

SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY

CV 2008-024945

11/05/2008

HON. EDWARD O. BURKE

CLERK OF THE COURT
L. Muhammad
Deputy

SAGUARO HIGHLANDS COMMUNITY
ASSOCIATION

J ROGER WOOD

v.

JACK C BILTIS, et al.

COURT ADMIN-CIVIL-ARB DESK
DEPUTY CT ADMINISTRATOR,
COURTWIDE SERVICES
DOCKET-CIVIL-CCC
E-FILE CASE MANAGEMENT
FILE ROOM-CSC

**CASE DESIGNATED FOR PARTICIPATION
IN THE COURT'S E-FILING PROGRAM**

The Superior Court is transitioning civil cases to an electronic filing system. Pursuant to Administrative Order 2007-140,

IT IS ORDERED that all pleadings in this case be electronically filed.

The electronic filing system is currently available for use and mandatory eFiling will commence on November 24, 2008. Filing by conventional means may continue until this mandatory date. ALL FILINGS NOT EFILED AFTER THE MANDATORY DATE WILL NOT BE CONSIDERED BY THE DIVISION UNTIL PROPERLY EFILED. If service has not yet been completed as to some or all of the Defendants, then it is the Plaintiff's responsibility to forward this minute entry to later appearing parties.

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You may now choose to use the Clerk of Court hosted eFiling system, or one of the Court's qualified eFiling service providers to electronically file your pleadings. Please visit the following web site for more information on your options for eFiling.

<http://www.clerkofcourt.maricopa.gov>

To assist in the transition to eFiling, the Office of the Clerk of the Superior Court has prepared instruction and training concerning the eFiling system. All parties and attorneys of record in this case are strongly encouraged to study this material before the mandatory eFiling date. The web site address for training materials is:

<http://eventures.clerkofcourt.maricopa.gov/training.asp>

Additionally, please be sure to review the eFiling Guidelines set forth by Administrative Order 2007-140 at the following web site address:

<https://efiling.clerkofcourt.maricopa.gov/efilingguidelines>

Upon the mandatory eFiling date, all attorneys of record shall eFile all pleadings in accordance with the guidelines set forth in Administrative Order 2007-140. Self-represented parties or pro per litigants, and other case participants like Mediators, Arbitrators, and Special Discovery Masters are strongly encouraged to eFile all pleadings. If a self-represented party, or other case participant chooses to file their pleading in paper, they shall include a notation just under the case number on the first page of the pleading that the case is an "EFILE CASE".

The eFiling system can be accessed from any computer that has an Internet connection. Free internet access terminals are available in the Superior Court Law Library, and other public locations such as most public libraries.

Where filing fees may incur on an electronic filing, they may be paid by credit card at the time of filing if the filing party choose to use a qualified eFiling service provider. If the filing party chooses to use the Clerk of Court's hosted eFiling system, the filing party will be contacted by the Clerk's Office by phone for credit card payment. If we are unable to process payment by phone, the filing party will be billed by the Billing Unit of the Clerk of Superior Court.

eFiled Orders from the Court will be distributed to attorneys in the same manner each attorney has elected to receive Minute Entries from the Court. Attorneys may enroll with the Clerk of the Court to receive their Minute Entries electronically via e-mail. The Minute Entry Distribution Agreement form may be downloaded at:

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MARICOPA COUNTY

CV 2008-024945

11/05/2008

<http://www.clerkofcourt.maricopa.gov/forms.asp>

NOTE: COUNSEL SHALL UPLOAD AND E-FILE ALL PROPOSED ORDERS IN WORD FORMAT TO ALLOW FOR POSSIBLE MODIFICATIONS BY THE COURT. ADDITIONALLY, THE PARTIES SHALL PROVIDE THIS DIVISION WITH HARD COPIES OF ANY DISPOSITIVE MOTIONS, THE RESPONSES, REPLIES AND ANY FILED DOCUMENT THAT EXCEEDS 10 PAGES, INCLUDING ANY EXHIBITS AND ATTACHMENTS.

Motion practice: The movant determines the caption of the filing and all captions on subsequent related filings shall bear the same designation. For example, the filing of a motion captioned "Defendant's Motion for Summary Judgment on Negligence" shall result in any subsequent related filings referring to that title in the caption: "Plaintiff's Response to Defendant's Motion for Summary Judgment on Negligence." No response to a motion shall contain a separate motion, except in the case of a cross-motion bearing the same designation.