

2020 APR 16 PM 3:40

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

**In Re the Matter of:  
AUTHORIZING PROCEDURES FOR COURT  
OPERATIONS DURING A PUBLIC HEALTH  
EMERGENCY**

**ADMINISTRATIVE ORDER  
NO. S1500AO-20200002  
(Replacing Administrative  
Order No. S1500AO-  
202000001)**

---

Pursuant to the States of Emergency declared by the United States, Arizona, and La Paz County, the Arizona Supreme Court's Administrative Order 2020-60 issued on April 6, 2020, and pursuant to Federal and State law associated with the present public health emergency,

**IT IS ORDERED** the following procedures for the La Paz County Judicial Branch shall be implemented immediately to protect the health and safety of all participants:

**1. All filings shall be done electronically, and inquiries of court personnel done by phone, email or text messaging.** Documents shall be filed through the email at the address set forth below and shall be considered the official original record.

[lapaztransmittals@courts.az.gov](mailto:lapaztransmittals@courts.az.gov)

**2. All documents shall be formatted in compliance with the Arizona Rules of Procedure applicable to the case type, shall be legible and shall be in an unlocked .pdf format. Documents must have a signature or an electronic signature (/s/) affixed to the signature line of the document.**

**3. All proposed orders submitted shall be in .docx format.**

**4. Documents may not be larger than 9.5 MB.**

**5. The electronically-submitted document shall be deemed filed on the date and time it is accepted by the Clerk of Superior Court as reflected by the applied digital file stamp. Once electronically filed, the Clerk shall email a conformed copy to the party who initially emailed the document.**

6. The filing party is responsible for the distribution of each electronically filed pleading to the other respective parties.

7. The Clerk's office shall have the authority to reject electronically submitted documents and require paper filing when necessary.

8. Courts shall remain open, but to the degree permitted by law, **all parties shall appear by phone, Polycom or other court-approved video conferencing unless they are an essential party as set forth in paragraph 9 below AND an in-person appearance is absolutely necessary.** Questions regarding which hearings require an in-person appearance should be directed to the Judicial Assistant at 928-669-6134.

9. The U.S. Centers for Disease Control protocols for social distancing and limiting the number of people in a courtroom **SHALL** be observed. To maintain the recommended social distancing, **only essential personnel, to include parties, attorneys, victims, victim's representatives, law enforcement, probation and media may attend court in person and only when absolutely necessary.** Large groups and non-essential personnel are prohibited from attending court at this time.

DATED this 16th day of April 2020.

  
\_\_\_\_\_  
Jessica L. Quickle, Presiding Judge  
La Paz County Superior Court

Original: Clerk of the Superior Court

Copies: Adult and Juvenile Probation  
Justices of the Peace  
Town Magistrate Judges  
La Paz County Attorney  
La Paz County Public Defender  
La Paz County Contract Attorneys  
La Paz County Public Fiduciary  
Dave Byers, Administrative Office of the Courts