



DIVISION ONE  
FILED: 04/10/2018  
AMY M. WOOD,  
CLERK  
BY: JT

IN THE  
COURT OF APPEALS  
STATE OF ARIZONA  
DIVISION ONE

IN THE MATTER OF: )  
 )  
 ) ADMINISTRATIVE ORDER  
AUTHORIZATION OF THE ) 2018-03  
CLERK OF THE COURT )  
 )  
\_\_\_\_\_ )

The Court having given consideration to the matter of the authority of the Clerk of the Court, Arizona Court of Appeals, Division One.

IT IS HEREBY ORDERED that the Clerk of the Court, Arizona Court of Appeals, Division One is authorized to prepare and keep statistical reports as may be directed by Arizona Code of Judicial Administration ACJA § 1-701 or otherwise by the Chief Judge.

IT IS FURTHER ORDERED that the Clerk of the Court, Arizona Court of Appeals, Division One, is authorized to sign the following orders:

1. Orders granting or denying requests for waiver or deferral of filing fees.
2. Orders granting costs in civil cases pursuant to Rule 21, Arizona Rules of Civil Appellate Procedure, where the Court has awarded costs; the party to whom costs have been awarded has complied with Rule 21, Arizona Rule of Civil Appellate Procedure; the time to file any objection to the statement of costs has passed and no such objection has been filed.
3. Orders setting Special Action hearing dates, oral argument dates and other Special Action processing dates.
4. Orders granting a request to stay issuance of the mandate pending application to the United States Supreme Court for a writ of certiorari and, upon filing such an application, pending ruling by the United States Supreme Court on the application.
5. Orders releasing original trial court instruments and reporter's transcripts or copies to a judge or clerk of the superior court or to a judge or clerk of a federal court.
6. Orders releasing court reporter's transcripts to a court reporter.

7. Orders reinstating a closed case due to an untimely filed petition for review in the Arizona Supreme Court.
8. Orders administratively closing a case that was opened in error.
9. Orders and memoranda to the clerk of the superior court directing transmittal of exhibits, sealed documents, papers, books, photographs and all documents in the file related to any case pending in the Court of Appeals including, but not limited to, the trial court record in post-conviction relief cases.
10. Orders transferring cases to the Arizona Court of Appeals, Division Two.
11. Orders unsealing or sealing the record, or a portion of the record, for the sole purpose of reviewing a sealed document to administratively establish the case on appeal.

\_\_\_\_\_/s/\_\_\_\_\_  
Samuel A. Thumma  
Chief Judge, Division One  
Arizona Court of Appeals