

**SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY**

IN THE MATTER OF ELECTRONICALLY)
FILING PARENT INFORMATION)
PROGRAM CERTIFICATES)

ADMINISTRATIVE ORDER
No. 2016 – 031

All parents with minor children who are going through a divorce, legal separation, or paternity action in which the Superior Court has been asked to determine custody, specify parenting time or child support are required by statute to attend an educational program about the needs of children in these situations and the impact on them of restructuring family relationships. A.R.S. § 25-351. Pursuant to the educational program plan approved by the Arizona Supreme Court, the Superior Court contracts with vendors to provide these parenting information program classes. Parents must attend an educational program presented by one of the contracted vendors, unless the Court orders otherwise. The contracted vendors provide a certificate of completion for each participant that must be filed with the Clerk of Court to demonstrate proof of attendance.

Family Court Administration and the Clerk of Court have worked with Court contracted vendors to provide electronic filing capabilities, to allow the contracted vendors to electronically file the certificates of completion. All contracted vendors currently have the ability to electronically file the certificates of completion. Therefore,

IT IS ORDERED that the Clerk of Court shall not accept parent information program certificates for paper filing for any parent information program that was conducted after January 15, 2016, unless specifically ordered to do so by the judicial officer assigned to the family court case. The Superior Court contracted vendors shall electronically file the certificates of completion within 5 (five) business days of the parent completing the class.

IT IS FURTHER ORDERED that the Clerk of Court shall not accept electronically filed parent information program certificates from any party other than a Superior Court contracted vendor unless specifically ordered to do so by the judicial officer assigned to the family court case.

IT IS FURTHER ORDERED that this Administrative Order replaces Administrative Order No. 2016-006.

Dated this 8th day of April, 2016

/s/ Janet E. Barton

Janet E. Barton
Presiding Judge

Original: Clerk of the Superior Court

Copies: All Family Court Judges and Commissioners
Hon. Michael K. Jeanes, Clerk of the Superior Court
Raymond Billotte, Judicial Branch Administrator
Richard Woods, Deputy Court Administrator
Cheri Clark, Family Court Administrator