

ORO VALLEY MAGISTRATE COURT - M1045  
11000 N. La Canada Dr.  
Oro Valley, Arizona 85737  
(520) 229-4780

IN THE MATTER OF

Oro Valley Magistrate Court  
Operations During the Public  
Health Emergency

ADMINISTRATIVE ORDER

2020 – 2

Having received directives from the Presiding Judge of Superior Court for Pima County for the reduction of contact between people coming into the court for hearings, and in the interest of the health of the public and court staff,

IT IS ORDERED:

- 1) On all cases where a defendant has to appear for an Arraignment/Initial Appearance, no pleas will be accepted by the Court at that time.
- 2) All defendants will be advised of their rights as required by rule and a plea of “Not Guilty” will be entered on all criminal matters and a plea of “Not Responsible” on associated civil matters, a pre-trial conference date will be set. Any conditions of release, beyond the standard conditions, will be considered upon motion of a party.
- 3) If a victim(s) appear at the Court building, the Prosecutor is ordered to speak with them outside of the court building, explain their rights to address the court, obtain a cell phone number and request that the victim wait outside the court building until they are called by the prosecutor or the court. They will be given an opportunity to address the court and then asked to leave.

- 4) Only litigants will be allowed into the Court Building or Courtroom. No family members or friends will be allowed to accompany a defendant into the court building and will be instructed to wait outside.
- 5) Any defendant, attorney, victim, or victim advocate may appear telephonically. To do so they must call the front desk at (520) 229-4780, then dial "0" and inform the clerk that they wish to appear telephonically. The clerk will get a name and phone number and they will be called from the courtroom when it is time for their proceeding.
- 6) If a defendant, attorney, or victim has symptoms or COVID-19, including fever, sore throat, shortness of breath, difficulty breathing, or a cough, they shall not appear in court, but request a continuance either by telephone at (520) 229-4780; via email to the court address of: [courts@orovalleyaz.gov](mailto:courts@orovalleyaz.gov); or by fax to: (520) 229-4789.
- 7) All clerks are authorized to grant extensions to complete all evaluations and counseling, except for Diversion Court Defendants, and have been provided with a schedule of the continued extension times. A minute entry order will be sent to the defendant to verify the new due date(s).
- 8) The court may order all non-essential court hearings and all civil traffic hearings be continued. The parties will be notified in writing of their new court date. The continued time will be excluded time for Rule 8 time calculations.
- 9) Until April 30, 2020, any pleadings may be filed in this Court via email at [courts@orovalleyaz.gov](mailto:courts@orovalleyaz.gov) **only** and no other email address, or via fax to the (520) 229-4789 phone number, in lieu of filing physical paper filings, as long as the document has an original signature and shows service to the opposing party.

Documents received in the Court email in box before 5:00 p.m. on any given date, excluding weekends and holidays, will be deemed to have been filed on that date and any documents filed after 5:00 p.m. will be deemed to have been filed on the following day.

- 10) Any defendant with an active warrant issued by this court may file a written Motion to Quash Warrant either online at [courts@orovalleyaz.gov](mailto:courts@orovalleyaz.gov) **only** and no other email address, or via fax to (520) 229-4789.
- 11) No Failure to Appear warrants will be ordered for non-appearance by a defendant or non-compliance and no cases will be submitted to MVD for license suspension or cases sent to collections (FARE) between the date of this signed Administrative Order and April 30, 2020.

Dated: 3/20/2020

/s/\_\_\_\_\_

Hon. George A. Dunscomb  
Oro Valley Magistrate