

# CLERK OF THE COURT SUPERIOR COURT OF ARIZONA

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Clerk

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## Access to Superior Court Exhibits (Evidence)

When a trial in Superior Court ends, the exhibits maintained by the Clerk of Superior Court are kept until the end of a mandated retention period. This document explains access to those exhibits.

**To protect the security of the evidence, exhibits are not available to the public until a trial ends.**

During trial, the clerk maintains an exhibits worksheet for each day's hearing. At the end of a trial, the courtroom clerk will mark on the exhibits worksheets whether each exhibit was released or remains in the custody of the Clerk's Office. Exhibits worksheets are filed into the official record. The worksheets are available through public access terminals located in court facilities throughout Maricopa County but not online.

After a trial, the courtroom clerk and staff from the exhibits area conduct an inventory of each exhibit. **This process can take one or two days for a short trial with a few exhibits or one-to-two weeks for a lengthy trial with hundreds of exhibits.** Once exhibits are processed, they are accessible at the Clerk's exhibits area, located on the fourth floor of the South Court Tower at 175 W. Madison Street in downtown Phoenix.

Note: if a case is appealed, exhibits will likely be located at the appellate court, making them unavailable through the Clerk of the Superior Court during the appeal.

The Clerk's Office suggests the following for access to exhibits:

- **Check** the docket online to see if exhibits worksheets have been filed. Search the Case History website (docket online) by case number or party name at <http://www.superiorcourt.maricopa.gov/docket/index.asp>.
- **Write** down the case number, hearing date, and the date each exhibits worksheet was filed.

- **Go** to a public access terminal to view the worksheets and determine which exhibits are in the Clerk’s custody. Print the worksheets and mark the exhibits you want to view or write down the hearing date, exhibit numbers, and the file-date of the related worksheets. Terminals are available at these locations:  
<http://www.clerkofcourt.maricopa.gov/copies.asp>
- **View** the exhibits in Phoenix at 175 W. Madison Street, 4<sup>th</sup> floor, by giving the Clerk’s staff your marked worksheets or provide the case number, hearing date, exhibits worksheet file-date, and exhibit numbers.
- To reserve space and time to film or photograph exhibits, call 602-372-2284.

Exhibits may be viewed, photographed, and filmed and Clerk staff must be present to ensure all exhibits provided are returned. Many exhibits are viewable but are contained within protective envelopes or containers that may not be opened due to biohazardous materials or other security requirements. Some exhibits have characteristics that allow them to be copied with portable devices, such as wand scanners. Appointments are recommended to film exhibits or to view multiple exhibits, due to limited space and staff availability.

The Clerk’s Office may be able to make paper copies of some exhibits (generally flat items, such as standard-size documents and photographs). A statutory copy charge of 50 cents per page must be paid before copies are made.

The Clerk is the custodian of the physical exhibit item as it is presented. The Clerk’s Office is not aware of the content or condition of audio/visual materials that may be contained on or within exhibits. The public may view standard exhibits that are on DVD or CD format by bringing their own portable viewing device, such as a laptop computer. Local court rule requires a court order for the Clerk to temporarily release non-standard exhibits, such as oversized documents, tapes, reel film, and other electronic media for viewing, listening, or copying. Exhibits released under this process must be returned to the Clerk within 7 days or as otherwise ordered by the court.

### **Additional Information**

Maricopa County Local Rule 2.8(e): Find under “Local Rules of Practice Superior Court” and “Maricopa County” at <http://government.westlaw.com/linkedslice/default.asp?SP=AZR-1000>

Media Guides: [http://www.clerkofcourt.maricopa.gov/media\\_guide.asp](http://www.clerkofcourt.maricopa.gov/media_guide.asp)