

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

IN THE MATTER OF IMPLEMENTATION)
OF A PILOT PROGRAM FOR THE)
ELECTRONIC SUBMISSION OF CASE)
RECORDS FOR CASES ON APPEAL TO)
SUPERIOR COURT FROM MUNICIPAL)
AND JUSTICE COURTS)

ADMINISTRATIVE ORDER
NO. 2022-114

WHEREAS, the original limited jurisdiction court case records in the Municipal Courts and Justice Courts are maintained electronically and judicial efficiency supports maintaining an electronic court record; and

WHEREAS, the Clerk of the Superior Court for Maricopa County (Clerk) has not yet implemented eFiling for Lower Court and Administrative Appeals (LC) cases; and

WHEREAS, the Municipal Courts and Justice Courts are required to transmit the record on appeal in accordance with A.R.S. §§ 22-264 and 22-373; and

WHEREAS, the Municipal Courts and Justice Courts are converting electronic case documents to paper format for transmittal to the Clerk for cases that are appealed to the Maricopa County Superior Court; and

WHEREAS, the Clerk is scanning these case documents for submittal into the electronic court record; and

WHEREAS, the Clerk has created a secure electronic portal called “Lower Court Appeals – Electronic Transmission of the Record Portal” that will allow the Municipal Courts and Justice Courts to transmit case documents in electronic format for cases appealed to the Maricopa County Superior Court; and

WHEREAS, access and use of the Lower Court Appeals – Electronic Transmission of the Record Portal will be governed by a process specified by the Clerk,

IT IS ORDERED that a pilot program be implemented for the purposes of using this portal for the Municipal Courts and Justice Courts to electronically submit documents to the Clerk.

IT IS FURTHER ORDERED that the Municipal Courts and Justice Courts using this Portal shall follow the submission guidelines and format requirements to be specified by the Clerk.

IT IS FURTHER ORDERED that the scope and length of the pilot program shall be specified by the Clerk.

IT IS FURTHER ORDERED that the submission of documents via the Portal does not constitute an eFile platform for parties to an appeal to utilize nor does it replace any future initiatives to implement eFiling for cases on appeal from the limited jurisdiction courts and/or administrative agencies.

IT IS FURTHER ORDERED that the Clerk monitor the pilot program during its term.

IT IS FURTHER ORDERED that the Municipal Courts and Justice Courts shall maintain the original case records.

Dated this 8th day of September, 2022

/s/ Joseph C. Welty
Hon. Joseph C. Welty
Presiding Judge

Original: Clerk of the Superior Court

Copies: Hon. Danielle Viola, Civil Department Presiding Judge
Hon. Daniel Kiley, Lower Court and Administrative Appeals Department Presiding Judge
Hon. Jeff Fine, Clerk of the Court
Raymond L. Billotte, Judicial Branch Administrator
Bob James, Judicial Branch Deputy Administrator
Luke Emerson, Civil Department and Lower Court and Administrative Appeals Department Administrator
Cheri Clark, Deputy Court Administrator
Nancy Rodriguez, Executive Director, Office of the Clerk of the Court
Michael Nintz, Director, Office of the Clerk of the Court
Karen Sadler, Limited Jurisdiction Courts Liaison
Chris Reams, Justice Courts Administrator
Justices of the Peace in Maricopa County
Municipal Court Presiding Judges in Maricopa County
Municipal Court Administrators in Maricopa County