

District of Arizona - Regulated Public AI Use Functional Description (Enhanced with User Notes)

Effective Date: May 16, 2025

I. Introduction and Purpose

This document provides a functional description of the document procedures for the United States District Court for the District of Arizona. It is intended to outline the purpose, structure, formatting, and use of various documents as governed by the Federal Rules of Civil Procedure (FRCP) and the Local Rules of Civil Procedure (LRCiv) for the District of Arizona. The primary function of these rules and procedures is to ensure clarity, consistency, efficiency, and fairness in the litigation process, enabling the court and all parties to understand and engage with legal filings effectively. This description also highlights common conventions, restrictions, and known issues to aid in compliance.

II. Governing Rules

The primary sources governing document procedures are:

- **Federal Rules of Civil Procedure (FRCP):** These rules govern civil proceedings in all United States district courts. Their stated purpose is "to secure the just, speedy, and inexpensive determination of every action and proceeding." (FRCP 1).
- **Local Rules of Civil Procedure for the District of Arizona (LRCiv):** These rules supplement the FRCP and provide specific requirements for practicing in the District of Arizona. They are promulgated under the authority of FRCP 83. (LRCiv, Preamble).
- **Electronic Case Filing (ECF) Administrative Policies and Procedures Manual:** The District of Arizona utilizes the CM/ECF (Case Management/Electronic Case Files) system. This manual provides detailed instructions for electronic filing, which is mandatory for most filings.

User Note: Always download the *latest* versions of the FRCP and, especially, the District of Arizona Local Rules directly from the official court websites (uscourts.gov and azd.uscourts.gov). Rules are amended, and relying on outdated versions can lead to significant errors.

III. General Functional Principles of Document Submission

The overarching function of the detailed document rules is to:

- **Ensure Fair Notice:** Documents must clearly communicate their purpose and the

relief sought to both the Court and opposing parties.

- **Promote Efficiency:** Standardized formatting and structure allow the Court and its staff to process and review documents quickly and effectively.
- **Maintain a Clear Record:** Properly formatted and filed documents create an accurate and accessible record of the proceedings.
- **Facilitate Judicial Review:** Consistent presentation of arguments and evidence aids judges in understanding the issues and making informed decisions.
- **Uphold Professional Standards:** Adherence to the rules reflects the professionalism expected of litigants and counsel.

IV. Document Structure: A Functional Breakdown

The general structure of documents filed in the District of Arizona serves specific functions to ensure clarity and proper identification.

- **A. Caption (FRCP 10(a), LRCiv 10.1):**
 - **Function:** To clearly identify the court, the parties involved, the case number, the assigned judge and magistrate judge (if any), and the nature of the document. This allows for immediate recognition and proper docketing.
 - **Elements:**
 - **Court Name:** "United States District Court for the District of Arizona."
 - **Title of Action:** Names of all parties (or the first party on each side with an appropriate indication of other parties, like "et al."). In initial complaints, all parties must be named.
 - **File Number (Case Number):** Assigned by the Clerk upon filing. Must include "CV" for civil cases, the last two digits of the year filed, the sequential case number, and a designation of the division and the assigned judge's initials (and magistrate judge's initials in parentheses if applicable). (LRCiv 3.4). Functionally, this is the unique identifier for all subsequent filings.
 - **Title of Document (FRCP 7(b)(2), LRCiv 10.1):** Clearly describes the pleading, motion, or other paper (e.g., "Defendant's Motion to Dismiss," "Plaintiff's Response to Motion for Summary Judgment"). This allows for quick understanding of the document's purpose.
 - **User Note:** Incorrect case numbers or judge initials are frequent filing errors. Double-check these against the official docket or initial case assignment notice. Forgetting to update the caption when parties are dismissed or added is also a common oversight.
- **B. Body of the Document:**
 - **Function:** To present the factual allegations, legal arguments, requests for

relief, or other information relevant to the document's purpose in a clear, concise, and organized manner.

- **Structure (FRCP 10(b)):** Claims or defenses should be set forth in numbered paragraphs, each limited as far as practicable to a single set of circumstances. This aids in clarity and facilitates specific responses. Subsequent documents can then refer to paragraph numbers, enhancing efficiency.
- **C. Signature Block (FRCP 11(a), LRCiv 7.1(b)(1)):**
 - **Function:** To certify that the filer has read the document, that to the best of their knowledge, information, and belief formed after a reasonable inquiry, the document is not presented for an improper purpose, the legal contentions are warranted, and the factual contentions have evidentiary support (or are likely to after discovery). This imposes accountability.
 - **Requirements:** Must be signed by at least one attorney of record in the attorney's name, or by a party personally if unrepresented. The signature block must include the signer's name, address, telephone number, email address, and State Bar of Arizona number (if applicable). For ECF filings, a "/s/ [Typed Name]" is used.
 - **User Note:** Ensure your ECF account information (especially email) is always up-to-date, as this is how the court and other parties will serve you electronically.
- **D. Certificate of Service (FRCP 5(d), LRCiv 5.4):**
 - **Function:** To provide proof that the document has been served on all other parties in the case as required by the rules. This ensures due process and that all parties are aware of filings.
 - **Requirements:** Must state the date and manner of service and the names and addresses of persons served. For ECF filings, the Notice of Electronic Filing (NEF) often serves as proof of service on registered ECF users. However, a separate Certificate of Service is still good practice and may be explicitly required for certain documents or service on non-ECF users.

V. Formatting Requirements: Functional Significance

Formatting rules ensure readability, consistency, and efficient use of court resources. (Primarily LRCiv 7.1).

- **A. Paper Size (LRCiv 7.1(a)(1)):** 8 ½ inches by 11 inches.
 - **Function:** Standardization for filing, storage, and copying.
- **B. Language (LRCiv 7.1(a)(1)):** Must be in English.
 - **Function:** Ensures the court and all parties can understand the filings.

- **C. Text and Spacing (LRCiv 7.1(a)(1)):**
 - **Type:** Body of all documents typed double-spaced, not exceeding 28 lines per page. Single spacing is permissible for footnotes and indented quotations.
 - **Font Size:** Fixed-pitch type no smaller than ten (10) pitch (10 letters per inch) or a proportional font size no smaller than 13 point, including footnotes. The court expressed a preference for proportionally spaced serif fonts (e.g., Times New Roman, Century) in a previous version of its rules (though this specific preference might not be in the most current version, it remains good practice for readability).
 - **User Note:** While the rules specify minimum font sizes, prioritize readability. A slightly larger, clear font is always appreciated by court staff and judges. Avoid decorative or unusual fonts.
- **D. Margins (LRCiv 7.1(a)(1)):**
 - Left margin: Not less than 1 ½ inches.
 - Right margin: Not less than ½ inch.
 - Top margin (first page): At least 2 inches (often to accommodate court stamps/information).
 - Top margin (subsequent pages): At least 1 inch.
 - Bottom margin: Sufficient space for page numbers.
 - **Function:** Provides space for binding, court stamps, and prevents text from being obscured. Ensures a clean and professional appearance.
- **E. Page Numbering (LRCiv 7.1(a)(1)):** Pages of the document must be numbered.
 - **Function:** Essential for referencing specific parts of a document and for overall organization, especially in lengthy filings.
- **F. Stapling/Binding (LRCiv 7.1(a)(1)):** Paper documents stapled in the upper left-hand corner. Large documents should be bound with a metal prong fastener at the top center.
 - **Function:** Keeps documents organized and intact. (Primarily for paper filings, less relevant for ECF).
- **G. Electronic Filing Format (ECF Manual, LRCiv 5.5):**
 - **Format:** Documents must be filed in PDF format. PDFs must be text-searchable (generated from a word processor rather than scanned, if possible). Scanned documents should be at 300 dpi, black and white.
 - **Flattening PDFs:** Fillable PDF forms *must* be "flattened" before filing to prevent manipulation and resolve ECF errors. (District of Arizona Notice).
 - **File Size Limits:** ECF system may have file size limits per document (e.g., 30 MB). Large documents may need to be broken down. (ECF FAQs).
 - **Function:** ECF requirements ensure compatibility with the court's system,

accessibility, searchability, and the integrity of filed documents.

- **User Note:** Before filing any PDF, especially one with fillable forms or created on a Mac, test opening it in Adobe Acrobat/Reader on a Windows machine if possible. The "flattening" requirement is strictly enforced. The District Court website often has specific instructions or tools for flattening PDFs.

VI. Layout Good Practices: Enhancing Functionality

Beyond mandatory rules, certain layout practices enhance a document's effectiveness:

- **Clear Headings and Subheadings:** Function to organize arguments logically and make the document easier to navigate and understand.
- **Use of White Space:** Prevents documents from appearing overly dense and improves readability.
- **Concise Paragraphs:** Each paragraph should ideally focus on a single idea or point.
- **Proper Citation Form:** Using a consistent and recognized citation style (e.g., The Bluebook) for legal authorities. Functionally, this allows the court and other parties to quickly locate and verify cited sources.
- **Avoiding Excessive Footnotes:** While allowed, overuse can detract from the main text. Footnotes should provide supplementary information, not core arguments.
- **Professional Tone and Language:** Avoids inflammatory or colloquial language. The function is to maintain the dignity of the court and focus on substantive legal issues.

VII. Various Document Types: Functional Descriptions, Use, Rules, Conventions, and Restrictions

- **A. Complaint (FRCP 3, 8, 10; LRCiv 3.4):**
 - **Functional Description:** The initial pleading that commences a civil action. Its function is to state the grounds for the court's jurisdiction, the plaintiff's claims showing entitlement to relief, and a demand for the relief sought.
 - **Use:** To initiate a lawsuit.
 - **Rules/Conventions:**
 - Must include a Civil Cover Sheet (JS 44 form) (LRCiv 3.1). The function of the cover sheet is to provide the Clerk's Office with statistical information and assist in case management.
 - Must name all parties in the caption.
 - Must state claims in numbered paragraphs.
 - Specific rules apply for certain types of cases (e.g., patent, trademark,

copyright require specific notices and forms like AO 120/121 per LRCiv 3.6).

- For incarcerated persons, complaints often must be on court-approved forms (LRCiv 3.5).
- **Restrictions/Known Faults:** Failing to properly allege jurisdiction; vague or conclusory allegations; not complying with specific pleading standards for fraud or mistake (FRCP 9(b)).
- **User Note:** The Civil Cover Sheet (JS 44) has specific instructions. Filling it out accurately is important for court statistics and case processing. Don't guess on categories like "Nature of Suit" or "Cause of Action."
- **B. Summons (FRCP 4):**
 - **Functional Description:** The official notice to a defendant that a lawsuit has been filed against them and that they must appear and defend.
 - **Use:** To formally notify defendants of the action and assert the court's jurisdiction over them.
 - **Rules/Conventions:** Prepared by the plaintiff and issued by the Clerk. Specific content requirements (name of court and parties, directed to defendant, time to appear, warning of default judgment). Must be served with a copy of the complaint. Filers can submit a summons for issuance after receiving the case number and judge assignment via the ECF system. (ECF FAQs).
 - **Restrictions/Known Faults:** Improper service is a common issue that can lead to dismissal of the action against that defendant.
- **C. Answer (FRCP 8(b), 12):**
 - **Functional Description:** The defendant's formal response to the allegations in the complaint. Its function is to admit or deny the allegations and to assert any affirmative defenses.
 - **Use:** To respond to the complaint and avoid default.
 - **Rules/Conventions:** Must respond to each allegation. Affirmative defenses must be stated. May include counterclaims or crossclaims.
 - **Restrictions/Known Faults:** General denials that don't fairly respond to the substance of the allegations; failure to timely file, leading to risk of default.
- **D. Motions (FRCP 7(b), 12; LRCiv 7.2, 12.1):**
 - **Functional Description:** A request to the court for a specific order or ruling.
 - **Use:** To seek various forms of relief, such as dismissal, summary judgment, discovery orders, etc.
 - **Rules/Conventions:**
 - Must be in writing unless made during a hearing or trial.
 - Must state with particularity the grounds for seeking the order and the

relief sought.

- **LRCiv 7.2 (Motions Practice):** This is a critical local rule.
 - **Consultation Requirement (LRCiv 7.2(c)):** Before filing most motions, the moving party *must* confer with the opposing party in a good faith effort to resolve the issue. The motion must contain a certification of this conference or why it could not occur. Function: To reduce unnecessary litigation and promote agreement.
 - **User Note (LRCiv 7.2(c) Consultation):** Document your meet-and-confer efforts meticulously (dates, times, methods, substance of discussion). If opposing counsel is unresponsive, detail your attempts. This certification is taken very seriously.
 - **Memoranda (LRCiv 7.2(a), (b)):** Motions are typically accompanied by a memorandum of points and authorities. Responses and replies also take this form. Function: To provide legal and factual support for the position.
 - **Page Limits (LRCiv 7.2(e)):** Generally, opening and answering memoranda are limited to 17 pages, and reply memoranda to 11 pages, unless leave of court is obtained. Motions to exceed page limits must be filed *before* the deadline and lodge the proposed oversized filing. Function: To ensure brevity and focus.
 - **User Note (Page Limits LRCiv 7.2(e)):** Motions to exceed page limits are not automatically granted. Provide a compelling reason why the extra pages are *necessary*, not just helpful. File this motion *well in advance* of your brief's deadline.
 - **Supporting Evidence (LRCiv 7.2(f)):** Affidavits, declarations, and other evidence must be filed with the motion or response if they are necessary to support factual positions.
 - **Proposed Order (LRCiv 7.2(k)):** Often, a proposed order must be lodged with a motion or stipulation, typically as a separate attachment and also emailed to the judge's chambers in a word processing format. Function: To assist the court by providing a ready-to-issue order if the motion is granted. (See also ECF FAQs regarding submission of proposed orders).
 - **User Note (Proposed Order LRCiv 7.2(k)):** When emailing proposed orders to chambers, use the exact email address specified by the judge (often found on their individual page on the court website) and follow their specific formatting instructions (e.g., subject line of the email).
- **Restrictions/Known Faults:** Failure to comply with the meet-and-confer

requirement; exceeding page limits without leave; filing motions for reconsideration without meeting the stringent requirements (LRCiv 7.2(g)).

- **E. Notices (e.g., Notice of Appearance, Notice of Deposition, Notice of Filing):**
 - **Functional Description:** Documents that inform the court and/or parties of a particular event, status, or action taken.
 - **Use:** Varies widely depending on the type of notice. For example, a Notice of Appearance informs the court who is representing a party. A Notice of Deposition informs parties of a scheduled deposition.
 - **Rules/Conventions:** Content and service requirements vary by the type of notice.
- **F. Proposed Orders (LRCiv 7.2(k), LRCiv 56.1(e) for Summary Judgment, ECF FAQs):**
 - **Functional Description:** A draft of an order that a party requests the judge to sign.
 - **Use:** Submitted with certain motions or stipulations to provide the court with a template for its ruling.
 - **Rules/Conventions:**
 - Must be a separate document.
 - Must *not* include a signature line for the judge (the court has its own templates).
 - For electronically submitted proposed orders with motions/stipulations, they should be an attachment AND emailed to the court in Word or WordPerfect format along with a PDF of the motion/stipulation. (ECF FAQs). This functional requirement allows the judge's staff to easily edit the proposed order if necessary.
 - **Restrictions/Known Faults:** Including a signature line for the judge; not submitting in editable electronic format when required.
- **G. Stipulations (LRCiv 7.3):**
 - **Functional Description:** An agreement between opposing parties on a particular matter.
 - **Use:** To agree on extensions of time, procedural matters, or facts, thereby streamlining litigation.
 - **Rules/Conventions:** Must be in writing and signed by all affected parties or their counsel. Often requires a proposed order.
- **H. Discovery Documents (FRCP 5(d), 26-37; LRCiv 26.1, 37.1):**
 - **Functional Description:** Requests for information (interrogatories, requests for production, requests for admission) and responses to such requests.
 - **Use:** To obtain evidence and information relevant to the case.

- **Rules/Conventions:**
 - **Generally Not Filed:** Under FRCP 5(d), discovery requests and responses are *not* filed with the court unless they are used in the proceeding (e.g., attached to a motion) or the court orders them filed. LRCiv 5.2 reinforces this. Function: To avoid cluttering the court record with voluminous discovery materials not immediately relevant to a judicial decision.
 - Discovery disputes often require compliance with LRCiv 37.1 (meet and confer, joint statement of dispute) before filing a motion to compel.
- **Restrictions/Known Faults:** Prematurely filing discovery materials; failing to properly meet and confer before seeking court intervention in discovery disputes.
- **User Note:** While discovery responses are not typically filed, always serve them on opposing counsel according to FRCP 5. Keep meticulous records of service. Disputes often arise from alleged non-service of responses.

VIII. Indexes, Tables of Authorities, and Other Inclusions: Their Functional Purpose

- **A. Table of Contents (LRCiv 7.2(d)):**
 - **Functional Description:** An outline of the sections and arguments within a lengthy memorandum.
 - **When to Use:** Required for any memorandum of points and authorities exceeding 10 pages (excluding the case caption, table of contents, and table of authorities).
 - **Purpose/Function:** To provide a roadmap for the reader, allowing quick navigation to specific sections of a long brief. Improves readability and accessibility of arguments.
 - **User Note:** Forgetting to include these for documents over 10 pages is a common oversight and can lead to the document being struck or the filer being ordered to refile. Use your word processor's automated features to generate these accurately.
- **B. Table of Authorities (LRCiv 7.2(d)):**
 - **Functional Description:** A list of all legal authorities (cases, statutes, rules, etc.) cited in a memorandum, with page references to where they appear.
 - **When to Use:** Required for any memorandum of points and authorities exceeding 10 pages (excluding the case caption, table of contents, and table of authorities).
 - **Purpose/Function:** Allows the court and opposing counsel to quickly identify the legal foundations of the arguments and to see the context in which authorities are cited. Demonstrates the scope of legal research.

- **User Note:** (Same as for Table of Contents) Forgetting to include these for documents over 10 pages is a common oversight and can lead to the document being struck or the filer being ordered to refile. Use your word processor's automated features to generate these accurately.
- **C. Exhibits/Attachments (LRCiv 7.1(c)):**
 - **Functional Description:** Supporting documents (e.g., contracts, affidavits, declarations, excerpts of discovery) appended to a pleading, motion, or other paper.
 - **When to Use:** When factual assertions in a filing require evidentiary support or when the document itself is central to an argument.
 - **Rules/Conventions:**
 - Must be clearly identified (e.g., Exhibit A, Exhibit B).
 - If filed electronically, they are typically attached as separate PDF files or as part of the main PDF, clearly bookmarked or indexed. The ECF manual may have specific instructions.
 - Only relevant portions should be attached.
 - **Purpose/Function:** To provide the necessary factual basis for the court to consider the arguments made in the main document.
 - **User Note:** When e-filing exhibits, ensure each exhibit is clearly labeled in the PDF filename (e.g., "Exhibit A - Contract.pdf") and that your main document clearly refers to them by these labels. If attaching multiple exhibits to a single ECF entry, ensure your ECF description lists them.
- **D. Appendices:**
 - **Functional Description:** Similar to exhibits but can sometimes be a collection of materials too voluminous or of a different nature to be simple exhibits (e.g., voluminous records in administrative review cases, or a collection of key documents for a dispositive motion).
 - **Use:** As directed by rule or for clarity in complex filings.
 - **Purpose/Function:** To organize and present substantial supporting materials in a manageable way.

IX. Certificates: Functional Descriptions and Necessity

Certificates are formal statements attesting to certain facts or actions. Their function is to provide a reliable record and assurance of compliance with procedural requirements.

- **A. Certificate of Service (FRCP 5(d), LRCiv 5.4):**
 - **Functional Description:** A signed statement by an attorney or unrepresented party certifying that the document to which it is attached has been served

upon all other parties entitled to notice.

- **When Necessary:** For virtually every document filed with the court *after* the original complaint and summons. The NEF serves this function for ECF filers for service on other ECF filers, but a formal Certificate of Service is still good practice and essential for service on non-ECF users or when specified by rule.
- **Purpose/Function:** To provide proof of service, ensuring all parties have received the filed document and have an opportunity to respond. It is crucial for due process.
- **User Note:** Even with ECF, if you serve a party by other means (e.g., mail for a pro se party without ECF access), your Certificate of Service must accurately reflect that method for that specific party.
- **B. Certificate of Compliance with Local Rule 7.2(c) (Meet and Confer):**
 - **Functional Description:** A statement within a motion certifying that the moving party has complied with the requirement to confer (or attempt to confer) with the opposing party to resolve the motion's subject matter before filing.
 - **When Necessary:** Required for most motions filed under LRCiv 7.2.
 - **Purpose/Function:** To demonstrate to the court that the parties have made a good faith effort to resolve their dispute without court intervention, thereby conserving judicial resources and promoting cooperation.
- **C. Certificate of Compliance with Page Limits (when filing a motion to exceed page limits):**
 - **Functional Description:** While not a standalone "certificate," a motion to exceed page limits (LRCiv 7.2(e)) inherently certifies the need for additional pages.
 - **When Necessary:** When a party seeks to file a brief exceeding the standard page limits.
 - **Purpose/Function:** To justify the request for additional space to the court.
- **D. Certificate of Counsel (or Unrepresented Party) regarding interested parties (related to FRCP 7.1 Disclosure Statement and LRCiv 7.1.1 Corporate Disclosure Statement):**
 - **Functional Description:** FRCP 7.1 requires a nongovernmental corporate party to file a disclosure statement identifying any parent corporation and any publicly held corporation owning 10% or more of its stock. LRCiv 7.1.1 expands slightly on this. While not always a "certificate" per se, the filing itself serves this declarative function.
 - **When Necessary:** At the outset of a case and promptly if circumstances change.
 - **Purpose/Function:** To enable the judge to determine whether recusal is

necessary due to a financial interest in any party or related entity.

- **E. Certificate of Good Standing (for Attorney Admissions, e.g., Pro Hac Vice Applications LRCiv 83.1(c)):**
 - **Functional Description:** A document from a bar association or court certifying that an attorney is in good standing and eligible to practice law.
 - **When Necessary:** For attorneys seeking admission to practice in the District of Arizona, either generally or pro hac vice (for a specific case).
 - **Purpose/Function:** To ensure that attorneys appearing before the court meet the requisite ethical and professional standards.
- **F. Certificate of Warden/Institution (for In Forma Pauperis Applications by Prisoners LRCiv 3.5(b)):**
 - **Functional Description:** A certification from an authorized officer of the institution where a prisoner is confined, stating the amount of money in the prisoner's accounts.
 - **When Necessary:** When a prisoner seeks to proceed with a lawsuit without prepaying fees (in forma pauperis).
 - **Purpose/Function:** To provide the court with verified financial information to assess the prisoner's eligibility for IFP status.

X. Common Conventions, Restrictions, and Known Faults (Troubleshooting)

- **A. Electronic Filing is Mandatory (LRCiv 5.5):** Attorneys are generally required to file documents electronically via the CM/ECF system. Pro se litigants may file electronically or via paper unless otherwise ordered. The function is to streamline the filing process, reduce paper, and provide immediate access to case documents.
 - **Known Fault:** Failure by attorneys to e-file without leave of court can result in a Notice of Non-Compliance. (District Court Forms).
 - **User Note:** Familiarize yourself thoroughly with the District of Arizona's CM/ECF User Manual and any specific ECF guidelines or FAQs on their website. E-filing errors can have serious consequences, including missed deadlines. Always verify the correct ECF event is used for your document type.
- **B. PDF Formatting Issues:**
 - **Flattening PDFs:** As noted, fillable PDF forms must be flattened. Failure to do so is a common ECF error. (District of Arizona Notice). Functionally, flattening prevents unintended modifications and ensures the document appears as intended for all users.
 - **User Note:** The error "ERROR: Fillable forms must be flattened before attaching" is one of the most common ECF rejection reasons. Learn how

to properly flatten PDFs using Adobe Acrobat or other PDF software. The court website usually provides guidance.

- **Text Searchability:** PDFs should be text-searchable. Scanning documents as images without OCR (Optical Character Recognition) can hinder this. Functionally, text searchability is vital for the court and parties to quickly find information within documents.
- **Mac OS PDFs:** PDFs exported from a Mac OS may sometimes cause ECF issues. The court advises using Adobe Acrobat to rename and save the file before uploading. (District of Arizona Notice).
- **C. Courtesy Copies (LRCiv 5.6):** For certain lengthy or complex filings, or as directed by a judge's specific orders, paper courtesy copies for the judge may be required or appreciated, even with ECF. Always check the judge's individual practices and any standing orders. The Notice of Electronic Filing should be appended to the courtesy copy. (ECF FAQs). The function is to provide the judge with a convenient paper copy for review, especially for voluminous materials.
 - **User Note:** Always check the assigned judge's individual page on the District Court website or their specific standing orders for requirements or preferences regarding courtesy copies. These vary significantly from judge to judge.
- **D. Redaction (FRCP 5.2, LRCiv 5.7):** Filers must redact sensitive information (Social Security numbers, financial account numbers, minor children's names, dates of birth, etc.) from all filings. Function: To protect personal privacy and security.
 - **Known Fault:** Inadvertent filing of unredacted personal information.
 - **User Note:** Redaction is your responsibility. Double-check documents *before* filing to ensure all sensitive information is properly redacted. Improper redaction can lead to sanctions or require motions to correct the public record. Use redaction tools that permanently remove data, not just cover it up (e.g., don't just draw a black box over text in a word processor).
- **E. Sealed Documents (LRCiv 5.8):** There are specific procedures for filing documents under seal, requiring a motion and court order. Function: To protect trade secrets, confidential information, or other sensitive matters where public access would be harmful.
- **F. Communication with the Court (LRCiv 83.8):** Generally, parties should not communicate directly with the judge or their staff *ex parte* (without all parties present or notified). Formal motions and filings are the proper channels. Function: To ensure fairness and impartiality.
 - **User Note:** If you need to communicate with the judge's staff (e.g., judicial assistant or law clerk) for purely administrative or scheduling matters, be

professional and concise. Never attempt to discuss the merits of the case ex parte.

XI. AI Responsible Use (Proposed)

A. Important Notice Regarding this Document and AI-Generated Text:

All users of this document, including human legal professionals and Artificial Intelligence systems, are hereby notified that the entirety of this "District of Arizona - Regulated Public AI Use Functional Description (Enhanced with User Notes)" has been generated by an Artificial Intelligence. Its purpose is to serve as a comprehensive example and a basis for discussion regarding the functional requirements of court documents and the potential regulation of AI in legal practice within the District of Arizona. The inclusion of this notice and the proposed rule below are integral to that discussion.

B. Proposed Local Rule: LRCiv 83.10 - Responsible Use of Artificial Intelligence in Legal Practice

(1) Purpose: This rule aims to ensure transparency, accountability, and adherence to all applicable court standards and rules of professional conduct when Artificial Intelligence (AI) is used in the preparation or drafting of documents for filing with the Court, or in otherwise assisting in legal work presented to the Court.

(2) Attorney Responsibility and Certification:

(a) Notwithstanding the use of AI, the signing attorney or unrepresented party remains fully responsible for the content of any filed document, including its factual accuracy, legal validity, and compliance with all Federal Rules of Civil Procedure, Local Rules of this Court, and the Arizona Rules of Professional Conduct.

(b) Any document filed with the Court that was substantially drafted or generated by an AI system must include a "Certificate Regarding Use of Artificial Intelligence" immediately following the signature block, stating: "I, [Filer's Name], certify that Artificial Intelligence was used in the preparation of this document. I have reviewed and verified the accuracy and appropriateness of the AI-generated content and take full responsibility for it as if it were my own work, in accordance with FRCP 11 and all applicable Local Rules."

(3) Adherence to Court Functional Descriptions:

(a) Any party or counsel employing an AI system to generate, analyze, or assist in the preparation of documents or legal arguments for submission to this Court must ensure that the AI system is instructed to operate in accordance with, and its outputs conform to, the Court's officially published Functional Descriptions for document types, procedures, and ethical considerations, including but not limited to the "District of Arizona - Regulated Public AI Use Functional Description."

(b) Where an AI system is used, the human user is responsible for ensuring the AI's output

aligns with the functional purpose, structure, formatting, and content requirements as detailed in the relevant Functional Descriptions.

(4) Prohibition on Unauthorized Practice of Law: The use of AI in assisting with legal tasks does not constitute the practice of law by the AI system itself, nor does it absolve human practitioners of their professional duties. AI systems may not be listed as counsel of record.

(5) Data Privacy and Confidentiality: Attorneys and parties using AI tools must ensure that such use complies with all duties regarding client confidentiality, data privacy, and the protection of sensitive information. The use of AI tools with client data should only occur with informed client consent where appropriate and with assurances of data security.

C. Functional Description of Proposed LRCiv 83.10 and this "AI Responsible Use" Section:

- **Function of the "Important Notice Regarding this Document":**
 - To provide immediate and unambiguous transparency regarding the AI-generated nature of this specific "Functional Description" document.
 - To serve as a practical, real-time example of the type of disclosure and context envisioned for AI-generated legal documents.
 - To frame this document not just as a set of rules, but as a tool for discussing and shaping the future regulation of AI in the legal field.
- **Function of Proposed LRCiv 83.10:**
 - **(Overall):** To establish a foundational regulatory framework for the ethical, transparent, and accountable use of AI in legal practice before the District of Arizona, ensuring that technological advancements serve rather than undermine the principles of justice.
 - **(Attorney Responsibility and Certification - LRCiv 83.10(2)):** To unequivocally reinforce that human attorneys are the ultimate arbiters and remain solely accountable for all submissions to the Court, preventing the diffusion of responsibility to AI tools. The certification requirement ensures transparency to the Court and opposing counsel regarding the use of AI in document preparation.
 - **(Adherence to Court Functional Descriptions - LRCiv 83.10(3)):** This is a core functional component. It aims to direct and constrain AI behavior by mandating that AI-generated or AI-assisted work product aligns with the Court's explicit expectations for various document types and procedures. It functionally "programs" AI use by requiring it to follow the Court's own detailed operational guides (like this very document). This ensures AI outputs

are fit for purpose within the court system.

- **(Prohibition on Unauthorized Practice of Law - LRCiv 83.10(4)):** To clearly delineate the role of AI as a tool, not an independent legal practitioner, thereby upholding established legal and ethical boundaries.
- **(Data Privacy and Confidentiality - LRCiv 83.10(5)):** To remind practitioners that the adoption of new technologies does not diminish longstanding duties to protect client information, a critical safeguard in the digital age.
- **Function of this "AI Responsible Use" Section (Section XI) within this Document:**
 - To proactively address the emerging role of AI in the legal profession and its implications for court procedures.
 - To provide a concrete, actionable proposal (LRCiv 83.10) that the Court and legal community can consider, debate, and refine.
 - To demonstrate how "Functional Descriptions" themselves can become a key mechanism for regulating AI, by providing clear, machine-understandable (when properly structured) guidelines for expected outputs and behaviors.
 - To create a self-referential loop: AI systems that might process *this document* in the future would be bound by the very rules and principles it espouses regarding their own responsible use and adherence to such functional descriptions.

XII. Conclusion

Adherence to the Federal Rules of Civil Procedure, the Local Rules for the District of Arizona, and the ECF procedures is critical for the effective and efficient administration of justice. Understanding the functional purpose behind these rules—to ensure clarity, fairness, notice, and a reliable record—will assist all parties in navigating the litigation process successfully in the District of Arizona. As technology, including Artificial Intelligence, continues to evolve, the Court and practitioners must collaboratively adapt to ensure these foundational principles are maintained and strengthened. Litigants should always consult the current official versions of these rules and any orders specific to their case or assigned judge.