



MARICOPA COUNTY SUPERIOR COURT: LOWER COURT APPEALS DEPARTMENT

Modified Lower Court Appeals Department Operation during COVID-19 Pandemic

UPDATE FROM THE LOWER COURT APPEALS 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 Lower Court Appeals 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** **Personal appearances at settlement conferences have been waived.**
- 10** **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).

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- 11 **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.
 - 12 **Any application for emergency relief 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. If the court decides to convene a return hearing or evidentiary hearing, it will be held with parties appearing by video or telephone unless the court orders otherwise.”
 - 13 **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.
 - 14 **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](#)