



Arizona Supreme Court Clerk's Office COVID-19

The Supreme Court Clerk's Office has remained open for business during the COVID-19 pandemic however, beginning June 1, 2020, to promote health and safety of the public and employees, modifications will occur for those persons who wish to conduct business in-person. These modifications are made pursuant to Administrative Order No. 2020-79.

- 1) All persons entering the Supreme Court building must wear a mask and will be screened by security officers. The screening includes a temperature check and questions related to COVID-19 test or exposure to the virus and the presence of symptoms. A person may be refused entrance to the building but will be provided contact information for the Supreme Court Clerk's Office.
- 2) Persons who wish to file documents in-person with the Supreme Court Clerk's Office will be directed to the secure drop boxes located on the first and second floors of the building just inside the entry way. The Clerk's Office will retrieve the documents each day prior to 8:00 a.m. and those documents will be file stamped with the previous day's date. All documents must include your name, case number (if applicable) and contact information, including phone number, email, and mailing address. Attach a check or money order (no cash please) to the documents for any applicable filing fees. Documents must be secured in a sealed envelope.
- 3) Persons who enter the building and have questions about a filing, need a form or wish to speak to someone from the Supreme Court Clerk's Office will be directed to proceed to Room 227 on the 2nd floor where a phone is available to call the Clerk's Office. A public access terminal and forms are also available in Room 227.
- 4) Persons who wish to review a case file that includes a paper record must contact the Supreme Court Clerk's Office at 602.452.3396 in advance to make an appointment.
- 5) The Rules requiring attorneys to file electronically through TurboCourt (www.turbocourt.com/) remain in effect.
- 6) Self-represented litigants may file electronically through TurboCourt (fees apply) or may file by sending filings through the U.S. Mail to: Supreme Court Clerk's Office, 1501 W. Washington, Suite 402, Phoenix, AZ 85007
- 7) Fee Waiver/Deferral Applications which are generally filed at the front counter or through the mail may be filed electronically using TurboCourt during this public health emergency.
- 8) Attorneys who opt to pick-up certificates of good standing will need to go to the Certification and Licensing Division, Suite 104.
- 9) If you have questions, please contact the Supreme Court Clerk's Office at 602.452.3396 or email scclerk@courts.az.gov. (Please note that filings will not be accepted through email).
- 10) Electronic copies of non-sensitive documents may be requested through the scclerk@courts.az.gov email account and will be fulfilled on a first come, first serve basis as time permits.
- 11) Please visit the Supreme Court Clerk's Office [website](http://apps.supremecourt.az.gov/aacc/asc/ascmain.htm) for information regarding case status.
<http://apps.supremecourt.az.gov/aacc/asc/ascmain.htm>