

**GUIDELINES FOR SUBMITTING PROPOSED AMENDMENTS TO THE
RULES OF PRACTICE OF THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF ARIZONA**

Proposed amendments to the Rules of Practice of the District of Arizona may be submitted by any person or organization pursuant to Local Rule of Civil Procedure 83.9 of the Local Rules of Practice. The rule provides for an annual amendment of the Court's Rules to become effective on December 1.

Form of Submission

No specific form or format for submitting a proposed amendment is required. However, a convenient [form-fillable cover sheet](#) is available to assist in the development and description of the proposed amendment.

Deadline for Submission

Generally, for a change to become effective on December 1, a proposal must be submitted to the district court's Rules Committee by August 31 of the preceding year.

Place of Submission

A proposed amendment may be electronically transmitted to the Court using the following email address: azlocalrules@azd.uscourts.gov

Alternatively, a paper copy may be mailed or delivered to the following address:

Clerk, U. S. District Court
Attn: Rules Committee
Sandra Day O'Connor U. S. Courthouse
401 W. Washington St., Suite 130, SPC-1
Phoenix, AZ 85003-2118

Notice

The proposal will be considered in accordance with the District of Arizona's Local Rule of Civil Procedure 83.9. Proposals are typically published to the Court's website for public comment during the months of May and June. To receive notice of actions pertaining to local rules, it is suggested you subscribe at <https://public.govdelivery.com/accounts/USFEDCOURTS/subscriber/new> and select the "Rules/Orders" option under the category titled, "U. S. District Court for the District of Arizona."