

# How to Calculate a Due Date in the Arizona Court of Appeals



1

## **Find out when the triggering “Event” happened.**

You need to know when the Event happened to figure out the Due Date.

Usually, the Event is:

- The date the other party served you with a document they filed at the court, or
- The date the court filed an order (shown by the file stamp).

2

## **Find out how many days you have to do something after the Event.**

- This is usually in the rules or an order from the court.
- If an order says you must do something by a specific date (i.e., November 8, 2024), that is the Due Date. Do not calculate a different due date.

3

## **Figure out whether the “Business Days Rule” or the “Calendar Days Rule” applies.**

- If you have 10 days or less: use the Business Days Rule.
- If you have 11 days or more: use the Calendar Days Rule.

4

## **Count the days from the Event to figure out the Last Day.**

- Do not count the date of the Event. Start counting with the day after the Event.
  - Business Days Rule: Do not count Saturdays, Sundays, or state holidays.
  - Calendar Days Rule: Count Saturdays, Sundays, and state holidays.
- If the Last Day is a Saturday, Sunday, or state holiday, the Last Day moves to the next day that is not a Saturday, Sunday, or state holiday.

**Continued**

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5

## Figure out if Mail Time is needed.

- Mail Time only gets added if the Event was the other party filing a document at the court and they served you by U.S. mail (not electronic service, email, or hand-delivery).
- Mail Time is **never** added to court orders, even if the court mails you the order.

6

- If you cannot add Mail Time: 
  - **The Last Day is the Due Date.**
- If you can add Mail Time:
  - Add 5 days to the Last Day. Include Saturdays, Sundays, and state holidays in the 5 days.
  - If the Last Day plus Mail Time is a Saturday, Sunday, or state holiday, the Last Day plus Mail Time moves to the next day that is not a Saturday, Sunday, or state holiday.
  - **The Last Day plus Mail Time is the Due Date.**

★ Example date calculations are below.

★ For more information, see [Arizona Rule of Civil Appellate Procedure 5](#) and [Arizona Rule of Civil Procedure 6](#).

★ Arizona state holidays can be found on the [Court of Appeals website](#).



# How to Calculate a Due Date in the Arizona Court of Appeals

## 10 Days / No Mail Time

| NOVEMBER |                                       |               |                 |                        |                                   |         | 2024 |
|----------|---------------------------------------|---------------|-----------------|------------------------|-----------------------------------|---------|------|
| SUN      | MON                                   | TUE           | WED             | THU                    | FRI                               | SAT     |      |
|          |                                       |               |                 |                        | 1<br>Motion Served Electronically | 2<br>X  |      |
| 3<br>X   | 4<br>Day One                          | 5<br>Day Two  | 6<br>Day Three  | 7<br>Day Four          | 8<br>Day Five                     | 9<br>X  |      |
| 10<br>X  | 11 - VETERANS DAY<br>X                | 12<br>Day Six | 13<br>Day Seven | 14<br>Day Eight        | 15<br>Day Nine                    | 16<br>X |      |
| 17<br>X  | 18<br>Day Ten<br>Last Day<br>DUE DATE | 19            | 20              | 21                     | 22                                | 23      |      |
| 24       | 25                                    | 26            | 27              | 28<br>THANKSGIVING DAY | 29                                | 30      |      |

|            |   |
|------------|---|
| Step One   | Friday, November 1st.   |
| Step Two   | 10 days are allowed to file a response to the motion.   |
| Step Three | Use the Business Days Rule.   |
| Step Four  | Count 10 days, excluding Saturdays, Sundays, and state holidays. Do not count the day of the Event. |
| Step Five  | Do not add Mail Time because the motion was served electronically.                                  |

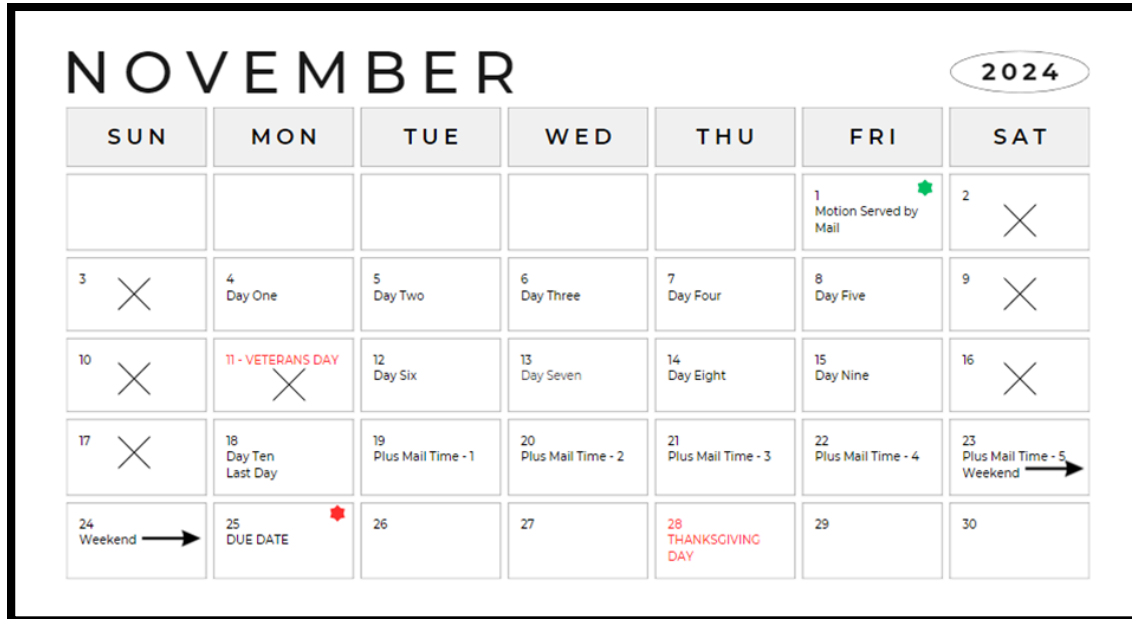
► The Last Day is the Due Date.



# How to Calculate a Due Date in the Arizona Court of Appeals



## 10 Days / Plus Mail Time / Weekend



|            |   |
|------------|---|
| Step One   | Friday, November 1st.   |
| Step Two   | 10 days are allowed to file a response to the motion.   |
| Step Three | Use the Business Days Rule.   |
| Step Four  | Count 10 days, excluding Saturdays, Sundays, and state holidays. Do not count the day of the Event. |
| Step Five  | Add Mail Time because the motion was served by U.S. mail.   |

➤ The Last Day plus Mail Time moved to the next day that is not a Saturday, Sunday, or state holiday is the Due Date.



# How to Calculate a Due Date in the Arizona Court of Appeals

## 20 Days / No Mail Time

| NOVEMBER          |                              |                    |                    |  |  |                   | 2024 |
|-------------------|------------------------------|--------------------|--------------------|--|--|-------------------|------|
| SUN               | MON                          | TUE                | WED                | THU                                      | FRI  | SAT               |      |
|                   |                              |                    |                    |  | 1<br>Answering Brief<br>Served<br>Electronically | 2<br>Day One      |      |
| 3<br>Day Two      | 4<br>Day Three               | 5<br>Day Four      | 6<br>Day Five      | 7<br>Day Six                             | 8<br>Day Seven                                   | 9<br>Day Eight    |      |
| 10<br>Day Nine    | 11 - VETERANS DAY<br>Day Ten | 12<br>Day Eleven   | 13<br>Day Twelve   | 14<br>Day Thirteen                       | 15<br>Day Fourteen                               | 16<br>Day Fifteen |      |
| 17<br>Day Sixteen | 18<br>Day Seventeen          | 19<br>Day Eighteen | 20<br>Day Nineteen | 21<br>Day Twenty<br>Last Day<br>DUE DATE | 22   | 23                |      |
| 24                | 25                           | 26                 | 27                 | 28<br>THANKSGIVING<br>DAY                | 29   | 30                |      |

|            |   |
|------------|---|
| Step One   | Friday, November 1st.   |
| Step Two   | 20 days are allowed to file a reply brief.  |
| Step Three | Use the Calendar Days Rule.   |
| Step Four  | Count 20 days. Include Saturdays, Sundays, and state holidays. Do not count the day of the Event. |
| Step Five  | Do not add Mail Time because the answering brief was served electronically.                       |

► The Last Day is the Due Date.



# How to Calculate a Due Date in the Arizona Court of Appeals



## 20 Days / Plus Mail Time

| NOVEMBER                 |                              |                                      |                    |                           |                                     |                          | 2024 |
|--------------------------|------------------------------|--------------------------------------|--------------------|---------------------------|-------------------------------------|--------------------------|------|
| SUN                      | MON                          | TUE                                  | WED                | THU                       | FRI                                 | SAT                      |      |
|                          |                              |                                      |                    |                           | 1<br>Answering Brief Served by Mail | 2<br>Day One             |      |
| 3<br>Day Two             | 4<br>Day Three               | 5<br>Day Four                        | 6<br>Day Five      | 7<br>Day Six              | 8<br>Day Seven                      | 9<br>Day Eight           |      |
| 10<br>Day Nine           | 11 - VETERANS DAY<br>Day Ten | 12<br>Day Eleven                     | 13<br>Day Twelve   | 14<br>Day Thirteen        | 15<br>Day Fourteen                  | 16<br>Day Fifteen        |      |
| 17<br>Day Sixteen        | 18<br>Day Seventeen          | 19<br>Day Eighteen                   | 20<br>Day Nineteen | 21<br>Day Twenty Last Day | 22<br>Plus Mail Time - 1            | 23<br>Plus Mail Time - 2 |      |
| 24<br>Plus Mail Time - 3 | 25<br>Plus Mail Time - 4     | 26<br>Plus Mail Time - 5<br>DUE DATE | 27                 | 28<br>THANKSGIVING DAY    | 29                                  | 30                       |      |

|            |   |
|------------|---|
| Step One   | Friday, November 1st.   |
| Step Two   | 20 days are allowed to file a reply brief.  |
| Step Three | Use the Calendar Days Rule.   |
| Step Four  | Count 20 days. Include Saturdays, Sundays, and state holidays. Do not count the day of the Event. |
| Step Five  | Add Mail Time because the answering brief was served by U.S. mail.                                |

➤ The Last Day plus Mail Time is the Due Date.



# How to Calculate a Due Date in the Arizona Court of Appeals



## 20 Days / No Mail Time / Weekend

| NOVEMBER                                  |  |                   |                   |                        |                    |                    | 2024 |
|---|--|-------------------|-------------------|------------------------|--------------------|--------------------|------|
| SUN                                       | MON  | TUE               | WED               | THU                    | FRI                | SAT                |      |
|   |  |                   |                   |                        | 1                  | 2                  |      |
| 3   | 4<br>Answering Brief Served Electronically | 5<br>Day One      | 6<br>Day Two      | 7<br>Day Three         | 8<br>Day Four      | 9<br>Day Five      |      |
| 10<br>Day Six                             | 11 - VETERANS DAY<br>Day Seven             | 12<br>Day Eight   | 13<br>Day Nine    | 14<br>Day Ten          | 15<br>Day Eleven   | 16<br>Day Twelve   |      |
| 17<br>Day Thirteen                        | 18<br>Day Fourteen                         | 19<br>Day Fifteen | 20<br>Day Sixteen | 21<br>Day Seventeen    | 22<br>Day Eighteen | 23<br>Day Nineteen |      |
| 24<br>Day Twenty<br>Last Day<br>Weekend → | 25<br>DUE DATE                             | 26                | 27                | 28<br>THANKSGIVING DAY | 29                 | 30                 |      |

|            |   |
|------------|---|
| Step One   | Monday, November 4th.   |
| Step Two   | 20 days are allowed to file a reply brief.  |
| Step Three | Use the Calendar Days Rule.   |
| Step Four  | Count 20 days. Include Saturdays, Sundays, and state holidays. Do not count the day of the Event. |
| Step Five  | Do not add Mail Time because the answering brief was served electronically.                       |

➤ The Last Day plus Mail Time moved to the next day that is not a Saturday, Sunday, or state holiday is the Due Date.



# How to Calculate a Due Date in the Arizona Court of Appeals

## 20 Days / Plus Mail Time / Weekend

| NOVEMBER                                  |                                     |                          |                          |   |                          |                                       | 2024 |
|---|-------------------------------------|--------------------------|--------------------------|---|--------------------------|---------------------------------------|------|
| SUN                                       | MON                                 | TUE                      | WED                      | THU                                     | FRI                      | SAT                                   |      |
|   |                                     |                          |                          |   | 1                        | 2                                     |      |
| 3<br>Day Six                              | 4<br>Answering Brief Served by Mail | 5<br>Day One             | 6<br>Day Two             | 7<br>Day Three                          | 8<br>Day Four            | 9<br>Day Five                         |      |
| 10<br>Day Six                             | 11 - VETERANS DAY<br>Day Seven      | 12<br>Day Eight          | 13<br>Day Nine           | 14<br>Day Ten                           | 15<br>Day Eleven         | 16<br>Day Twelve                      |      |
| 17<br>Day Thirteen                        | 18<br>Day Fourteen                  | 19<br>Day Fifteen        | 20<br>Day Sixteen        | 21<br>Day Seventeen                     | 22<br>Day Eighteen       | 23<br>Day Nineteen                    |      |
| 24<br>Day Twenty<br>Last Day<br>Weekend → | 25<br>Last Day                      | 26<br>Plus Mail Time - 1 | 27<br>Plus Mail Time - 2 | 28 - THANKSGIVING<br>Plus Mail Time - 3 | 29<br>Plus Mail Time - 4 | 30<br>Plus Mail Time - 5<br>Weekend → |      |

| DECEMBER       |               |     |     |     |     |     | 2024 |
|----------------|---------------|-----|-----|-----|-----|-----|------|
| SUN            | MON           | TUE | WED | THU | FRI | SAT |      |
| 1<br>Weekend → | 2<br>DUE DATE | 3   | 4   | 5   | 6   | 7   |      |

|            |  |
|------------|--|
| Step One   | Monday, November 4th.  |
| Step Two   | 20 days are allowed to file a reply brief.   |
| Step Three | Use the Calendar Days Rule.  |
| Step Four  | Count 20 days. Include Saturdays, Sundays, and state holidays. Do not count the day of the Event. The Last Day moves to the next day that is not a Saturday, Sunday, or state holiday. |
| Step Five  | Add Mail Time because the answering brief was served by U.S. mail.   |

➤ The Last Day plus Mail Time moved to the next day that is not a Saturday, Sunday, or state holiday is the Due Date.