

# THE

# BRIEF

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An electronic update for the legal community providing a brief look at news in the Clerk of the Superior Court's Office



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## E-Filing Reminder

With mandatory e-filing rapidly approaching, the Office's review clerks need to be able to quickly process new filings and cannot spend time trying to determine if the correct document was uploaded. To improve the timely review and filing of documents, it is critical that the complete document title entered in the e-filing system is exactly the same as it appears on the document being submitted. Making even minor corrections to document titles often doubles the review clerks' processing time. More importantly to the attorneys and their clients, some electronic filers are uploading documents that do not match the document title the filer enters in the e-filing system. For example, an e-filer enters, "Petitioner Smith's Motion in Limine" as the document title in the e-filing system, but the uploaded document itself is captioned, "Petitioner Jones's Motion in Limine."

Tips to ensure this does not happen to you: Open the document being e-filed and copy and paste the complete title into the document title field in the e-filing system and look for the review clerks' comments on both accepted and rejected filings.

## Attempted Service

The courts, particularly the justice courts, are struggling with a glut of attempted service filings. Process servers often file a notice of attempted service at the request of a lawyer or law firm. To improve case flow and reduce unnecessary filings, judges are asking that a notice of attempted service only be filed when requesting an extension of service or a request for alternative service. Multiple attempts at service can also be listed within a single filing to the court, rather than filing paper after each individual attempt to serve a document. This may be an operational decision lawyers or law firms can have with their process service providers to develop a more efficient and consistent method of filing these documents.

## Appellate Pro Bono Pilot

Beginning February 1, the Volunteer Lawyers Program, the Modest Means Program, the Appellate Practice Section of the State Bar, and the Court of Appeals, Division One, is piloting a program that will attempt to match self-represented litigants with general civil and family court issues in the Court of Appeals with attorneys who will advise or represent the litigants on a pro bono or reduced fee basis, depending on the litigants' circumstances. Working with bar associations, law firms and community groups, the pilot program was able to attract volunteer participation and funds to launch the pilot program. There are multiple benefits expected from the pilot: people in need during tough economic times may have access to qualified counsel, who in turn, will be familiar with the requirements and formalities of the appellate court, making the cases proceed more efficiently. One enticement of the program for counsel is the Court's commitment to grant requests for oral arguments in participating cases. The Clerk of the Superior Court's website links to the flyer about the program, which can be viewed on the website of the Court of Appeals, Division One at <http://www.cofad1.state.az.us/>.