

Who We Are



Advocate. Litigate. Educate.

Serving Arizona Since 1952

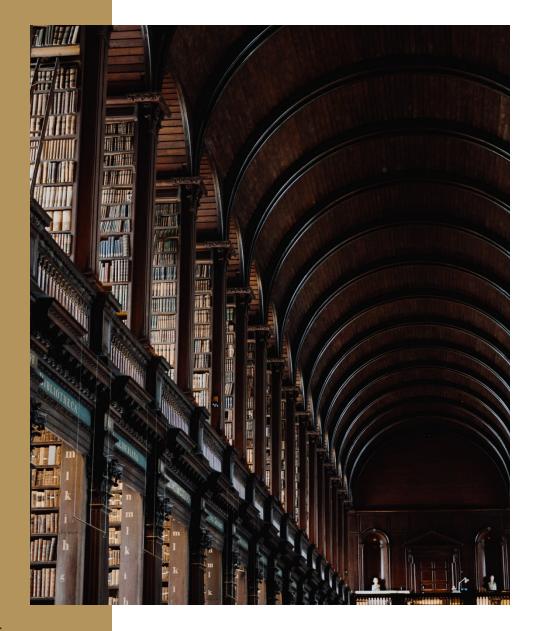
Community Legal Services is a non-profit Arizona law firm that strives to assure fairness in the justice system no matter how much money you have but provides direct services to individuals falling below 125% of the federal poverty level.

We were incorporated in 1952 as a legal aid program organized to promote "equal access to justice for all."

SERVICE AREA

- Maricopa County
- Mohave County
- ►La Paz County
- >Yuma County
- Yavapai County





OVERVIEW OF CHANGES FOR:

- Fee Waiver and Deferral Requests
- Family Law Cases
- Protective Orders
- Consumer or Civil Law Cases
- Eviction Cases

clsaz.org

SERVICE AREA

> Maricopa County



You're asking the Court to either waive (you don't pay the fees at all) OR defer (you pay later in the case) the fee for filing documents in your case.

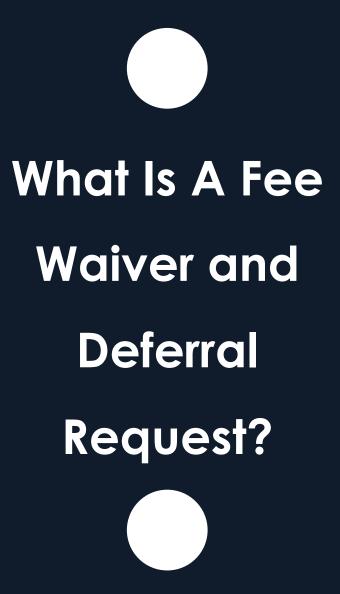
If fees are deferred you'll receive a bill or payment plan later in the case, you then file a "Supplemental Application for Further Deferral or Waiver" to request more time or waive payment

You agree to a consent judgment when you sign the form, that means if you DON'T pay the deferred fees or file a supplemental request a judgment will be entered against you

A fee may be associated if your request is granted

Contact CLS, if eligible we'll provide a fee deferral letter and advice on whether you should file an answer

Regardless of the County, don't forget any supporting documents (i.e. government benefits and assistance)





How do I file my Fee Waiver or Deferral Form MARICOPA County

- Contact the Court where your case was filed for specific instruction
- · File in person, drop box, or standard mail
- All requests are reviewed by Clerk and SHOULD be granted until June 1, 2020
- If denied, clerk will contact you to pay filing fee
- If your request is denied at filing stage, file a request for a hearing
- All hearings are handled telephonically until June 1, 2020
- The Request for hearing can be downloaded here:
 - http://justicecourts.maricopa.gov/Forms/8150 903 RequestandOrderForHearing.pdf
 - https://superiorcourt.maricopa.gov/llrc/deferral-ofcourt-fees/

More on filing the Fee Waiver and Deferral Request

- All deferral and waiver requests SHOULD be granted until June 1, 2020 and re-reviewed by the Court a "later date" (usually when final judgment or order is entered).
- On June 1, 2020 Courts will begin transitioning to in-person proceedings (Admin. Order 2020-075)
 - If visiting court for clerk on June 1 or after, required to wear a mask and be screened. Limited masks will be available for distribution.
- Maricopa County Justice Court:
 - If filing by mail, form DOES NOT need to be notarized, but filled out completely and signed http://justicecourts.maricopa.gov/Forms/index.aspx#f
- Maricopa County Superior Court:
 - If filing by mail or drop box, the form NEEDS to be notarized
 - If filed in person, clerk will verify identity and notarization not required
 - If granted, additional \$30 added to your deferred fees https://superiorcourt.maricopa.gov/llrc/deferral-of-court-fees/
- Contact the Clerk where your case is pending for specific instructions
- Unfortunately you may be advised by the clerk to file the request in person



Consumer Cases And Civil Court Updates MARICOPA County

How to respond to a lawsuit and other updates on civil court procedures during COVID-19

Consumer or Civil Law Cases Generally

- Yes, you can still be sued for unpaid debts during COVID-19
- Yes, you should still respond to the lawsuit if you have a defense or do not owe the debt
- Contact CLS or seek the advice of an attorney before filing an answer
- Courthouse and filing counters are STILL open and new cases can be filed although civil
 court appearances are held telephonically
- Contact the court where your case was filed for specific questions
- On June 1, 2020 courts will begin transitioning to in-person proceedings. Call the court.











How do I file my Answer or Hearing Request

- Contact the Court where your case was filed for specific instruction
- Superior and Justice Court allow filing in person with social distancing guidelines followed
- Justice Courts recommend filing by mail, download all forms online:
 - http://justicecourts.maricopa.gov/Forms/
 - Court locations, phone and address:
 http://justicecourts.maricopa.gov/Locations/index.aspx
- Maricopa County Superior Courts accepts filing by mail or drop box
 - Forms: https://superiorcourt.maricopa.gov/llrc/civil-court-forms/
 - Drop box locations and instructions:
 https://www.clerkofcourt.maricopa.gov/services/filings/filing-depository-boxes
 - Call clerk to confirm receipt of documents
 - Mail, wait 3-4 days; drop box, call following day

Family Law Maricopa County

TYPES OF CASES:

- Dissolution (divorce)
- Paternity Establishment
- Legal Decision Making Authority (child custody)
- Parenting Time
- Child Support



FAMILY COURT SERVICES During Covid-19 in Maricopa County

- The family department shall continue to be addressing "essential services."
- "Essential services" include:
 - Petitions for orders of protection
 - Contested hearings on orders of protection
 - Motions for temporary emergency orders
 - Hearings on temporary emergency motions
- This remains a fluid situation. Services and procedures, may change, as circumstances dictate. Changes will be posted on the Modified Department Operations COVID-19 Website.

- Beginning on May 4, 2020, Family Court Judges began conducting some virtual hearings and trials.
- Parents must comply with any existing parenting time orders unless they agree otherwise, or until the orders are modified.
- ❖ Parent can seek temporary relief, including issues involving child support or parenting time issues, without requiring the filing of an underlying petition, if the basis for the relief is related to COVID-19 issues.
- Also, there now exists an alternative to the notary requirement under Rule 14 of the *Arizona Rules of Family Law Procedure* when a party is accepting service of process.

- Some telephonic proceedings are continuing to the extent it is feasible. Information regarding any specific case should be sought from the assigned division.
- Judicial officers are now under a rotating schedule...
- ❖Please contact the judicial division to which your case is assigned to determine that division's schedule:

http://www.superiorcourt.maricopa.gov/JudicialBiographies/judicialList.asp?ti tle=1

PROTECTIVE ORDERS During Covid-19 in Maricopa County

- ➤ Victims of domestic abuse, stalking, or harassment, including workplace harassment, may request a Protective Order from the Maricopa County Superior Court. For any person in need of a protective order, BUT if you are in immediate danger, call 911.
- For after business hours and on weekends, you may call your local law enforcement agency.
- The Maricopa County Superior Court continues to process petitions for protective orders as part of the Court's essential functions. This service is Monday to Friday, from 8:00 a.m. until 5 p.m. each day.

You can begin the process by using your home computer, tablet, mobile phone or other access to the internet. If initiating the process at home is safe, you are strongly encouraged to use this system

https://azpoint.azcourts.gov/

➤ Use of the AZPoint system does not, however, eliminate the need to appear in person at the Superior Court to secure a protective order. To secure any form of protective order, the party must appear at the Maricopa County Superior Court. After security clearance, you will go to the Law Library Resource Center where a representative will assist you with the process.

AFTER ENTERING INFORMATION IN AZPOINT

- **CALL the court** for further instructions, but make sure to have your **petition confirmation number** available so court staff can start your case. To find a court location and contact information for all AZ Courts, visit: https://azcourthelp.org/home/find-my-court.
- Maricopa Superior Court (Downtown) is now accepting Petitions over the phone. To file remotely,
 call: 602-506-5572 (Law Library Resource Center)
- ASK how filings are accepted at this time. Here are some current filing methods that may or may
 not be used by the court:
 - Placing documents in an external drop box
 - Emailing documents
 - •E-filing
- FILE the petition with any superior, justice, or city court, but if you have a pending family court case, you must file with the same superior court where the family court case was filed.
- AFTER FILING THE PETITION, it is important to contact the court where your petition was filed to know what schedules, deadlines, or hearing procedures might have changed.



CALL THESE LAY LEGAL ADVOCATES FOR HELP.

HOUSING AND EVICTIONS

Maricopa County



What To Do:

All filings have to be done by mail, email or fax (Kyrene and San Tan require mail. University and Desert Ridge have dropbox)

Telephone hearings in all cases.

(South Mountain is allowing in person. Ironwood moving all in person hearings to May 26

Call court











SERVICE AREA

Mohave County



Fee Waiver and Deferral in MOHAVE County

- File your Application for Fee Deferral or Waiver in person with your initial filing at the Clerk's Filing Window
 - A "fee deferral verification letter" provided to clients = automatic fee deferral
 - Statement of benefits (Food Stamps and/or Cash Assistance) from AZ Department of Economic Security = automatic fee deferral
 - Proof of SSI = automatic fee waiver (must provide benefits letter from the Social Security Administration)
 - No fee to ask for fee deferral in Superior Court
 - \$28 fee to ask for fee deferral in Justice Court
- Superior Court Clerks are authorized to grant fee deferrals or waivers with the above documentation
- Justice Court fee deferral applications will be reviewed by a Judge
- At the end of your case, file a Supplemental Application for Deferral or Waiver of Filing Fees.
 - Statement of benefits (Food Stamps and/or Cash Assistance) from AZ Department of Economic Security or income less than 150% of federal poverty level should = fee waiver
- http://mohavecourts.com/clerk/FeeDeferralWaiver.htm



Family and Civil Cases in MOHAVE County

Superior Court Clerk of the Court Operations

Locations in Kingman, Lake Havasu City, and Bullhead City

- Open at all locations for:
 - Filing documents
 - In person filing only (No fax or email filings accepted;
 No drop-box at this time.)
 - Applications for Fee Deferrals are being processed normally
 - Submitting payments
 - Obtaining a Marriage License
 - Submitting public records requests or pick-up previously requested records
 - Submitting a Passport Application
- If it becomes necessary to close a courthouse to the public, the court will remain accessible by phone and e-mail and drop-boxes for filings will be set up outside the closed courthouse.

Orders of Protection

- Use <u>AZPOINT</u> portal to complete Petition for Order of Protection, Injunction Against Harassment, or Injunction Against Workplace Harassment
- Call or go to the appropriate Courthouse that will hear your Petition (Superior, Justice, or Municipal)
- Appearances will be in person
- Help with Orders of Protection:
 - Mohave County Victim Services (928-718-4967)
 - Kingman <u>Kingman Aid to Abused People (KAAP)</u> (928-753-6222)
 - Lake Havasu City Haven Family Resource Center (928-505-3153)
 - Bullhead City Westcare (928-763-1945)













Family Law Cases in MOHAVE County

Courtrooms/Hearings

- Telephonic hearings for most non-evidentiary matters (Resolution Management Conferences, Status Hearings) – contact the Judge's Assistant
- In-person hearings for evidentiary hearings (Trials, Temporary Orders Hearings, Orders of Protection) at the judge's discretion – contact the Judge's Assistant
- Who Is Allowed to Attend In Person Hearings:
 - The Parties
 - The Victim
 - Lawyers representing the parties or victims
 - If the Judge gave you permission
 - Witnesses are expected to appear telephonically
- Continuances and Requests to Appear Telephonically are being liberally granted
- The court is observing the CDC guidelines for social distancing in all courtrooms and public areas of the courthouse.

Consumer/Civil Cases in MOHAVE County

Justice Court - Clerk of the Court Operations



- Locations in Kingman, Lake Havasu City, Bullhead City, and North Canyon (Colorado City)
- Open at all locations for:
 - Filing documents
 - In person or by mail only for initial filings requiring original signature (No drop boxes at this time)
 - Submitting payments
 - Submitting public records requests or picking-up previously requested records
 - North Canyon check in, then wait in your car to be called inside

Evictions in MOHAVE County

Evictions:

In-person hearings in most cases

Who Is Allowed to Attend In Person Hearings:

- The Parties
- Lawyers representing the parties or victims
- If the Judge gave you permission

The court is observing the CDC guidelines for social distancing in all courtrooms and public areas of the courthouse.



MOHAVE County Resources

Law Library Resource Center

- Currently closed to in person contact
- Available to assist patrons via:
 - Telephone (928) 753-0790 x4044),
 - e-mail (MohaveCountyLawLibrary@Courts.az.gov)
 - Live chat
- Court forms available online, by e-mail, or arrange for pickup at your local Superior Courthouse
- Scheduled to re-open May 18, 2020
 - One person at a time with social distancing practices

www.mohavecourts.com

SERVICE AREA

La Paz County



Fee Waiver and Deferrals in La Paz County

- File your Application for Fee Deferral or Waiver in person with your initial filing at the Clerk's Filing Window
 - A "fee deferral verification letter" provided to CLS clients = automatic fee deferral
 - Statement of benefits (Food Stamps and/or Cash Assistance) from AZ Department of Economic Security = automatic fee deferral
 - Proof of SSI = automatic fee waiver (must provide benefits letter from the Social Security Administration)
- No fee to ask for fee deferral in Superior or Justice Courts
- Applications for Fee Deferrals are being processed as usual for all courts
- Clerk of the Court or Chief Deputy Clerk are authorized to grant fee deferrals or waivers with the above documentation
- Forms are available from the Court Clerk or the <u>Maricopa</u> County Self Service Center's online forms



Orders of Protection

- Use <u>AZPOINT</u> portal to complete Petition for Order of Protection, Injunction Against Harassment, or Injunction Against Workplace Harassment
- Call or go to the appropriate Courthouse that will hear your Petition (Superior, Justice, or Municipal)
 - Appearances will be in person
 - Help with Orders of Protection:
 - Colorado River Crisis Services (928 669-0107)

The court is observing the CDC guidelines for social distancing in all courtrooms and public areas of the courthouse.



Courtrooms/Hearings

- Telephonic hearings for non-evidentiary matters (Resolution Management Conferences, Status Hearings), though may be inperson at the judge's discretion (contact the judge's assistant)
- In-person hearings for evidentiary hearings (Trials, Temporary Orders Hearings, Orders of Protection), though may be telephonic at the judge's discretion (call 928-669-6134, or email your motion and proposed order to the Court Clerk
- Requests to Appear Telephonically or by Video are being liberally granted
- Who Is Allowed to Attend In Person Hearings:
 - The Parties
 - Lawyers representing the parties
 - If the Judge gave you permission
 - Witnesses are expected to appear telephonically

The court is observing the CDC guidelines for social distancing in all courtrooms and public areas of the courthouse.



Family Court and Civil Cases in LAPAZ County

Filing Documents – Clerk of the Superior Court Operations

- Forms are available from the Clerk's office or the <u>Self Service Center</u>
- File electronically or by email whenever possible (lapaztransmittals@courts.az.gov)
- E-mailed filings will be accepted as originals. DO NOT MAIL THE ORIGINALS
- Attach a copy of your government issued ID if filing by e-mail
- A drop-box is available outside the courthouse (deposit documents with any necessary filing fee or Application for Fee Deferral/Waiver)
- In person filings accepted with prior authorization (email the clerk at for authorization lapaztransmittals@courts.az.gov)
- Submitting payments
 - No cash payments accepted in person, money orders only; credit card payments can be made online (<u>www.lapazsuperiorcourtpay.com</u> or by phone – 1-844-279-6286)

Family Court Cases in LAPAZ County

Courtrooms/Hearings

- Telephonic or video hearing when requested and as permissible
- In-person hearings for evidentiary hearings (Trials, Temporary Orders Hearings, Orders of Protection), though may be telephonic at the judge's discretion (contact the judge's assistant)
 - Who Is Allowed to Attend In Person Hearings:
 - The Parties
 - The Victim
 - Lawyers representing the parties or victims
 - If the Judge gave you permission
 - Witnesses are expected to appear telephonically
- Requests to Appear Telephonically or by Video are being liberally granted

The court is observing the CDC guidelines for social distancing in all courtrooms and public areas of the courthouse.

Consumer/Civil Law Cases in LAPAZ County

Filing documents in Justice Court

- Clerk of Parker Justice Court Offices:
 - File in person, by mail, email (parkerjustice.courts.az.gov), or fax (928-669-2915)
 - Forms are available from the Clerk's office or the Court's website (https://parkerjusticecourt.com/forms)

Courtrooms/Hearings

- In-person hearings unless otherwise requested or scheduled by the Judge
- Continuances are being liberally granted
- Requests to appear by phone or video are being liberally granted
 - Subject to approval by the Judge

The court is observing the CDC guidelines for social distancing in all courtrooms and public areas of the courthouse.

Evictions in LAPAZ County

Justice Court Operations

Locations in Parker, Quartzsite, and Salome

- Clerk of Parker Justice Court Offices
 - File documents
 - In person, by mail, or drop box in the lobby
 - Submit Payments
 - Submit public records requests or pick-up previously requested records
 - parkerjustice@courts.az.gov
 - 928-669-2405

Courtrooms/Hearings

- In-person hearings unless otherwise requested or ordered by the Judge
- Requests to appear by phone may be granted subject to approval by the Justice of the Peace



Other LA PAZ COUNTY Justice Courts



Quartzsite Justice Court

- Contact the Court before coming in person
 - 928-298-3069
 - QJUSTICEMAIL@COURTS.AZ.GOV

Salome Justice Court

Contact the Court: 928-264-1971

SERVICE AREA

>Yuma County



Fee Waiver and Deferrals in YUMA County

SUPERIOR COURT

- Handled by the Judicial Assistance Unit
 - Decision made the same day
- Forms are available online or given by the clerk at the counter
- Yuma County Self-Service Center website has a link to the Maricopa County Self-Service Center
 - https://www.yumacountyaz.gov/government/courts/self-service-center/deferral-of-court-fees
- Fees will be deferred if you receive food stamps, cash assistance, or services from legal aid (CLS provides verification letter)
- Fees will be waived if you receive SSI (Supplemental Security Income)
- Take proof of government benefits when you file
- \$30 fee to apply but can be deferred or waived also
- Same procedure for Family Law and Civil cases

YUMA AND SAN LUIS JUSTICE COURT Decision made by a Justice of the Peace

Most of the time same day depending on judge's schedule
 Application is available on the Justice Court webpage or at the counter
 https://www.yumacountyaz.gov/government/courts/justice-courts/how-do-i
 No \$30 fee

BOTH COURTS PREFER THAT YOU FILE IN PERSON (notarization/verification completed by filing clerk) Will accept by mail (send proof of government benefits)

Family Law Cases in YUMA County

- Access to the court is limited to parties to proceedings and to the public who has necessary business
- If you go to just ask a question, you will be given a flyer with the Law Library Self-Service Center phone number
- For orders of protection, you will be sent to the Law Library/Self-Service Center to use their computers to apply online
 - In San Luis Justice Court they will refer you to Azpoint, but if you do not have internet access, they have paper forms
- The Law Library/Self-Service Center is closed for any other business unless the clerk sends you there if you are missing a form
- The Self-Service Center will email you any packet/form they have available if you call them at (928) 817-4165
 - Family Law forms are available through the link to the Maricopa County Self-Service Center found on the Yuma County website
 - https://www.yumacountyaz.gov/government/courts/self-service-center/family-law
 - (Divorce forms are available here, but they are <u>NOT</u> the current ones)
 - The Self-Service Center's webpage has links to:
 - Azcourthelp.org
 - Azlawhelp.org
 - Law for veterans: https://www.lawforveterans.org
 - Law for seniors: https://www.lawforseniors.org
 - Azpoint: https://azpoint.azcourts.gov
- Order of protection and emergency petition hearings are held by phone or video conferencing
- Other in-person hearings are being continued



Consumer/ Civil Law Cases in YUMA County

YUMA JUSTICE COURT

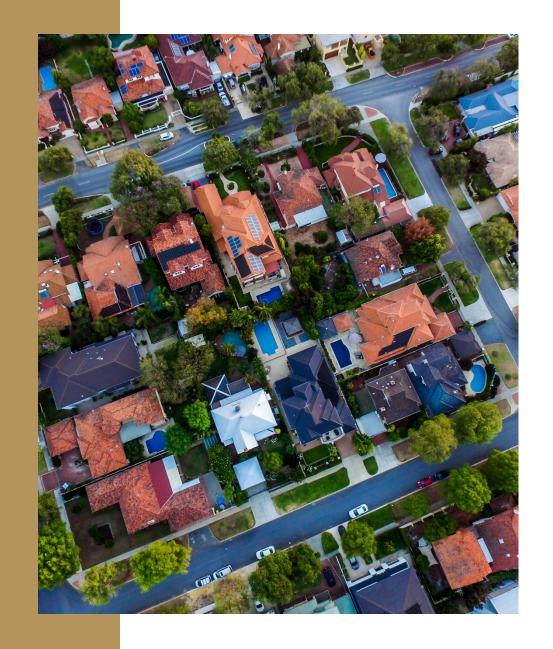
- Opened M-F 8 to 5 but restricted to people with court business
- If sued, answer form is available at the counter in Justice Court

SAN LUIS JUSTICE COURT

- Closed to the public (except for orders of protection)
- If you go to the court, security officer will give you the court's phone number
- The court will email or mail you forms if they have them. If not, they will refer you to the Maricopa Self-Service Center website
- They will also refer you to Community Legal Services

SUPERIOR COURT

- They do not have any forms available at the counter
- A Superior Court answer form is available on the Arizona Law Help website
- https://azcourthelp.org/forms/civil-forms-over
 - All hearings are being continued in ALL courts



Evictions in YUMA County

 Only evictions affecting health and safety are being heard at this time

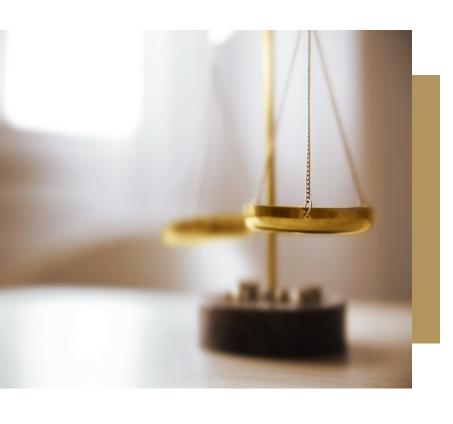
 The court is giving the Defendant and the Plaintiff the option of appearing by phone

SERVICE AREA

Yavapai County



Fee Waiver and Deferrals in Yavapai County



- File your Application for Fee Deferral or Waiver for Superior Court in person, by mail, e-mail, or in the drop box at the base of the Superior Court stairs. The fee deferral application may be downloaded from https://courts.yavapai.us/selfservicecenter/application-for-deferral-packet.
- Indicate if you are receiving SNAP or Cash Assistance benefits or the recipient of legal aid services by submitting your statement of benefits or a letter from CLS to get an automatic deferral granted.
- Fee deferral application fees of \$30 are assessed and added to the fees and costs deferred.
- A waiver of fees and costs will be granted if the applicant provides proof through a Social Security benefits letter that they are receiving SSI benefits.
- If filed in a Family Law case, Courts may accept documents without notarization if accompanied by a photocopy of a driver's license or other government issued ID. Protected addresses may be redacted.
- Justice Courts fee waiver and deferral applications may be submitted in person at all locations and are typically decided at the time of submission, if the Judge is available.

Family Law Cases in Yavapai County

- Yavapai County Superior Courts accept filing of pleadings for all case types by email for Prescott and Verde Valley locations when no filing fee is required. Must be in PDF format.
 - COSCe-mailsubmissions-Prescott@courts.az.gov
 - COSCe-mailsubmissions-Verde@courts.az.gov
 Conformed copies will be returned by email if the filer asks for them in the body of their email.
- Courts are limiting hearings on matters that do not require in person attendance and setting them out on their calendars. Temporary Orders and Evidentiary hearings that typically require in person attendance may be telephonic upon request. No motion is required to request telephonic appearance.
- Continuances are liberally granted.
- CDC guidelines for social distancing is observed in all courtrooms and public areas of the courthouse.
- The Court is utilizing a rotating schedule of Judges, which limits the amount of hearings that can reasonably be heard

Protective Orders in YAVAPAI County

 Superior Court and all Justice and Municipal Courts in Yavapai County utilize AZPoint for Orders of Protection.

https://azpoint.azcourts.gov/

 All Courts require in person appearances to obtain Orders of Protection, except the Mayer Justice Court is able to conduct those telephonically.

Consumer/Civil Law Cases in YAVAPAI County

- Superior Courts accepts filings for all cases by email in Prescott and Verde Valley locations, when no filing fee is required.
 - Must be in PDF format.
 - COSCe-mailsubmissions-Prescott@courts.az.gov
 - COSCe-mailsubmissions-Verde@courts.az.gov
 - If requested, copies returned by email
- Superior Court, civil answer forms are available at
 - https://azcourthelp.org/forms/civil-forms-over
 - All Superior Court hearings are being continued
 - Exception for injunctions, temporary restraining orders
- Justice Court answer forms are available at the Courts.
- Courts are open but you should call for access or receive forms by email
- Justice Court allows telephonic appearances
 - If appearance required, cases continued

Evictions in YAVAPAI County

Justice Courts

- Yavapai County Justice Courts are accepting all eviction filings, but not necessarily setting hearings or processing evictions at this time.
- Parties are permitted to appear telephonically at initial return hearings in most instances upon request to each Court.



Questions?

You can also email

Zoominar@clsaz.org



Thank You.