

Maricopa Lawyer  
Clerk's Corner  
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By Michael K. Jeanes, Clerk of the Superior Court

## **Shuffling of Clerk's Services Downtown**

### **South Court Tower**

The new South Court Tower in downtown Phoenix was dedicated on the state's Centennial with a ribbon cutting and comments by retired Supreme Court Justice Sandra Day O'Connor and Maricopa County dignitaries. The new tower is now open for business, including several functions of the Clerk's Office.

The first move, involving the RCC/EDC, Criminal Exhibits, and Grand Jury Services took place during President's Day weekend in February. These operations are now located on the 4<sup>th</sup> floor of the Tower. Criminal exhibits filed at the regional court centers will be available at those locations until the case concludes, at which time they will be transferred to the South Court Tower. Civil exhibits will continue to be stored at the Customer Service Center in downtown Phoenix.

The second move, consisting of the criminal file counters and courtroom clerks assigned to criminal case types, took place the following weekend in February. The criminal file counters are now located on the 12<sup>th</sup> floor of the Tower.

Courtroom and hearing assignments have begun in the new Tower. Check your minute entries for case-specific details and look for more information directly from Superior Court regarding new facilities, offices and services available at the new Tower. The address of the South Court Tower is 175 W. Madison, Phoenix, AZ 85003. Thank you for your patience during this transition as well as your continued support.

### **Remodeling the Central and West Court Buildings**

The Clerk's Office is preparing for a project to remodel the first floor of the Central Court Building and West Court Building in downtown Phoenix. The Central Court Building housed the criminal and family court filing counters at windows 1 through 10. The West Court Building housed the civil filing counters in what many called the hallway between the Central and West Court Buildings.

Effective March 5, 2012, the Civil file counters and filing drop boxes were relocated to the Family file counter area in the Central Court Building, located behind the bank of elevators at the main entrance. This move includes the internal document depository boxes and the Distribution external pick-up boxes.

The criminal file counters moved to the 12<sup>th</sup> floor of the new South Court Tower in February. The internal file counter moves for civil cases did not change the location of

the after-hours external depository box located on the West side of the County Administration building, facing 4<sup>th</sup> Avenue.