



SUPERIOR COURT OF ARIZONA
Maricopa County
Civil and Tax Department
Probate and Mental Health Department

NOTIFICATION OF DEPARTMENTAL CHANGES
EFFECTIVE DATE: OCTOBER 18, 2004

Effective October 18, 2004 various changes in the operation and organization of the Civil and Tax Department, and the Probate/Mental Health Department, will take effect as follows:

- ❖ The two Downtown Civil/Tax Commissioners [Sands and Anderson], and the three Downtown Probate Commissioners [Bassett, Ellis and Fink] will be assigned to hear a blended calendar comprised of both CIVIL, TAX and PROBATE cases. All existing Civil and Probate Commissioner cases will be REASSIGNED and divided among these five Commissioners as follows based on the Case Number assigned:

Commissioner Bassett	-	Cases Ending in: 0 or 1
Commissioner Fink	-	Cases Ending in: 2 or 3
Commissioner Ellis	-	Cases Ending in: 4 or 5
Commissioner Anderson	-	Cases Ending in: 6 or 7
Commissioner Sands	-	Cases Ending in: 8 or 9

- ❖ All Probate cases designated as cases assigned to the Southeast Judicial District in Mesa, Arizona, will be reassigned to Judge Barbara Jarrett and to Judge Mark Aceto, who will soon be taking over the calendar presently assigned to Judge Bethany Hicks. The reassignment of these cases will be implemented as follows based on the Case Number assigned:

Judge Aceto	-	Cases Ending in an EVEN number
Judge Jarrett	-	Cases Ending in an ODD number

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❖ **LOCATION OF HARD COPY FILES:**

All PB hard copy files will continue to be maintained by the Clerk's Office at the Customer Service Center downtown at 601 W. Jackson. Customers can easily access PB cases dating back to 1997 electronically in the Southeast Clerk's Office Public Records lobby via the computer provided for this purpose. Or, these files can be accessed at the Jackson location or requested to be delivered to the Southeast Clerk's Office location for viewing.

❖ **APPOINTMENT OF GUARDIANS FOR MINORS:**

Existing cases involving GUARDIAN OF A MINOR will remain at Probate. Annual reports on existing Probate/PB guardianships will continue to be filed at Probate.

- ❖ **NEW PETITIONS for appointment of GUARDIAN OF A MINOR** will be assigned to the JUVENILE DEPARTMENT, except for testamentary appointments. TESTAMENTARY APPOINTMENTS and all NEW MINOR CONSERVATORSHIP CASES or MINOR GUARDIANSHIP & CONSERVATORSHIP COMBINED CASES will continue to be assigned to the Probate Department.

- ❖ **NEW PETITIONS for Appointment of Guardian of a Minor may be filed between 8 AM and 5PM Monday-Friday(except legal holidays) and must be filed with the Clerk of the Court at one of the two Juvenile Court locations:**

Durango Facility
3131 West Durango
Phoenix, AZ 85009

Southeast Facility
1810 South Lewis Street
Mesa, AZ 85210

Cases are assigned to a facility based on the zip code of the petitioner's residence. Zip codes 85200-85229, or any zip code east of Central Avenue, are generally assigned to the Southeast Facility; zip codes west of Central Avenue are generally assigned to the Durango Facility. These filings will not be accepted at the Adult facilities or via the 24-hour depository boxes. Statutory fees will be collected on these filings at the juvenile facilities.

- ❖ New Minor Guardianship Petitions will be assigned a JG number (which is a new case category specifically for Appointment of Guardian of a Minor actions) , and will be assigned to, and heard by, judges and commissioners at the appropriate juvenile facility on a rotation basis.
- ❖ Unlike PBs, case information on JGs will not be accessible over the Internet , however, the files do remain available at the court facilities as public records.
- ❖ **Pleadings and Documents related to Mental Health case filings will begin to be accepted at the Southeast Adult court facility as well as continue to be accepted at the Downtown Old Courthouse file counter.**
- ❖ **INJUNCTIONS AGAINST HARASSMENT WILL BE HEARD BY ASSIGNED CIVIL COMMISSIONERS.** Civil Judges will no longer be assigned to hear Injunction Against Harassment matters.
- ❖ **DIGITAL AUDIO RECORDING EQUIPMENT [For The Record (FTR)] WILL BE INSTALLED IN ALL FIVE PB/CV COMMISSIONER COURTROOMS, AND IN THE MENTAL HEALTH COURTROOM AT DESERT VISTA HOSPITAL.**

**QUESTIONS REGARDING THESE MATTERS MAY BE
DIRECTED TO:**

**Diana L. Clarke, Esq.
Department Administrator for
Probate/Mental Health
and
Civil, Tax and Lower Court Appeals
125 W. Washington, First Floor
Phoenix, AZ 85003
(602) 506-6695**

THANK YOU.