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IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF LA PAZ


In re the Matter of:)
)
Pleading Form, Proposed Orders) **Administrative Order No. 2003-04**
and Distribution Thereof.)
_____)

Civil and criminal practice attorneys and self-represented litigants are reminded to comply with Rule 10 of the Arizona Rules of Civil Procedure and Rule 35 of the Arizona Rules of Criminal Procedure with regard to pleading form.

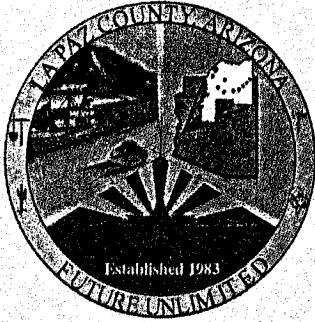
IT IS ORDERED in addition to compliance with the above mentioned rules regarding captions and margins, all proposed forms of order and proposed forms of judgment shall include a distribution list of all parties who have entered an appearance in the case.

IT IS FURTHER ORDERED any pleading or stipulation accompanied by a proposed form of order shall include a copy of the order to be conformed for each party who has entered an appearance in the case. The Court will distribute the conformed copies to local attorneys who maintain a delivery box at the Office of the Clerk of the Superior Court. If the party or attorney wants the court to mail the conformed orders, an envelope stamped and addressed to each of the parties must be provided.

DATED this 6 day of November, 2003.



Honorable Michael J. Burke, Presiding Judge
La Paz County Superior Court



Superior Court of Arizona County of La Paz



JUDGE
MICHAEL J. BURKE

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MEMORANDUM

TO: All Attorneys Practicing in La Paz County

FROM: Honorable Michael J. Burke, Presiding Judge *MJB*

RE: Pleading Form, Proposed Orders and Distribution

DATE: November 6, 2003

All pleadings in civil and criminal cases filed in the Superior Court that require a signed order shall be accompanied by a proposed form of order and a copy of the order to be conformed for each party who has entered an appearance in the case.

Proposed forms of orders and judgments shall include a certificate of distribution at the end of the pleading. Copies of a signed judgment or order will not be distributed by the court without a certificate of distribution, and if a conformed copy is to be mailed, a stamped, addressed envelope must be provided for each party in the case.

Attorneys are reminded to comply with Rule 10 of the Arizona Rules of Civil Procedure and Rule 35 of the Arizona Rules of Criminal Procedure with regard to pleading form.

An administrative order will be issued regarding the above policy.