

Name of person filing: _____
Mailing Address: _____
City, State, Zip Code: _____
Phone Number: _____
Email Address: _____
AzCARES Number _____
If attorney, Bar Number: _____
Representing: ☐ Self (no attorney) ☐ Petitioner ☐ Respondent

For Clerk's Use Only

**SUPERIOR COURT OF ARIZONA
YAVAPAI COUNTY**

Name of Petitioner *(as listed in original filing)*

Case No. _____

**ORDER TO APPEAR
POST JUDGMENT/DECREE**

RE: _____

Name of Respondent *(as listed in original filing)*

READ THIS ORDER CAREFULLY: This is an important court order that affects your rights. If you do not understand this Order, contact a lawyer for help.

All parties, whether represented by attorneys or not, must be present. If there is a failure to appear, the court may make such orders as are just, including granting the relief requested by the party who does appear.

FAILURE TO APPEAR AT THE HEARING MAY RESULT IN THE COURT ISSUING A CIVIL ARREST WARRANT, OR WHERE APPLICABLE, A CHILD SUPPORT ARREST WARRANT, FOR YOUR ARREST. IF YOU ARE ARRESTED, YOU MAY BE HELD IN JAIL FOR NO MORE THAN 24 HOURS BEFORE A HEARING IS HELD.

Based on documents filed and pursuant to Arizona Law,

IT IS ORDERED THAT YOU _____ **appear** at the time and place stated below so the court can determine whether the relief asked for in the **Petition** or **Motion** should be granted.

INFORMATION ABOUT COURT HEARING TO BE HELD:

NAME OF JUDICIAL OFFICER: _____

DATE AND TIME OF HEARING: _____

PLACE OF HEARING: _____

☐ Prescott Superior Court 120 S Cortez St Room _____ Prescott AZ, 86303	☐ Camp Verde Superior Court 2840 N Commonwealth Drive Room _____ Camp Verde AZ 86322
☐ Juvenile Justice Center 1100 Prescott Lakes Pkwy Room _____ Prescott AZ 86301	☐ Yavapai County Criminal Justice Center 1200 Prescott Lakes Parkway Room _____ Prescott AZ 86301

TYPE OF HEARING:

☐ return hearing ☐ evidentiary hearing

☐ oral argument ☐ post-decree or post-judgment conference

☐ Resolution Management Conference

☐ other (specify): _____

Time allotted for hearing: _____

☐ **Parties must appear in person.**

or

☐ **Parties may appear remotely via:**

☐ Telephone by calling: _____

or

☐ by Video <https://courts.yavapaiaz.gov/superiorcourt/Divisions> (see "Remote Appearances")

DIGITAL EVIDENCE ☐ **WILL** or ☐ **WILL NOT** be presented at the hearing.

☐ The Court having set this matter for an Evidentiary Hearing,

IT IS ORDERED directing the Clerk's Office to create a case bundle for the Evidentiary Hearing scheduled above and invite the parties, any counsel, and the judicial staff.

IT IS FURTHER ORDERED the parties shall submit the exhibits digitally using the Digital Evidence portal. The parties are directed to contact the Clerk of Court to update the party information with their email address. This email address will be used to access the portal.

IT IS FURTHER ORDERED the parties shall follow the Notice of Digital Evidence Exhibit Deadline attached to this order.

NOTE:

You must bring your own device to court, along with cables or conversion needed to connect to HDMI as you will use your own device to present your exhibits.

To use Digital Evidence, each Party must have access to the internet. Parties may use their personal hotspot if they have one.

If you require access to the Superior Court wireless internet, you are directed to contact the Superior Court IT Department by email at yavapaidigitalevidence@courts.az.gov not later than three (3) business days prior to the scheduled court date. **If you are requesting access to Superior Court wireless internet, you must email the attached form to the IT Department and be sure that you tell the IT Department when you are scheduled for court.**

For self-represented litigants who need technical assistance with uploading or using the digital evidence portal, call (928) 583-1152 to make an appointment.

For more information on the digital evidence portal visit:

www.azcourts.gov/digitalevidence/

You may also review the training available at:

<https://www.azcourts.gov/digitalevidence/Training/Attorney-and-Self-Represented-Litigants>

IT IS FURTHER ORDERED that a true copy of this “Order to Appear – Post Judgment/Decree” and a true copy of the documents filed with the Petition shall be served by the moving party on the parties who are required to appear and a true copy of these documents shall be mailed immediately to parties who have appeared in this action, in accordance with Rules 40(f), 41 or 43, as applicable, *Arizona Rules of Family Law Procedure*.

IT IS FURTHER ORDERED that the parties and counsel file and exchange all documents and disclosure required by Rule 91, within the time specified therein. Failure to comply may result in sanctions as set forth in Rule 76.2.

Requests for reasonable accommodation for persons with disabilities must be made to the office of the assigned judicial officer five days before your scheduled court date.

Date

Judicial Officer