

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

Check Your Minute Entries

New language has been added to minute entries in cases where electronic filing is available. Supreme Court Administrative Order 2008-89 made eFiling available for attorneys and pro se litigants in all general civil cases, not including probate, mental health, tax or juvenile matters or special actions, transfers of jurisdiction or lower court appeals cases. eFiling pilot programs are also in place in five family court divisions and in all criminal court trial divisions. The new minute entry language is applied to individual cases where the judicial division is equipped to process electronic filings and contains the website address to register for eFiling.

Check your minute entries to determine if you have a case that is eligible for electronic filing. With eFiling, the original pleading filed with the Clerk is received and processed electronically. Upon acceptance and filing by the Clerk's Office, the document is automatically and electronically delivered to the judicial officer, eliminating the need to provide paper to the clerk or the court. Paper copies must still be served on opposing counsel, unless an agreement for electronic service is in place per the process in civil rule 5(c).

Follow the Clerk's Office

The Maricopa Lawyer is an effective way to stay in touch with the legal community. As a paper form of communication, it provides predictable deadlines with flexible word limits and arrives about the first of every month in physical form. As an agency dedicated to less paper and more electronic initiatives, the Clerk's Office is looking ahead to the networking and communications capabilities available through the internet.

While the Maricopa Lawyer will continue to be a valuable outlet for local attorneys and legal support staff to follow events in the Clerk's Office, the Office is expanding to networking websites that allow instant access to events in the Clerk's Office, such as upcoming CLEs, presentations and meetings where the Clerk is advancing the business of the courts, historical and interesting information, and more.

The Clerk's Office is now sending messages, known as "tweets" through the website, Twitter. Tweets are messages, no more than 140 characters in length, that can be sent to a cell phone or viewed from a Twitter account. This is the fastest way for the Clerk to distribute a message. Examples of possible tweets: Planned website service outages; Building evacuations; Notices of changes to the eFiling Guidelines online; and others. Register for a free account at Twitter.com and follow the Clerk's Office at <http://twitter.com/MichaelKJeanes>.

The Clerk also has a page on the website, Facebook. Rule change reminders, links to upcoming CLEs and other information will be posted to this page. From Facebook.com, search for “Michael K. Jeanes” or link directly to www.facebook.com/home.php?#/pages/Michael-K-Jeanes/83022496372 .

Subpoenas Online

After a successful pilot program in Maricopa County, the State Bar of Arizona reports that all State Bar members in good standing can now use the State Bar’s online document-creation wizard to have civil subpoenas for the Superior Court issued from all Arizona counties.

The online wizard prompts the user through the process of creating, managing and purchasing subpoenas online. The Online Subpoenas system allows the user to view or reprint previously issued subpoenas and save incomplete subpoenas for completion later. The Online Subpoenas system is available 24-hours-a-day, seven-days-a-week. For more information, contact the State Bar’s Resource Center at 602-340-7239.

Passport Reminder

The Clerk’s Office is one of thousands of agencies and facilities that accept applications to the U.S. Department of State for passport books and passport cards. U.S. citizens traveling by air from Canada, Mexico, the Caribbean and Bermuda must present a U.S. passport book when entering the United States. Passport books can be used for all international travel by air, land and sea.

Effective June 1, 2009, U.S. citizens must present a valid U.S. passport book or a passport card when entering the United States from Canada, Mexico, the Caribbean and Bermuda at land border crossings or sea ports-of-entry. Travel by air still requires a U.S. passport book. The passport card is wallet-sized and less expensive than a passport book, but cannot be used for air travel. The fees to apply through the Clerk’s Office for a passport card and a passport book are located online at: <http://www.clerkofcourt.maricopa.gov/fees.asp#passport>. More information from the Department of State is available online at www.travel.state.gov or by calling 1-877-487-2778.