

SUPERIOR COURT OF ARIZONA  
MARICOPA COUNTY

CV 2017-052655

03/04/2021

HONORABLE SARA J. AGNE

CLERK OF THE COURT  
J. Holguin  
Deputy

MICHAEL BERENT, et al.

MICHAEL BERENT  
17974 N 167TH DR  
SURPRISE AZ 85374

v.

GRAZYNA MROCZKOWSKA, et al.

KEVIN M ARNOLD  
DEBRA S BROCKWAY  
JONATHAN A DESSAULES  
JUDGE AGNE

MINUTE ENTRY

The Court has received what appears to be an unauthorized *ex parte* facsimile transmission dated February 23, 2021, and, pursuant to Arizona Code of Judicial Conduct canon 2.9(B), Rule 81, Ariz. R. Sup. Ct.,

**IT IS HEREBY ORDERED** filing the correspondence into the record of this matter and thereby notifying all Parties of the substance of the communication. Any Party may respond to the communication via an appropriate filing with the Court in the above matter.

**ATTENTION SELF-REPRESENTED LITIGANTS:**

Unless an attorney files a notice that he or she represents a party, the person(s) not represented by counsel will act as his or her own lawyer. The law requires the Court to hold all persons representing themselves to the same standard as a licensed attorney. Self-represented

SUPERIOR COURT OF ARIZONA  
MARICOPA COUNTY

CV 2017-052655

03/04/2021

litigants are encouraged to review the Arizona Rules of Civil Procedure, paying particular attention to Rules 16, 26, 26.1, and 37.

Before the Judge can consider anything a self-represented litigant submits—whether email to Court staff or otherwise, you must show that you have given a copy of the submission:

1. To the Clerk of the Court. The Clerk of the Court is a separately elected official and acts through his deputies. It is the Clerk's job to keep an independent record of everything that happens at the Court. (The Court cannot act on a document that has not been made a part of that record); and
2. To every other party involved in the case, through their lawyer if they have counsel. This is so all parties have a fair chance to tell the Judge what they think before a decision is made.

Because of that, if you want the Judge to consider something you submit, you must file the original document with the Clerk of the Superior Court, mail or deliver a copy directly to this Division (that is, to the Judge, using the specific Courtroom address), and mail or deliver a copy to all opposing parties. In addition, on each document you must include a signed certificate that says whether you mailed or hand delivered each copy, when you did so, and states the specific people and the specific addresses to which you mailed or hand delivered each copy. If a party is represented by a lawyer, you must send or deliver the copy to the lawyer, not to the party. All proposed orders submitted to this Division in hard copy must include copies of the order with self-addressed, stamped envelopes for all parties/counsel.

Do not mail or send papers for the Clerk or other parties to the Judge.

If you want to file papers with the Clerk of the Court by mail, please send them to:

Clerk of the Superior Court's Office  
Civil File Counter  
201 W. Jefferson  
Phoenix, AZ 85003

The Clerk's guidelines for filing by mail can be found at:  
<https://www.clerkofcourt.maricopa.gov/records/filings>

If you are not represented by a lawyer you must contact this Division immediately and give us a current email address, address, and telephone number. If your addresses (email and physical) or phone number change in the future, you must contact this Division immediately

SUPERIOR COURT OF ARIZONA  
MARICOPA COUNTY

CV 2017-052655

03/04/2021

upon the changes occurring and give us the current information. This Division can be reached via (602) 506-8288 and [Stephanie.Castrellon@jbazmc.maricopa.gov](mailto:Stephanie.Castrellon@jbazmc.maricopa.gov) as well as [Jaime.Ferniza@jbazmc.maricopa.gov](mailto:Jaime.Ferniza@jbazmc.maricopa.gov).

**NOTE:** Due to the spread of COVID-19, the Arizona Supreme Court Administrative Order 2020-79 requires all individuals entering a court facility to wear a mask or face covering at all times they are in the court facility. With limited exceptions, the court will not provide masks or face coverings. Therefore, any individual attempting to enter the court facility must have an appropriate mask or face covering to be allowed entry to the court facility. Any person who refuses to wear a mask or face covering as directed will be denied entrance to the court facility or asked to leave. In addition, all individuals entering a court facility will be subject to a health screening protocol. Any person who does not pass the health screening protocol will be denied entrance to the court facility.