. Attorneys must serve the petition by e-mail or through the judicial branch e-filing system on the same day the petition is filed.

IT FURTHER IS ORDERED petitioners who are not represented by counsel may file in paper or through the e-filing system. Petitioners who are not represented by counsel shall serve documents expeditiously through email, the judicial branch e-filing system, or mail.

IT FURTHER IS ORDERED that an attorney representing the petitioner (or the petitioner if the petitioner is self-represented) must include a contact information sheet with the petition. This sheet must list each party to the special action (including each respondent and each real party in interest), each party's attorney (if any), each attorney's/party's email address (or a mailing address if an email address is unavailable), and each attorney's/party's telephone number. The Court will issue a Notice identifying the assigned appellate case number and the panel assigned to the case.

IT FURTHER IS ORDERED that petitioners and respondents must follow the Court's policies regarding the appendices required to accompany petitions and responses. Those policies are posted on the Court's website.

IT FURTHER IS ORDERED that any party who wants to have a hearing on a stay request must initiate the coordination of that hearing by emailing the Court in accordance with the Court's policy. Those policies are posted on the Court's website.

IT FURTHER IS ORDERED that under Rules of Procedure for Special Actions Rule 7, responses to the petition must be filed within seven business days after service of the petition on the respondent.

IT FURTHER IS ORDERED that any reply to the response must be filed by 1:00 p.m. on the day it is due.

IT FURTHER IS ORDERED that no cross-petitions may be filed in Special Actions in the Court of Appeals, Division One.

IT FURTHER IS ORDERED that each party must file a separate notice with the court if that party is aware of related appeals, special actions, or petitions for review. A sample form of notice is posted on the Court's website.

IT FURTHER IS ORDERED that, beginning December 8, 2023, this Administrative Order replaces, in its entirety, Administrative Order 2015-0002.

/s/\_\_\_\_\_

David B. Gass  
Chief Judge, Division One  
Arizona Court of Appeals