



**Superior Court of the State of Arizona  
Pima County Juvenile Court  
2225 E. AJO WAY,  
Tucson, Arizona 85713-6295**

**Appointment of Counsel/Assessment of Attorney's Fees  
Paper Referrals Process**

- 1) Calendar Services Office receives the petition from the PCAO.
- 2) The petition is date stamped by the Assessment Clerk.
- 3) If a current financial affidavit (FA) on file from the parent/guardian, it is attached to the petition for the assessment process.
- 4) Assessment Officers will:
  - a. Log in the petition
  - b. Assess the attorneys fees
    - i. \$425.00 will be assessed if no current FA/appeal
    - ii if a current FA/appeal, lower fees may be assessed
  - c. Enter assessed attorney fees into the computer
  - d. Send the petition and assessment order to the Calendaring Office for processing
- 5) Calendaring Office will:
  - a. Set the hearing and assign Public Defender (PD) or contract counsel
    - i. PD will be assigned unless the minor was previously represented by contract counsel or the PD has a conflict
    - ii. Contract counsel will be assigned on a rotating basis
    - iii. If previous contract counsel is unable to represent the minor the PD or other contract counsel will be assigned.
  - b. Complete the Financial Order with the Presiding Judge's signature.
  - c. A copy of the Notice of Hearing along with the Financial Order, a Release of Information form and copy of the petition shall be mailed to the parents.
  - d. Send original Financial Order to the Clerk's office
  - e. Send copies of the petition and Financial Order to the PO, PCAO and assigned attorney.
- 6) At the first court hearing, the Hearing Officer will:
  - a. Re-advise the parents of their right to appeal the financial assessment.
  - b. Vacate the financial assessment if the parents retained private counsel.