


ARIZONA SUPERIOR COURT
GILA COUNTY

2019 NOV 19 PM 1:15

ANITA ESCOBEDO, CLERK

In the Matter of:)
LOCAL POLICIES RE)
ELECTRONIC FILING IN)
DESIGNATED CIVIL MATTERS)
_____)

BY  DEPUTY
Administrative Order
No. SO400AD 201900023

As permitted by Section 1-506, Filing and Management of Electronic Court Documents, of the Code of Judicial Administration electronic filing is permitted in the Superior Court in Gila County and shall be governed by this Administrative Order and Arizona Supreme Court Administrative Order 2018-80 and future Supreme Court Administrative Orders regarding electronically filed documents. Arizona Supreme Court Administrative Order 2018-80 is herein incorporated by reference.

Documents Not Permitted to be Filed Electronically

Courtroom exhibits are governed by order of the Court and Local Rules of Practice, Gila County, Rule 17(F). Exhibits to be used in a Court hearing shall not be electronically filed with the Court.

Signature Standards

Where a Clerk is required to endorse a document, the typed name of the Clerk shall be deemed to be the Clerk's signature on an electronic document.

Confirmation of Receipt and Filing or Rejection of Documents Submitted for Filing

The submission shall be deemed filed on the date and time it is received by the Statewide Electronic Filing Portal. If the Clerk determines the electronically submitted document is deficient pursuant to local rule or order, the Clerk may reject the submission and shall provide the Filer an explanation of the reason for the rejection.

Deficiencies include, but are not limited to:

- Unsigned documents
- No notarization if required

- Documents requiring certification for filing
- Required fee is not provided
- Incorrect fee is provided
- Filer is not a party to the case in which they are filing
- Case number is incorrect or missing from the document
- Documents filed in an incorrect jurisdiction
- Case was previously dismissed
- Case initiating document (e.g. Complaint) is not submitted
- Documents not in proper legal format

Required Exhibits, Attachments to Pleadings and Proposed Orders

Filers are required to label the first page of each attached exhibit(s) with the title of the corresponding document and the date the document was filed. The Clerk is authorized to reject exhibits if deficient.

Documents to be lodged with the Court and proposed orders will be transmitted electronically to the Court via the provided electronic filing system.

Format of Documents

Any electronically filed document must be printable with the same contents and formats as if printed from its authorizing program.

The Filer is to include an email address in the header of any pleading filed electronically.

Copy for Court

The Filer shall email a copy of any document being electronically filed to the Judicial Assistant of the Division in which the matter is being heard.

Additional Electronic Filing Policies

The Presiding Judge and the Clerk of Court, in consultation with the Administrative Director, may establish additional policies to implement electronic filing. Any such policies shall be posted online at <http://www.azcourts.gov/efilinginformation> and on the websites of the Court and the Clerk. The Presiding Judge and the Clerk may adopt policies to implement the provisions of this Order in consultation with each other and without further consultation with the Administrative Director.

Each document accepted for filing by the Clerk shall be electronically file stamped with the time and date of filing, the names of the Clerk and the deputy clerk accepting the filing. This file stamp shall be merged with the electronic document and shall be visible when the document is printed and viewed on-line. Electronically filed documents are not complete without the electronic file stamp. Electronic filings file stamped in this manner shall have the same force and effect as documents filed in the conventional manner.

If the statute requires a pleading or affidavit to be sworn to, then the original signed affidavit or pleading must be maintained by the attorney or self-represented litigant and produced in its original form within five (5) days at the demand of another party or order of the Court.

The Clerk shall make electronically filed and scanned documents available to case participants, the Court and the public. The public may access electronically filed and scanned documents of public record through public access terminals located in all the Clerk's offices. Paper copies of any publicly filed electronic or scanned documents shall be provided at the same rate charged for copies of paper documents.

Amendments to Administrative Order and Rules of the Arizona Supreme Court

The Court may amend this Administrative Order and the Arizona Supreme Court may amend Administrative Order 2018-80, the Code of Judicial Administration and Court Rules from time to time. All parties in cases subject to this Order must comply with current and future provisions of this Administrative Order, the Supreme Court Administrative Order, the Arizona Code of Judicial Administration and the Rules of the Arizona Supreme Court.

Dated: November 19, 2019.



Hon. Timothy Wright, Presiding Judge
Superior Court in Gila County

Original: Clerk of the Superior Court

Copies: The Hon. Timothy M. Wright, Division Two
The Hon. Bryan B. Chambers, Division One
The Hon. Gary V. Scales, Division Scales
The Hon. Anita Escobedo, Clerk of Court
Mr. Jonathan Bearup, Court Administrator
Gila County Bar Association – c/o Mr. Jefferson Dalton, President