

By Michael K. Jeanes, Clerk of the Superior Court

### **Improving Court Records with Automation**

The way minute entries are posted online for the public and distributed to attorneys and parties over the weekends and holidays recently changed. Most parties and practitioners will not notice a difference with the change. Technology allows the Clerk's Office to improve the timing and accuracy of the court record by syncing its automated processes with the court's business days.

Minute entries and orders filed electronically by the court are processed in nightly batches. These documents enter a process where minute entries and e-filed orders approved by clerk and court staff during the day enter a queue. Batches of approved documents from adult and juvenile cases receive an electronic file stamp overnight as the automated process runs.

The electronic file stamp shows the date of the next business day following the date the batches were submitted for filing and a time of 8:00 a.m. The nightly batch process appears seamless from Monday through Thursday in weeks that don't have a holiday.

Minute entries and e-filed orders placed in queue for processing on Fridays and the day before a holiday are electronically file stamped with the next business day's date and this has been the practice for many years. Minute entries and orders used to post to the Clerk's public website and were distributed electronically as soon as the automated batch process completed overnight.

To provide a more accurate record, the Clerk's Office recently updated the automated system's programming to post the documents online and distribute them electronically on the business day reflected on the electronic file stamp.

For example, documents with a Monday file date that used to be electronically distributed on a Saturday when the automated batch process completed will now be posted and electronically distributed on Monday. Parties who received paper copies of minute entries and orders will continue having their documents distributed during business hours on business days.

The change in timing reduces confusion that was caused by the automated release of copies of records during weekends and holidays. The most efficient time to process automated batches of documents is during non-business hours when few people are using the Clerk's case management and processing systems. This change improves the accuracy of the record while maintaining the efficiency of overnight processing.

In addition to the electronic distribution of records, attorneys and parties with internet access can view documents filed-in to their cases by registering on the Clerk's ECR Online website at <https://ecr.clerkofcourt.maricopa.gov/login.aspx>.