

McDowell Mountain Justice Court
County of Maricopa, State of Arizona

In the matter of Limitation of Court Operations During a Public
Health Emergency
[Administrative Order 2020-01]

The Arizona Supreme Court has issued an Administrative Order directing all Arizona Courts to take appropriate measures to reduce the number of in-person hearings being conducted in the courtroom in an effort to reduce the risk associated with the public health emergency concerning the spread of COVID-19.

The McDowell Mountain Justice court shares the higher court's concerns regarding the health and safety of our customers, and at the same time, shares the concern of our customers for resolving their cases with as little delay as possible.

Therefore, pursuant to the directives in Administrative Order 2020-38, Maricopa County Superior Court and 2020-48, Arizona Supreme Court, the McDowell Mountain Justice Court is implementing changes to its normal daily operations to limit in-person courtroom contact.

Eviction Action cases:

From March 23rd to April 1st, all Eviction Action cases have been suspended, except for Immediate cases.

The Court will manage the courtroom by allowing ONLY 10 persons in the courtroom at a time (including the Judge & Bailiff) beginning April 2nd.

Small Claims cases:

All attempts will be made to allow either party to appear by telephone. Parties requesting telephonic appearance must send facsimile or e-mail requests to the Court.

Default hearings:

Parties will be notified to appear telephonically.

Garnishment/Miscellaneous hearings: 4 per day scheduled.

Civil Bench Trials: Have been rescheduled for June.

Jury Trials: Per Supreme Court 2020-48: CANCELLED until a later date.

Civil Traffic Arraignments:

The Court will mail/e-mail notices to all Defendants scheduled for an Arraignment date through the end of April 2020. The Court will encourage and provide alternative methods for resolving Defendants' Arraignments without appearing in person.

Criminal Traffic/Misdemeanor Arraignments:

Court will mail out notices to Defendants, providing alternatives for them to proceed telephonically, by fax or e-mail. If they wish to proceed in person, they MUST NOT have any symptoms and may call the Court to set up an appointment date.

Criminal Traffic/Misdemeanor Pre-trial Conferences:

The Court will mail out notice to schedule time slots to appear telephonically – the Court will be flexible to assign a future date/time on Change of Pleas.

Criminal Bench Trials: Continued until a later notice.

Court Suspended Activities (OSC, BFH, etc) – at this time suspensions and warrants will NOT be issued.

Weddings will be conducted on the outside grounds.

Judicial staff are authorized and encouraged to liberally grant continuances and allow alternative accommodations to parties and others with business before the Court, and to conduct proceedings in a manner that allows for and encourages appearances by audio, video, or other electronic means that accommodates full participation by all interested parties.

ATTACHMENTS

McDowell Mountain Justice Court

Civil Traffic, Criminal Traffic, & Misdemeanor Case Alternatives

The judge has determined that, because of the emergency conditions caused by the worldwide COVID-19 pandemic, and in accordance with Arizona Supreme Court Administrative Order 2020-48, good cause exists to continue arraignments.

- IF YOU WISH TO PROCEED on your scheduled date of _____, and do **not** have any symptoms:
 - Fax the court at 602.372.7910; or,
 - E-mail the court at McDowellMtnJusticeCo@JBAZMC.maricopa.gov, to receive your scheduled time.

- IF YOU WISH TO PROCEED AS A TELEPHONIC APPEARANCE:
 - Fax the court at 602.372.7910; or,
 - E-mail the court at McDowellMtnJusticeCo@JBAZMC.maricopa.gov.

Make sure that you provide the best phone number that you can be reached at.

The court will contact you at the scheduled date and time scheduled for you.

You will receive confirmation of the date and time by mail.

- IF YOU WISH TO PLEAD NOT GUILTY, you do **not** have to enter the Courtroom. You may:
 - Fax the court at 602.372.7910; or,
 - E-mail the court at McDowellMtnJusticeCo@JBAZMC.maricopa.gov.

The Court will enter a “Not Guilty” plea (criminal charge) for you on all charges and set you for a “telephonic” Pretrial Conference, or,

If you enter a “Not Responsible” plea (civil traffic charge), the Court will set a Civil Traffic Hearing for you.

You will receive confirmation of your court date by mail.

- IF YOU WISH TO CONTINUE THIS MATTER, you do **not** have to enter the Courtroom. You may:
 - Fax the court at 602.372.7910; or,
 - E-mail the court at McDowellMtnJusticeCo@JBAZMC.maricopa.gov.

- You will receive confirmation of your new arraignment date by mail.
- IF YOU HAVE ONLY CIVIL TRAFFIC CHARGES, you do not have to enter the Courtroom. You may:
 - Fax the court at 602.372.7910; or,
 - E-mail the court at McDowellMtnJusticeCo@JBAZMC.maricopa.gov. to either:
 4. Plead “Responsible” and make payment arrangements or pay online @ justicecourts.maricopa.gov; or
 5. Plead “Not Responsible” and request a Civil Traffic Hearing;
 6. Request an Extension to attend Defensive Driving School (for moving offenses ONLY), if you qualify [have not gone to DDS in the last year]. You will receive your extension in the mail.

[If you need a copy of your citation, please request that at the same time.]

ATTENTION: ALL PERSONS HERE FOR A CRIMINAL OR CIVIL PRETRIAL CONFERENCE OR STATUS CONFERENCE:

IF YOU WISH TO CONTINUE THIS MATTER, you do not have to enter the Courtroom.

- You may:
 - Fax the court at 602.372.7910; or,
 - E-mail the court at McDowellMtnJusticeCo@JBAZMC.maricopa.gov.

The Court will enter a Not Guilty/Not Responsible plea for you on all charges and set you for a “telephonic” Pretrial Conference.

You will receive confirmation of the date by mail.

ATTENTION: ALL PERSONS HERE TO HAVE A WARRANT QUASHED:

- You may send the Court a copy of your driver’s license by fax 602.372.7910
- You may send the Court a copy of your driver’s license by e-mail:
McDowellMtnJusticeCo@JBAZMC.maricopa.gov.

After confirmation that the Court has received the copy of your license and best phone number you can be reached at, we will contact you by e-mail to give you a time that we will be calling you. Then you may appear telephonically before the judge.

MARICOPA COUNTY
McDOWELL MOUNTAIN JUSTICE COURT
MICHELE REAGAN, Justice of the Peace
18380 N 40TH ST – SUITE 130 – PHOENIX, AZ 85032
602.372.7000

March 23, 2020

To: Persons scheduled for Arraignment on _____:

Re: Alternatives to Personal Appearances (Civil Traffic)

Due to the current circumstances involving COVID-19, the Court is encouraging all persons to conduct business with the Court via e-mail, postal mail, or telephonically whenever possible.

The Court's docket reflects that you have received a citation and have been scheduled for an Arraignment on _____, In lieu of appearing in person, you have the following options:

- o Fax the court at 602.372.7910; or,
- o E-mail the court at McDowellMtnJusticeCo@JBAZMC.maricopa.gov to either:
 1. Plead "Responsible" and make payment arrangements or pay online @ justicecourts.maricopa.gov; or
 2. Plead "Not Responsible" and request a Civil Traffic Hearing;
 3. Request an Extension to attend Defensive Driving School (for moving offenses ONLY), if you qualify [have not gone to DDS in the last year]. You will receive your extension in the mail.

[If you need a copy of your citation, please request that at the same time.]

You may also choose to pay your fine on or before your court date on our website justicecourts.maricopa.gov or over the phone 602.372.7000 (follow McDowell Mountain JC prompts.)

ALL documents may be scanned and e-mailed to the Court the day before the assigned Arraignment date.

If you need any other information, please call or e-mail the Court at the number and e-mail address listed above.

Thank you.

McDowell Mountain Justice Court



Maricopa County Justice Courts, Arizona

McDowell Mountain Justice Court 18380 N. 40th St., #130, Phoenix, AZ 85032 602-372-7000

ARRAIGNMENT PLEA-DURING A PUBLIC HEALTH EMERGENCY

I, _____ wish to enter the following plea for ticket number _____

(Citation number located in the upper left hand corner)

given to me by Department of Public Safety (DPS) Maricopa County Sheriff's Office (MCSO)

OTHER AGENCY NAME _____

The date the citation was received: _____

FILL IN THE CHARGE - MARK THE BOX THAT THE OFFICER CHECKED ON YOUR TICKET.
YOU MUST FILL OUT EACH CHARGE THAT APPEARS ON YOUR TICKET.

CHARGE (SECTION-EXAMPLE 28-701A)	CIVIL TRAFFIC	CRIMINAL	CRIMINAL TRAFFIC	PETTY OFFENSE
A.				
B.				
C.				
D.				
E.				

FOR CIVIL TRAFFIC ONLY

I, _____ plead responsible for Section(s) A B C D E
Name

I, _____ plead Not Responsible for Section(s) A B C D E
Name

I, _____ want to go to driving school for Section A B C D E
Name

I HAVE PROOF OF and am including a copy of:

Insurance Registration License Tint removal Other be specific: _____

Please attach a copy to this form and send with your pleadings

FOR CRIMINAL OR CRIMINAL TRAFFIC OR PETTY OFFENSE ONLY

Criminal Rules of Procedure 14.2(c)(2): (c) **Exception for Limited Jurisdiction Courts.** An arraignment is not necessary if the court permits a defendant to enter a not-guilty plea by mail and to receive notice of a court date by mail. Delivery of the notice is presumed if the notice is deposited in the U.S. mail, addressed to the defendant's last known address, and the notice is not returned to the court.

I, _____ enter a plea of not-guilty.
Name Initials

I understand that a Telephonic PreTrial Conference will be scheduled in the near future on this matter and I will receive notice of my court date by mail.

Signature

Date

YOU MUST return this document with your proof, signed and initialed. Please provide the court with your current identification, e-mail, and cell number via the designated court's email address, fax number, or U.S. postal address.

Street: _____

City, State Zip: _____

Phone: _____

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E-Mail: _____