



Clerk of the Superior Court

Santa Cruz County

Juan Pablo Guzman

Clerk



CLERK OF THE SUPERIOR COURT

INSTRUCTIONS FOR COMPLIANCE OF AO-2020-010

The Clerk of the Superior Court provides the following instructions to litigants and the public on how to proceed in order to comply with Administrative Order 2020-010; which limits physical access to court facilities.

Documents to be filed in Criminal and Juvenile Delinquency must be done through eFileAZ.

Documents to be filed in Civil matters must be done through eFileAZ or AZTurboCourts.

Both eFileAZ and AZTurboCourts may be found by accessing the Supreme Court website at www.azcourts.gov.

Petitions for Protective Orders may be done through www.azpoint.azcourts.gov or by physically appearing at the Superior Court building.

Documents to be filed in all additional court matters such as Juvenile Dependency, Juvenile Traffic, Mental Health, Guardianship, Probate, Domestic (Family Law), Adoptions, Severance, Emancipations, and subsequent documents in protective order cases must be filed by sending an e-mail with documents in PDF format (Pictures of documents will not be allowed). It is important to note that all proposed form of orders must be in Word document format. The e-mail address to file with the Superior Court is santacruzclerk@courts.az.gov Parties must include a phone number in the e-mail so that the Clerk's office staff may contact the filing party to collect fees and/or provide any additional information.

In addition, if parties do not have access to the internet, a drop box with instructions to file documents will be located outside the main entrance of the court facility at 2160 N. Congress Dr.

To access the filing fee schedule for the Superior Court please visit www.santacruzcountyaz.gov and navigate to the Clerk of the Court link. You may also request filing fee information by sending an e-mail to santacruzclerk@courts.az.gov or by calling 520-375-7700 Monday through Friday 8:00 a.m. to 5:00 p.m.

In order to apply for a Marriage License, please schedule an appointment with the Clerk's Office by sending an e-mail to santacruzclerk@courts.az.gov or by calling 520-375-7700 Monday through Friday 8:00 a.m. to 5:00 p.m.

All payments to the Superior Court must be made by contacting the Clerk's Office by phone at 520-375-7700 with a credit/debit card. It is important to note, that card users will incur an additional fee of \$1.50 for payments made under the amount of \$60.00 and a 2.5 percent for payments made over the amount of \$60.00 when using a card. Parties may contact the Clerk's Office to arrange for other payment methods.

In addition, requests for case searches, child support payment histories, certified and regular copies of documents filed with the Court, any request for case information, forms, and court processes/procedures, among other services may be done by sending an e-mail to santacruzclerk@courts.az.gov or by phone at 520-375-7700.

Parties who would like to post a payment for a bond and/or child support purge must appear in person to the Superior Court.

Special arrangements will be made for parties who require certified copies of documents, marriage certificates, and any document requiring the seal of the superior court and/or the signature of the Clerk or any other service on an emergency basis by contacting the Clerk's Office.

Processing Passport Applications by the Clerk of the Superior Court is suspended until further notice.

For any service provided by the Superior Court not covered by these instructions or for any questions or concerns, please contact the Clerk of the Superior Court by e-mail at santacruzclerk@courts.az.gov or by phone at 520-375-7700 Monday through Friday from 8:00 A.M. to 5:00 P.M.