



# MARICOPA COUNTY SUPERIOR COURT: CIVIL DEPARTMENT

## Modified Civil Department Operation 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 executed Executive Order 2020-18.

- 1** **Until April 30, 2020**, with limited exceptions as set forth below, no in-person proceeding will occur in Arizona Superior Court in Maricopa County. The court will continue to hold telephonic hearings and remain available to process all case types and non-appearance proceedings.
- 2** **No new juries will be empaneled through April 30, 2020.**
- 3** **Civil 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 or a judicial officer determines that oral argument is appropriate or required, the proceeding will be set presumptively to occur telephonically or by video conference.
- 4** **Judicial officers** currently assigned to civil calendars may be requested to cover other essential calendars. Therefore, delays in processing your civil rulings may occur.
- 5** **Calls and emails** will be answered; however, many staff members and civil administrative staff are teleworking.
- 6** **If couriers appear at the courthouse**, they 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.
- 7** **If you are a court-appointed arbitrator** with a scheduled arbitration, pursuant to Rule 74 of the Arizona Rules of Civil Procedure, you have the authority, upon a finding of good cause, to continue an arbitration to a date later than 120 days after the arbitrator's appointment. Additionally, under Rule 74, the arbitrator may hear motions and testimony by phone.
- 8** **If you are a judge pro tem** with a deadline to conduct a settlement conference prior to April 17, 2020, an order will issue extending the settlement conference deadline.
- 9** **The Law Library Resource Center ("LLRC")** has been restricted to provide services only to individuals seeking protective orders, including injunctions against harassment. If you are seeking an injunction against harassment, instructions will be provided at the filing counter.

- 
- 10 **Individuals seeking an eviction/forcible** detainer may contact the civil department at 602-506-1497 to request a hearing date. Only eviction/forcible detainer hearings alleging an irreparable and immediate breach will be heard through April 30, 2020.
  - 11 **Any debtor requesting a hearing on a writ of garnishment** may file an “Emergency Request for Hearing.” The debtor must deliver a conformed copy of the Emergency Request for Hearing to Civil Court Drop Box located at the Central Court Building at 201 West Jefferson, Phoenix, Arizona 85003 to request a telephonic hearing date.
  - 12 **If you have a default judgment packet**, you can mail the default packet to the assigned commissioner’s division.
  - 13 **Hearings for excess proceeds and name changes** will be vacated during the time from March 31, 2020 through April 30, 2020.
  - 14 **Any application for temporary restraining order/preliminary injunction** filed will be reviewed and orders issued. In addition to filing an application for temporary restraining order/preliminary injunction with the Clerk of Court, the pleadings, attachments, and proposed form of order must be emailed to the assigned judicial division with a copy emailed to [civilemergencies@jbazmc.maricopa.gov](mailto: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.
  - 15 **Any judgment creditor seeking a judgment against a garnishee** or an order of continuing lien in a transcript of judgment case, i.e., a “TJ” case, must deliver a garnishment packet to the Civil Court Drop Box located at the Central Court Building at 201 West Jefferson, Phoenix, Arizona 85003 for the request to be reviewed and ruled upon.
  - 16 **Any request for restriction of marriage record** must be delivered to the Civil Court Drop Box located at the Central Court Building at 201 West Jefferson, Phoenix, Arizona 85003 for the request to be reviewed and ruled upon.
  - 17 **Any request for a fee waiver not granted** by the Special Commissioner must be delivered to the Civil Court Drop Box located at the Central Court Building at 201 West Jefferson, Phoenix, Arizona 85003 for the request to be reviewed and ruled upon.

[Click here to access available court forms online](#)