

Maricopa Lawyer
Clerk's Corner
November 2009 (December Issue)

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Remote Records Access for Arbitrators

Attorneys can now have electronic access to the public records in adult case types where the attorney has been appointed as an arbitrator. Remote access to the electronic court record eliminates the need to order paper copies from the Clerk's Office. Remote access also provides up-to-date access to records as they are filed and docketed, whereas a paper record could require multiple trips to the Clerk's Office.

Attorneys appointed as arbitrators may get remote access to court documents through the Electronic Court Record Online (ECR Online), which is the electronic repository of documents filed with the Clerk. To take advantage of this free service, follow these steps: Register with ECR Online if not already registered and email a copy of the order appointing the attorney as an arbitrator to the Clerk's eFile support email address (efilesupport@cosc.maricopa.gov) or fax to 602-372-8751. In the email or fax, the request to add the case to the arbitrator's "My Cases" list in ECR Online must include the case number and the arbitrator's name as well as preferred contact information in case Clerk staff need to follow up. Clerk staff will manually add the case number to the arbitrator's list of cases in ECR Online and will email confirmation to the arbitrator, generally by the next business day. With the ECR Online system, the arbitrator can scroll through the listing of documents filed on the case and view them by clicking on the appropriate link to each individual document.

Register for the ECR Online at <https://ecr.clerkofcourt.maricopa.gov/login.aspx> .

eFiling Notification

Notification emails from the Clerk's eFiling system have improved. The changes emphasize that there are two emails regarding the status of every eFiling. The first email from the Clerk's Office is automated and states that the filing has been received, meaning there were no technological problems between your computer and the Clerk, but no action has been taken by the Clerk's Office at the time the eFiling is received.

The second email states whether a filing was accepted or rejected. A document is not filed-in, and therefore not on the docket or in the public record until it has been accepted by the Clerk's Office. Check all emails from the Clerk's Office, as email notification of an accepted document may contain instructive notes from the review clerk, such as a more appropriate file type to select in the future.

The email notification for eFiled documents that are rejected will contain comments from the review clerk stating the reason(s) for rejection. Rejected documents are not file stamped or part of the public record. Rejected filings lose the initial file date and time and

must be corrected and refiled. The electronic process closely matches the paper and night-depository box processes currently in place.

eFile support staff are available Monday through Friday from 8:00 a.m. to 5:00 p.m. by calling 602-506-2565 or by emailing efilesupport@cosc.maricopa.gov. eFilings are not processed on weekends or holidays. However, the file stamp on eFilings that are accepted will reflect the day and time they were submitted to the Clerk's Office, as is the current practice with the night depository boxes.

Electronic filing is available in all general civil cases, the criminal trial divisions and in a limited number of family court divisions. Judicial divisions that accept eFilings will have a sentence at the end of the minute entries in those cases that states "This case is eFiling eligible." The eFiling Guidelines are posted on the Clerk's website and list the requirements and restrictions related to electronic filing in the Superior Court in Maricopa County. To view the guidelines or to register for electronic filing, go to www.clerkofcourt.maricopa.gov.