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- 3. <u>Service List and Proof of Service</u>. Service of all petitions and other papers filed in connection with this receivership shall be governed by the Arizona Rules of Civil Procedure and this paragraph:
  - a. Counsel for the Receiver shall maintain a Master Service List containing the name and mailing address of each person, or the person's legal counsel, who has made an appearance in this matter, or has requested to be included on the Master Service List, or has been placed there by order of the Court. All pleadings and other papers filed in this matter shall be served as provided in this order on each person on the Master Service List, except as provided in this order or by other order of this Court.
  - b. Where the Court has provided for a separate mailing list for a matter raised by petition, all pleadings and other papers filed in connection with that petition shall be served on all persons on the special service list for that petition.
  - c. The person filing a petition shall serve on all persons on the applicable Service list, a copy of the petition and proposed form order. If the petition is filed by the Receiver and involves the sale of an asset of the receivership estate or the Receiver's final account and report, the Receiver shall obtain a hearing date from the court and also serve a notice of hearing.
  - d. Within five days (5) after the entry of an order granting or denying relief under a petition, the person filing the petition shall serve a conformed copy of the order entered by the Court on all persons on the applicable service list.
  - e. All *ex parte* orders entered by the Court in accordance with this Order shall be served by the Receiver on all persons on the Master Service List within five (5) days after entry of the *ex parte* order.
    - f. Service under this paragraph shall be made as follows:
    - (1) by first class mail, postage prepaid, to the person at the address set forth on the service list, or
    - (2) where the person has authorized service by email, by email to the person at the email address set forth on the service list.

- g. The party making service shall, within five (5) days after making service, file and serve a proof of service, stating that a copy of the petition or other paper was served on the persons set forth on the attached applicable service list and the manner in which such service was made.
- h. Counsel for the Receiver shall provide a copy of the Master Service List and any special service list to any person requesting same.
- i. Counsel for the Receiver shall remove the name of a person from a service list upon receipt of a written request to do so from the person or his counsel or when so directed by the court.
- 6. <u>Notice Procedures</u>. Notice of all proceedings in this receivership shall be governed by the following provisions unless otherwise ordered by the Court:
  - a. Notices of hearings set by the court regarding petitions for authority to compensate the Receiver, attorneys and others, shall be given by mailing a notice of the hearing to each person on the Master Service List not later than seven (7) days before the date set for hearing.
  - b. Notice for hearing on petitions to approve the sale of assets of the receivership estate or to approve the final account and report of Receiver shall be given by mailing a notice of the hearing and a copy of the petition to each person on the Master Service List not later than ten (10) days before the date set for hearing, and the notice shall be published once in the Arizona Business Gazette, or other newspaper of general circulation, not later than seven (7) days before the date set for hearing.
  - c. Unless otherwise ordered by the Court, all other matters requiring the giving of public notice shall follow the procedure outlined in subparagraph (a) above.

Dated this _	day of	, 2017
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