

Rule 1.1. Organization of the Court

The Court will be divided into as many divisions as there are judges regularly assigned thereto, and each division will bear a numerical designation. Court commissioners will be assigned numerical and alphabetical designations, and hearing officers will be assigned alphabetical division designations. Court commissioners and hearing officers may also be appointed as judges pro tempore as provided by law. In addition, full-time judges pro tempore may be appointed as resources allow and will be assigned alphabetical division designations. The Court will be divided into the following five benches: Civil, Criminal, Family Law, Juvenile, and Probate/Mental Health. The Presiding Judge of the Court will assign Judicial officers to the various benches according to the needs of the Court. The Presiding Judge of the Court will also appoint a Presiding Bench Judge for each of the 5 benches.

Rule 1.2. General Applications

The Rules in this Section apply to all benches of the Court unless in conflict with a statute or a rule of procedure as adopted by the Arizona Supreme Court for that bench.

Rule 1.3. Motions

Motions generally will be heard on Monday or Friday of each week or as otherwise ordered. If a division's law and motion day is on an official holiday, then the division may designate another date for the hearing of motions that week. The division to which the case is assigned will set all motions for hearing unless otherwise ordered by the Court.

Rule 1.4. Civil Default and Ex Parte Matters

The court commissioners or hearing officers will hear default and ex parte matters unless otherwise ordered by the Court.

Rule 1.5. Use of Digital Evidence

The Court has the discretion to require parties to use a digital evidence platform for the presentation and preservation of evidence and exhibits at evidentiary hearings and trials.

Rule 1.6. Certified Reporters, Special Needs and Interpreters

(A) Certified reporters will be provided, if available, for first-degree murder hearings only. Otherwise, a certified reporter may be requested and, if available, will be provided. A party may request a certified reporter to be present during other proceedings by filing a written notice requesting a certified reporter with the Clerk of the Court and hand-delivering or emailing the notice to the Managing Reporter. The deadline for providing the written notice to the managing Reporter is no later than noon on the fifth business day before the court proceeding. No matter will be continued for a lack of a certified reporter. The availability of a certified reporter may be limited by the priorities stated in Rule 30, Rules of the Supreme Court of Arizona.

(B) Requests for special needs accommodation for any participant in a court proceeding must be made in writing to the ADA Compliance Officer of the Court, with a copy to the assigned division. The request must be submitted at least one week before the proceeding for which the accommodation is requested unless otherwise ordered by the Court for good cause shown.

(C) Requests for interpretation services must be filed with the Clerk of the Court with a copy to the assigned division and to the Director of Court Interpretation and Translation Services no later than 10 court days before the proceeding unless otherwise ordered by the Court for good cause shown.

Rule 1.7. Changes Affecting Court Calendar

The division to which the case is assigned must approve all matters, including stipulations, that affect the Court calendar. No change is effective until ordered or approved by the Court.

Rule 1.8. Attorney Calendar Conflicts

(A) Notice to Court. Counsel and self-represented parties must notify the Court of any scheduling or calendar conflicts. Conflicts will be resolved in accordance with any applicable procedural rules.

(B) Motion to Adjust. In resolving conflicts between divisions of the Arizona Superior Court in Pima County, counsel and self-represented parties must file a motion to adjust in all conflicting cases, with a notice of hearing to be filed only before the division with the

lowest numbered case. The conflict will be resolved pursuant to the criteria set forth in subsection (c) below.

(C) Resolution of Conflicts. Upon being advised of a scheduling conflict, the judges involved will confer, if necessary, to resolve the conflict. While no division has priority in scheduling, the following factors will be considered in resolving the conflict:

- (1) the nature of the cases;
- (2) a case that involves out-of-town witnesses, parties or counsel;
- (3) the age of the cases;
- (4) the matter that was set first; and
- (5) any priority granted by rule or statute.

Rule 1.9. Change of Judge as a Matter of Right and for Cause

(A) Change of Judge as a Matter of Right. Counsel and self-represented parties must file with the Clerk of the Court any “Notice of Change of Judge” when such change is as a matter of right and serve copies on all parties, the Presiding Judge, Court Services Division, and the noticed judge. On proper notice for a change of judge as a matter of right, the case will be transferred to Court Services Division or designee for reassignment.

(B) Change of Judge for Cause. Counsel and self-represented parties must file a Motion for Change of Judge for Cause with the Clerk of the Court, and also serve a copy on the Presiding Judge in accordance with any applicable rules of procedure. As used in this rule, Presiding Judge means Presiding Judge of the Juvenile Court for juvenile cases, and for all other cases, Presiding Judge means Presiding Judge of the Superior Court.

Rule 1.10. Filing Requirements for Orders, Writs, Papers, and Ex Parte Presentations

(A) Supporting Complaint or Petition. No order or writ will be signed by any judicial officer before a supporting complaint and/or petition is first filed with the Clerk of the Court.

(B) Preparation, Submission, and Signing of Orders and Writs. The party seeking any such orders or writs must prepare and submit the same for signature to the division to which the case is assigned. If the assigned judicial officer is unavailable, any judicial officer may sign the same.

(C) Filing Prerequisites. All matters filed in any cause or submitted for signature of the Court, except evidence offered at a trial or hearing, must clearly indicate thereon the name and address, telephone number, and email address of the person, firm or attorney offering same. Printed firm or attorney designations on pleadings meet this requirement. For attorneys, the filing must contain the attorney's Pima County Attorney Number (PAN). The Clerk of the Court must not accept for filing any document that fails to comply with this subsection.

(D) Submission of Proposed Orders Separately. Proposed orders submitted for signature of the Court must be prepared as a separate document containing the case title and number at the top of each page thereof, and must not be included as an integral part of stipulations, motions or other pleadings. Failure to comply with this rule may result in a continuance of the requested hearing.

Rule 1.11. Copies to Trial Judge of Paper Documents

This provision does not apply to motions or other papers which have been e-filed through the Court's e-filing system. When filing a paper copy of a document with the Clerk of the Court, the party filing the document must deliver a duplicate copy of the document to the assigned division or if not assigned, to Court Services. The original and copies of all such motions and other documents must show the delivery of a copy to the division to which the case has been assigned.

Rule 1.12. E-Filing Through the Court's E-Filing System

Motions or other documents for which a judicial action, ruling, or decision is requested or required must be properly designated in the Court's e-filing system and must be properly delivered electronically to the division from which a ruling is sought. The responsibility for proper delivery is upon the e-filing party.

Rule 1.13. Notification of Pending Motions

(A) Notification. For any motion submitted and pending for 45 days, the filing party must file a notice and indicate that judicial action is requested in the Court's e-filing system or give notice by mail, if appropriate, as to the pending status and must request a ruling.

(B) Copies. A copy of any motion that requests a judicial officer to rule without hearing must be provided to the assigned division and the other party. The Court will not consider any issues unless the assigned division receives a copy of the written request and any responsive pleadings.

Rule 1.14. Duplicated Copies and Exhibits

(A) Quality of Duplication. The Clerk of the Court will only accept filings that are clearly legible. Illegible documents will be rejected for filing.

(B) Exhibits; Custody and Return. Every exhibit offered or admitted in evidence will be held in the Clerk of the Court's custody either in physical copy or the digital evidence platform. The Court may order the return of an original exhibit provided an appropriate copy or a duplicate is substituted therefore. Unless otherwise ordered, marked but non-offered exhibits will be returned to the party.

Rule 1.15. Attachments to Pleadings and Memoranda

(A) Attachments in General. Unless any applicable procedural rules require otherwise, any copy of a pleading, exhibit or minute entry that has been filed previously in a case must not be attached to the original of a subsequent pleading, motion or memorandum of points and authorities.

(B) Incorporation by Reference. If a party desires to call the Court's attention to anything contained in a previous pleading, motion, or minute entry, the party must do so by incorporation by reference, citing with particularity where the judicial officer may find the reference.

(C) Authorities Cited in Memoranda. Unless otherwise provided by rule 111(c), Rules of the Supreme Court, copies of authorities cited in memoranda must not be attached to the original, although links to citations may be provided in the body of e-filed memoranda.

(D) Attachments to Judicial Officer. Parties may attach copies of pleadings, motions, exhibits, minute entries, or texts of authorities to a copy of a motion or memorandum of points and authorities.

(E) Sanctions. The Court may order the removal of any document that violates any provision of this rule, and may assess costs and fees incurred by the Clerk of Court for

filing, preservation, and storage of any filing that violates any provision of this rule against the offending party or counsel.

(F) Dividers. No pleading, document, or other submission may contain blue pages as dividers for attachments

Rule 1.16. Confidential and Sealed Documents

(A) Confidential documents are maintained by the Clerk of the Court in the case file in a confidential envelope and are also maintained on the Court's filing system as confidential. Unless otherwise ordered by the Court, only the parties and counsel in the case are authorized to view these documents. Individuals must present proper identification to the Clerk or must have an Order from a judicial officer authorizing review of such documents before the documents will be released.

(B) Unless otherwise ordered by the Court, sealed documents are not maintained in the court file or on the Court's filing system but rather are maintained in the Clerk of the Court's Exhibit Unit subject to retrieval and viewing only by order of the Court.

(C) The Court may treat a motion to seal documents as a motion to file confidential documents.

Rule 1.17. Discovery Motions

Unless the Court orders otherwise for good cause shown, the Court will not consider or schedule any discovery or disclosure motion for hearing unless the movant files a separate “good faith consultation certificate” certifying and demonstrating the movant has tried in good faith to resolve the issue by conferring with--or attempting to confer with--the party or person against whom the motion is directed. The consultation required by this rule must be in person or by telephone, and not merely by letter or email, unless the Court orders otherwise for good cause shown.

Rule 1.18. Attorney of Record

No attorney may appear in any action or file anything in any action without first appearing as counsel of record in the manner prescribed by any applicable procedural rules.

Withdrawals and substitutions of counsel may only be made in strict adherence to the requirements and procedures set forth in any applicable procedural rules.

Rule 1.19. Suspension of Rules

Upon application by a party or on the judicial officer's own motion, any judicial officer of this court may suspend any of these Local Rules for good cause.

Rule 2.1 Motions or Other Papers Submitted for Decision

The Court will not rule on motions which are not in substantial compliance with Pima County Local Rules 1.11, 1.12 and 1.13.

Rule 2.2 Proposed Order

In accordance with Rule 5.1(d), Arizona Rules of Civil Procedure, a proposed form of order must accompany all civil motions (except Motions for Summary Judgment), applications, oppositions, and stipulations. The original proposed order must be in a format approved by the Clerk of the Court and electronically lodged with the assigned division when the motion to which the order refers is filed, but, in any event, not fewer than 5 court days before any scheduled hearing regarding the proposed order. For motions or other requests for a ruling without a hearing, the original proposed order must be electronically lodged with the assigned division when the motion, application, opposition or stipulation is filed.

Rule 2.3 Motions for Summary Judgment, Motions to Dismiss, Motion for Judgment on the Pleadings or other Dispositive or Partially Dispositive Motions.

For cases not subject to the FASTAR Rules, all Motions for Summary Judgment, Motions to Dismiss, Motions for Judgment on the Pleadings and other dispositive or partially dispositive motions must be filed not less than 90 days before trial unless the Court orders a different date for filing such motions.

Rule 2.4 Motion for Expedited Hearing and Order

A party requesting an expedited or accelerated hearing must file a Motion for Expedited Hearing and certify that it has been served on all other parties. The requesting party must electronically lodge with the assigned division a proposed Order with blank spaces for the Court to set the date and time for the expedited hearing.

Rule 2.5 Oral Argument, Notice of Hearing, Submitted Motions

(A) Oral Argument. Along with any motion or response, any party desiring oral argument must electronically lodge with the assigned division a separate Notice of Hearing in a format approved by the Clerk of the Court which must include the following:

- (1) The motion to be heard;
- (2) The name of the judicial officer hearing the motion;
- (3) The location of the hearing, or, if the hearing is one which is presumptively a remote hearing under subsection 2.6 below, information on how to participate in the hearing remotely;
- (4) Blanks for the date and time for the hearing; and
- (5) The signature of the attorney or party requesting the hearing.

Upon receipt of the Notice of Hearing, the Court, if it deems a hearing is necessary, will set the date and time for the hearing. In setting the hearing and unless otherwise ordered, the Court will give each party sufficient time to comply with any applicable rules and give the Court at least 5 additional days before the hearing. After a hearing is set, the movant who submitted the Notice of Hearing must, as soon as practicable, serve the Notice of Hearing on the other parties as prescribed by Rule 5, Arizona Rules of Civil Procedure.

(B) Submitted Motions. Unless a movant lodges a Notice of Hearing as provided in subsection 2.5(a) above, the Court will consider and decide the motion without oral argument, unless otherwise ordered by the Court. A notation on a motion or opposition that oral argument is requested does not meet the requirements of subsection 2.5(A) above.

(C) Written Memoranda. That no hearing or oral argument has been set on a motion does not relieve the parties from filing written memoranda required by any applicable rule.

(D) Time Limitations. Oral arguments are presumptively limited to 10 minutes per side. The Court may extend these limitations for hearing a particular motion, either at the Court's discretion or upon a party's prior written request.

Rule 2.6 Remote Argument and Conferences

The following hearings may be attended remotely when no testimony will be taken and without order of the Court: scheduling conferences, motions, including pre-trial motions, oral argument, default judgment, post-judgment proceedings, excess proceeds, amended marriage licenses and birth certificates, forfeitures, and name changes.

The Court may, in its discretion, order or allow remote oral argument on any other motion or proceeding. All requests to appear remotely for such other hearings must be in writing and presented to the Court no later than noon 2 court days before the scheduled hearing.

The Court may, in its discretion, permit remote appearance at any trial by either an attorney, a party, or a witness if requested no later than 20 days before trial. In requesting remote appearance at trial, counsel must state what the opposing party's position is regarding remote appearance or state a reason why opposing's party's position is unavailable.

Rule 2.7 Joint Pretrial Statements

(A) All trial settings and pretrial conferences shall be in accordance with applicable rules including, but not limited to Rules 16, 38.1 and 77, Arizona Rules of Civil Procedure and FASTAR Rule 111.

(B) If counsel have been unable to confer on such matters because of fault or claimed fault on the part of either counsel, such fact shall be brought to the attention of the Court in writing as soon as practicable following discovery of the claimed fault. The Court will consider imposing sanctions under Rule 16, Arizona Rules of Civil Procedure, on any party or counsel for any fault described in that Rule or in this Rule 2.7.

(C) A copy of the Joint Pretrial Statement shall be delivered electronically, if electronically filed, or in paper form, if not electronically filed, to the division to which the case is assigned at the time the original is filed with the Clerk of the Court.

Rule 2.8 Filing of Face Sheet (Civil Cover Sheet)

When filing a civil action, the Plaintiff must furnish the Clerk of the Court, on a form provided by the Clerk, a Face Sheet or Civil Cover Sheet.

Rule 2.9 Case Assignment

All cases filed with the Clerk of the Court will be assigned a case number and judge who will thereafter process the case to conclusion unless the case is otherwise assigned by the Presiding Judge or by Court Services under these Pima County Local Rules 2.10, 2.11, 2.12 or 1.9. The assignment of cases may be done by automated means, but in any event, must be accomplished in a random manner so as to be unpredictable and provide an equal distribution of cases among judges in the Civil Trial Divisions.

Rule 2.10 Refiling

Cases refiled after dismissal may upon motion of any party be reassigned to the judge to whom, or the division to which, the case was previously assigned. The Presiding Judge or a designee will hear motions for reassignment.

Rule 2.11 Resetting Cases for Trial

(A) In the event of a mistrial or the granting of a new trial, the trial judge will reset the case for trial.

(B) In the event the Supreme Court or Court of Appeals remands a case for a new trial or further proceedings, upon receipt of the mandate, the trial judge will reset the case for trial or for further proceedings as directed by the mandate. In the event the trial judge is no longer assigned the remanded case, counsel must lodge a copy of the mandate with Court Services who will reassign the case by the same random process set forth in Pima County Local Rule 2.11.

(C) Cases remanded for a new trial by an appellate court will be granted preference on the trial calendar.

Rule 2.12 Temporary Reassignment of Cases

Consistent with Rule 63, Arizona Rules of Civil Procedure, a case assigned to a specific judge may be temporarily reassigned to another judge if the judge to whom the case is assigned is unavailable, and an exigency exists that requires prompt action by the Court, or upon request of the assigned judge. The case will be reassigned by Court Services to another judge or to a visiting judge for the limited purpose of hearing or determining the matter that is the subject of the exigency or request.

Rule 2.13 Post-Trial Motions

All post-trial motions must specify in the caption the name of the judge who tried the case, and shall be heard by the judge currently assigned the case.

Rule 2.14 Transfer of Related Civil Cases; Case Consolidation; Assignment

(A) Related Cases. Whenever two or more cases are pending before different judges and any party believes that such cases: (1) arise from substantially the same transaction or event; (2) involve substantially the same parties or property; (3) involve the same patent, trademark, or copyright; (4) call for determination of substantially the same questions of law; or (5) for any other reason would entail substantial duplication of labor if heard by different judges, any party may file a motion to transfer the case or cases involved to a single judge. The motion shall be filed in each affected case and will be heard by the judge to whom the case with the lowest number is assigned. The Court may also transfer, with notice to the parties, related cases to a single judge on the Court's own initiative.

(B) Consolidation. A motion to consolidate pursuant to Rule 42(a), Arizona Rules of Civil Procedure, shall contain the captions of all the cases sought to be consolidated, be filed in each case and be heard by the judge assigned the lowest case number. Unless the Court otherwise orders, when 2 or more cases are consolidated, the Clerk of the Court will regard the lowest case number as the controlling number of the consolidated cases, and all further pleadings and papers must be filed and docketed under that number only. Unless the Court otherwise specifies, it will be presumed that the consolidation is for all purposes.

(C) Service. Service of any motion filed under subsections (A) or (B) shall be made upon all parties and assigned judges.

(D) Assignment. In determining to which judge the case or cases will be assigned pursuant to subsection (A) or (B) above, the Court may consider the following factors: (1) whether substantive matters have been considered in a case; (2) which judge has the most familiarity with the issues involved in the cases; (3) whether a case is reasonably viewed as the lead or principal case, and (4) any other factor serving the interest of judicial economy.

Rule 2.15 Dismissal for Failure to Prosecute/ Dismissal Calendar

The Court Services will place on the Dismissal Calendar every case in which a Joint Report and Proposed Scheduling Order has not been filed within 270 days after commencement of the matter pursuant to Rule 16, Arizona Rules of Civil Procedure; or, if Rule 16 does not apply, where either: (a) a proper request for a trial has not been filed within 9 months after the commencement of the matter, or (b) a trial date has not been set.

All civil cases remaining on the Dismissal Calendar for 60 days will be dismissed without prejudice for lack of prosecution pursuant to Rule 38.1(d), Arizona Rules of Civil Procedure, and the Court will make an appropriate order as to any bond or other security filed therein, unless before the expiration of such 60-day period:

(A) A proper Joint Report and Proposed Scheduling Order has been filed; or, if Rule 16 does not apply, either: (1) a proper request for a trial has been filed, or (2) a trial date has been set; or

(B) The Court, on motion for good cause shown, orders the case to be continued on the Dismissal Calendar for a specified period of time without dismissal.

This rule shall not be construed as a limitation on the inherent power of the Court to dismiss a case for failure to prosecute in a reasonably diligent manner.

Rule 3.1. General Administration

(A) Application of the Arizona Rules of Family Law Procedure. Family law cases are subject to the Arizona Rules of Family Law Procedure (“ARFLP”) in addition to this Pima County Local Rule 3. Pima County Local Rule 3 often refers to court-approved forms. Those forms approved for use by the Superior Court in Pima County may be located on the Court's website <http://www.sc.pima.gov>, in the Self-Service Center of the Law Library at the Superior Court, at the Pima County Bar Association, and at the Arizona Supreme Court's website, <http://www.supreme.state.az>.

(B) Assignment of Presiding Judge and Judges of the Family Law Bench. The Presiding Judge of the Family Law Bench will exercise supervisory powers over the Family Law Bench and the Conciliation Court, through the Director of Conciliation Court, as required by statute and by the Presiding Judge of the Superior Court. The Presiding Judge of the Family Law Bench is also designated as the presiding judge of the Conciliation Court.

(C) Scope and Responsibilities of Family Law Bench. All family law matters brought pursuant to A.R.S. Title 25 will be assigned to a judicial officer of the Family Law Bench, unless otherwise assigned by the Presiding Judge of the Family Law Bench or the Presiding Judge of the Superior Court. To the extent practicable, the Family Law Bench judicial officer assigned to a family law matter will hear any associated contested orders of protection and contested injunctions against harassment.

(D) Family Law Calendar. At the time a case is filed with the Clerk of the Court, it will be assigned to a Family Law Bench judicial officer. The assigned Division will calendar all matters concerning that case. When a judicial officer's assignment is changed, the case will be reassigned to a subsequent Family Law Bench judicial officer, unless the assigned division retains the case.

Rule 3.2. General Rules Relating to Pleading and Practice

(A) Affidavit Regarding Minor Children. In every action involving a child, including Annulment, Dissolution, Legal Separation, Legal Decision-Making and Parenting Time, Legal Decision-Making or Placement or Visitation by a Third Party or Modification of Legal Decision-Making, each party filing a Petition or Response must file an original and one copy of an Affidavit Regarding Minor Children on a form approved by the Court. Parties must also file a Confidential Sensitive Data Sheet containing vital information regarding the parties and any minor child(ren).

(B) Disclosure Statements. Disclosures required by Rules 49 and 91, ARFLP, must be provided to the opposing attorney or party, if self-represented, but must not be filed with the Court, except as specifically required by the ARFLP. If division of assets or debts is at issue, a completed Inventory of Property on a form approved by the Court and signed by a party must be timely exchanged.

(C) Filing of Documents. All documents in family law cases must be filed with the Clerk of the Court, unless otherwise directed in these Rules. Copies must be provided to the opposing party, or if represented, to their attorney. A proposed form of order or Order to Appear must be provided to the assigned court division when a party is requesting relief or a hearing. The parties must not file with the Clerk of the Court documents containing sensitive data as proscribed by Rule 43.1(f), ARFLP.

Rule 3.3. Setting Cases for Trial

(A) Motion to Set and Certificate of Readiness. Unless the Court has already set a trial, a party must file a Motion to Set and Certificate of Readiness, on a form approved by the Court, consistent with Rule 77, ARFLP. A copy must be provided to the opposing party, the assigned division, and the Court Services department.

(B) Controverting Certificates. A party who opposes the scheduling of a trial requested in a Motion to Set and Certificate of Readiness may file a Controverting Certificate, with a copy to the opposing party, the assigned division, and the Court Services , within 10 days after service of the Motion to Set and Certificate of Readiness. The Controverting Certificate must state any objections to the Motion to Set and Certificate of Readiness. The Court may rule on the Controverting Certificate without a hearing or it may schedule a Resolution Management Conference to address concerns raised in the Controverting Certificate and, thereafter, rule on the Motion to Set. An order setting the case for trial constitutes a ruling on the Controverting Certificate.

(C) Trial Date. When a Motion to Set and Certificate of Readiness has been filed and any Controverting Certificate has been ruled upon, the assigned division will promptly notify the parties that it has scheduled the case for trial or a set a scheduling conference, at which time a trial date will be set. The Court will set a trial or a scheduling conference within 60 to 120 days after a Motion to Set and Certificate of Readiness is ruled upon, except in extraordinary circumstances. A case set for trial or scheduling conference is considered to be on the active calendar.

Rule 3.4. Settlement Conferences and Alternative Dispute Resolution

(A) Mandatory Domestic Settlement Conference. In all cases set for trial, the parties and attorneys must participate in a domestic settlement conference before the trial, unless otherwise ordered. The parties must personally appear at the settlement conference unless the assigned division waives the requirement of personal appearance. Personal appearance may not be made by telephone or video conference unless permission to appear virtually is granted by the assigned division pursuant to a motion or stipulation submitted no later than 14 days before the date of the settlement conference.

The domestic settlement conference will be confidential. Subject to Rule 408, Arizona Rules of Evidence, all communications, both oral and written, made by a party in the settlement conference will be confidential and not admissible. The settlement conference judicial officer will determine disputes regarding the accuracy of the record of the domestic settlement conference.

Participation in a mandatory settlement conference fulfills the requirements of Rule 66, ARFLP, regarding alternative dispute resolution. The requirement of participation in a mandatory domestic settlement conference does not preclude other dispute resolution processes set forth in Rule 67, ARFLP.

(B) Early Settlement Conference. At any time after disclosure statements have been exchanged, any party may request that the Court schedule an early settlement conference before the mandatory domestic settlement conference described above, to facilitate early resolution of a case. Participation in an early domestic settlement conference will not preclude other dispute resolution processes set forth in Rule 67, ARFLP. Participating in an early settlement conference does not fulfill the requirement of participating in a mandatory domestic settlement conference, unless otherwise ordered by the Court. Participation in an early settlement conference will fulfill the requirements of Rule 66, ARFLP, regarding alternative dispute resolution.

Rule 3.5. Affidavits Required; Pleading and Practice

(A) Financial Affidavits; Production of Documents. Both parties must file an Affidavit of Financial Information in any case involving child support, spousal maintenance, or an award of attorney's fees and costs no later than 5 days before an evidentiary hearing occurs on these issues. Litigants may use the Affidavit of Financial Information form found in the Appendix to Rule 97, ARFLP, or one of the Affidavit of Financial Information forms available through the Law Library and Resource Center of the Superior Court in Pima County.

(B) Time. Whenever this rule requires a party to provide documents or the relevant financial affidavit, a copy must be provided to the other party no later than 3 court days before the date set for hearing.

(C) Petition for Modification of Spousal Maintenance or Child Support.

(1) *Petition for Modification of Child Support and Spousal Maintenance.* When a party files a petition for modification of a prior order for child support or spousal maintenance, the opposing party must file the required financial affidavits, and provide a copy to the applicant's attorney, or if self-represented, the applicant, in a timely manner and not later than 20 days after service unless a different date is set by the court. An agency authorized by law to request a modification of an existing Order on behalf of the State of Arizona will not be required to strictly comply with the provisions of this local rule requiring a child support financial affidavit if the information is not reasonably available to the agency before filing the petition.

(2) *Stipulation to Modify Child Support.* Should the parties reach an agreement and submit a stipulation to the Court to modify child support they must submit a proposed Child Support Order, a child support worksheet containing detailed information supporting compliance with or a deviation from the Arizona Child Support Guidelines, and an Income Withholding Order if payment will occur by income withholding.

(3) *Stipulation to Modify Spousal Maintenance.* Should the parties reach an agreement and submit a stipulation to the Court to modify spousal maintenance, they must submit (i) a proposed form of order, (ii) an acknowledgement that the parties have reviewed the Arizona Spousal Maintenance Guidelines and that modification is appropriate and just and (iii) income withholding order if payment will occur by income withholding.

(D) Failure to Pay Child Support, Spousal Maintenance, or Attorney's Fees and Expenses. In an action to enforce an order to pay child support, spousal maintenance, or attorney fees and expenses, the documents listed below must not be filed with the Clerk of the Court or attached to any papers filed with the Clerk of the Court, but must be provided to the other party. The opposing party must also provide the applicant's attorney, or if self-represented, the applicant, copies of the following documents but must not file the documents with the Clerk of the Court:

- (1) That party's most recently filed federal and state income tax returns, with all schedules;
- (2) That party's 4 most recent consecutive wage statements from all employment;
- (3) That party's most recent W-2, 1099, and K-1 forms, as applicable; and
- (4) Where the opposing party claims sums sought by the applicant have been paid, receipts or statements supporting the opposing party's claim.

The Order to Appear must specifically direct the respondent to comply with Pima County Local Rule 3.5. The Order to Appear must not require the production of any additional documents, but this does not preclude the applicant from requesting additional documents through discovery procedures.

(E) Failure to Comply with Pima County Local Rule 3.5. If either party fails to comply with any part of Pima County Local Rule 3.5, upon the complying party's request or the Court's own motion and in the absence of good cause, the Court may enter orders that include the following:

- (1) Vacate or continue the hearing;
- (2) Enter an interim award of relief in favor of a complying party and against a non-complying party based on the complying party's financial affidavit;
- (3) Award a complying party his or her attorney fees and expenses incurred in preparing for and attending the hearing; or
- (4) Enter other appropriate relief, including any sanction permitted under Rule 71, ARFLP.

For purposes of making an interim award the Court may, on its own motion, examine either party if it deems such examination necessary. The non-complying party may be precluded from introducing any evidence and/or conducting cross-examination for purposes of making an interim award.

(F) Hearings. Matters set for hearing on motions will proceed by oral argument only, without testimony or other evidence, unless notice has been given that testimony or other

evidence will be presented. Matters set before the Court pursuant to Pima County Local Rules 3.5(C) or (D) will be presumed to be evidentiary hearings.

Rule 3.6. Simultaneous Juvenile Proceedings and Legal Decision-Making, and Parenting Time, and Child Support Proceedings

(A) When a pending family law proceeding and a pending dependency Title 8 guardianship or private severance proceeding involve the same parties, Local Rule 6.2 governs any motion to consolidate.

Rule 3.7. Responding Party's Appearance Fee

The Court will not enter a final order for joint legal decision-making unless the responding party has paid an appearance fee, unless that fee has been waived or deferred. On a request for a default decree or judgment, if the responding party has appeared only by payment of an appearance fee, notice to the responding party pursuant to Rule 44.2(b), ARFLP, is not required.

Rule 3.8. Parent Education Course

(A) Both parties must attend the Domestic Relations Education on Children's Issues course as required by A.R.S. § 25-352 and Rule 95(d), ARFLP.

(B) The Conciliation Court must file the original Notice of Program Completion--Parent Education Course with the Clerk of the Court.

(C) Unless otherwise ordered by the Court, all parties must attend a parent education course before participating in mediation.

Rule 3.9. Conciliation Court Services--Mediation of Legal Decision-Making and Parenting Time Disputes

(A) **Mediation Requirement.** All issues of legal decision-making and/or parenting time with minor children are subject to mediation or other alternative dispute resolution ("ADR") process as set forth in Rule 68(c), ARFLP, and this rule. A party may request a waiver of this provision by filing a written request with the Court, and after a hearing, upon a finding of good cause, the Court may waive the requirement for mediation. This rule requiring mediation does not apply to actions to enforce legal decision-making or parenting

time orders. In the event one or both of the parties do not reside in Pima County, mediation is required, and may be conducted telephonically, unless: (a) the out-of-county party is willing to personally appear for mediation; or (b) as otherwise ordered by the Court for good cause. The Conciliation Court will conduct mediation unless the parties stipulate to private mediation with a mediator agreed upon pursuant to the provisions of subsection H of this rule or stipulate to other alternative dispute resolution methods described in Rule 67, ARFLP.

(B) Commencement of Mediation.

(1) By the Court:

(a) Temporary Orders. Mediation is not required before filing a motion to establish temporary legal decision-making and/or parenting time unless the parties stipulate to attend or the Court orders otherwise. Upon the entry of temporary orders, unless entered by the parties' stipulation, the Court will enter an order that the parties attend mediation.

(b) Pre-Decree. If a Motion to Set or a Controverting Certificate indicates that legal decision-making and/or parenting time is an issue and the parties have not previously attended mediation, the Court will enter an order that the parties attend mediation before trial.

(c) Post-Decree. The parties must attend mediation if there is a hearing scheduled to modify parenting time and/or legal decision-making, unless otherwise ordered by the Court. A Request for Mediation must be submitted to the Court when a post-decree petition to modify parenting time and/or legal decision-making is filed. Except in an emergency, the Court may not conduct a hearing on a post-decree petition to modify parenting time and/or legal decision-making until the required mediation has been completed.

(2) At the Request of a Party:

(a) When a Request for a Hearing Has Been Filed. If a party files a pre-trial or post-trial request for hearing that raises an issue of legal decision-making and/or parenting time, a party, or a legal representative of a child, may file a written request for mediation at any time. The original request for mediation must be filed with the Clerk of the Court with copies provided to the Conciliation Court and the assigned judge.

(b) When No Request for a Hearing Has Been Filed. A party may request mediation at any time under any of the following circumstances, and by following the procedure described in paragraph (c) below:

(i) The parties previously agreed in writing to use mediation, or there is an order requiring the parties to use mediation to resolve any legal decision-making or parenting time disputes prior to requesting a court hearing.

(ii) An order establishing paternity has been entered, and there is no legal decision-making or parenting time order.

(iii) More than one year has passed since the entry of the last legal decision-making or parenting time order, there has been a significant change in the circumstances of the parties or children, and there is no agreement for mediation.

(c) Procedure.

(i) The original Request for Mediation must be filed with the Clerk of the Court and copies of the Request must be provided to the Conciliation Court and the assigned judge.

(ii) A copy of the written Request for Mediation must be served on the other party pursuant to Rule 41, ARFLP, and proof of service must be filed with the Clerk.

(iii) The party served with the Request for Mediation may file a written response to the Request for Mediation within 20 days of the date of service. A copy of the written response must be provided to the other party and the assigned division. The Court may deem the failure to file a timely response as a consent to granting the request.

(iv) A party requesting mediation must provide to the assigned division 5 days after the expiration of the response period, a Request for Order Granting or Denying a Request for Mediation, and a separate form of Order Granting or Denying Request for Mediation.

(v) The Court may grant or deny the Request for Mediation within its discretion. If the Request for Mediation is granted, the Court will order the parties to attend mediation at the Conciliation Court.

(d) By Agreement of the Parties. At any time, the parties may agree to attend mediation through the Conciliation Court by completing and signing a Stipulation to Mediate Legal Decision-Making and/or Parenting Time on a form approved by the Court. The Conciliation Court will set a time and date for mediation upon receipt of a properly completed stipulation.

(C) Mediation Conference. Each party must attend all appointments scheduled by the Conciliation Court. Mediation conferences are governed by Rule 68(c), ARFLP. If a party fails to appear at a mediation conference, the mediator will report to the Court the failure

to appear, and the Court may impose such sanctions, including a no-show fee, as may be appropriate.

(D) Mediation Agreement. Any agreement reached through mediation must be signed by the parties. If neither party is represented by an attorney, the agreement will be forwarded to the Court for approval immediately. If any party is represented by an attorney, any agreement reached through mediation must be signed by the parties and submitted to the attorneys for review. In the case of mediation of legal decision-making and/or parenting time at Conciliation Court, the parties and the attorneys may waive in writing or on the record the right for their attorneys to file written objections to mediated agreements. An attorney must file a notice of objection within 30 days after the date of the signing of the agreement, but in no event less than 3 court days before any hearing or trial set for legal decision-making and/or parenting time, and provide a copy of the notice of objection to the Conciliation Court. The notice of objection must state nothing more than a party objects to the agreement, without elaboration. At the same time the objecting party files a notice of objection, that party must submit to the opposing attorney, or to the party if self-represented, a statement setting forth the specific objections to the agreement and a proposal for resolution. The statement and proposal for resolution must not be filed with the Court. If a notice of objection is filed, the parties will not return to mediation to resolve their dispute unless both parties and their attorneys stipulate to return to mediation. If no timely objection is filed, the Conciliation Court will submit the agreement to the Court for approval. Agreements reached through mediation are not binding until an Order has been entered by the Court approving the agreement. If the agreement is not approved, or if the Court modifies the agreement, and the parties do not accept the modification, then the agreement is nullified, and will not be admissible in evidence.

(E) Private Mediation. The parties may agree to mediate legal decision-making or parenting time disputes through a private mediator pursuant to Rule 67.3, ARFLP, as an alternative to mediation through the Conciliation Court only by complying with Rule 67.3(d), ARFLP, and providing a copy of the notice to the Conciliation Court.

The parties must also acknowledge in the written agreement that the private mediator has received a copy of this rule.

All the provisions of this rule apply to private mediation, and any references to the Conciliation Court are deemed to include private mediators.

Rule 3.10. Conciliation Court Services--Petitions for Conciliation

(A) Filing of Pleadings. All petitions and other pleadings filed pursuant to A.R.S. § 25-381.09 and Rule 68(b), ARFLP, must be filed with the Clerk of the Court and served upon the opposing party. Conciliation proceedings will be assigned file numbers with the letter “X” as a prefix. The Conciliation Court will review all petitions for compliance with the statute before filing by the Clerk of the Court.

(B) Statements of Pending Proceedings. Petitions for Conciliation must state, in addition to the requirements of A.R.S. § 25-381.11, whether there is a pending legal proceeding between the parties.

(C) Minute Entry Concerning Pending Action. If an action for annulment, dissolution of marriage, or legal separation is pending, upon the filing of a conciliation petition, the pending action is stayed pursuant to Rule 68(b)(4)(B), ARFLP, and the matter may be transferred to the Conciliation Court pursuant to A.R.S. § 25-381.19.

(D) Hearings; Notices, Mailings and Response. After the filing of a conciliation petition, or after the transfer of a pending family law case by order of the Court, a judicial officer will direct the Conciliation Court to schedule a time and place for a conciliation hearing. The Conciliation Court must mail notice of the date and time of the hearing to each of the parties at least 5 days prior to the conciliation hearing. Hearings will be conducted by a professional staff member of the Conciliation Court unless otherwise ordered by a judicial officer. A conciliation hearing may be recessed to a later time or rescheduled before the Presiding Judge of the Conciliation Court or assigned Superior Court Judicial Officer from the Family Law Bench. Unless the parties agree otherwise, the conciliation proceedings must be terminated 60 days after the filing of the petition.

Failure to attend the conciliation hearing without good cause may be deemed a contempt of court.

Rule 3.11. Conciliation Court Services--Assessments and Evaluations

(A) Referrals for Assessments and Evaluations. The Court, on its own motion or on the parties' stipulation, may order that legal decision-making and/or parenting time issues be referred to the Conciliation Court to screen and determine if it is appropriate for an assessment or evaluation under Rule 68(d), ARFLP. The Conciliation Court will review and determine whether the matter is appropriate for an assessment or evaluation according to the criteria adopted by the Conciliation Court. The Conciliation Court may consider its

limited capacity, the financial resources of the parties and the issues involved in the matter in determining whether an evaluation or assessment will occur. If appropriate, an assessment or evaluation may be conducted, in accordance with Rule 68(d), ARFLP. The parties must complete the Domestic Relations Education on Children's Issues course and mediation before an evaluation will be commenced unless otherwise ordered by the Court.

(B) Report to the Court. At the completion of an assessment or evaluation, the Conciliation Court will submit a report with recommendations to the Court, with copies to the attorneys, or the parties if self-represented. The report must be filed with the Court and an order will be entered sealing the report, to be opened or viewed only by Court order. The Court will consider the report and recommendations in determining legal decision-making and/or parenting time.

Should the parties reach an agreement regarding legal decision-making and/or parenting time during the evaluation, the evaluator will submit a written report to the Court. The report must summarize the parents' participation, and must include the agreement reached by the parents, the recommendations of the evaluator, if any, and a statement of the evaluator's opinion whether the agreement is in the best interests of the minor children.

Rule 4.1. Cases

Probate matters include those matters set forth in Rule 1 of the Arizona Rules of Probate Procedure, Adult Adoptions, and Title 36 mental health cases. Sections 3-301, *et seq.* of the Arizona Code of Judicial Administration are also applicable in probate matters. The Code of Judicial Administration is available at <https://www.azcourts.gov/AZ-Supreme-Court/Code-of-Judicial-Administration>.

Rule 4.2. Presiding Probate Judge

The Presiding Judge of the Probate Division is charged with all cases specified in Pima County Local Rule 4.1. All such matters are active cases until an order is entered closing the file or the Probate Registrar issues a closing certificate.

Rule 4.3. Administrative Directives; Approval of Forms; Informational Guides

(A) Administrative Directives. The Presiding Judge of the Probate Division may adopt administrative directives for the probate division not in conflict with rules or policies adopted by the Arizona Supreme Court, Court Administrator, and Clerk of the Court, which provide for the orderly processing of probate cases. A copy of the administrative directives shall be available to the public at the clerk's office of the Pima County Superior Court, and the Pima County Law Library.

(B) Forms; Guides. Forms approved by the Arizona Supreme Court and informational guides are available at <http://www.azcourts.gov>. Additional forms from the Arizona Superior Court in Pima County website are available at <http://www.sc.pima.gov> under the Self-Service Forms tab for Probate Court.

Rule 4.4. Caption of Pleadings; Consolidation

(A) Caption of Pleadings. In addition to the requirements of Rule 7, Arizona Rules of Probate Procedure, the caption of pleadings must contain the date of birth of the decedent, minor, protected person, or incapacitated person.

(B) Consolidation. When there are two or more petitions relating to the estate of the same decedent or the guardianship or conservatorship of the same ward, all the petitions must, except for good cause shown, be consolidated in the file bearing the lowest file number.

Rule 4.5. Fiduciary Information; Change of Address

(A) Fiduciary Information. Form for Notice of Change of Address can be found at the Arizona Superior Court in Pima County website at <http://www.sc.pima.gov/> under the Self-Service Forms tab for Probate Court/Miscellaneous.

(B) Change of Address. During the term of the appointment, every fiduciary must immediately notify the Court in writing of a change of mailing address. An attorney representing a fiduciary must inform the client of this requirement. The Notice of Change of Address notice must be either:

- (1) Delivered personally to the Probate Division of the Clerk of the Court; or
- (2) Sent by first class mail, postage prepaid, to the following address: Clerk of the Superior Court, Probate Division, Pima County Court, 110 W. Congress, Tucson, Arizona 85701.

A separate notice shall be filed for each case in which the fiduciary holds appointment.

(C) Sanctions for Failure to Notify of Change of Address. Failure to notify the Court of the fiduciary's change of address may result in sanctions which may include any of the following:

- (1) An order requiring payment of all costs to the Court or the estate which result from the failure to notify the Court;
- (2) Removal of a fiduciary; or
- (3) Issuance of an arrest warrant for the fiduciary if the fiduciary cannot be readily located.

Rule 4.6. Assignment of Cases

All probate matters will be assigned by the Clerk of the Court, Probate Division, to the Probate Court Commissioners, except the following which are to be assigned to the Probate Presiding Judge:

- (A) Emergency or temporary guardianship/conservatorship petitions relating to adults;
- (B) Contested matters unless otherwise ordered by the Presiding Probate Judge;
- (C) Request for injunctive relief; and
- (D) Any matter referred by the Probate Commissioners or the Presiding Probate Judge for reassignment.

Rule 4.7. Uncontested Matters and Matters Becoming Contested

Uncontested probate matters will be heard by probate court commissioners. Upon the matter becoming contested, as defined in Pima County Local Rule 4.8, the Court Commissioner will assign the matter to the Presiding Probate Judge for all further proceedings.

Rule 4.8. Contested Matters

In addition to those matters in Rule 27, Arizona Rules of Probate Procedure, a contested probate matter includes any of the following:

- (A) A request for injunction;
- (B) An Order to Show Cause arising under Title 14, Arizona Revised Statutes; or
- (C) A civil complaint filed in a probate proceeding.

Rule 4.9. Reference and Assignment of Contested Matters

All contested matters referred to in Pima County Local Rule 4.8 will be assigned for trial before the Presiding Probate Judge. In the Presiding Probate Judge's discretion, such matters may be reassigned to a probate commissioner or judge pro tempore.

Rule 4.10. Form, Content and Captions

All pleadings and motions in contested probate matters, including but not limited to petitions, objections, oppositions, complaints and answers, must conform to the Arizona Rules of Probate Procedure and the Arizona Rules of Civil Procedure. In a contested probate matter, a separate caption showing the parties to the dispute must be set forth beneath the original caption and must be filed under the assigned probate case number.

Rule 4.11. Hearings and Oral Argument

(A) Notice of Hearing; Oral Argument; Evidentiary Hearing; M Book or Submitted Motions. The requirements for a Notice of Hearing are set forth in Rule 16 , Arizona Rules of Probate Procedure. The following requirements are in addition to those set forth in Rule 16:

- (1) If oral argument or an evidentiary hearing is desired, the parties are required to follow the dictates of Pima County Local Rule 2.5 entitled “Oral Argument, Notice of Hearing, Submitted Motions”;
- (2) If the party submitting the Notice of Hearing is requesting oral argument and/or an evidentiary hearing, the Notice of Hearing must so state;
- (3) Any Notice of Hearing for an appearance hearing must provide the Court with an estimated amount of time necessary for the hearing. Otherwise, the Court will set the hearing for as few as 5 minutes; and
- (4) Failure to submit a Notice of Hearing to the assigned Division at the time of filing a Petition or moving paper or any document in opposition thereto or failure to request oral argument and/or an evidentiary hearing within the Notice of Hearing will result in the matter being placed on the Court's “M Book” Calendar and will be decided by the Court as proscribed in (B) below without oral argument/evidentiary hearing unless the Court orders otherwise.

(B) M Book Calendar; Submitted Motions. Matters placed on the Court's M Book Calendar will be decided on the papers submitted unless otherwise ordered by the Court.

(C) Non-Appearance Calendar.

- (1) Each Probate Court Commissioner and Probate Judge will maintain a non-appearance calendar. Any uncontested matter except the appointment of a guardian or conservator may be heard on the non-appearance calendar unless the Court notifies the filing party that an appearance is required.
- (2) A proposed form of order or judgment must be submitted with the documents relating to the non-appearance hearing.
- (3) Non-appearance hearings are set for 8:55 a.m. on the appointed date unless otherwise ordered by the Court.

(D) Setting Dates. Each Probate Court Commissioner and Probate Judge will set the date and time for hearings on matters assigned to their Division. Except for emergencies,

requests for injunctive relief, or as otherwise provided for under the Arizona Rules of Civil Procedure, the hearing date shall not be fewer than 21 days from the filing date of the applicable pleading, absent good cause.

(E) Continuances. Requests for continuances may be made as follows:

(1) Filing a motion to continue, a proposed order, notice of hearing, and proof of notice to all interested persons entitled to notice by statute, rule, or court order;

(2) Filing a written stipulation of all necessary parties and persons requesting notice, and a proposed order; or

(3) Making an oral request at the hearing.

(F) Form and Proof of Notice.

(1) Proof of Notice of any document or item filed with or provided to the Court is required.

(2) If the form of Proof of Notice is set forth by statute or court rule, that form must be followed. The rules applicable to captions and other matters of form of pleadings apply to all proofs of notice provided by this rule.

(3) If the form of proof of notice is not set forth by statute or court rule then proof of notice must be made by one of the following methods and must be signed by the person effectuating service:

(a) By filing a separate document in the matter entitled “Proof of Notice” which contains a description of the documents or things filed and served, the time and manner of service, and the name and service address of every noticed person; or

(b) By certification of service/notice as set forth in Rule 5, Arizona Rules of Civil Procedure, which includes the time and manner of service, and the name and address of every noticed person.

The proof of notice or certification must identify any noticed person who is known by the party to be a minor or a person under disability and, as to such person, state whether notice was given to the guardian, conservator, or court-appointed attorney of the person.

(G) Waivers of Notice. In addition to the requirements of Rule 10, Arizona Rules of Probate Procedure, matters in which notice has been waived may be presented for approval to the Presiding Probate Judge or a Probate Court Commissioner who will set the matter for hearing without the requirement of notice. Such matters will be set and considered as time permits. If a matter is time sensitive, the petition or motion must identify the time constraint. If all required waivers of notice, stipulations, and consents are filed with the

petition or motion, the Court may grant the requested relief without further delay. In such cases, the party seeking relief must mail or deliver a copy of the order to all interested persons upon receipt and file proof of notice thereof, within a reasonable time not to exceed 14 days.

(H) Compensation of Attorneys and Fiduciaries. In all matters filed in court related to compensation of fiduciaries, attorneys, and court-appointed investigators, the party requesting compensation or approval of compensation must file a verified, detailed statement of the services rendered and the time involved as required by statute, rule and applicable case law. This Rule does not apply to claims against Pima County for a Pay Order; such claims must adhere to Pima County's billing requirements.

Rule 4.12. Motions to Withdraw as Counsel

In addition to Rule 5.3, Arizona Rules of Civil Procedure, and Rule 31(b) Arizona Rules of Probate Procedure, regarding withdrawal of counsel, no attorney will be permitted to withdraw as attorney of record after an action has been set for trial, an evidentiary hearing or oral argument, unless either of the following is satisfied:

(A) There is endorsed upon the application therefore either the signature of a substituting attorney stating that such attorney is advised of the date of the hearing or trial and will be prepared for same or the signature of the client stating that the client is advised of the date of the hearing or trial and has made suitable arrangements to be prepared for same; or

(B) The Court is satisfied for good cause shown that the attorney should be permitted to withdraw.

Rule 4.13 Settlement Conferences

(A) Settlement conferences are not mandatory in probate matters and are governed by Rule 22, Arizona Rules of Probate Procedure.

(B) The Probate Presiding Judge will compile a list of attorneys qualified and willing to serve as judges pro tempore for purposes of presiding over and facilitating settlement conferences.

(C) Any attorney included on the list of judges pro tempore for the probate settlement conferences may, upon the attorney's request, be deleted from the Court's list of persons subject to appointment as arbitrators pursuant to Rule 73, Arizona Rules of Civil Procedure.

Rule . 4.14 Guardian of Minor, Fingerprints

Where the proposed guardian of a minor is required to be fingerprinted pursuant to Arizona Revised Statutes § 14-5206, the proposed guardian must be fingerprinted promptly after filing the petition for appointment of guardian of a minor. Information about the fees and the procedure for fingerprinting may be obtained by contacting the Clerk of the Court or on Arizona Superior Court in Pima County website at <http://www.sc.pima.gov> under the Self-Service Forms tab for Probate Court/Minor Guardianship. Rule 4.15 Court Order Appointing Attorney, Medical Examiner, and Investigator

In addition to the requirements of Rule 41 , Arizona Rules of Probate Procedure, in any proceeding in which a court-appointed attorney, medical examiner, or investigator is requested:

(A) The petitioner must submit a form of order with the name and address for the attorney and investigator left blank for completion by the Court or Probate Registrar.

(B) The petitioner must include in the form of order the name and address of the medical examiner.

(C) The party seeking the order of appointment must:

(1) Immediately inform the court-appointed attorney, medical examiner and investigator of their appointment; and

(2) Also mail or deliver a copy of the order of appointment to the court-appointed attorneys, medical examiner and investigator within 2 days after the order is signed.

(D) The Presiding Probate Judge will maintain a rotating list of court-appointed attorneys and court-appointed investigators for Title 14 and Title 36 matters. For good cause shown, the Court may appoint an attorney or investigator other than those on the rotating list.

Rule 4.16 Temporary Appointment of Guardian or Conservator

When petitioning for an emergency appointment of temporary guardian of an adult or conservator of a minor or adult, the petitioner must submit conformed copies of the petition and all required pleadings to the Presiding Probate Judge, or in the absence of the Presiding Probate Judge, to the Probate Registrar, unless otherwise ordered or directed.

Rule 4.17. Appointment of Attorney

If the rights of an unrepresented minor may be compromised because the minor is unrepresented, the Court may appoint an attorney to represent the minor.

Rule 4.18. Review of Pending Decedents' Estates; Status Report

(A) Completion; Verification. At the time a personal representative or special administrator is appointed, the Court will order the fiduciary to file a status report between 60 and 30 days before the second anniversary of the appointment and set a review hearing on the non-appearance calendar to review any status report filed by the fiduciary or the fiduciary's counsel.

(B) Status Report. The status report must include the following:

- (1) Reasons why the estate has not been closed;
- (2) Tasks remaining to be completed;
- (3) Distributions to beneficiaries;
- (4) Inventory of assets remaining;
- (5) Status of insurance and taxes on assets, if applicable;
- (6) Name and address of unpaid creditors including amounts owed; and
- (7) Estimated time for completion of the estate administration.

The personal representative must mail a copy of the status report to all interested persons no later than 30 days before the review hearing and must file proof of notice with the Court.

(C) Early Completion. The procedure described in Pima County Local Rule 4.18 must be followed on each subsequent anniversary of the appointment until the estate is closed

unless otherwise ordered by the Court. If the estate is closed before any status date, the status and compliance hearing dates shall be vacated.

(D) Noncompliance. For failure of the fiduciary or the fiduciary's counsel to comply with this rule, a judge or commissioner of the probate division may make such order as permitted by law, including, but not limited to, the following: (1) removal of the fiduciary (2) taxation of costs and/or attorneys' fees then or subsequently incurred; or (3) imposition upon either counsel or the fiduciary of further sanction or penalty provided by statute, rule or authority of the Court, including contempt of court.

Rule 5.1. Appointed Counsel; Compensation

When a defendant is entitled to appointed counsel pursuant to Rule 6.1(b), Arizona Rules of Criminal Procedure, the Court will appoint the Public Defender. If it is determined that the Public Defender cannot be appointed, the Court will appoint the Legal Defender. If neither the Public Defender nor the Legal Defender can be appointed, the Court will appoint the Legal Advocate or any other available public defense agency. If no public defense agency can be appointed, the Court will appoint private counsel under contract with the county to provide indigent defense legal services. The rate of compensation for court-appointed private counsel and related professional support services will be established by the Court pursuant to A.R.S. § 13-4013(A) and administered by the county through its indigent defense contract. The Court will not review claims for compensation by appointed private counsel or claims for related expenses except as provided in the county contract.

Rule 5.2. Pretrial Release of Persons Charged with Misdemeanors

(A) Authority to Grant Release and Establish Conditions. The Presiding Judge of the Court and the Chief Magistrate of the City of Tucson may appoint one or more staff members of the Pretrial Release Program of the Court to authorize the release of, and establish the conditions of release for, persons charged with misdemeanors who meet criteria for release established by the Presiding Judge.

(B) Promise to Appear. If release is authorized, the person charged with a misdemeanor will, before release, sign a promise to appear specifying the date, time and place of his appearance.

(C) Failure to Appear. If such person fails to keep the promise to appear, a warrant may issue for such person's arrest.

Rule 5.3. Criminal Arraignments

All criminal arraignments shall be heard by the Hearing Officer at a time designated by the Presiding Judge on every Court business day. If the Hearing Officer is unavailable, another Judicial Officer may hear arraignments at the discretion of the Presiding Judge.

Rule 5.4. Setting of Trial--Status Conference, Pleas and Continuances

(A) At arraignment, the Court will set a case management conference approximately thirty days later. At the case management conference, the Court will discuss the status of disclosure and will determine whether State has offered a plea agreement. If a defendant believes that they are missing disclosure at the case management conference, they are to provide a specific description of such outstanding disclosure.

(B) At arraignment, the Court will also set a pretrial conference at least sixty days after the arraignment date for the purpose of setting jury trial as may be necessary. .

(C) All trials must be set in accordance Rule 8.2(a), Arizona Rules of Criminal Procedure, and all requests for continuance of a trial will be governed by Rule 8.5, Arizona Rules of Criminal Procedure.

Rule 6.1. Juvenile and Adoption Proceedings and Habeas Corpus Proceedings Related to Custody

All juvenile and minor adoption matters will be set for hearing by the Juvenile Court. All habeas corpus proceedings relating to custody of minors will be heard by a judge or judge pro tem of the Juvenile Court.

Rule 6.2. Simultaneous Juvenile Proceedings and Legal Decision-Making, Parenting Time and Child Support Proceedings

(A) When a pending family law proceeding and a pending dependency, Title 8 guardianship or private severance proceeding involve the same parties, any party may move in the Juvenile Court by written or oral motion to consolidate the proceedings for hearing purposes only, or the Juvenile Court judge may consolidate the proceedings on its own motion after giving notice to the parties. The Juvenile Court judge may consult with the Family Court judge concerning consolidation. Written motions for consolidation must be filed in the juvenile case and the Clerk must also file the order in the family law case. The assigned juvenile division will rule on any such motion to consolidate. Legal decision-making, parenting time and child support issues, other than in Title IV-D cases, may be litigated in the juvenile division once the matters are consolidated in the Juvenile Court.

(B) Upon an adjudication of dependency, the Juvenile Court will consolidate any family law matter concerning the same parties with the juvenile matter to prevent conflicting orders in the family and juvenile cases and to allow the Juvenile Court, if appropriate, to determine legal decision-making and parenting time issues necessary to protect a child. Any such orders must be made before the dismissal of the dependency matter and before unconsolidating the juvenile matter from the family law matter. Title IV-D child support matters are excluded from the provisions of this rule and will be addressed only by the assigned Title IV-D judicial officer.

(C) To protect the confidentiality of the Juvenile Court matter, a separate minute entry will be filed in the family law matter showing that the Juvenile Court ordered the family law matter consolidated with the juvenile court matter. The minute entry from the juvenile matter will likewise reflect that the Court ordered the family law matter consolidated with the juvenile court matter.

(D) Following the consolidation of the family law matter with any dependency, Title 8 guardianship or private severance proceeding in the Juvenile Court, the assigned juvenile

division may suspend, modify or terminate a child support order for current support if the parent entitled to receive the child support is no longer entitled to child support as a result of a change in the legal and/or physical custody of the child. The assigned juvenile division may direct that the wage assignment be quashed or modified. The assigned juvenile division may also affirm previous orders for past due support or child support arrears or make other appropriate orders. Title IV-D child support matters are excluded and will be addressed only by the assigned Title IV-D judicial officer.

(E) The assigned juvenile division may temporarily unconsolidate the family law matter or certain proceedings thereof and return it to the assigned family law division to allow that division to conduct proceedings during a dependency or Title 8 guardianship matter.

Rule 6.3. Simultaneous Juvenile Proceedings and Title 14 Proceedings

(A) When a juvenile law proceeding and a pending Title 14 guardianship proceeding involve the same parties, any party may move to consolidate the proceedings in the Juvenile Court by written or oral motion. The Juvenile Court judge may consult with the judge presiding over the guardianship matter concerning consolidation, or the Juvenile Court judge may consolidate the proceedings on its own motion after giving notice to the parties. Written motions for consolidation must be filed in the juvenile case, and the Clerk must also file the order in the Title 14 matter. The assigned juvenile division will rule on any such motion to consolidate. Dissolution of the guardianship may be litigated in the juvenile division once the matters are consolidated in the Juvenile Court.

(B) Upon an adjudication of dependency, the Juvenile Court will consolidate the Title 14 guardianship concerning the same parties with the juvenile matter to prevent conflicting orders in the Title 14 and juvenile cases.

(C) To protect the confidentiality of the juvenile court matter, a separate minute entry will be filed in the Title 14 matter showing that the Juvenile Court ordered the matter consolidated with the juvenile matter. The minute entry from the juvenile matter will likewise reflect that the court ordered the Title 14 matter consolidated with the juvenile court matter. The order issued in the Title 14 matter must not include the juvenile case number.

(D) The assigned juvenile division may temporarily unconsolidate the Title 14 matter and return it to the assigned Title 14 division to allow that division to conduct the Title 14 proceedings during a dependency, severance, or Title 8 guardianship matter.

Rule 7.1 . Mental Health Hearing Calendar

Hearings pursuant to Chapter 5, of Title 36, Arizona Revised Statutes, entitled “Mental Health Services,” will be conducted at such times and places as may be designated by the Presiding Judge of the Probate Division. Such hearings will be conducted by Probate Court Commissioners unless otherwise directed by the Presiding Probate Court Judge.

Rule 7.2 . Hearings

(A) Length of Hearing. Hearings on petitions for court ordered treatment or continued court ordered treatment will not exceed one hour unless otherwise ordered by the Court on its own motion or for good cause upon a party's request. Any request by a party for an extended hearing must be submitted not later than 2 days before the hearing.

(B) Hearings Open to Public. Hearings on petitions for court ordered treatment will be open to the public, unless otherwise ordered by the judicial officer presiding over the hearing, and must conclude by 5:00 p.m., except as otherwise ordered.

(C) Stipulations to Continue or Expedite Hearing. Any stipulation of the parties to continue a hearing on a petition for court ordered treatment, or any request to expedite the hearing, must be filed not later than noon on the day before the hearing.

(D) Motions. Any motion hearings related to mental health cases must be scheduled at the earliest available hearing date. If the hearing on the motion cannot be set by the Court within 2 business days after filing of the motion, the Court may conduct a virtual or telephonic hearing with counsel to expedite scheduling the hearing on the motion or, alternatively, to hear the arguments on the motion telephonically or virtually. Unless otherwise ordered by the Court, no motion hearing may exceed 30 minutes.

(E) Changes Affecting Court Calendar. All matters, including stipulations, which affect the court calendar must be approved by the division to which the case is assigned and must be submitted not later than noon on the day before the hearing, unless the Court approves otherwise.

(F) Written Testimony. By stipulation of the parties, witness testimony at hearings may be presented by written testimony in lieu of oral testimony.

(G) Virtual or Telephonic Testimony. The judicial officer assigned to the hearing, for good cause, may allow telephonic or virtual testimony of a witness at a hearing on a petition for

court ordered treatment. Any such request by either party must be promptly presented to the judicial officer presiding over the hearing and opposing counsel.

Rule 7.3 . Disclosure of Witnesses and Exhibits

Each party must comply with the following disclosure requirements:

- (A) Each party must promptly exchange a list of all witnesses, including their names and telephone numbers;
- (B) Each party must promptly exchange a list of all exhibits;
- (C) Such disclosure must be made not later than 2 days prior to the time of the hearing; and
- (D) Each party shall promptly supplement the witness and exhibit list whenever a new witness or exhibit is discovered.

Rule 7.4 . Confidentiality of Files

(A) Pursuant to A.R.S. § 36-509, the Clerk of the Court or court staff must limit access to mental health files and must disclose only the following information:

- (1) That a mental health file exists for any named individual;
- (2) The number of that file;
- (3) Any scheduled hearing date; and
- (4) The time and place of the hearing and the name of the judicial officer assigned to preside at that hearing.

(B) The court docket shall list the docket number only, which must remain public.

(C) Access to the contents of a mental health file must not be allowed except in compliance with A.R.S. § 36-509.

(D) If the Clerk of the Court or court staff is uncertain whether a person requesting information or access is entitled to the same under A.R.S. § 36-509, the person must be referred to the Presiding Judge of the Probate Division.

(E) Transfer to the State Hospital. If the Department of Health Services does not admit a person court ordered to the Arizona State Hospital within 20 days after the entry of the court order for transfer, the county attorney's office must file written notice thereof with

the Court with a copy to the judicial officer who presided over the hearing. The judicial officer may set a hearing to determine the status of the patient's admission to the Arizona State Hospital and whether alternatives to admission to the Arizona State Hospital exist at that time. The Court may designate the hearing as either evidentiary or non-evidentiary.