

FILED
11:16 O'clock A.M.

MAR 24 2020 ✓

DONNA McQUALITY, Clerk
By: J. DEROIS

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

In the Matter of:)
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COVID-19 MITIGATION MEASURES) ADMINISTRATIVE ORDER
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No. 2020-06

Due to concern for the spread of COVID-19 in the general population, the Governor of the State of Arizona has declared a statewide emergency pursuant to A.R.S. § 26-303 and in accordance with A.R.S. §26-301 (15). Although the courts in Yavapai County remain open for business, cooperation by the Judicial Branch is essential to reducing the risk associated with this public health emergency. The Arizona Supreme Court has instructed Presiding Superior Court Judges to take steps to reduce the number of people entering courthouses and issued Administrative Order 2020 – 48 and as may be amended by a subsequent Administrative Order. The philosophy of the Court in ordering these steps for all court hearings is to first eliminate the incidence of social contact or in the alternative to minimize said social contact as allowed by law. The safety and health of all of our citizens, justice partners, court staff and judges shall be the primary consideration in the interpretation of this Administrative Order.

THEREFORE, IT IS ORDERED, effective immediately until otherwise ordered, the following procedures will be in place for the Superior Courts of Yavapai County.

1. Any individuals who have a fever, cough, shortness of breath or other symptoms of illness will not be allowed to enter the courthouse. They will be directed to call their lawyer or the court to request further information. This rule also applies to court staff and shall be enforced by the Judges and supervisors for each department.
2. All parties and counsel to cases are authorized to appear telephonically for any hearing unless the Judge issues an order for an in-person appearance or an in-person appearance is constitutionally or statutorily required.
3. In hearings in which an in-person appearance is required, the Court will arrange the scheduled hearings in such a way that provides for ten or fewer participants in the courtroom at one time, whenever possible. In all such in-person appearance cases, the Court shall provide for social distancing as recommended by the CDC.
4. The Court is authorized after consideration of existing space, social distancing and the principal of open courtrooms to order non-participants to leave the courtroom to provide for the safety of the participants at the hearing. The Court is authorized to limit all in-person proceedings to attorneys, parties, victims, witnesses, jurors, court personnel, and other necessary persons, in order to provide for the safety of the participants and court staff. If the person(s) who is asked to leave the courtroom is not exhibiting any symptoms of illness, they will be given the option of finding a space within the

cc: Clerk of Court (e)

courthouse that allows for social distancing. If the person(s) is ill or does not maintain social distancing, court staff is authorized to direct the person(s) to leave the courthouse.

5. If telephonic appearances are not permitted for a specific type of hearing, the Court will liberally grant stipulated continuances so long as victim rights and any applicable laws are followed.
6. If a defendant is in custody of the jail and would like to appear telephonically or by video-conference, defense counsel is responsible for contacting the jail and arranging for their client to appear as requested. Video conferencing will be utilized as feasible during the criminal law and motion calendar for in-custody defendants in all Courts. Self-represented defendants in criminal cases will appear telephonically or by video-conference if available, unless the Court orders their appearance. If defense counsel is waiving the appearance of their client, there is no need to file a motion. Counsel will be allowed to inform the Court on the record at the hearing that they are waiving their client's appearance.
7. For arraignments, the Court waives the requirement of notarized signatures for the written waiver and affidavit provided in Rule 14.3(b), Arizona Rules of Criminal Procedure.
8. Customers wishing to make payments for court fines/fees are asked to please mail in their payments, make court-related payments online at <http://courts.yavapai.us/> or call the court to make other arrangements for payment. Individuals whose payment obligations have been placed in the Fines/Fees and Restitution Enforcement Program (F.A.R.E.) may pay in-person at any PayNearMe kiosk, the locations of which can be found at <https://home.paynearme.com/merchant-locations/>.
9. The Court shall establish policies for the acceptance of electronically transmitted motions and other documentation. Paperwork always may be filed in the exterior depository boxes that are available at all three Superior Court locations. Documents for filing along with any required filing fee may always be submitted by means of the U.S. mail.
10. If the Court does not already have an email address for counsel or a self-represented litigant, Judges shall notify counsel and self-represented litigants that they shall provide their email address to the Clerk of Court within five (5) days of notice. The purpose of obtaining email addresses for all counsel and self-represented litigants is to permit the assigned Judicial Officer's Office to communicate electronically with litigants, to permit opposing litigants to communicate electronically and, whenever practical, to permit the Clerk of Court to distribute court documents electronically.
11. In extraordinary circumstance and with appropriate precautions, the Court authorizes the following in-person hearings and court proceedings to be conducted with more than 10 people but in no event more than 25 persons:
 - A. Grand Jury proceedings;
 - B. Release hearings;
 - C. Preliminary Hearings;

- D. Domestic violence protective proceedings;
- E. Child protective temporary custody proceedings;
- F. Civil commitment hearings and reviews;
- G. Injunctions Against Harassment and Injunctions Against Workplace Harassment Hearings;
- H. Emergency protection of elderly or vulnerable persons proceedings;
- I. Habeas corpus proceedings;
- J. COVID-19 public health emergency proceedings;
- K. Juvenile detention hearings;
- L. Juvenile dependency hearings; and
- M. Any other proceeding that is necessary to determine whether to grant emergency relief.

IT IS FURTHER ORDERED, the Clerk of Superior Court in Yavapai County is authorized to temporarily accept electronic filings of motions to continue and other documents via email in all types of cases except for civil cases which already have an electronic filing process. This temporary process is effective upon signing of the Administrative Order and the following procedures and processes are in place until ceased by further Administrative Order.

1. The document is to be filed through the email at the addresses set forth below and shall be considered the official original record subject to the payment of an appropriate filing fee or the issuance of an Order Deferring or Waiving Fees:

Cases assigned to the Verde Valley Judicial District:

COsCe-mailsubmissions-Verde@courts.az.gov

Cases assigned to the Prescott Judicial District:

COsCe-mailsubmissions-Prescott@courts.az.gov

Juvenile cases including Juvenile Delinquency (JV), Juvenile Dependency (JD) and Severance of Parental Rights (SV):

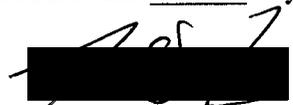
COsCemailsubmissions-JVJDSV@courts.az.gov

2. The electronically-submitted document shall be deemed filed on the date and time it is received by the Clerk of Superior Court as reflected through Microsoft Outlook email accounts. Any electronically-submitted document requiring a filing fee or deferral/waiver of a filing fee, shall be deemed filed on the date such fee or deferral/waiver is received.
3. Until further order, the Yavapai County Clerk's Office is authorized to electronically file documents submitted through the addresses contained in paragraph 1 without reducing same to paper and any paper file impacted shall be marked in a manner designated by the Clerk of Court to indicate the electronic documents are not included in the file.
4. The filing party is responsible for distribution of each electronically filed pleading to the other respective parties.
5. 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 a .pdf format.

6. The Clerk of Court will electronically distribute documents issued from the Court whenever practical. In the event electronic distribution is not practical or if there is a request for other than electronic distribution, i.e. the need for a certified document, the Clerk of Court will make distribution through the mail or interoffice. The attorney boxes sometimes called "hold/pick-up boxes" inside each Superior Courthouse will be closed until further order.

IT IS FURTHER ORDERED, the Justice Courts, Municipal Courts and Magistrate Courts are authorized to adopt this Administrative Order or issue their own Administrative Order consistent with Supreme Court Administrative Order 2020 – 48 and as may be amended by a subsequent Administrative Order.

DATED this 24th day of March, 2020.



For: HON. DAVID L. MACKEY
Presiding Judge