

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

### **Be the First to Know**

Receiving minute entries electronically is the best method to know when the court has issued a ruling. The majority of attorneys practicing in the Superior Court in Maricopa County (more than 6,500) receive their minute entries electronically. This means all other attorneys practicing in the Superior Court in Maricopa County are two or three days behind opposing counsel to be fully informed about their case.

Since July 1, 2009, the state Supreme Court has required that attorneys provide an email address on pleadings. The court and clerk are authorized to make electronic contact with attorneys at the email address provided. For those attorneys or firms that are not yet registered to receive minute entries online, now is the time to begin that process.

One advantage to receiving minute entries electronically is that the Minute Entry Electronic Distribution System (MEEDS) is used to distribute electronically filed orders. Those not registered for electronic delivery must wait for a paper version to arrive in the mail.

A final motivation to register for electronic minute entry distribution is the Clerk's authority to charge one dollar per minute entry distributed on paper to an attorney. The Minute Entry Electronic Distribution Agreement can be completed online at the Clerk's website and submitted over the internet or printed and faxed to the office. To complete the form, go to <http://clerkofcourt.maricopa.gov/forms.asp>.

### **Have a New Job?**

When an employment opportunity takes you to a new employer, the Clerk's Office recommends re-registering with the eFiling Online website at <https://efiling.clerkofcourt.maricopa.gov/fdlogin.asp> and inactivating your registration with the former employment information. A request to inactivate your eFiling registration information should be sent to [efilesupport@cosc.maricopa.gov](mailto:efilesupport@cosc.maricopa.gov) or by calling the eFile support line at 602-506-2565. Inactivating an older account and re-registering with a new username and password allows the system to ensure you receive information related to your new firm and that you don't receive information related to your former firm.

Attorneys changing firms should also inactivate their Electronic Court Record Online (ECR Online) registration and re-register with their information from the new firm. The request to inactivate an account should be directed to the eFile support email address or telephone number above. If the authentication process on re-registration generates an error, Clerk staff can confirm that the attorney's identity was previously authenticated and will manually authenticate identity on the new ECR Online account. Inactivating an

ECR Online account and re-registering with a new username and password is critical for any attorney who has shared their login information.

**About That eFiling...**

The Clerk's Office had an active summer training groups on how to use the eFiling system in the Superior Court in Maricopa County. Beyond regular monthly demonstrations at the Clerk's Office, representatives have taken the training to the street. This summer we visited over a dozen law firms or organizations to demonstrate the eFiling system. This direct contact with the users has generated thoughtful suggestions for improvement and enthusiastic support for expanding eFiling as soon as possible. In recent meetings, users have been reminded to check every email from the Clerk's Office for important information in the "Comments" section and to make sure they track the second email from the Clerk's Office that states whether an eFiling was accepted or rejected. To schedule onsite eFiling training for your office or group, contact the Clerk's Training and Development section at 602-506-2171.