




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** **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.
- 2** **Health screening is required at points of entry.**
- 3** **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.
- 4** **Couriers will be granted access to the court** to drop off copies of documents in division inboxes. Judicial officers will provide specific instructions regarding exhibits in minute entries.
- 5** **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.
- 6** **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. Judicial officers may hold ex parte and contested hearings on protective orders via audio or video appearances.
- 7** **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.
- 8** **Requests for Relief from Writs of Garnishment:** 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 assigned judicial officer's* inbox outside their courtroom 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.

- 
- 9 **Default judgment packets** may be placed in the assigned judicial officer's inbox outside their courtroom. Alternatively, you can mail the default packet to the assigned judicial officer's division.
 - 10 **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.
 - 11 **Hearings for excess proceeds may proceed by audio or video platform as ordered by the court.**
 - 12 **Hand-Filed Temporary Restraining Orders/Preliminary Injunctions:** After hand filing an application for a temporary restraining order/preliminary injunction on a new case, you must email the application for a temporary restraining order/preliminary injunction, attachments, and proposed form of order to civilemergencies@jbazmc.maricopa.gov to receive your judicial assignment.
 - 13 **Restriction of Marriage License:** Any request for restriction of marriage record must be delivered to Judge Gates's division inbox outside Judge Gates's courtroom located in East Court Building, Courtroom 912, for the request to be reviewed and ruled upon.
 - 14 **If filing an ST or TX emergency**, after filing, please place a copy in the assigned judicial officer's*inbox outside their courtroom. All TX filings that are currently filed electronically should continue to be filed electronically. All non-emergency ST or TX filings that cannot be filed electronically should be filed with the clerk and a copy placed in the assigned judicial officer's*division inbox outside their courtroom.
 - 15 **Lower Court Appeal (LCA)/Special Action Emergencies:** If filing an LCA or Special Action emergency, after filing, please place a copy in the assigned judicial officer's* inbox outside their courtroom.
 - 16 **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 assigned judicial officer's* inbox outside their courtroom for the request to be reviewed and ruled upon.
 - 17 **Any request for a fee deferral or waiver** not granted by the Special Commissioner will be sent by the Clerk of Court to a Judge for review. A staff member will contact you and let you know if the application has been approved or denied. If approved, return to the Clerk of Court filing counter to proceed with your paperwork. If you do not hear within one hour, please inquire at 602-506-6391.

18 Election Challenges: Please place a file-stamped copy in the assigned judicial officer's* inbox outside their courtroom and email a copy to civilemergencies@jbazmc.maricopa.gov.

19 Good cause exists to waive any personal appearance at a settlement conference set pursuant to Rule 16.1(c) of the Arizona Rules of Civil Procedure and Rule 3.11(a) of the Maricopa County Local Rules.

*To confirm judicial assignment, please visit:

www.superiorcourt.maricopa.gov/docket/CivilCourtCases/caseSearch.asp or call 602-506-1497

Click here to access available court forms online

