

2020 MAR 20 AM 10:30

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

BY AL  
DEPUTY

IN AND FOR THE COUNTY OF PINAL

IN THE MATTER OF ESTABLISHING A ) ADMINISTRATIVE ORDER  
PROCESS TO ASSIST )  
LITIGANTS IN THE PREPARATION AND ) 2020 - 20024  
FILING OF EMERGENCY MATTERS )

**WHEREAS**, the Presiding Judge of the Superior Court of Arizona in and for Pinal County is the Chief Judicial Executive Officer of the County and has administrative supervision over all courts in Pinal County pursuant to Article VI of the Arizona Constitution and Arizona Supreme Court Administrative Order No. 2017-79; and

**WHEREAS**, the Presiding Judge seeks to align the Court with the Chief Justice's "Justice For The Future" Strategic Plan as it relates to promoting access to justice and improving court processes and procedures to better serve the public; and

**WHEREAS**, the Family Court has a high percentage of cases involving self-represented litigants that have difficulty with complex court rules and procedures; and delay of prompt resolution of these cases results in further conflict, instability and harm to children and family relationships; and

**WHEREAS**, the implementation of more comprehensive assistance to self-represented litigants will result in more meaningful access to the court and prevent delay and confusion to the parties.

**WHEREAS** the Family Court has a percentage of cases with self-represented litigants requesting Emergency Temporary Orders near the end of the work day at 5:00 P.M.

**WHEREAS** it is necessary to implement a standard case filing procedure to ensure access to the judicial system for self-represented litigants requesting Protective Orders and Emergency Temporary Orders related to Legal Decision-Making, Guardianship, and Dependency matters.

**IT IS HEREBY ORDERED**, that all self-represented parties/litigants and attorneys that have questions, or are seeking assistance with filing pleadings, or are attempting to complete or file Protective Orders or matters regarding Family Law, Dependency, or Guardianship, shall be immediately referred to Conciliation Services for assistance.

**IT IS FURTHER ORDERED** that those self-represented litigants and attorneys will be informed upon checking in with FSCC that forms/packets/motions must be fully completed and ready for filing in the Clerk's office no later than 4:59 P.M. for same day filing. [The time needed to process the file by the Clerk's Office is excluded. Accordingly, "completed" shall be defined as FSCC escorting the party to the Clerk's Office]

**IT IS FURTHER ORDERED** Protective Orders and Injunctions Against Harassment are exempt from this requirement. If the parties are present in the courthouse prior to 5:00 P.M., the matter shall be heard by the designated "emergency judge".

**IT IS FURTHER ORDERED** that if parties are unable to complete the forms in time, they will be provided the emergency phone numbers for law enforcement and/or the Department of Child Safety.

**IT IS FURTHER ORDERED**, that that the Clerk of the Court shall assign a court case number to all protective orders and injunctions against harassment upon receipt and filing.

Dated this 20 day of March, 2020.

  
Honorable Stephen F. McCarville  
Presiding Judge

Original: Clerk of the Superior Court  
Copies: Judges, Pinal County  
Kent Volkmer, Pinal County Attorney  
Amanda Stanford, Clerk of the Court  
Louis Andersen, County Manager  
Paula Cook, Public Defender  
Todd Zweig, Court Administration  
Court Administration  
David Rodriguez, Chief Criminal Deputy County Attorney  
Elsa Robbins, Chief Deputy  
Nikki Felix, Business Operations Director