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SUPERIOR COURT CLERK

In the Matter of:

POLICIES FOR E-MAIL FILING IN  
ADOPTION CASES IN THE MOHAVE  
COUNTY SUPERIOR COURT

Administrative Order  
No. 2021 - 61

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

Since that eFiling portal does not support electronic filing in Adoption case types 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 filing of pleadings in Adoption cases via email 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 through the email at the address set forth below and shall be considered the official original record.

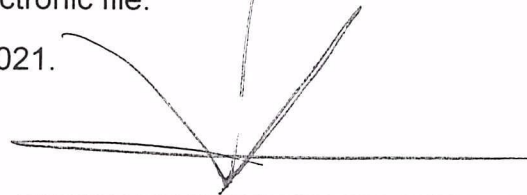
[eFileMohave@courts.az.gov](mailto:eFileMohave@courts.az.gov)

2. For Adoption case initiation documents, the subject line of the email shall indicate that the submission is a NEW AD CASE and will indicate whether the case is an LHC, BHC or KNG case for purposes of judicial assignment. (i.e. NEW AD CASE LHC)
3. The Clerk's office will assign a case number and electronically return the conformed case initiation documents to the filer.
4. For subsequent pleadings, the subject line of the email shall indicate the case number into which the pleading is to be filed.
5. 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.

6. 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.
7. All proposed orders submitted shall be in .docx format.
8. Documents may not be larger than 9.5 MB.
9. The Clerk's office shall have the authority to reject electronically submitted documents and require paper filing when necessary.
10. Documents requiring issuance by the Clerk shall be excluded from this order, i.e. Certificate of Adoption.
11. The Judicial Officer may require that the original of any previously submitted electronic document be provided to the Court at the time of the adoption hearing.

**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.

Dated this 21st day of December, 2021.

A handwritten signature in black ink, appearing to read 'Rick Lambert', is written over a horizontal line. The signature is fluid and cursive, with a large loop at the end.

Honorable Rick Lambert  
Associate Presiding Judge  
Mohave County Superior Court

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