

**FILED BHC**  
TIME 12:52 PM

MAR 7 2025

CHRISTINA SPURLOCK  
CLERK SUPERIOR COURT  
HCHTY

In the Matter of:

POLICIES FOR ELECTRONIC FILING  
AND EMAIL CASE INITIATION IN  
JUVENILE DEPENDENCY CASES IN  
THE MOHAVE COUNTY SUPERIOR  
COURT

Administrative Order  
No. 2025 - 11

In keeping with the Mohave County Courts Strategic Plan Pillar One, Access to Services which indicates the Courts will provide services and resources to meet the individualized needs of Court users,

**IT IS ORDERED** that the Clerk of Superior Court in Mohave County is authorized to accept electronic Juvenile Dependency case initiation documents and subsequent filings via e-mail until further order of the Court. The electronic record maintained through the EDMS will be the official record.

1. The documents are to be filed using the email address set forth below and shall be considered the official original record.

[efilemohavejd@courts.az.gov](mailto:efilemohavejd@courts.az.gov)

2. **For new cases:** The subject line of the email shall indicate that the submission is a NEW JD CASE and will indicate whether the case is an LHC, BHC or KNG case for purposes of judicial assignment. (i.e., NEW JD CASE LHC)
3. The electronically submitted document shall be deemed filed on the date and time it is accepted by the Clerk of Superior Court as reflected by the applied digital file stamp. Once electronically filed, the Clerk shall email a conformed copy to the party who initially emailed the document.
4. The filing party is responsible for the distribution of each electronically filed pleading to the other respective parties, including the assigned Judicial Division.
5. All documents shall be formatted in compliance with the Arizona Rules of Procedure applicable to the case type, shall be legible and shall be in an unlocked .pdf format. Documents must have a signature or an electronic signature (/s/)

affixed to the signature line of the document.

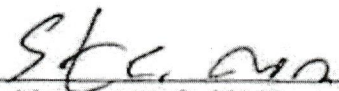
6. All proposed orders submitted shall be in .docx format.
7. Documents may not be larger than 9.5 MB.
8. The Clerk's office will save proposed orders in the prospective Judicial Division's T: folder and the Judicial Assistants will manage the proposed orders from the T: folder.
9. The Clerk's office shall have the authority to reject electronically submitted documents and require paper filing when necessary.

**IT IS ORDERED** all signed Judicial Orders and Minute Orders shall be electronically submitted to the Clerk. If Orders or Minute Orders are submitted electronically, the Judicial Division shall electronically distribute the same to the parties and indicate on the document with an asterisk (\*) next to the party name on the CC: list. The Clerk's office will docket and upload the electronic document into the Clerk's EDMS.

**IT IS FURTHER ORDERED** there will be no modification to the Clerk's office current processing of any signed Judicial Orders and Minute Orders that are presented by hard copy to the Clerk's office.

**IT IS FURTHER ORDERED** rescinding Administrative Orders, 2020-19 and 2021-58.

Dated this 7<sup>th</sup> day of March, 2025.

  
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Honorable Steven C. Moss  
Presiding Judge  
Mohave County Superior Court

**Original filed with the Clerk of the Superior Court in Mohave County**