

Howard Grodman
Justice of the Peace

Joshua Steinlage
Judge Pro Tempore

March 26, 2020

To the attorneys who practice in the Flagstaff Justice Court,

Due to the COVID-19 global pandemic and corresponding public health emergency, all courts in Arizona have been asked to minimize the numbers of people physically entering any courthouse wherever possible. This effort is meant to not only protect the health and safety of all litigants, staff, stakeholders, and the judiciary itself, but also to ensure that the judicial branch of government can continue to function and carry out its duties.

We would like to provide you with our efforts toward achieving this goal:

Lobby Closed – Staff at Superior Court Clerk Window

Flagstaff Justice Court will be transferring their front counter activities to the Clerk of Superior Court's front window, staffed by a Justice Court employee. This will start Friday March 27, 2020. The Justice Court lobby area will be closed. A box and time stamp for incoming filings will be next to the door and filings will be pulled multiple times a day to be processed. Justice Court staff will be utilizing the attorney boxes at the Superior Court Clerk area to disseminate return filings. Any filings requiring monies to be processed can be received at the temporary Justice Court window at the Superior Court Clerk's Office.

Electronic Motions to Continue or Vacate

Flagstaff Justice Court will temporarily accept electronic filings for motions to continue or vacate. These motions can be filed through email at contactflagjustice@courts.az.gov. Other filings are to be mailed or hand delivered to the Court as usual.

Criminal Calendars

Unless otherwise ordered by the Court, most criminal court appearances will be by telephone or video pursuant to Coconino County Superior Court AO 2020-005. Currently we are finalizing scheduling for video conferencing the in-custody defendants. We are hoping that the times will fit within our normal scheduled hearings. Any scheduling that differs from normal scheduled times will be sent out in advance. Provided below is contact information for the court staff, email and phone numbers. We are requesting that you provide the Court Techs with numbers that you can be reached at during the scheduled hearings in advance. When appearing

telephonically for the Pre-Trial Conferences and Changes of Plea, plan on receiving a call during the 1-3 hour time block scheduled for the hearing.

Evictions

All eviction hearings shall be conducted by telephone until further notice. In order that we be able to reach you at the time of your Eviction Hearing, please call the Civil Unit of the Flagstaff Justice Court as far in advance as you can and provide the following information: your name, the case number, the date of your scheduled hearing, and a reliable phone number to receive the Court's phone call.

When filing the complaints with the court please include all exhibits needed to be utilized during the hearing including a copy of the lease, any notices, etc.

Protective Orders

In cases where Petitioners represented by counsel, the Court would like to hold Ex-parte Protective Order hearings by phone when possible. For pre-issuance hearings set by the Court, or, when a contested hearing is requested by the defendant, the Court will decide how to conduct the hearing on a case by case basis.

Flagstaff Justice Court Contacts

Court Tech Unit

Sedona O'Connor	928-679-7652	soconnor@courts.az.gov
Robyn Palmer	928-679-7658	rpalmer@courts.az.gov
Danna Plancarte	928-679-7664	dplancarte@courts.az.gov
Araceli Tovar	928-679-7672	atovar@courts.az.gov

Criminal Unit

Irene Alvarado	928-679-7659	ialvarado@courts.az.gov
Roberta Dempsey	928-679-7667	rodempsey@courts.az.gov
Catherine Jorde	928-679-7679	cjorde@courts.az.gov

Civil Unit

Sara Grisolano	928-679-7657	sgrisolano@courts.az.gov
Sean Shoemaker	928-679-7661	sshoemaker@courts.az.gov

Supervisors

Kristal Salas	928-679-7671	ksalas@courts.az.gov
Roberta Smith	928-679-7660	rsmith2@courts.az.gov

Manager

Maia Rodriguez	928-679-7675	mrodriguez@courts.az.gov
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