

**Juvenile Court Procedures**  
**Hon. Megan A. McCoy, Judge Division 1**

The Court adopts the following procedures its juvenile dependency and delinquency docket:

**Remote appearances.** The Arizona Supreme Court Administrative Order No. 2022-88 adopted presumptive standards for in person vs. remote hearings, and such have not been adapted by Mohave County. Presiding Judge Moss in Mohave County Administrative Order No. 2022-28 adopted the presumptions.<sup>1</sup>

ROUTINE HEARINGS: Parties may appear in person or remotely via Zoom for hearings that will not require witnesses or evidence.

EVIDENTIARY HEARINGS / TRIALS: Parties MUST appear in person or file a motion explaining the need to appear remotely via Zoom for hearings that will involve witnesses or evidence.

Parties may join the Zoom video courtroom: meeting ID 899-614-070-81 and passcode 2141912

Parties who need to call in by phone: (833) 548-0282 with meeting ID 899-614-070-81.

*The Court asks that counsel and parties who choose to appear remotely appear by video rather than phone whenever possible.*

*The Court asks that counsel and parties review this Court's remote appearance guidelines prior to remotely attending hearings.*

By connecting to the Zoom courtroom, you will be in open court. Remain silent, mute yourself, and await your hearing.

**Dependency**

Parents and their attorneys must attend 1) any preliminary protective hearing, 2) any initial hearing on a dependency, guardianship, or termination, 3) dependency adjudication hearings, 4) termination adjudication hearings and 5) all evidentiary hearings in person or file a motion requesting remote appearance by video. Telephonic appearances at such must be specifically requested, and will only be approved with good cause.

Attorneys for parents are encouraged to attend hearings in person to help facilitate private attorney-client discussions. Attorneys assigned to a case that have not spoken to their client prior to court must be available to consult with the client in the half hour prior to the prehearing conference, as directed in the notice.

Attorneys and parties attending court remotely must arrange a method to communicate during hearings, as such is needed.

---

<sup>1</sup> See AO for detailed explanation of hearings permitted remote vs. those presumed in person.

### **Delinquency**

Juveniles, parents, and probation officers must attend disposition hearings in person unless remote appearance is arranged with the court.

It is preferred that juveniles, parents, probation officers, and juvenile attorneys attend all hearings in person.

**Motions.** Pursuant to Rule 316 of the Arizona Rules of Juvenile Procedure, "A motion must be filed with the clerk. A copy of the motion must be provided to the assigned judge at the time of filing." *Parties shall email a copy of the motion to Division 1's judicial assistant to satisfy this requirement.*

**Evidence/Exhibits.** Mohave County Superior Court is utilizing a Digital Evidence Portal (CaseLines) for the storage and presentation of evidence.

### **Orders, PreTrial and Resolution management Statements.**

A manipulable, digital copy shall be transmitted to the Court's Judicial Assistant at the time of filing.

If any party wishes to have exhibits marked to be used as evidence in a hearing of this Court, they must contact the Clerk's Office by emailing [MohaveDE@courts.az.gov](mailto:MohaveDE@courts.az.gov) to obtain the link to upload and review their exhibits.

Parties who are not familiar with CaseLines are encouraged to email the Clerk's office at [MohaveDE@courts.az.gov](mailto:MohaveDE@courts.az.gov) for questions about submission and presentation of evidence as soon as possible.

An upload into Caselines digital evidence portal will be considered disclosure, and parties must upload all exhibits into the system prior to disclosure deadlines

### **Trial Practice and Procedure.**

Counsel are advised this is a digital courtroom and parties will be expected to utilize the technology available.

Parties must be able to present evidence utilizing the Caselines digital evidence portal and screenshare to any Zoom participants as needed.

If you have any doubt about your ability to present evidence in the courtroom and via Zoom, please make an appointment in advance of trial with the Court's IT department to visit the courtroom and test our system.