

In the Matter of:

POLICIES FOR E-MAIL CASE
INITIATION IN JUVENILE
DELINQUENCY CASES IN THE
MOHAVE COUNTY SUPERIOR COURT

Administrative Order
No. 2021 - 57

WHEREAS the Mohave County Superior Court has adopted electronic filing of Juvenile Delinquency pleadings through the Statewide eFiling portal provided by the Administrative Office of Courts, and

Since that eFiling portal does not support case initiation in Juvenile Delinquency cases at this time, and

In keeping with the Mohave County Strategic Plan Pillar One, Access to Services which indicates the Courts will provide services and resources to meet the individualized needs of Court users,

IT IS ORDERED that the Clerk of Superior Court in Mohave County is authorized to accept electronic Juvenile Delinquency case initiation documents via e-mail until further order of the Court. The electronic record maintained through the EDMS will be the official record.

1. The documents are to be filed using the email address set forth below and shall be considered the official original record.

eFileMohave@courts.az.gov

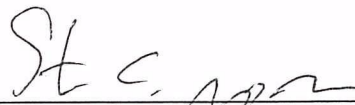
2. The subject line of the email shall indicate that the submission is a NEW JV CASE and will indicate whether the case is an LHC, BHC or KNG case for purposes of judicial assignment. (i.e., NEW JV CASE LHC)
3. The Clerk's office will assign a case number and electronically return the conformed case initiation documents to the filer.
4. The electronically submitted document shall be deemed filed on the date and time it is accepted by the Clerk of Superior Court as reflected by the applied digital file stamp.

5. All documents shall be formatted in compliance with the Arizona Rules of Procedure applicable to the case type, shall be legible and shall be in an unlocked .pdf format. Documents must have a signature or an electronic signature (/s/) affixed to the signature line of the document.
6. All proposed orders submitted shall be in .docx format.
7. Documents may not be larger than 9.5 MB.
8. The Clerk's office shall have the authority to reject electronically submitted documents and require paper filing when necessary.
9. Documents requiring issuance by the Clerk shall be excluded from this order, i.e. Subpoenas, Summons, and Warrants.

IT IS FURTHER ORDERED to the extent an individual is appearing in propria persona filing paper documents, and not electronically, the Clerk of the Court shall scan the filed documents to establish the electronic file.

IT IS FURTHER ORDERED that subsequent filing of pleadings in Juvenile Delinquency cases shall continue to occur via the efile.azcourts.gov portal at <https://efile.azcourts.gov>.

Dated this 14th day of December 2021.



Honorable Steven C. Moss
Presiding Judge
Mohave County Superior Court

Original filed with the Clerk of the Superior Court in Mohave County