

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

### **Sensitive Data Form Required in Family Court**

Maricopa County Superior Court Administrative Order 2008-21 requires filing a confidential sensitive data form in new family court cases. The Administrative Order explains the pilot program this way: "Family Court cases require capturing particularly sensitive information about parties in order to process support for families, and the courts have an inherent interest in protecting sensitive data from the public record . . . To improve the accuracy of information provided by litigants and counsel, improve support collections, protect sensitive data and to promote the electronic order of assignment process in Maricopa County, the court will require parties in family court cases to file a sensitive data form at the petition and response stages of family court cases."

Administrative Order 2008-21 details the pilot requirement, including the Sensitive Data Sheet form that must accompany family court filings. The Order and form are available online at <http://www.superiorcourt.maricopa.gov/SuperiorCourt/AdministrativeOrders/docs/ao2008-021.pdf>. The required form will be available in Self-Service Center packets and is now on the Clerk's website.

The Clerk's Office provides the new form at its file counters and parties, attorneys, process servers and messenger companies are being reminded of the change. On Monday, April 28, the Clerk's Office anticipates requiring the form prior to accepting filings in family court, per the Administrative Order. A recent survey by the Clerk's Office indicates over 20% of family court cases have sensitive information contained in public documents, including social security numbers and bank account information. Implementing the mandatory sensitive data form in family court cases in Maricopa County will better serve court customers while improving case management.

### **Civil Cover Sheet Reminder**

Pursuant to Maricopa County local rule 3.1(a), Plaintiffs are required to file a civil cover sheet with the Clerk when filing a civil action. The civil cover sheet changes periodically and the most recent form is available on the Clerk's website and at all civil filing counters. Using the most recent form enhances case management for the court and improves the speed of service at the Clerk's filing counters. For more information on forms available at the Clerk's Office, visit <http://www.clerkofcourt.maricopa.gov/faxondemand/CATALOG.htm>

The Clerk's Office will return new civil case filings that do not include the new Civil cover sheet to the filer and refer them to court administration. After review, court administration will further instruct the filer and, if necessary, provide specific instructions for the clerk on whether to accept the filing. This is necessary to allow the court to most

effectively manage its civil cases. Processing will be easiest when civil filings include the newest version of the civil cover sheet.

### **eFiling Guidelines Reminder**

Guidelines for successful electronic eFiling in the Superior Court are available on the Clerk's website. Presiding Judge Barbara Rodriguez-Mundell ordered a dynamic, web-based guideline for eFiling that allows updates to be made to the document as technology improves and as case management requires.

The web-based guidelines track changes to the process that are easily identified at the top of the document entitled, "Revision History." You may print the guidelines and update your copy as they change, or bookmark the guidelines in your internet browser to ensure you always have the most recent version. As new case types are added to eFiling, case type-specific requirements will appear on the document. The guidelines are available on the Clerk's website at <https://efiling.clerkofcourt.maricopa.gov/efilingguidelines>.

As a reminder, not all cases may be electronically filed. Complex civil litigation cases are designated for electronic filing by court order after motion. General civil cases may only file electronically after the parties have received a minute entry from the court placing the individual case into the eFiling pilot. eFiling is permissive in Criminal and Family Court cases, meaning you can choose to eFile if your case is assigned to one of the judicial officers who appear on the Clerk's website as a participating eFiling division in the criminal or family court case types. As a final reminder, be sure to file on the "live" eFiling website, not the training site. This information and more is available under the "Filing" category on the Clerk's website, [www.clerkofcourt.maricopa.gov](http://www.clerkofcourt.maricopa.gov).