




# 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 LCA 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 LCA 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 the Civil Presiding Judge 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 video proceedings** by visiting:  
<https://www.superiorcourt.maricopa.gov/calendar/today/>
- 9** **Paper copies of all filings must be hand-delivered** to the assigned Division by depositing them in the assigned judicial officer's\* inbox outside their Division.
- 10** **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.

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- 11 **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](mailto:civilemergencies@jbazmc.maricopa.gov) to receive your judicial assignment.
  - 12 **If filing an LCA or Special Action,** after filing, please place a copy in the assigned judicial officer's\* inbox outside their Division.
  - 13 **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.

\*To confirm judicial assignment, please visit:

[www.superiorcourt.maricopa.gov/docket/CivilCourtCases/caseSearch.asp](http://www.superiorcourt.maricopa.gov/docket/CivilCourtCases/caseSearch.asp) or call 602-506-1497

**Click here to access available court forms online**