

SUPREME COURT OF ARIZONA

In the Matter of	)	Arizona Supreme Court
	)	No. R-25-0049
LOCAL RULES OF PIMA COUNTY	)	
SUPERIOR COURT	)	
	)	
	)	
	)	
	)	
	)	FILED:03/05/2026

**ORDER APPROVING
AMENDMENTS TO SUPERIOR COURT
LOCAL RULES OF PRACTICE, PIMA COUNTY**

On November 14, the Honorable Danelle Liwski, presiding judge of the superior court in Pima County, and the Honorable Greg Sakall, associate presiding judge of the superior court in Pima County, filed a request under Rule 28.1(e) of the Rules of the Supreme Court of Arizona seeking approval of a set of proposed amendments to the Local Rules of Practice for the superior court in Pima County. The Court having considered the request and no comments having been submitted regarding the request,

IT IS ORDERED approving the amendments as modified in accordance with the attachment to this order, effective May 1, 2026.

DATED this 5th day of March, 2026.

/s/
ANN A. SCOTT TIMMER
Chief Justice

Supreme Court No. R-25-0049

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TO:

Rule 28 Distribution

D Gregory Sakall

Robert L Barrasso

ATTACHMENT¹

Local rules of Practice—Pima County

Rule 1. General

The Court

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 ~~shall~~ will be assigned alphabetical division designations. The Court will be divided into the following 5 ~~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 ~~will~~ 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.

Court Hearings and Calendar

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 ~~Monday~~ is on an official holiday, then the division may next official court day ~~will be~~ designated 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

[No change]

~~Rule 1.5. Short Causes, Pretrial Conferences and Special Hearings~~

~~The division to which a case is assigned may set short causes, pretrial conferences and other matters needing a special time for hearing on Monday or at such time as may be~~

¹ Additions are shown by underscoring, and deletions are shown by ~~strike through~~.

~~appropriate in the discretion of the judicial officer. A short cause is any case stipulated to by all parties to take less than one hour to try to 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. Court Certified Reporters, Special Needs and Interpreters

~~(A) Absent an advance request, court Certified reporters will be provided, if available, for first-degree murder hearings only. for regularly scheduled trials or other matters as required by law. If a Otherwise, a court certified reporter may be requested and, if available, will be provided. is needed for any other matter, including juvenile matters, counsel or a self-represented party must notify the division to which the case is assigned and the Manager of the Court Reporters by 12:00 noon of the preceding court day to have a court reporter present. 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 court certified reporter. unless such required notification has been given to the division to which the case is assigned and the Manager of the Court Reporters. Absent a timely request. The availability of a court-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 (Facilities Management) of the Court, with a copy to the assigned division. ~~together with the medical documentation necessary to determine what reasonable accommodations might be necessary. Such~~ The request and documentation must be submitted at least 10 business days ~~one week in advance of~~ before the proceeding for which the accommodation is requested unless otherwise ordered by the Court for good cause shown.

(C) Requests for ~~interpreting~~ 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 Interpreter Services at least no later than 10 business court days in advance of 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 ~~such matter~~ 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 ~~call to the Court's attention~~ any scheduling or calendar conflicts. Conflicts will be resolved in accordance with any applicable procedural rules~~Rule 38.1(c), Arizona Rules of Civil Procedure, Rule 8.1, Arizona Rules of Criminal Procedure, or Rule 34(b), Arizona Rules of Family Law Procedure, as applicable.~~

(B) [No change]

(C) Resolution of Conflicts. Upon being advised of a scheduling conflict, the judges involved will, confer, if necessary, ~~in person or by telephone~~ 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 ~~as civil, criminal, family, probate or juvenile, and the presence of any speedy trial problems;~~

(2)-(5) **[No change]**

~~Rule 8.1, Arizona Rules of Criminal Procedure, provides that the trial of criminal cases has priority over the trial of civil cases.~~

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, ~~Case Management Court Services Division,~~ and the noticed judge. ~~Upon request~~ On proper notice for a change of judge as a matter of right, the case will be transferred to ~~Case Management Court Services Division~~ or designee for reassignment.

(B) Change of Judge for Cause. Counsel ~~and self-represented parties~~ will ~~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 ~~the~~ 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 ~~shall~~ will be signed by any judicial officer before a supporting complaint and/or petition is first filed ~~in the Office of~~ with the Clerk of the Court.

(B) [No change]

(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) ~~Submit~~ 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 ~~For any paper filing~~ 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. ~~at the time of the filing of the original with the Clerk of the Court, a copy of all motions or other documents necessary for a judicial ruling or decision must be delivered to the judge of the division to which the case has been assigned or to Case Management Services if the case has not been assigned.~~ 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, ~~or for which some judicial action is 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 ~~notify the Court's through e-filing system indication that judicial action is required~~ or give notice by mail, if appropriate, as to the pending status and must request a ruling.

(B) [No change]

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. No pleading or motion will be accepted by the Clerk of the Court for filing unless it is clearly legible.

(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 ~~shall~~ 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, c~~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, ~~delivered to the judicial officer of the division to which the case has been assigned. Any such attachments or authorities provided to the judge must also be provided to all other parties.~~

(E) Sanctions. ~~For a violation of this rule, the~~ The Court may order the removal of any document that violates any provision of this rule, and may assess the offending document and assess the offending party or counsel such 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. ~~as may be necessary to cover the Clerk of the Court's costs of filing, and any costs of preservation and storage.~~

(F) Dividers. No pleading, document, or other submission may contain ~~will utilize~~ 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 ~~Agave~~ filing system as confidential. Unless otherwise ordered by the Court, ~~Only the parties and counsel to 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 ~~Agave~~ 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) [No change]

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 attaches thereto~~ 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. ~~Counsel of record shall be responsible for matters in which they appear as set forth in Rule 5.3(a), Arizona Rules of Civil Procedure, Rule 9(d) (e), Arizona Rules of Family Law Procedure, Rules 11 and 39, Juvenile Court Procedures and Rule 6.3, Arizona Rules of Criminal Procedure, as applicable.~~ Withdrawals and substitutions of counsel may only be made in strict adherence to the requirements and procedures set forth in ~~the~~ any applicable procedural rules.

Rule 1.19. Suspension of Rules

[No change]

Rule 2. Civil

Motions, Proposed Orders, Oral Argument, Notice of Hearing, Telephone Conferences and Discovery

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 at the time when of the filing the motion to which the order refers is filed, but, in any event, not fewer than 2 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 at the time of when filing 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, Aall 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 ~~present~~ file a Motion for Expedited Hearing ~~and Order to the Court~~ and certify that it has been ~~delivered to~~ served on all other parties. The requesting party must electronically lodge with the assigned division a proposed Order must provide 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, Aany party desiring oral argument must ~~file~~ electronically lodge with the assigned division a separate Notice of Hearing in a format approved by the Clerk of the Court with any motion or response a separate Notice of Hearing that which must include the following:

(1) **[No change]**

(2) The name of the judge judicial officer ~~to hear~~ 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)-(5) [No change]

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 ~~submits~~ 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. ~~The fact that~~ That no hearing or oral argument has been set on a motion ~~shall~~ does not ~~in any way~~ relieve the parties from filing written memoranda required by any applicable rule.

(D) [No change]

Rule 2.6. ~~Electronic or Telephone 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 ~~other proceeding by telephone conference call or other electronic means.~~ All requests to appear ~~telephonically~~ remotely for such other hearings must be in writing and presented to the Court no later than noon 2 business court days before the scheduled hearing. ~~The party requesting the hearing is responsible for timely notifying all other parties and for arranging any necessary conference call.~~

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. ~~The Court may, in its discretion, permit appearance by any electronic means~~

~~on any motion or other proceeding allowed by law, provided that proper technology is available to permit the appearance in a manner that permits all persons who need to participate to do so. All requests for appearances by any electronic means other than telephonic appearances for hearings must be presented in writing to the Court at least 20 days before the scheduled hearing.~~

Rule 2.7. Motions to Compel Discovery; Required Statement of Deficiencies

~~In addition to the requirements of Rules 37(a), Arizona Rules of Civil Procedure, a party moving to compel discovery must also set forth, separately from the memorandum of law in support of their Motion to Compel, the following in separate, distinct, numbered paragraphs:~~

~~(A) The question propounded, the interrogatory submitted, the designation requested or the inspection requested;~~

~~(B) The response received; and~~

~~(C) The reason(s) why the response is deficient.~~

~~The requirement does not apply where there has been a complete and total failure to respond to the propounded discovery.~~

Rule 2.8. Summary Jury Trial

~~(A) Definition. A Summary Jury Trial is a jury trial that will take no longer than one day in the selection of the jury, presentation of evidence, argument by counsel and the commencement of jury deliberations. There will be no less than four and no more than six jurors. The jury verdict is final and binding.~~

~~(B) Procedure for Summary Jury Trial. If the parties believe a summary jury trial is appropriate in their case, they must submit a Stipulation and Order to the assigned trial judge.~~

~~(C) Time to Request Summary Jury Trial. The parties must request a summary jury trial as soon as possible but no later than 2 business days before the date set for trial unless otherwise ordered.~~

~~(D) Form of Stipulation. Unless otherwise agreed in writing and approved by the Court, the stipulation for a summary jury trial must be in the form found on the Pima County Compulsory Arbitration website at <http://www.sc.pima.gov>.~~

Rule 2.9. Compulsory Arbitration

~~(A) Amount in Controversy. All civil cases filed with the Clerk of the Court in which the Court finds or the parties agree the amount in controversy does not exceed \$1,000.00, except those specifically excluded by Rules 72 through 77, Arizona Rules of Civil Procedure, must be submitted to and decided by an arbitrator or arbitrators in~~

~~accordance with the provisions of A.R.S. § 12-133 and Rules 72 through 77, Arizona Rules of Civil Procedure.~~

~~(B) Certificate of Agreement or Controverting Certificate.~~ In any case in which the Defendant does not file a Controverting Certificate pursuant to Rule 72(e)(2), Arizona Rules of Civil Procedure, it will be deemed that the defendant has agreed that the case is subject to compulsory arbitration.

~~(C) Appointment of Arbitrator.~~ If applicable, an arbitrator will be appointed in cases with a single defendant, when the defendant files an answer. Otherwise, the Case Management Services Division will appoint an arbitrator no later than 120 days after the action is commenced. The case shall then proceed through Arbitration as provided by Rules 72 through 77, Arizona Rules of Civil Procedure.

~~(D) Alternative Dispute Resolution/Summary Jury Trial.~~ As provided by Rule 72(d), Arizona Rules of Civil Procedure, the Court will waive the arbitration requirement if the parties agree to participate in a summary jury trial. If the parties stipulate to a summary jury trial, they must submit a Stipulation and Order and the Order must contain language removing the matter from compulsory arbitration.

~~(E) Motion to Continue on the Dismissal Calendar.~~ In the event that a notice of decision has not been filed within 270 days after the action was commenced as prescribed by Rule 38.1(d), Arizona Rules of Civil Procedure, Case Management Services will place the matter on the Dismissal Calendar. Any motion or stipulation for an extension of time to remain on the Dismissal Calendar must establish good cause and be submitted to the assigned trial judge. The motion or stipulation must set forth when a hearing has, or will be, conducted, and the amount of time the party or parties seek to keep the case on the Dismissal Calendar.

~~(F) Compensation of Arbitrator.~~ An arbitrator assigned to a compulsory arbitration matter is entitled to receive as compensation for services a fee of \$140 per day for each day, or part thereof, necessarily expended in the hearing of the case. "Hearing" is defined by Rule 76(f), Arizona Rules of Civil Procedure.

Pretrial Statements and Trials

Rule 2.107. 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 2.407.

(C) [No change]

Rule 2.11. Trial Setting

~~Cases set for trial on a day certain must be tried when reached, and shall remain on the trial calendar to be tried in the order in which they are set or as otherwise ordered by the Court. The fact that a case has been set for trial on a specific day will not give it precedence over cases for a prior day. The case with the lowest case number generally has precedence over cases with higher case numbers. Nevertheless, should more than one trial be set to begin on the same day, the determination as to which trial shall take precedence is at the Court's discretion.~~

~~(A) It shall be the duty of the attorneys or parties appearing in person to be ready for trial when their cases are called.~~

~~(B) All jury trials shall be calendared to start at 9:00 a.m. on the first day of trial unless the Court sets a different time. The attorneys must appear in the chambers of the trial judge 30 minutes before the start of trial on the first day unless otherwise ordered by the Court.~~

Assignment of Cases

Rule 2.428. Filing of Face Sheet (Civil Cover Sheet)

[No change]

Rule 2.13. Docketing Format

~~Each document separately filed in a particular case must be sequentially numbered by the Clerk of the Court on the first page of the document, and must be docketed by that number.~~

Rule 2.149. Case Assignment

All cases filed with the Clerk of the Court will be assigned a case number and judge will be assigned forthwith by the Clerk or Case Management Services to a Civil Trial Division ~~which~~ who will thereafter process the case to conclusion unless the case is otherwise assigned by the Presiding Judge or by Court Services Case Management Services under these Pima County Local Rules ~~2.20, 2.21, 2.22~~ 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 2.4510. Refiling

[No change]

Rule 2.1611. 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, ~~the prevailing party must furnish the trial judge with a copy of the mandate unless it appears of record that the judge has been furnished a copy of the mandate.~~ 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 serving on the Court or is no longer assigned that the remanded case, counsel must lodge the a copy of the mandate with ~~Case Management Services~~ Court Services who will reassign the case by the same random process set forth in Pima County Local Rule 2.18.11.

(C) [No change]

Rule 2.1712. 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 ~~Case Management Services~~ 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 2.1813. Post-Trial Motions

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

Rule 2.1914. Transfer of Related Civil Cases; Case Consolidation; Assignment

(A)-(B) [No change]

(C) **Service.** Service of any motion filed under subsections (aA) or (bB) 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 (aA) or (bB) 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 2.2015. Dismissal for Failure to Prosecute/ Dismissal Calendar

The ~~Clerk of the Court or Case Management Services~~ 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)-(B) [No change]

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. Family Law Cases

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>, ~~or may be located~~ in the Self-Service Center of the Law Library at the Superior Court, ~~or~~ 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, ~~in addition to trial duties~~, 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 ~~and the issuance of Orders of Protection~~ 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 ~~judicial officer~~ 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 for 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). ~~The Clerk of the Court will deliver a copy of all Affidavits Regarding Minor Children to the Director of the Conciliation Court each business day. If there are no minor children, parties need not file an Affidavit Regarding Minor Children.~~

(B) Disclosure Statements. Disclosures required by Rules 49 and 91~~(m)~~, 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 ~~the~~ a parties 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 proposed Order to Appear shall 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 eCourt 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 ~~Case Management~~ 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 ~~Case Management~~ Court Services department, 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 pursuant to Rule 76.1, ARFLP, at which time a trial date will be set ~~and will promptly notify the parties.~~ The Court Cases will be set for 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, ~~governed by Rule 67.4, ARFLP~~, 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 by telephone is granted by the assigned division pursuant to a motion or stipulation submitted ~~at least 30~~ 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 a 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.

~~(C) Settlement in Alternate Dispute Resolution. Parties who agree to utilize an alternative dispute resolution method pursuant to Rules 67-67.4, and 68, ARFLP, may agree in writing that agreements made by them will be binding upon the parties, subject to the approval of the Court.~~

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.

~~(1) Forms of Financial Affidavits. There are 2 local forms of financial affidavits as permissible alternatives to the Affidavit of Financial Information in Form 2, Rule 97, ARFLP: (a) a child support financial affidavit; and (b) a spousal maintenance affidavit. Wherever the term financial affidavit is used in this rule, it refers to the relevant court-approved financial affidavit. In any proceeding where the establishment or modification of child support is the sole financial issue, a child support financial affidavit must be filed. In all other proceedings where spousal maintenance or a request for an award of attorney's fees or expenses is at issue, a spousal maintenance financial affidavit must be filed. In all cases a party may choose to use the Affidavit of Financial Information in the Appendix to Rule 97, ARFLP. No filing or appearance fee may be charged for the filing of the opposing party's financial affidavit, unless otherwise provided by law.~~

~~(2) Duty to Document Change in Financial Circumstances in the Financial Affidavit. In any proceeding for establishment or modification of child support or spousal maintenance, for an award of attorney fees and/or expenses, or a proceeding for failure to pay any of the foregoing, a party may not present testimony regarding any change in his or her financial circumstances between the date of the most recent financial affidavit and the date of the hearing or trial, unless an amended financial affidavit setting forth the changes has been filed or good cause is shown.~~

~~(3) Documents to Be Provided to the Other Party:~~

~~(a) When seeking establishment or modification of child support, a party must timely provide to the other party's attorney or to the party if self represented, but not file with the Clerk of the Court, the documents as required by Rule 49(e) and/or 91(m), ARFLP.~~

~~(b) When seeking establishment or modification of spousal maintenance, and/or an award of attorney's fees and costs, or expenses, a party must timely provide to the other party's attorney, or, to the party if self represented, but not file with the Clerk of the Court, the documents as required by Rule 49(f) and/or 91(m), ARFLP.:~~

~~(c) The Order to Appear must specifically direct both parties to comply with Rule 49 and/or 91, ARFLP, as appropriate. 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.~~

(B) [No change]

~~**(C) Order to Appear for Temporary Orders.** In addition to the documents required by Rules 47-47.2, ARFLP, when a request for an Order to Appear is made for temporary spousal maintenance, child support, or a request for an award of attorney fees and/or expenses, the requesting party must serve a blank copy of the required financial affidavit and a copy of Pima County Local Rule 3.5. The opposing party must file the required financial affidavit, a copy of which must be provided to the party's attorney, or, if self represented, to the party in a timely manner.~~

(D) 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 requesting party must serve a blank copy of the required financial affidavit and a copy of Pima County Local Rule 3.5. 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) *Petition for Modification of Child Support.* When a party files a petition for modification of child support, the requesting party must serve a blank copy of the required financial affidavit and a copy of Pima County Local Rule 3.5. 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. This provision does not apply to modifications filed pursuant to the Simplified Procedure set forth in the Arizona Child Support Guidelines, and pursuant to Rule 91.1(b)(2), ARFLP. 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 prior to filing the petition.~~

~~(32) *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 form of Child Support Order, Income Withholding Order and 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.

(ED) 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)-(4) [No change]

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.

(FE) 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)-(2) [No change]

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.

(GE) 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), ~~or~~ (E) 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, guardianship or private severance proceeding Title 8 guardianship or private severance proceeding involve the same parties, Local Rule 6.2 governs any motion to consolidate. the parties must comply with Rule 5.1(a), ARFLP. Any party may move to consolidate the proceedings by written or oral motion. The Family Court judge may consult with the Juvenile Court judge concerning consolidation, or the Juvenile Court judge may consolidate the proceedings on its own motion. Written motions for consolidation must be filed in the juvenile case and copied to the family law case. The assigned juvenile division will rule on any such motion to consolidate. A copy of the ruling must be filed in the juvenile case and copied to the family law case file.~~

~~(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 case.~~

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

Rule 3.7. Pretrial Statement

~~(A) Preparation, Signing, and Filing of Pretrial Statements. In every family law case set for trial or scheduling conference, including any bifurcated portion of such trial, or as otherwise directed by the Court, a pretrial statement must be filed. Counsel who will try the case and who are authorized to make binding stipulations on behalf of the parties, or the parties themselves, if self-represented, must confer and prepare the pretrial statement, signed by each party or counsel. Pretrial statements required by Rule 76.1(f), ARFLP, must be filed no later than 20 days before the date set for trial or Scheduling Conference, or on the date ordered in the family law trial notice. The original must be filed with the Clerk of the Court and a copy must be provided to the Case Management Services department and the assigned trial division. Failure to comply with Pima County Local Rule 3.7(A) may result in the imposition of interim relief and/or sanctions as set forth in Pima County Local Rules 3.5(F) and 3.7, or any other sanctions provided by Rule 76.2, ARFLP.~~

~~(B) Contents of Statements.~~ The pretrial statement in family law cases must comply with Rule 76.1(f) and (g), ARFLP, and shall be in a form substantially similar to the court-approved form.

~~(C) Accompanying Documents.~~ The parties or, if represented, their counsel must each file with the joint or separate pretrial statement, a Proposed Legal Decision-Making or Parenting Time Plan if parenting time or legal decision-making are not resolved. Copies of all documents required by Pima County Local Rule 3.5(A)(3) and the ARFLP must be exchanged with the opposing party but shall not be filed with the Court, and must be brought to the trial or hearing for use as evidence.

~~(D) Restrictions on Exhibits and Witnesses.~~ No exhibits or witnesses may be offered or presented during the trial other than those listed on the pretrial statement, and timely exchanged, unless otherwise permitted by the Court.

~~(E) Sanctions.~~ If there has been a failure by either or both counsel, or the parties if not represented by counsel, to prepare the pretrial statement, the Court may impose any of the sanctions or penalties allowed by the ARFLP, any statute, or the Court's inherent authority. At the request of a party, the Court may continue the trial, enter an interim award for relief to the requesting party, and award the requesting party attorney's fees and expenses incurred in preparing for and attending the domestic settlement conference or trial. For purposes of entering an interim award, the Court may, on its own motion, examine a party as may be necessary. A non-compliant party may be precluded from introducing evidence and from conducting cross-examination regarding the interim award.

Rule 3.78. Responding Party's Appearance Fee

~~A final order for joint legal decision-making, including a decree of dissolution of marriage or legal separation containing such order, may not be entered unless the responding party's appearance fee has been paid. If the decree or order is to be entered by default and the responding party has appeared in the action only by payment of an appearance fee to allow an award of joint legal decision-making, notice to the responding party pursuant to Rule 44.2(b), ARFLP, is not required.~~

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 3.98. Parent Education Course

(A) [No change]

(B) The Conciliation Court must file the original Notice of Program Completion-- Parent Education Course ~~must be filed with the Clerk of the Court by the Conciliation Court. Each party must promptly provide a copy of the Notice of Program Completion to the opposing party or attorney, unless otherwise ordered by the Court.~~

~~**(C)** If, with the Court's prior permission, a party takes a parent education course outside of Pima County or the State of Arizona in order to comply with A.R.S. § 25-351, *et seq.*, that party must file the original documentation of completion with the Clerk of the Court and provide a copy to the opposing attorney or party if self-represented.~~

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

Rule 3.910. Conciliation Court Services--Mediation of Legal Decision-Making and Parenting Time Disputes

(A) [No change]

(B) Commencement of Mediation.

(1) By the Court:

(a) [No change]

(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 ~~shall~~ will enter an order that the parties attend mediation before trial.

(c) [No change]

(2) [No change]

(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) [No change]

(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 ~~Pima County Local Rule 3.10~~ this rule.

All the provisions of ~~Pima County Local Rule 3.10~~ this rule apply to private mediation, and any references to the Conciliation Court are deemed to include private mediators.

Rule 3.4110. 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 ~~shall~~ will be assigned file numbers with the letter "X" as a prefix. ~~Conciliation petitions may also be submitted at the Conciliation Court.~~ The Conciliation Court will review all petitions for compliance with the statute before filing by the Clerk of the Court.

(B)-(D) [No change]

Rule 3.4211. 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 ~~finances~~ 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 ~~being~~ will be commenced unless otherwise ordered by the Court.

(B) [No change]

~~Rule 3.13. Parenting Coordinator--Private Appointments and Conciliation Court Appointments~~

~~The Court may appoint a parenting coordinator pursuant to Rule 74, ARFLP. The appointed parenting coordinator is not subject to subpoena and may not be called as a witness in the case, except as permitted by the Court.~~

Rule 4. Probate Matters

General Administration

Rule 4.1. Cases

[No change]

Rule 4.2. Presiding Probate Judge

[No change]

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

(A) [No change]

(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/Guardianship.

Rule 4.4. Caption of Pleadings; Consolidation

(A) Caption of Pleadings. In addition to the requirements of Rule ~~5~~ 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) [No change]

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 ~~Guardianship~~.

(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)-(2) [No change]

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

(C) [No change]

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)-(D) [No change]

Rule 4.7. Uncontested Matters and Matters Becoming Contested

~~Unless a different time is set by the Court, Uncontested probate matters will be heard by probate court commissioners. Mondays, Tuesdays, Wednesday, and Thursdays at 9:00 a.m., 9:30 a.m., 10:00 a.m., and 10:30 a.m. Order to Show Cause hearings will be heard at 11:00 a.m.~~ 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

[No change]

Rule 4.9. Reference and Assignment of Contested Matters

[No change]

Rule 4.10. Form, Content and Captions

[No change]

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 9, Arizona Rules of Probate Procedure. The following requirements are in addition to those set forth in Rule 16 9:

(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 9 entitled “Oral Argument, Notice of Hearing, Submitted Motions”;

(2)-(3) [No change]

(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 ~~had~~ as proscribed in (B) below without oral argument/evidentiary hearing unless the Court orders otherwise.

(B)-(C) [No change]

(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)-(F) [No change]

(G) Waivers of Notice. In addition to the requirements of Rule ~~14~~ 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) [No change]

Rule 4.12. Motions to Withdraw as Counsel

In addition to Rule 5.3, Arizona Rules of Civil Procedure, and Rule 31(b) ~~40(D)(2)~~, 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)-(B) [No change]

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.

Guardianships and Conservatorships

Rule 4.13. 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 21, Arizona Rules of Probate Procedure, contains further requirements.~~

Rule 4.14. 4.15. Court Order Appointing Attorney, Medical Examiner, and Investigator

In addition to the requirements of Rule 41-19, Arizona Rules of Probate Procedure, in any proceeding in which a court-appointed attorney, medical examiner, or investigator is requested:

(A)-(D) [No change]

Rule 4.154.16. Temporary Appointment of Guardian or Conservator

[No change]

Rule 4.164.17. Appointment of Attorney

[No change]

Rule 4.17. Settlement Conferences

~~(A) Settlement conferences are not mandatory in probate matters and are governed by Rule 29, 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.~~

Decedents' Estates

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

(A)-(B) [No change]

(C) Early Completion. The procedure described in Pima County Local Rule 4.1918(A)-(B) 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) [No change]

Adult Mental Health

Rule 4.19. 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 4.20. 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 telephonic hearing with counsel to expedite scheduling the hearing on the motion or, alternatively, to hear the arguments on the motion telephonically. 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) Telephonic Testimony.~~ The judicial officer assigned to the hearing, for good cause, may allow telephonic 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 4.21. 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 4.22. 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.~~

Rule 5. Criminal

Rule 5.1. Appointed Counsel; Compensation

[No change]

Rule 5.2. Pretrial Release of Persons Charged with Misdemeanors

[No change]

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 ~~fix a date and time at least four weeks case management conference approximately thirty days later, for purpose of taking a change of plea or setting of a trial date pursuant to Rule 8.2, Arizona Rules of Criminal Procedure.~~ 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. ~~The Court will also set a status conference 30 days before trial, and such other orders necessary to facilitate completion of discovery and the orderly progress of the case to disposition.~~

(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 shall will be governed by Rule 8.5, Arizona Rules of Criminal Procedure.

Rule 6. Juvenile

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, in the Juvenile Court by written or oral motion, 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, ~~or the Juvenile Court judge may consolidate the proceedings for hearing purposes only on its own motion after giving notice to the parties.~~ Written motions for consolidation ~~shall~~ must be filed in the juvenile case and the Clerk must also file the order ~~shall be copied to~~ in the family law case. The assigned juvenile division ~~shall 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 prior to before the dismissal of the dependency matter and prior to before unconsolidating the juvenile matter from the family law matter. Title IV-D child support matters, ~~however,~~ are excluded from the provisions of this rule and ~~shall will should~~ be addressed only by the assigned Title IV-D judicial officer. ~~Any such orders must be made prior to the dismissal of the dependency matter and prior to the unconsolidating the juvenile matter from the family law matter.~~

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

(D) ~~Following During any the consolidation of the family law matter with any dependency, Title 8 guardianship or private severance proceeding in the Juvenile Court and following the consolidation of the family law matter,~~ 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 ~~will 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, ~~however,~~ 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 ~~shall~~ 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. Adult Mental Health

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.