

**IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF MARICOPA**

IN THE MATTER OF THE LAW LIBRARY	)	ADMINISTRATIVE ORDER
RESOURCE CENTER FORMS AND	)	NO. 2017-072
ARIZONA RULE OF CIVIL	)	
PROCEDURE 5.2(b)(1)	)	
_____	)	

The Superior Court of Arizona in Maricopa County’s Law Library Resource Center provides Court forms for use by the public, litigants, lawyers, judges, commissioners and other Court staff. The forms are created in user-friendly format and language, are often single-spaced, and are printed in a readable font (currently Arial 10 point or Times New Roman 10 point or larger), and contain copyright information in the lower left-hand corner.

**Arizona Rule of Civil Procedure 5.2(b)(1)(B) provides:**

Type Size and Font. Every typed document must use at least a 13-point type size. The court prefers proportionally spaced serif fonts, such as Times New Roman, Bookman, Century, Garamond, or Book Antiqua, and discourages monospaced or sans serif fonts such as Arial, Helvetica, Courier, or Calibri. Footnotes must be in at least a 13-point type size and must not appear in the space required for the bottom margin.

**Arizona Rule of Civil Procedure 5.2(b)(1)(D) provides:**

Margins and Page Numbers. Margins must be set as follows: a margin at the top of the first page of not less than 2 inches; a margin at the top of each subsequent page of not less than 1- ½ inches; a left-hand margin of not less than 1 inch; a right-hand margin of not less than ½ inch; and a margin at the bottom of each page of not less than ½ inch. Except for the first page, the bottom margin must include a page number.

**Arizona Rule of Civil Procedure 5.2(b)(1)(J) provides:**

Court Forms. Printed court forms may be single-spaced, but those requiring a judge's or commissioner's signature must be double-spaced. Printed court forms must be single-sided. All printed court forms must be on paper of sufficient quality and weight to assure legibility upon duplication, microfilming, or imaging.

The Law Library Resource Center (previously the Self-Service Center) was established to improve access to the court. Adapting Law Library Resource Center forms to comply with these rules will result in significant costs to the Court, to the public, and will hinder access to the court. The amount of paper used in the creation of the forms, if compliance with the rule is required, will increase by 30-50%. The increase will disproportionately affect Spanish speaking customers, increasing paper use for forms in Spanish up to 50-70%. This will cause an increase of more than \$2,000 per month in the printing costs incurred by this Court. Further, since litigants must make copies of all forms that are submitted, copy costs will increase an additional 30-50 % (50-70% for Spanish speakers) for the litigant, making the Law Library Resource Center forms cost prohibitive for some. The increased volume of paper will also negatively impact the filing counters and records department of the Clerk of the Superior Court, Court Administration through file review, document scanning and other caseflow techniques, and judicial officers who review the pleadings and orders.

Likewise, the Maricopa County Clerk of Court works closely with the Law Library Resource Center and also provides user-friendly forms for litigants to utilize. It, too, would be negatively impacted by increased costs if required to reformat its forms to comply with the Rule.

Arizona Rule of Civil Procedure 5.2(b)(1) provides authority to the Court to order deviations from the requirements contained in Rule 5.2(b)(1)(A) through (J).

Therefore, to preserve the user-friendly format of the Law Library Resource Center and Clerk of Court forms, maintain and improve access to the courts, and in the interest of judicial economy and resources:

**IT IS ORDERED** that the Superior Court of Arizona in Maricopa County's Law Library Resource Center, the Maricopa County Clerk of Court, and any litigant who uses a Law Library Resource Center or Clerk of Court form is exempt from complying with Arizona Rule of Civil Procedure 5.2(b)(1)(B), (D) and (J).

**IT IS FURTHER ORDERED** that in the event a request for reasonable accommodation is made under the American with Disabilities Act ('ADA'), the

Law Library Resource Center shall make the reasonable accommodation to increase the font size to comply with the ADA.

Dated this 28<sup>th</sup> day of July, 2017

/s/ Janet E. Barton  
Honorable Janet E. Barton  
Presiding Judge

Original: Clerk of Court

Copies All Superior Court Judges and Commissioners  
Michael K. Jeanes, Clerk of the Court  
Raymond Billotte, Court Administrator  
Shawn Haught, Law Library Resource Center