

SUPERIOR COURT OF ARIZONA  
MARICOPA COUNTY

CV 2021-009865

10/07/2021

HONORABLE MARGARET R. MAHONEY

CLERK OF THE COURT  
P. McKinley  
Deputy

SANALINA HOMEOWNERS ASSOCIATION

KAYLEE IVY

v.

TRUMAN DAWN, et al.

TRUMAN DAWN  
15139 W VENTURA ST  
SURPRISE AZ 85379

JENNIFER DAWN  
15139 W VENTURA ST  
SURPRISE AZ 85379  
ALTERNATIVE DISPUTE  
RESOLUTION - CCC  
JUDGE MAHONEY

ORDER ENTERED BY COURT

Pursuant to the Scheduling Order electronically signed by the Court on 10/6/21,

**IT IS ORDERED** that the parties shall participate in a mandatory settlement conference. This case is referred to the Court's Alternative Dispute Resolution (ADR) Department for the appointment of a judge *pro tempore* to conduct a settlement conference. The judge *pro tempore* is requested to conduct the settlement conference no later than **1/17/22**.

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**PLEASE NOTE:** This Division requires that all motions, responses, replies and other Court filings in this case must be submitted individually. Counsel shall not combine any motion with a responsive pleading. All motions are to be filed separately and designated as such. **No filing will be accepted if filed in combination with another. Additionally, all filings shall be fully self-contained and shall not “incorporate by reference” other separate filings for review and consideration as part of the pending filing.**

**FOR ALL IN-PERSON APPEARANCES:** Due to the spread of COVID-19, the Arizona Supreme Court Administrative Order 2021-109 and the Maricopa County Superior Court Administrative Order 2021-119 require all individuals entering a court facility in Maricopa County to wear a mask or face covering at all times that they are inside the facility. Any person who refuses to wear a mask or face covering as directed by court personnel will be denied access to the facility. If a participant is denied physical access to a courthouse for refusing to wear a face covering, the participant must contact the assigned judicial division to determine whether the person can participate in the proceeding using an audio or video connection.

**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.** *Kelly v. NationsBanc Mortgage Corp.*, 199 Ariz. 284, 287 (App. 2001); *Homecraft Corp. v. Fimbres*, 119 Ariz. 299, 301 (App. 1978). Self-represented litigants are encouraged to review and become familiar with 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).

Before the Judge can consider anything you send her, you must show her 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 allows all parties a fair chance to tell the Judge what they think before the Judge makes a decision.

Because of that, if you want the Judge to consider something you send her, you must file the original document with the Clerk of the Superior Court, email, mail or deliver a copy directly to this Division (that is, to the Judge, using her specific courtroom address), and email, mail or deliver a copy to all opposing parties. In addition, on each document, you must include a signed

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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 emailed, 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 form 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.

Information on filing documents with the Clerk of the Court can be found at:  
<https://www.clerkofcourt.maricopa.gov/services/filings/filing-counters>

Information on eFiling documents with the Clerk of Court can be found at:  
<https://www.clerkofcourt.maricopa.gov/records/filings>

Additionally, information regarding eFiling in civil cases can be found at:  
<https://www.azcourts.gov/efilinginformation>

If you are not represented by a lawyer, you must keep the Court updated regarding your current mailing address, email address and telephone number. If your mailing address, email address or phone number changes at any time, you must file a notice of change of address/phone number with the Clerk of Court. That form (general form – GN91f – Update Information on Address and/or Name with the Court) can be downloaded at no charge from the following website:

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

Alternatively, you may purchase printed forms at any of the following Superior Court Law Library Resource Center locations (Monday-Friday, 8:00 a.m. to 5:00 p.m.):

**Downtown Phoenix Facility**

East Court Building  
101 W. Jefferson St.  
Phoenix, AZ 85003-2243

**Southeast Facility**

222 E. Javelina Ave.  
Mesa, AZ 85210-6201

**Northeast Court Facility**

18380 N. 40th Street  
Phoenix, AZ 85032

**Northwest Regional Center**

14264 W. Tierra Buena Lane  
Surprise, AZ 85374