

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF COCONINO

In the Matter of:)
)
) ADMINISTRATIVE ORDER
) No. 2023-02
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WHEREAS, the Superior Court and Justice Courts will make available to responsible individuals and organizations its courtrooms and conference rooms for the purpose of conducting law and court related meetings or educational programs. Examples of such organizations include schools and colleges, bar groups, and community nonprofit groups. Other organizations may request the use of such court facilities but must demonstrate a purpose for the specified use which clearly benefits the court or its employees and is not in conflict with the mission or responsibilities of the court.

THEREFORE, IT IS ORDERED, all requests for use of court facilities must be in writing and should be directed to:

- For Superior Court facilities, the Court Administrator and Deputy Court Administrator;
- For Justice Court facilities, the Court Manager (or Deputy Court Administrator who will forward request to the specific justice court);
- For Juvenile Court facilities, the Juvenile Court Director;
- For Adult Probation Department; the Chief Probation Officer;
- For offices or conference rooms under the administration of the Clerk of the Court, the Clerk.

Requests must clearly state the name of the sponsoring organization, the purpose of the meeting, the approximate number of attendees, and the time and date the room is to be used. Those granted the use of court facilities will be expected to leave the facilities they use in the same condition in which they were found. Users of court facilities may be required, at the court's discretion, to reimburse the court for the costs of maintaining an open facility after normal work hours or for other costs associated with their use.

DATED this 16 day of January, 2023.


HON. DAN R. SLAYTON
Presiding Judge