

SUPERIOR COURT OF ARIZONA  
MARICOPA COUNTY

CV 2025-039386

04/20/2026

HONORABLE JENNIFER RYAN-TOUHILL

CLERK OF THE COURT  
Z. Wilhelm  
Deputy

VERDE TRAILS HOMEOWNERS  
ASSOCIATION

CHARLES B SELLERS

v.

ROXANNA CORREA, et al.

ROXANNA CORREA  
11010 W CHIPMAN RD  
TOLLESON AZ 85353

JAIME ROMERO CORREA  
11010 W CHIPMAN RD  
TOLLESON AZ 85353  
COMM. COATES  
JUDGE RYAN-TOUHILL

MINUTE ENTRY

This Court has received Plaintiff's e-filed/ filed Application/Motion for Default against defendant(s), **Roxanna Correa and Doe Spouse Correa; Jaime Romero Correa and Doe Spouse Correa**, 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 Lindsey Coates**.

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**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 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 **June 19, 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](http://maricopa.gov))

Effective June 19, 2026, this Division's calendar will be assigned to the Honorable Julie Mata, telephone number: (602) 372-0825, located in the East Court Building, 101 West Jefferson,

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Suite 414, Phoenix, Arizona 85003. The previously issued Court Connect information will remain the same. For purposes of administrative efficiency, all notices of change of judge as a matter of right pursuant to Rule 42.1 that are filed before this effective date will be processed **after** the effective date.