

FILED
TIME 12:59 P M
DEC 14 2021
CHRISTINA SPURLOCK
CLERK SUPERIOR COURT
BY: JS DEPUTY

In the Matter of:

POLICIES FOR EMAIL FILING IN
MENTAL HEALTH CASES IN THE
MOHAVE COUNTY SUPERIOR COURT

Administrative Order
No. 2021 - 56

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

Since that eFiling portal does not support electronic filing in Mental Health 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 filing of pleadings in Mental Health cases 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:

eFileMohave@courts.az.gov

2. If the submission is a case initiation petition, the subject line of the email shall indicate that the submission is a NEW MH CASE.
3. The Clerk's office will assign a case number and electronically return the conformed case initiation documents to the filer.
4. If the submission is a subsequent filing, the subject line of the email shall indicate the case number and last name of the patient (*i.e.*, MH-2022-00055 Smith)
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. The filing party is responsible for the distribution of each electronically filed pleading to the other respective parties, including the assigned Judicial Division.

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 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