



DIVISION ONE  
 FILED: 12/24/2024  
 AMY M. WOOD,  
 CLERK  
 BY: JT

IN THE  
 COURT OF APPEALS  
 STATE OF ARIZONA  
 DIVISION ONE

IN THE MATTER OF: ) ADMINISTRATIVE ORDER  
 ) 2024-13  
 ) (Replaces Administrative  
 PROCEDURES FOR APPELLATE ) Order 2023-06 effective  
 SPECIAL ACTIONS ) January 1, 2025)  
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Effective January 1, 2025, Arizona Rules of Procedure for Special Actions (RPSA), Rule 14 directs parties to file petitions and responses and to serve those documents. As of January 1, 2025, this Administrative Order replaces Administrative Order 2023-06 and covers matters not addressed in RSPA.

IT IS ORDERED the petition must be accompanied by a Special Action Cover Sheet maintained on the court’s website.

IT FURTHER IS ORDERED an attorney representing the petitioner (or the petitioner if the petitioner is self-represented) must include a contact information sheet with the petition. This sheet must list each party to the special action and each party’s attorney (if any), each attorney's/party’s email address (or a mailing address if an email address is unavailable), and each attorney's/party’s telephone number. The Court will issue a Notice identifying the assigned appellate case number and the panel assigned to the case.

IT FURTHER IS ORDERED that cross-petitions shall not be filed in special action cases in the Court of Appeals, Division One.

IT FURTHER IS ORDERED any party who wants to have a hearing on a stay request must file a request with the court and initiate the coordination of that hearing by emailing the Court in accordance with the Court's policy. Those policies are posted on the Court's website.

IT FURTHER IS ORDERED any cases pending on January 1, 2025 will retain their existing captions.

IT FURTHER IS ORDERED any response due dates in place on January 1, 2025 will remain.

IT FURTHER IS ORDERED beginning January 1, 2025, this Administrative Order replaces, in its entirety, Administrative Order 2023-06.

\_\_\_\_\_/s/\_\_\_\_\_  
David B. Gass, Chief Judge