



MARICOPA COUNTY SUPERIOR COURT: CIVIL DEPARTMENT

Modified Civil Department Operation during COVID-19 Pandemic

UPDATE FROM THE CIVIL DEPARTMENT ARIZONA STATE SUPERIOR COURT: MARICOPA COUNTY

- 1 Oral arguments, evidentiary hearings, and all other civil proceedings** will presumptively continue to occur through audio and video platforms. Participants will be provided specific information on how to access the hearing by email or minute entry.
- 2 No in-person appearance is permitted in a civil case unless allowed by order of the court.**
- 3 Necessary in-person proceedings may begin June 8, 2020.** Parties requesting an in-person appearance must obtain an order from their assigned judicial officer. All civil judicial officers will coordinate in-person proceedings with the assistance of Civil Presiding Judge Pam Gates to limit the number of co-occurring in-person proceedings in a particular courthouse.
- 4 Physical access to the court facilities** for in-person proceedings will remain limited to parties, witnesses, and lawyers. Social distancing requirements must be complied with during all in-person proceedings.
- 5 Participants at in-person proceedings** should enter the building no earlier than thirty minutes before the hearing is scheduled to begin and must leave promptly after the hearing ends.
- 6 Masks or face coverings as directed by court personnel are required for all individuals** inside the court facility. Any person who refuses to wear a mask or face covering as directed by court personnel will be denied access to the facility.
- 7 Health screening is required at points of entry.**
- 8 The public may access live audio proceedings telephonically** by contacting the assigned judicial officer or calling the audience-line listed on the court's website.
- 9 Timely requests for court reporters will be considered;** however, a request may be denied due to spacing limitations if the proceeding will be recorded using audio or video recording to capture the record of the court proceedings.
- 10 Parties should work with their judicial officer to discuss alternatives to traditional jury trials,** including but not limited to a judicial settlement conference, agreeing to a bench trial with a judicial officer selected by the parties, selecting juries at alternative court facilities, conducting jury selection remotely or in multiple groups, and using technology to conduct jury selection and/or trials.

- 
- 11 **Personal appearances at settlement conferences have been waived.**
 - 12 **Pursuant to Arizona Rules of Civil Procedure 5(c)(2)(D)**, a document is served if transmitted by email to the email address of the party or, if represented, counsel for the party being served, and that such service is deemed completed upon electronic transmission. The serving party shall use the email address the receiving party has identified on the caption of filings under Rule 5.2(a)(1)(A).
 - 13 **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. Judicial officers will provide specific instructions regarding exhibits in minute entries.
 - 14 **Court-appointed arbitrators** have the authority under Rule 74 of the Arizona Rules of Civil Procedure, 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. All arbitration hearing notices, including continued arbitration hearing notices, should be e-filed with the court.
 - 15 **Any individual seeking an Injunction Against Harassment** may file a petition for such relief by appearing in person at the designated court location. Any contested hearings on Injunctions Against Harassment will be conducted as directed by further court order.
 - 16 **Individuals seeking an eviction/forcible detainer** may contact the civil department at 602-506-1497 to request a hearing date. The summons must provide specific instructions for the tenant to appear telephonically at the hearing.
 - 17 **A debtor requesting a hearing on a writ of garnishment** may file an "Emergency Request for Hearing." The debtor must place a file-stamped copy of the Emergency Request for Hearing in the Civil Court Drop Box located outside the Clerk of Court's Filing Counter for the request to be reviewed and ruled upon. The debtor may contact the Civil Department at 602-506-1497 to request a telephonic hearing date.
 - 18 **Default judgment packets** may be placed in the Civil Court Drop Box located outside the Clerk of Court's Filing Counter. Alternatively, default packets may be mailed to the assigned commissioner's division.
 - 19 **Name change, amended marriage license, and amended birth certificate hearings** will proceed if a party has the ability to participate in the hearing using a device with a camera and internet connection such as a smartphone, tablet, or computer. Individuals may contact the civil department at 602-506-1497 to request a hearing date and contact information for the hearing. Proposed orders need to be completed and emailed to the judicial division in advance of your hearing.
 - 20 **Hearings for excess proceeds may proceed by audio or video platform as ordered by the court.**

- 
- 21** After filing an application for temporary restraining order/preliminary injunction on a new case, you must first call **602-506-1497** to receive the emergency assignment judicial officer. For new and existing cases, you must email the application for temporary restraining order/preliminary injunction, attachments, and proposed form of order to the assigned judicial division with a copy emailed to civilemergencies@jbazmc.maricopa.gov.
- 22** Any request for restriction of marriage record must be delivered to the Civil Court Drop Box located outside the Clerk of Court's Office for the request to be reviewed and ruled upon.
- 23** If filing an ST or TX, after filing, please place a copy in the Civil Court Drop Box located outside the Clerk of Court's Filing Counter.
- 24** If filing an LCA or Special Action, after filing, please place a copy in the Civil Court Drop Box located outside the Clerk of Court's Filing Counter.
- 25** 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 outside the Clerk of Court's Filing Counter for the request to be reviewed and ruled upon.
- 26** Any request for a fee deferral or waiver not granted by the Special Commissioner must be delivered to the Civil Court Drop Box located outside the Clerk of Court's Filing Counter for the request to be reviewed and ruled upon.

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