

IN THE SUPREME COURT OF THE STATE OF ARIZONA

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In the Matter of: )  
)  
IMPLEMENTING MANDATORY ) Administrative Order  
ELECTRONIC FILING IN THE ) No. 2017 - 10  
SUPERIOR COURT IN YAVAPAI )  
COUNTY )  
\_\_\_\_\_)

In March 2016, this Court entered Administrative Order No. 2016-20 implementing e-filing pursuant to a plan and schedule established by the Administrative Director for the Superior Court in all counties other than Maricopa and Pima Counties. The Order also authorizes making e-filing mandatory as each court is ready to accept civil case filings electronically.

Therefore, pursuant to Article VI, Section 3 of the Arizona Constitution,

IT IS ORDERED that the procedural requirements described in Administrative Order No. 2016-20 shall apply to all civil case documents e-filed in the Superior Court in Yavapai County.

IT IS FURTHER ORDERED that attorneys are required to electronically file initiation and post-initiation civil case documents when filing into the Superior Court in Yavapai County as follows:

1. Commencing April 3, 2017: attorneys employed by a law firm, partnership, or similar business entity located in Yavapai County, whose firm name begins with the letters A-M.
2. Commencing April 17, 2017: attorneys employed by a law firm, partnership, or similar business entity located in Yavapai County, whose firm name begins with the letters N-Z; and
3. Commencing May 1, 2017: attorneys employed by a law firm, partnership, or similar business entity whose firm is located outside of Yavapai County, and attorneys practicing as solo practitioners whose office is located anywhere in Arizona.

IT IS FURTHER ORDERED recognizing a transition period will be necessary, absent good cause, effective June 1, 2017,

1. The Office of the Clerk of Superior Court in Yavapai County shall not accept civil case documents from attorneys on paper, unless the document is excluded under Administrative Order No. 2016-20, Section 2 (a) and (b).

2. Documents not excluded from e-filing must be filed electronically unless an exception is granted, for good cause shown, by a judicial officer of the Superior Court in Yavapai County designated by the presiding judge. A copy of the order granting the electronic filing exception must be provided to the clerk at the time of filing paper documents.
3. Any written motion and proposed order requesting an exception may be filed on paper by the attorney requesting the exception using a form provided by the Clerk of Superior Court in Yavapai County.
4. Any rule that requires a written motion be served upon all opposing parties and that opposing parties be granted an opportunity to file and serve a response to the motion, shall not apply to motions filed requesting an exception to the mandatory e-filing requirements.
5. A judge or commissioner may initiate, permit, or consider ex parte communication with the attorney requesting an exception. Such communication between the attorney and the judicial officer must be limited to the reasons why an exception is necessary, and must not involve the substance of the impending matter. Such ex parte communication shall be considered an exception to the prohibition against ex parte communication pursuant to Rule 81, Rules of the Supreme Court, Canon 2, Rule 2.9 (A)(5).

Dated this 8th day of February, 2017.

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SCOTT BALES  
Chief Justice