

SUPERIOR COURT OF ARIZONA  
MARICOPA COUNTY

CV 2021-007255

06/15/2021

HONORABLE M. SCOTT MCCOY

CLERK OF THE COURT  
K. Ballard  
Deputy

PUEBLO VERDE COMMUNITY  
ASSOCIATION

CHANDLER W TRAVIS

v.

SYLVIA HATSUTANI

SYLVIA HATSUTANI  
16229 W YAVAPAI ST  
GOODYEAR AZ 85338

COMM. GARBARINO  
JUDGE MCCOY

ORDER ENTERED BY COURT

This division has received Plaintiff's e-filed Application for Default, filed June 10, 2021, against **Defendant Sylvia Hatsutani** 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 David Garbarino**.

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

Pursuant to the Maricopa County e-Filing 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, and Application for Attorneys' Fees when appropriate and Statement of Costs, but shall 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.

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

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

The parties/counsel can find additional information regarding the default judgment process at: [https://superiorcourt.maricopa.gov/lrc/cv\\_cvc6/](https://superiorcourt.maricopa.gov/lrc/cv_cvc6/)

**PLEASE NOTE:** Effective **July 26, 2021** Judge Brad H. Astrowsky will assume this Division's civil calendar. Judge Astrowsky will be located in the **East Court Building, Courtroom 413**. Telephone: 602-372-2048.

**Due to the spread of COVID-19, the Arizona Supreme Court Administrative Order 2021-52 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.**

**Self-Represented Litigant advisory**

**ATTENTION SELF-REPRESENTED LITIGANTS:** Unless an attorney files a notice that he or she represents a party, the person(s) not represented by an attorney will act as his or her own attorney. **The law requires the court to hold all persons representing themselves to the same standard as a licensed attorney.** Self-represented litigants are encouraged to review the Arizona Rules of Civil Procedure, paying particular attention to Rule 26. Please note that **only a licensed attorney may represent a corporation, LLC, or similar business entity in the Superior Court.** *Ramada Inns v. Lane & Bird Advertising*, 102 Ariz. 127, 426 P.2d 395 (1967). You may not file motions or request for relief on behalf of another self-represented party.

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Before the judge can consider anything you send him, you must show him that you have given a copy of your request:

1. To the Clerk of the Court. The Clerk of the Court is a separately elected official. 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. This is so all parties have a fair chance to tell the judge what they think before she makes a decision.

Because of that, if you want the judge to consider something you send him, 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 his specific courtroom address)

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MARICOPA COUNTY SUPERIOR COURT  
EAST COURT BUILDING  
6TH FLOOR, COURTROOM 612  
101 WEST JEFFERSON  
PHOENIX, AZ 85003  
(602) 372-3603

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 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

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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 address, telephone number, and email address. If your address, phone number, or email address changes in the future, you must file a notice of change of address/phone number/email address. That form can be downloaded at no charge from the following website:

<http://www.superiorcourt.maricopa.gov/SuperiorCourt/LawLibraryResourceCenter/>