



DIVISION ONE  
 FILED: 11/18/19  
 AMY M. WOOD,  
 CLERK  
 BY: JT

IN THE  
 COURT OF APPEALS  
 STATE OF ARIZONA  
 DIVISION ONE

IN THE MATTER OF: )  
 )  
 POLICY CONCERNING THE ) ADMINISTRATIVE ORDER  
 PROCESSING OF MOTIONS ) 2019-11  
 )  
 )  
 \_\_\_\_\_ )

In a typical year, Division One of the Arizona Court of Appeals processes more than 5,000 motions in cases that are not yet assigned to a panel for disposition. The court employs staff attorneys to initially handle these motions and they may issue certain orders as judges pro tempore. *See e.g., Arizona Supreme Court Pro Tempore Order 2019-02.* For some motions that require more analysis of the law and record than procedural motions, a single judge or three-judge panel may decide the motion.

It has been the court’s practice to designate a three-judge panel, known as Department M, each month to consider motions in cases that have not yet been assigned to a panel.

Upon consideration,

IT IS ORDERED discontinuing the use of Department M for motions, effective January 1, 2020.

IT IS FURTHER ORDERED adopting the following policy:

In cases that are not yet assigned to a panel for disposition, the Chief Judge will consider any motions that will not be addressed by the staff attorney as a judge pro tempore. If consideration of a motion by a three-judge panel is warranted, one of the court’s

panels currently constituted through Organizational Order will consider the motion. The panel will be selected on a rotating basis, with the next currently-constituted panel considering each motion.

IT IS FURTHER ORDERED that the policy adopted in this administrative order will be effective January 1, 2020.

\_\_\_\_\_/s/\_\_\_\_\_  
Peter B. Swann  
Chief Judge, Division One  
Arizona Court of Appeals