

Media Guide 2009

Records and Court-Related Requests



Clerk's Office – Maricopa County



Clerk of the Superior Court
for Maricopa County, Arizona
Michael K. Jeanes, Clerk

Superior Court

Makes Judicial Rulings



Clerk of Superior Court

Maintains Official Court Records



Maricopa County Superior Court

The Arizona State Constitution defines the court and the clerk as two separate agencies.

Superior Court – Judicial Branch



“The Bench”
Presiding Judge Barbara Rodriguez Mundell

<http://www.superiorcourt.maricopa.gov/>

Clerk of the Superior Court



“The Clerk”
Elected Official – Michael K. Jeanes

<http://www.clerkofcourt.maricopa.gov/>

Court Records

Clerk of Superior Court vs. Justice Courts & Muni Courts

Superior Court	Justice Court	Municipal Court
		
<p>→ Clerk of Court <u>maintains</u> Superior Court records in Maricopa County</p> <p>→ <u>Does not</u> maintain records for Justice or Municipal Courts</p>		

Justice Court Records

Available by contacting the court hearing the case. See the Justice Courts website:

<http://www.superiorcourt.maricopa.gov/JusticeCourts/>



Sources of Public Records

Only the official court record maintained by the custodian of records is the complete record.










Sources of Public Records

Supreme Court Public Access to Court Information on all levels of Arizona courts.



Data elements only-
• NO images, and
• NOT the official record

<http://apps.supremecourt.az.gov/publicaccess/>

Sources of Public Records

Maricopa County Superior Court Case Information



Information accessible:
• Docket information
• NO images

<http://www.superiorcourt.maricopa.gov/docket/index.asp>

Records available

Generally, anything **not** confidential or sealed is available as a public record.



Docketing Court Records

Documents are scanned and docketed in priority order.

When a filing appears on the online docket, the image of the public record is available from the Clerk's Office at any public access terminal.



Clerk's Office locations with public access terminals

http://www.clerkofcourt.maricopa.gov/clerk_loc.asp



Northwest Regional Court Center
14284 West Tierra Buena Lane
Surprise, AZ 85374



Northeast Regional Court Center
18380 N. 40th St. Suite 120
Phoenix, AZ 85032



Customer Services Center
601 W. Jackson St.
Phoenix, Arizona 85003



Southeast Court Complex
229 E. Jayvilles
Mesa, Arizona 85210

Copy price per page

50 cents per page as of July 2009 (A.R.S. 12-284)



Other Sources of Public Records Online Minute Entries

Some Minute Entries are available online:

<http://courtminutes.maricopa.gov/>



The screenshot shows a web form titled "Clerk of the Superior Court Minute Entries". It includes several search criteria with input fields and dropdown menus: Case Number, Filed in (with a "Search" button and a "Click to View" link), Last Name, First Name, Middle Name, Judicial Office Name (with a "Search" button and a "Click to View" link), From Date, and To Date. There are also "Submit" and "Clear" buttons at the bottom.

Other Sources of Public Records "Offline" Minute Entries

Some Minute Entries are prepared "offline" and are available at public access terminals but not online.



Restricted Records

- **Sealed records** are not public and are available by court order only.
- Access to **confidential records** is determined by statute, court rule and order.



Exhibits – 1 of 3

- Exhibits entered into evidence in a trial may be available at the Clerk's Office . . .
- The Court determines by order at the final resolution of a case what is kept by the Clerk and what is returned to counsel or the parties



Exhibits – 2 of 3

- A listing of the trial's exhibits is available as a public record following the final resolution of a case
- Sealed exhibits are determined by law and court order and require further court order to make available for viewing or reproduction



Exhibits – 3 of 3

- The Clerk retains records and exhibits according to the Records Retention and Disposition schedule in the Arizona Code of Judicial Administration, section 4-302
- Audio and video exhibits require a court order for the Clerk to release. The Clerk does not provide equipment to hear, view or record audio and video exhibits



Business Accounts for Copies of Records

- Media outlets and frequent purchasers of court records can apply with the Clerk's Office for a business account
- Copies will be charged monthly against the business account, rather than paying at the time of each request
- For details, email Aaron Nash:
nasha@cosc.maricopa.gov



* Example above is not the actual account statement

FAQs – 1 of 3

Form IV

- The Probable Cause Statement, or “Form IV,” is filed with the Clerk’s Office as part of the prosecution’s filing of a Direct Complaint or via Indictment. It is unavailable until its supporting document is filed.
- A Form IV may be available from the referring law enforcement agency by providing that agency the original report number.

Form IV

FAQs – 2 of 3

Jury lists

- At the end of a trial the court will determine if a jury list will be available as a public record



Transcripts

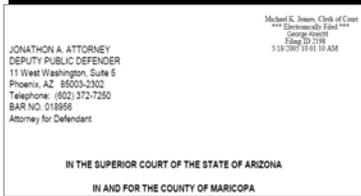
- Electronically recorded court proceedings can be requested from the Superior Court by calling 602-506-7100



FAQs – 3 of 3

Reading from court documents

Clerk staff will not interpret the language of court records but will assist with obtaining copies of the official court record or arranging access to view public records.



For more information, visit the Clerk's website at
www.clerkofcourt.maricopa.gov

or contact the Clerk's Public Affairs & Education department:

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