



MARICOPA COUNTY SUPERIOR COURT: TAX DEPARTMENT

Modified Tax Department Operations during COVID-19 Pandemic

Due to concern for the spread of COVID-19 in the general population, the Governor of the State of Arizona has declared a statewide public health emergency. Accordingly, the Chief Justice of the Supreme Court of the State of Arizona has issued Administrative Order No. 2020-48 and the Presiding Judge of the Arizona State Court located in Maricopa County issued Administrative Order No. 2020-043.

- 1** Between the dates of March 25, 2020 and April 8, 2020, with limited exceptions, no in-person proceeding will occur in superior court.
- 2** No new juries will be empaneled through April 17, 2020.
- 3** **Tax judicial officers** will continue to have access to electronically filed documents, and judicial officers will continue to review, consider, and rule on pleadings. If hearings need to be set, the proceeding will be set presumptively to occur telephonically and you will be provided with a call in-number. If you believe you need an in-person proceeding during the period between March 25, 2020 and April 8, 2020, you will need to seek and obtain permission from your assigned judicial officer. At this time, judicial officers will determine whether proceedings set after April 8, 2020 will be set to occur in-person or telephonically.
- 4** **Judicial officers** currently assigned to Tax calendars will cover other essential calendars. Therefore, delays in processing your rulings may occur.
- 5** **Calls and emails will be answered;** however, many staff members and tax administrative staff are teleworking.
- 6** **Attendance at any in-person event** held pursuant to one of the limited exceptions in the Administrative Order No. 2020-043 is limited to parties, witnesses, and lawyers, who are participating in the hearing or event.
- 7** **Couriers** will be granted access to the court to drop off copies of documents in division inboxes, however, court personnel will not be providing signature verifications.
- 8** **Any application for temporary restraining order/preliminary injunction** filed will be reviewed and orders issued. The application for temporary restraining order/preliminary injunction, attachments and proposed form of order, must be emailed to the assigned judicial division with a copy emailed to civilemergencies@jbazmc.maricopa.gov. Any return hearing or evidentiary hearing will be held with parties appearing by video or telephone absent further order of the court.

9

All TX filings that are currently filed electronically should continue to be filed electronically. Any ST or TX filing that cannot be filed electronically should be filed with the clerk and a copy placed in the judicial officer's division inbox outside his/her courtroom. If filing an ST or TX emergency, after filing, please place a copy in the Civil Court Drop Box located at the Central Court Building at 201 West Jefferson, Phoenix, Arizona 85003.

We provide **tax forms** and a **tax records cover sheet**.

