

Court of Appeals, Division One  
Courthouse Building Procedures  
Effective 6/1/20

The Court of Appeals, Division One remains open for regular business hours. Beginning on Monday June 1st, in concert with Arizona Supreme Court Administrative Order [2020-79](#), there will be new requirements for those coming to the courthouse which reduce risks associated with COVID-19.

Masks will be required when entering the building. Visitors to the building will have their temperature checked upon entry, and will be asked questions regarding symptoms and exposure to COVID-19. Temperature checks will be conducted using a temperature scan of the wrist.

Lockboxes will be available to deposit filings on the first and second floor of the building. Filings deposited in the lockbox will be file stamped with the date on which the filing was deposited.

The Court of Appeals lock box will be clearly marked. Those needing additional assistance may still proceed to the Clerk's Office counter on the 2nd floor of the building.

Although the courthouse remains open, there are a number of options to conduct business remotely. Here are a few tips about how to work with the court without coming to the courthouse:

- The requirement that attorneys to file electronically through TurboCourt ([www.turbo-court.com](http://www.turbo-court.com)) remains in effect.
- Self-represented litigants may file electronically through TurboCourt (fees apply) or may file by sending filings through the US Mail.
- Fee Waiver/Deferral Applications generally are filed at the front counter or through the mail, but during this time may be filed electronically using TurboCourt.
- Questions can be addressed to the court by phone 602.452.6700 or email [inform@appeals.az.gov](mailto:inform@appeals.az.gov) (note that filings cannot be accepted through email).
- Electronic copies of non-sensitive documents may be requested through the [inform@appeals.az.gov](mailto:inform@appeals.az.gov) email account.
- Due dates may be extended for good cause due to circumstances surrounding the pandemic. A motion must be filed in each case requesting an extension and explaining the cause for consideration.
- Information regarding case status can be found on the court's [website](#).