

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

In the Matter of:	)	
	)	
Electronic Filing Of	)	ADMINISTRATIVE ORDER
Mental Health Evaluations	)	
	)	No. 2020-006

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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 Coconino 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. 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.

WHEREAS, the current process for filing mental health evaluations with the Superior Court in Coconino County is filed by paper with the Clerk’s Office.

WHEREAS, for the efficiency of receiving the mental health evaluations and to minimize social contact.

IT IS THEREFORE ORDERED, effective immediately until otherwise ordered, the following procedures will be in place for filing of mental health evaluations with the Superior Court in Coconino County.

IT IS FURTHERED ORDERED, the Clerk of Superior Court in Coconino County may accept electronic filing of mental health evaluations,

IT IS FURTHER ORDERED, this process is effective upon signing of the Administrative Order until otherwise ordered and the following procedures and processes are in place:

1. The document is to be filed through the email of [Coconinot36@courts.az.gov](mailto:Coconinot36@courts.az.gov) and shall be considered the official record or certified copy of the original record.
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 account of [Coconinot36@courts.az.gov](mailto:Coconinot36@courts.az.gov). The Clerk of Superior Court shall provide the treatment provider with an email acceptance stating the court has received the evaluation report and it has been officially filed with the court.
3. All documents shall be in a .pdf format.

4. The treatment provider has the same responsibility as they would filing a document conventionally for ensuring the document is properly filed, that it is complete and readable.
5. All electronically filed documents must be signed. A person may sign an electronic document by placing the symbol “/s/” on the signature line above the person’s name. An electronic signature is equivalent to an ink signature on paper.

DATED this 25 day of March, 2020.



DAN R. SLAYTON  
Presiding Judge