

SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY

CV 2009-035301

12/23/2009

HONORABLE HUGH HEGYI

CLERK OF THE COURT
K. Ballard
Deputy

VILLAGE AT GRAYHAWK OWNERS
ASSOCIATION

ANGELA L POTTS

v.

CAROLYNN DEGRACE, et al.

MATHIS BECKER

COURT ADMIN-CIVIL-ARB DESK
E-FILE CASE MANAGEMENT

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 will be available for immediate use and mandatory e-filing will commence on **January 25, 2010**. Filing by conventional means may continue until this mandatory date. **ALL FILINGS NOT EFILED AFTER THE MANDATORY DATE MAY NOT BE CONSIDERED BY THE DIVISION UNTIL PROPERLY EFILED.**

IT IS FURTHER ORDERED 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/efiling/default.asp>

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 is to pay at the time the document is eFiled by calling 602-506-2565 to pay by phone with Visa or Mastercard, or the fee is to be paid at the File Counter prior to eFiling a document that requires a fee. Please do not mail checks for filing fees to the Clerk's Office. Bonds cannot be paid with credit card. Documents will be rejected within two days if statutorily required fees are not paid.

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

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Clerk of the Court to receive their Minute Entries electronically via e-mail. The Minute Entry Distribution Agreement form may be downloaded at:

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

The Court **strongly encourages filing parties to submit all proposed forms of order in a Microsoft Word format** because that format allows judicial officers to make minor changes to an existing order and issue it electronically.

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.