

SUPERIOR COURT OF ARIZONA  
MARICOPA COUNTY

CV 2019-096794

01/02/2020

HONORABLE TRACEY WESTERHAUSEN

CLERK OF THE COURT  
T. Haaser  
Deputy

DOBBINS CROSSING HOMEOWNERS  
ASSOCIATION OF PHOENIX

SAMUEL C RICHARDSON

v.

KAREN M NEWQUIST-GIFFORD

KAREN M NEWQUIST-GIFFORD  
NO ADDRESS ON RECORD

COMM. LYNCH  
JUDGE WESTERHAUSEN

MINUTE ENTRY

This division has received Plaintiff's e-filed Application/Motion for Default Judgment against Defendant(s) **Karen M. Newquist-Gifford** in the above-captioned case.

**IT IS ORDERED** no action will be taken by this division on the above-referenced document(s).

The parties are advised that commissioners handle Rule 55(b) Default Judgment proceedings and that the default proceedings in this matter are to be heard by **Commissioner Steven P. Lynch**.

**IT IS FURTHER ORDERED** all documents necessary to support the entry of a default judgment must be e-filed.

Pursuant to the Maricopa County eFiling Guidelines, section 2.09, attorneys shall **electronically file** all the documents required to request a default judgment, such as the

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Application for Entry of Default, Motion for Entry of Default Judgment, Sum Certain Affidavit, Application for Attorneys' Fees when appropriate, and Statement of Costs, but shall submit **in paper** the default judgment packet required by the Court, including the documents identified on the default judgment packet coversheet, to the assigned commissioner's division. A commissioner will not act upon a Motion for Entry of Default Judgment until the default judgment packet with all the required documents has been received by the division in paper form.

The parties/counsel can find the default judgment coversheet on the Court's website at:

- <http://www.superiorcourt.maricopa.gov/SuperiorCourt/CivilDepartment/forms.asp>.

The parties/counsel can find additional information regarding the default judgment process at:

- [https://superiorcourt.maricopa.gov/llrc/cv\\_cvc6/](https://superiorcourt.maricopa.gov/llrc/cv_cvc6/).

The parties/counsel can find additional information in the form of frequently asked questions at:

- <http://www.superiorcourt.maricopa.gov/SuperiorCourt/CivilDepartment/howDoI.asp>.