

**NOTICE TO PRESCOTT VALLEY COURT CUSTOMERS
FOR YOUR IMMEDIATE ATTENTION (3/20/20)**

The following is in effect during the closure of the Prescott Valley Municipal Building

1. **PRESCOTT VALLEY MUNICIPAL BUILDING IS CLOSED:** Due to concern with the spread of COVID-19 in the general population, the Town of Prescott Valley closed the Prescott Valley Municipal Building effective 3/19/20 at 3:00 pm until further notice. The court is located within the municipal building. This is for the protection of the public and town employees.
2. **THE COURT WILL CONTINUE TO OPERATE WITHOUT IN-PERSON CONTACT:** You are being mailed a continued court date. If you have already taken care of your citation, please contact the court at the court phone number below to confirm.
3. **CONTACT THE COURT:** For questions regarding your case, you may contact the court as follows:
 - i. Telephone: 928-772-8277, Monday through Friday from 8:00 am to 4:30 pm.
 - ii. Email address: prescottvalleymagistrate@courts.az.gov
 - iii. U.S. mail: Prescott Valley Court
7501 E. Skoog Blvd.
Prescott Valley, AZ 86314
4. **ARRAIGNMENT/TELEPHONIC COURT PROCEEDINGS:** The court is endeavoring to address many matters by telephone. Call the court 24 hours in advance of your court date to determine if the building has re-opened; if not, you can inquire whether your matter can be heard over the telephone.
5. **PRE-TRIAL CONFERENCES:** Your pre-trial conference (PTC) is being continued to a date after April 17, 2020. You should contact the prosecutor, Bob Todd, by telephone at [928-759-3030](tel:928-759-3030) on the date of your PTC from 8:15 am to 10:45 am. If the municipal building has re-opened, then you should appear in person. Please be patient as more than one person may be calling at the same time. For any business you have with the prosecutor's office they may be contacted as follows:

Bob Todd, Prosecutor
7501 E. Skoog Blvd.
Prescott Valley, AZ 86314
928-759-3030
6. **PAYMENTS:** If you would like to make a payment to the court you may do so as follows:
 - i. By phone at 928-772-8277, Monday through Friday from 8:00 am to 4:30 pm.
 - ii. Mail a check or money order to the U.S. mail court address above.
 - iii. On-line at www.azcourtpay.com , 24 hours per day (there may or may not be a \$5.00 charge for each payment).
7. **ORDERS OF PROTECTION:** Fill out the petition on-line at www.azpoint.azcourts.gov . After completing the petition contact the court by phone at 928-772-8277 and the judge will hold the ex-parte hearing by telephone.
8. **PRESCOTT VALLEY COURT WEBSITE:** More information is available at the court website at www.pvaz.net/167/magistrate-court .