



Arizona Superior Court, Pima County Court Services - Updated Guidance (January 11, 2021)

As we begin a controlled resumption of more normal court operations, the Arizona Superior Court in Pima County will continue to modify its court processes to ensure the health and safety of all while providing essential justice services.

Patrons of the courthouse and court offices **must wear a face covering and participate in a wellness check to access court buildings.** Further restrictions have been instituted by Superior Court, Juvenile Court, and Clerk of Court departments, limiting the number of persons permitted in each courtroom, lobby, or service counter area. We also ask that individuals who enter the courthouse observe social distancing guidelines. **Please, do not visit the courthouse if you are ill,** and do not bring your children to court if they are ill.

If you do stop by, the Court wants you to know the measures it has taken to keep you safe and healthy. These include: deep-cleaning and disinfecting main public areas and courtrooms, regularly wiping down the bins and belt at security checkpoints, adding additional cleaning and disinfecting of public restrooms and high-touch areas, minimizing the number of patrons permitted in elevators, courtrooms, and court offices, and expanding access to legal information, materials, and forms, both online and telephonically.

Presiding Judge Kyle A. Bryson issued Pima County Superior Court Administrative Order [2020-45](#) on November 2, 2020. In it, he addresses the current state of affairs in the Court, hearings deemed essential as to each bench, and incorporates the guidance of Arizona Supreme Court Administrative Order [2020-143](#). (This was recently replaced by A.O. [2020-197](#).)

Through at least January 31, 2021, the Court will continue to hold most proceedings remotely. Limited exceptions may be made for hearings where an in-person appearance is required by statute or by the Arizona State or U.S. Constitution, including [Orders of Protection](#). Please see the list of essential hearings under each bench for more information.

We ask the public to take notice of the information below.

- **Attorneys, persons representing themselves, or witnesses should contact the assigned [Judicial Division](#) or case-associated counsel before traveling to the courthouse for a scheduled court hearing.**
 - Most non-essential hearings have been postponed or will be held by alternate means.
 - **IMPORTANT:** Requests for an in-person hearing must be made to the assigned Division with a copy to the bench presiding judge.
- **The [Clerk of the Superior Court](#) is open and accepting all case filings**
 - Legal Records (services may be available [online](#), via [correspondence](#), or by calling 520-724-3240)
- **Orders of Protection requests**
 - The Court can accommodate protection requests telephonically or in-person. See detailed information on page 2.

JURY DUTY

Please see the [Jury Commissioner's Office](#) page for the most current information.

If you have questions about your jury service, please contact the Pima County Jury Office at 520-724-4222, Monday through Friday, between 7:00 a.m. and 5:00 p.m., or email jurymail@sc.pima.gov. We respectfully request that you do not visit the courthouse to check on jury arrangements.

ORDERS OF PROTECTION / INJUNCTIONS AGAINST HARASSMENT

The Court continues to process both Order of Protection (OOP) and Injunction Against Harassment (IAH) requests, Monday through Friday, from 8:00 am until 5:00 pm.

(If you are in danger, call 911. If you want to file a protection request after business hours or on weekends, contact your local law enforcement agency.)

The Court can process your Domestic Violence OOP telephonically; you do not need to visit the courthouse. For IAH's - most of the process can be done telephonically, but you must visit the courthouse to pick up the paperwork for service and pay a filing fee - or file a request to waive that fee.

- **Start your OOP/IAH process online, if possible, using [AZPOINT](#)** (Arizona Protective Order Initiation & Notification Tool)
 - You can access AZPOINT from any computer, tablet, or mobile phone.
 - Make sure the device you are using is safe, and that the person causing harm to you is not monitoring you.
- Upon completing the application in AZPOINT, you will get a **reference number**.
- Call the office of the Clerk of Court **(520-724-3221) with the AZPOINT reference number**.
- The Clerk will confirm your information and make sure your paperwork is in order.
- The Clerk will then arrange for you to appear for your hearing with the Judge by telephone.

Make sure you are safe if the Court grants your petition.

- **The Court will send the Order of Protection out for service that same day** unless you request a delay. The Court cannot delay the service request by more than 72 hours.
- **Service of a Domestic Violence Order of Protection is free.**
 - The Order will be served by the police or a constable as soon as they find the defendant.
 - There is a small fee for processing an Injunction Against Harassment. You must visit the courthouse to pay your fee, and pick up the paperwork.
 - You must also arrange service through local law enforcement.

The Arizona Coalition to End Sexual and Domestic Violence (ACESDV) can provide safety planning information. Call them at 602-279-2900, 800-782-6400, or TTY 602-279-7270. Find [safety planning information](#) from ACESDV.

For the safety and health of the community, the Court hopes to process most protection requests telephonically. However, the Court will continue to accommodate everyone who visits the courthouse for protection requests.

LAW LIBRARY & RESOURCE CENTER

The Superior Court Law Library & Resource Center has transitioned to remote access, only, for the foreseeable future. Law Library staff is responding to email and telephonic requests from the public and attorneys, Monday through Friday, from 8:00 a.m. until 4:45 p.m. Legal forms are available for pick-up upon request.

See the [Law Library page](#) on the Superior Court website for more details on how to access Law Library services, or call 520-724-8456.

ESSENTIAL HEARINGS

Essential hearings are addressed in local Administrative Order [2020-45](#), please refer to this for more information

FAMILY LAW PARENTING TIME GUIDELINES DURING COVID-19 PANDEMIC

Please see the information on the [Family Law](#) page of the Superior Court website

FAMILY CENTER OF THE CONCILIATION COURT (FCCC) / PARENT EDUCATION CLASSES

Please see the detailed information [here](#)

If you have questions, please contact FCCC at 520-724-5590 or fccc@sc.pima.gov

PRETRIAL SERVICES

If you are scheduled to meet with a Pretrial Services officer, please call 520-724-3310 or email pts@sc.pima.gov

If you are currently under the supervision of Pretrial Services and must perform drug/alcohol testing, please call the Pretrial Services office at 520-724-3310 or email pts@sc.pima.gov for direction.

ADULT PROBATION

If you are referred for a presentence investigation report, please report to the downtown Adult Probation office at 150 West Congress, Tucson, 85701, immediately following your court appearance. Please advise the Probation Department if you are feeling unwell so you can be scheduled to return at a later time.

If you are newly sentenced to probation, please proceed directly to the downtown Adult Probation office at 150 W. Congress, Tucson, 85701, to receive reporting instructions to a designated field office.

If you are already on probation, contact your probation officer or the Adult Probation Office at 520-724-3800.

A list of Adult Probation offices and more information is [here](#).

MEDIA, COURT VISITS, PUBLIC EVENTS

Media should reach out to the [community relations office](#) for assistance.

Courthouse visits and court-sponsored public events are suspended until further notice. Please contact the Court's [community relations office](#) for more information.

COVID-19 INFORMATION

We encourage the Pima County community to stay informed by visiting the following websites:

- Pima County Health Department: <https://webcms.pima.gov/cms/One.aspx?portalId=169&pageId=527452>
- Arizona Department of Health Services: <https://www.azdhs.gov/>
- Centers for Disease Control and Prevention: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

The State of Arizona hosts a comprehensive website, [Arizona Together](#), providing access to critical resources for individuals and businesses.

The Superior Court continues to work with local government and health departments, and the Arizona Supreme Court to ensure we are taking the necessary steps in response to the virus. Superior Court leadership will continue to monitor the situation while providing access to justice and service to the public.

Thank you for your continued patience and understanding. Please check www.sc.pima.gov regularly for the latest information. Public inquires may be directed to communityrelations@sc.pima.gov.