

# PIMA COUNTY CONSOLIDATED JUSTICE COURT

## COVID-19 Recovery Plan

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### PHASE 1 Recovery (**UNTIL FURTHER ORDER OF THE COURT**) (95% REMOTE | 5% IN PERSON)

Although in-person hearings will be rare under Administrative Order No. 2021-01, *the court, when good cause is shown, may conduct a hearing with parties present, with no more than 30 people in the courtroom at one time and proper social distancing.* Any in-person hearing shall be conducted in full compliance with the terms of Administrative Order No. 2021-01 and the guidelines established by the Centers for Disease Control, the Arizona Department of Health Services and the Pima County Health Department.

### **COURT CASES/CALENDARS** (listed in priority order as set by Supreme Court A.O. 2020-197)

#### **Criminal:**

- Preliminary Hearings – as ordered by the Judge
- In-Custody Initial Appearances – Video/Zoom/Teams
- In-Custody DV Arraignments – Video
- In-Custody Pre-trial Conferences – Video
- Arraignments – Telephone/Zoom
- Pretrial Conferences, Case Management Conferences and Orders to Show Cause - Telephone/ Zoom
- Changes of Plea – Telephone or zoom or in-person as ordered by the Judge – Refer to Administrative Order for Change of Plea protocol and fingerprint order form guidelines.
- Evidentiary Hearings - Zoom or in-person as ordered by the Judge. Exhibits may be uploaded online through the PCCJC website – instructions provided for online exhibits - or they may be mailed or dropped off at the 2<sup>nd</sup> Floor Customer Service windows.
- Bench Trials – Zoom or in-person as ordered by the Judge – Exhibits as noted above.
- Jury Trials – May resume upon Superior Court Presiding Judge approval of the jury trial plan.
- Review Hearings – Telephone/Zoom unless otherwise ordered by the Judge

#### **Criminal - Specialty Courts:**

- Domestic Violence Specialty Court (Judge Watters) – Telephone/Zoom or in-person as ordered by the Judge. Hearings are scheduled Wednesday and Thursday.
- Veteran’s Court (Judge Watters) – Telephone/Zoom or in-person as ordered by the Judge. Hearings are scheduled on Wednesdays.
- Behavioral Health Court (Judge Cornejo) – Telephone/Zoom for all participants and the defendant does not need to participate. Hearings scheduled every Wednesday and Thursday at 12:15 p.m.
- Animal Welfare Court (Judge Wilson) – Telephone/Zoom hearing scheduled Friday afternoons, except if it’s criminal arraignment or eviction action rotation week.

- Homeless Court (Judge Pesquiera) – Telephone/Zoom
- Consolidated Misdemeanor Problem Solving Court (CMPS) (Judge Shetter - TCC) Telephone hearings held on Friday at 12:30 p.m.

**Criminal – Other:** TBD

**Residential Evictions:**

(For all categories, if defendant lacks access to technology, the judge may order an in-person hearing.)

- Material and Irreparable Breach (Immediate) – Telephone/Zoom
- Non-payment of Rent – Telephone/Zoom
- Material non-compliance affecting Health & Safety – Telephone/Zoom
- Material non-compliance – Telephone/Zoom

Note: Non-residential eviction (commercial) not a priority within this category.

**Civil Traffic:**

- Arraignments – Telephone/Zoom
- Walk-In's – Telephone/Zoom
- Hearings – Telephone/Zoom

**Civil:**

- Protective Orders (Ex parte and Contested) – Telephone/Zoom or in-person as ordered by the Judge.
- Regular Civil – Telephone/Zoom:
  - Orders to Show Cause, Defaults, Bonds, Supplemental Proceedings, and Garnishments – Telephone/Zoom. Calendared on the Eviction Judge Rotation Calendar.
  - Civil Hearings – Telephone/Zoom or in-person as ordered by the Judge. Calendared on the assigned Judge's Calendar.
- Small Claims Hearings – Telephone/Zoom

**COURT ACCESS**

Courts webpage ([www.jp.pima.gov](http://www.jp.pima.gov)) has many online services available.

Call Center staff are available Monday through Friday from 8:00 a.m. to 5:00 p.m. to assist callers.

Main Lobby on the 1<sup>st</sup> Floor – Open with limited customer service assistance but public will be directed to the second floor for additional assistance, if necessary (limited occupancy to 15). Forms and payment drop off are also available.

Customer Service Windows on the 2<sup>nd</sup> Floor – Open, with occupancy limited to 15 which is monitored by Court Security: civil filings for individual or bulk filers, payments accepted, protective order services, law enforcement and county attorney drop off and pick up. Civil traffic walk-ins are available via zoom or telephone.

## **REMOTE HEARING NOTICES – Instructions for Parties**

### **Option 1 - To Join the Hearing Via-Zoom Video:**

Please go to: [www.zoom.us/j](http://www.zoom.us/j) and type in the meeting ID. For example:  
<https://zoom.us/j/1234567891>

To appear via video conference on Zoom, you must have an internet connection. You can use a smart phone, iPad/tablet, or computer/laptop that has sound & video capability. You will also need to install the Zoom App ([www.zoom.us](http://www.zoom.us)) before the time of the hearing.

Upon connecting to the Zoom hearing, you will be placed in a “waiting room.” Do not hang up or close the Zoom application.

### **Option 2 – To join the hearing via-telephone:** You do not need the Zoom application to appear by telephone.

Dial 1-669-900-6833 (toll free) and type in the meeting ID.

Upon connecting to the meeting, you will be placed in a “waiting room” until staff can speak with you.

### **Option 3 – If you do not have the ability to appear remotely:**

If you cannot appear remotely, you should come to the Court building, where you may use court phones to appear before the judge. Please notify security staff when you arrive; they will direct you to the phone area.

You must wear a mask and your temperature will be taken at the building entrance.