

SUPERIOR COURT OF ARIZONA  
MARICOPA COUNTY

CV 2025-032539

02/02/2026

HONORABLE DEWAIN D. FOX

CLERK OF THE COURT  
J. Eaton  
Deputy

CADENCE HOMEOWNERS ASSOCIATION

PENNY L KOEPKE

v.

GLORIA SISTENA

GLORIA SISTENA  
10032 E TOLEDA AVE  
MESA AZ 85212

COMM. CRONIN  
JUDGE FOX

**MINUTE ENTRY**

This Court has received Plaintiff's e-filed/ filed Application/Motion for Default against Defendant(s), **Gloria Sistena**, in the above-captioned case.

**IT IS ORDERED** that 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 Mary Cronin**.

**IT IS FURTHER ORDERED** that all documents necessary to support the entry of a default judgment must be either e-filed or filed in paper form.

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 Application

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for Entry of Default, Motion for Entry of Default Judgment, Sum Certain Affidavit, Application for Attorneys' Fees when appropriate, and Statement of Costs.

Self-represented litigants are exempt from any mandatory eFiling requirements but may eFile if they prefer.

Attorneys and Self-Represented Litigants must submit a default judgment packet required by the Court, including the documents identified on the default judgment packet coversheet in paper 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.**

If the paper packet is not received by the above-named Commissioner division by **April 3, 2026**, the matter will be dismissed without prejudice for lack of prosecution as to the defaulted party.

You may wish to review the following resources for additional information regarding the default process:

**Applications for Default**

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

**Motions**

<https://superiorcourt.maricopa.gov/media/n30m54ah/gn10fz.pdf>

**Civil Default Checklist**

<https://superiorcourt.maricopa.gov/media/jitjlp0s/cvc50fz.pdf>

**Civil Court Administration Processing Information**

[civil-department-post-filing-information-and-instructions.pdf \(maricopa.gov\)](https://superiorcourt.maricopa.gov/media/jitjlp0s/cvc50fz.pdf)