

Name: _____
Mailing Address: _____
City, State, Zip Code: _____
Daytime Phone Number: _____
Email Address: _____
Lawyer's Bar Number: _____
Representing: Self Petitioner Respondent

For Clerk's Use Only

**ARIZONA SUPERIOR COURT
COUNTY OF YAVAPAI**

_____ Case No. _____
Name of Petitioner
ATLAS/AZ Cares No. _____
**ORDER TO APPEAR
PRE-JUDGMENT/DECREE**
_____ Name of Respondent
RE: _____

READ ME: This is an important Court Order that affects your rights. Read this Order carefully. 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: _____

<input type="checkbox"/> Prescott Superior Court 120 S Cortez St Room _____ Prescott AZ, 86303	<input type="checkbox"/> Camp Verde Superior Court 2840 N Commonwealth Drive Room _____ Camp Verde AZ 86322
<input type="checkbox"/> Juvenile Justice Center 1100 Prescott Lakes Pkwy Room _____ Prescott AZ 86301	<input type="checkbox"/> Yavapai County Criminal Justice Center 1200 Prescott Lakes Parkway Room _____ Prescott AZ 86301

TYPE OF HEARING:

- Resolution Management Conference
- Evidentiary Hearing
- 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.

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>

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.**

IT IS FURTHER ORDERED that a true copy of this “Order to Appear” and a true copy of the documents filed with the Petition and/or Motion 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 Arizona Rules of Family Law Procedure, Rule 43.

IT IS FURTHER ORDERED that the parties and counsel shall meet and confer, comply with the disclosure requirements of Rule 49, and submit a written Resolution Statement that substantially complies with Form 4 or 5 as applicable, not less than five days prior to the date set for the Resolution Management Conference or evidentiary hearing. At least _____ days prior to an evidentiary hearing, the parties shall exchange any exhibits to be offered at the hearing, and a list of the names, addresses, and telephone numbers of all witnesses who may testify.

Requests for reasonable accommodation for persons with disabilities must be made to the office of the Judge or Commissioner scheduled to hear this case five days before your scheduled court date.

Date

Judicial Officer