

**MINUTE ENTRY DISTRIBUTION AGREEMENT**

Under Rule 80(e), Arizona Rules of Civil Procedure, the Clerk of Superior Court in and for Maricopa County (Clerk’s Office) will distribute copies of minute entries to the undersigned firm’s (Firm) email address listed below. The Firm must notify the Clerk’s Office of any changes in this email address under Civil Rule 5.3(b), Maricopa County Local Rule 2.10(a), and Arizona Supreme Court Administrative Order 2009-01.

This Agreement is between the Firm and the Clerk’s Office, and covers all attorneys who are members of that Firm. Only the Clerk’s Office and the Firm’s managing attorney may modify it.

Requirements to receive minute entries electronically:

- ◆ Email must accept PDF formatted attachments;
- ◆ Adobe Acrobat reader or similar application is required to read PDF formatted email;
- ◆ Only one email address per Firm or Sole Practitioner
- ◆ Email address must be fifty (50) characters or less.

**Please attach to this Agreement a list of attorneys associated with your Firm and their bar numbers to allow the Clerk's Office to update its attorney database.**

For questions about receiving minute entries electronically, please contact the Clerk's Office Distribution Center at (602) 37-CLERK(25375), Monday through Friday, 8:00 a.m. to 5:00 p.m.

DATE: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF MANAGING  
PARTNER OF FIRM

\_\_\_\_\_  
PRINTED NAME OF MANAGING PARTNER  
OF FIRM

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
EMail Address (50 characters or less)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Phone Number/Fax Number

**Please sign and return or fax this form to:**

Distribution Center  
Clerk of the Superior Court  
201 W. Jefferson  
Phoenix, Arizona 85003  
Fax: 602-506-6690