

SUPERIOR COURT OF ARIZONA  
MARICOPA COUNTY

LC2019-000424-001 DT

12/18/2019

HONORABLE DOUGLAS GERLACH

CLERK OF THE COURT  
D. Tapia  
Deputy

JOYCE H MONSANTO

JOYCE H MONSANTO  
10907 W EDGEWOOD DR  
SUN CITY AZ 85351

v.

FOUR SEASONS AT THE MANOR  
HOMEOWNERS ASSOCIATION (001)

JUDGE GERLACH  
OFFICE OF ADMINISTRATIVE  
HEARINGS  
REMAND DESK-LCA-CCC

**ADMINISTRATIVE REVIEW ORDERS**

On December 16, 2019, **Appellant**, Joyce H. Monsanto, filed a Notice of Appeal for Judicial Review of Administrative Decision against **Appellee**, Four Seasons At The Manor Homeowners Association, pursuant to Arizona Revised Statutes Annotated (A.R.S.) §§ 12-901 to 12-914.

**IT IS ORDERED** that **Appellant** serve **Appellee** with a copy of the Notice of Appeal for Judicial Review of Administrative Decision in the manner provided by A.R.S. § 12-906.<sup>1</sup>

**IT IS FURTHER ORDERED** that **Appellant** shall file proof of service with the Clerk of the Superior Court of Maricopa County as required by Rules 4(g) and 4(i) of the Arizona Rules of Civil Procedure.

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<sup>1</sup> A.R.S. § 12-906 incorporates the Arizona Rules of Civil Procedure for service of process. *See* Rules 4 and 4.1, Ariz. R. Civ. P.

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**IT IS FURTHER ORDERED** that **Appellant** provide **Appellee** with a copy of this minute entry.

**IT IS FURTHER ORDERED** that **Appellant** shall file a notice of action as required by A.R.S. § 12-904(B).

**IT IS FURTHER ORDERED** that **Appellant** shall order and make arrangements to pay for the preparation of pertinent portions of the record as required by A.R.S. § 12-904(B).

**IT IS FURTHER ORDERED** that a Notice of Appearance from **Appellee** shall be due 20 days from the date of service of **Appellant's** appeal.

**Appellant** is advised that, if **Appellant** fails to effectuate service or to order the record or the transcripts as ordered herein, this Court may dismiss these proceedings.

**IT IS FURTHER ORDERED** that the administrative agency or board shall transmit its record to the Clerk of this Court as required by A.R.S. § 12-904(B) and provide a Certification of Record on Review to **Appellant** and a notice to this Court that the transmittal has occurred.

**IT IS FURTHER ORDERED** that **Appellant** and **Appellee** are to file briefs in accordance with Rule 6 of the Rules of Procedure for Judicial Review of Administrative Decisions.

NOTICE: LC cases are not under the e-file system. As a result, when a party files a document, the system does not generate a courtesy copy for the Judge. Therefore, you will have to deliver to the Judge a conformed courtesy copy of any filings.