

Media Guide 2012

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 screenshot shows the homepage of the Superior Court website. At the top, it features the Maricopa County seal and the text "The Judicial Branch of Arizona Maricopa County" with the motto "Committed to the Timely, Fair and Impartial Administration of Justice". Navigation links for "Español", "Locations", "Links", and "Employment" are visible. The main content area is divided into several sections: "Superior Court" (with links to Family Court, Probate/Mental Health, Criminal Department, Tax Court, Civil Department, Jury Duty Service, Juvenile Court, and Judicial Rotation new); "Justice Courts" (with links to Small Claims, Domestic Violence, Civil Suits, Traffic Violations, Find a Case, Appeals, Eviction Actions, and General Information); "Adult Probation" (with links to Administration, Victim Services, Vision, Mission, Values, Services Unit, Organization Chart, News And Reports, Locations, and Chronicle); "Juvenile Probation" (with links to Probation, Early Intervention, JIPS, Detention, Visitation Information, About Detention, Administration, Restitution, and Parental Assessments); "Quick Links" (with a dropdown menu); "Top Requested Resources" (with links to Find a Case, Self-Service Center, eCourt, Jury Duty Service, and Find a Judge); "Law Library"; "Media Relations & Community Outreach more"; "News Flash" (with a link to View court calendars and case histories); and "Calendar" (with links to Court Rulings, High Profile List, News Flashes, and News Releases). A search bar is located on the left side. A "Welcome from Presiding Judge Norman J. Davis" message is also present.

“The Bench”
Presiding Judge - Norman J. Davis

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

Clerk of the Superior Court

The screenshot shows the homepage of the Clerk of the Superior Court website. At the top, it features a banner with the text "Welcome to the Clerk of Superior Court's Office Maricopa County, Arizona" and a background image of a desert landscape with saguaros. Below the banner, there is a navigation bar with "Home" and "Contact Us" links. The main content area is divided into several sections: "COURT INFORMATION" (with links to Court Cases, Case Statistics, Minute Entries, Copies of Cases, and Gila River Case); "FILING" (with links to Filing Fees, Court Forms, Filing Counters, Filing Depository Boxes, Out-of-County Filing, and Appeals); "NEWSFLASHES" (with links to July 13 Passport Fee Increases, Family Court Rule Changes, Zip Code Boundaries, Statewide eFiling coming, Updated Sensitive Data Sheet Required, and Records Online for Attorneys); "WHAT'S NEW" (with links to Attorneys Only Subpoenas Online, Attorney Electronic Distribution Enrollment eMail Change Form, Doing the Court's Business Without a Paper File, and Annual Report); "OFFICE" (with links to Hours & Locations, Frequent Questions, Facts Overview, and Employment Contact Us); "eGOVERNMENT" (with links to eFiling (Live), eFiling Training, ECR Online, eFiling Class, and ECR Terminals); "SERVICES" (with links to Marriage Licenses, Passports, Process Servers); and "FAMILY AND JUVENILE" (with links to Support Services, Support Payments, Payment History, and Wage Assignment). A "HOW DO I..." section is also visible with links to get copies of court records, get a marriage license, find a case, and look at the minute entries. Social media links for "twitter" and "facebook" are also present.

“The Clerk”
Elected Official – Michael K. Jeanes

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

How to Look Up Hearing Information

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

The screenshot shows the website for the Maricopa County Superior Court. The browser window title is "Docket: Public Access to Court Information - Microsoft Internet Explorer provided by ITG - Clerk of Court - 66077". The address bar shows the URL <http://www.superiorcourt.maricopa.gov/docket/index.asp>. The page header includes the Maricopa County seal and the text "The Judicial Branch of Arizona Maricopa County". The main content area is titled "Docket" and "Public Access to Court Information". It features the names and titles of Norman J. Davis (Presiding Judge) and Michael K. Jeanes (Clerk of the Court). A search bar is located on the left. A list of case types is provided, with "Civil Court Cases" highlighted. A note at the bottom states: "Note: Currently Attorney Calendars are only available for Criminal Court cases. In the future this feature will be added to the Family, Civil, and Probate calendars."

Go to Maricopa County Superior Court website

Select Case Type

- [Civil Court Cases](#)
- [Criminal Court Cases](#)
- [Family Court Cases](#)
- [Probate Court Cases](#)
- [Justice Court Cases](#) Note: Minute entries are not available for justice court cases.

Note: Currently Attorney Calendars are only available for Criminal Court cases. In the future this feature will be added to the Family, Civil, and Probate calendars.

How to Look Up Hearing Information

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

The screenshot shows the Superior Court of Maricopa County's online docket search page. The page is titled "Docket: Criminal Court Case History - Microsoft Internet Explorer". The search bar on the left has a "Go" button. The search options on the right are:

- Search by Last Name/First Name**: Last Name: First Name: Search
- Search by Initials and Date of Birth**: Last Name Initial: First Name Initial: DOB: mm/dd/yyyy Search
- Search by Case Number**: Case Number: Search

1. You can search for a court case by name or case number on the Superior Court's online docket.
2. Multiple defendants will share a common case number with a unique defendant identifier suffix (-001, -002, etc.)

Cameras in the Courtroom

The Superior Court arranges requests for cameras in the courtrooms. Request form online, see link below.

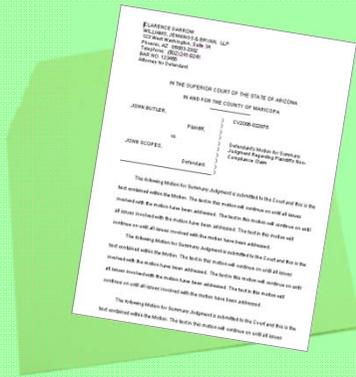
The screenshot shows a web browser window displaying the 'Camera Request Form' on the website of the Superior Court of Arizona in Maricopa County. The page header includes the court's logo and the motto 'Equal Justice Under Law'. The navigation menu lists 'Home', 'Superior Court', 'Adult Probation', 'Juvenile Probation', 'Español', 'Locations', 'Links', and 'Employment'. The main content area is titled 'Media Relations Department > Media Room' and 'Camera Request Form'. It contains two main sections: 'Contact Info' and 'Court Info'. The 'Contact Info' section includes fields for 'First Name', 'Last Name', 'Title', 'Phone', 'Court Date', and 'E-mail'. The 'Court Info' section includes fields for 'Date Requested', 'Judge Name', 'Requested by', 'Defendant Name', 'Case Number', 'Case Event' (a dropdown menu), and 'Other Exp.'. At the bottom of the form, there is a 'Security Code' field with the code 'R190R8' and a 'Submit Request' button. The footer of the page contains copyright information and a list of links: 'Español', 'Locations', 'Links', 'Employment', 'Top Requested', 'Media Relations Department', 'Contact Us', 'About This Web Site', and 'Site Index'.

<http://www.superiorcourt.maricopa.gov/MediaRelationsDepartment/MediaRoom/cameraRequest.asp>

Court Records

Clerk of Superior Court vs. Justice Courts & Muni Courts

Superior Court



Justice Court



Municipal Court



→ Clerk of Court **maintains** Superior Court records in Maricopa County

→ **Does not** maintain records for Justice or Municipal Courts

Justice Court Records

Available by contacting the court hearing the case.

See the Justice Courts website: <http://justicecourts.maricopa.gov/>



The screenshot shows the Maricopa County Justice Courts website in Internet Explorer. The browser window title is "Maricopa County Justice Courts - Internet Explorer provided by Dell". The address bar shows "http://justicecourts.maricopa.gov/". The website features the Maricopa County logo on the left and the text "Maricopa County JUSTICE COURTS" in the center. Below the logo is a navigation menu with links: Home, Find a Case, Case Types, Case Tools, Forms, Find a Judge, and Locations. A search bar labeled "Search Justice Courts" is on the right. A large banner image of saguaros is displayed. To the right is a "POPULAR PAGES" section with links: Justice Court Locations, Pay a Traffic Violation, Find a Case, and Find a Form. Below the banner are three buttons: "Justice Court locations" (with a map icon), "Lookup Your case" (with a magnifying glass icon), and "Pay Your Traffic violation" (with a car icon). A "Start Here" button is also present. The footer contains links: Case Types | Court Forms | Find a Case | Court Calendars | Judges, and a copyright notice: Copyright © 2011 Maricopa County Justice Courts.

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.

The screenshot shows the 'Public Access to Court Information - Case Search' page. It features a navigation menu on the left with links for 'AZ Judicial Branch Home', 'AZ Courts Locator', 'Case Search', 'Case Notification', and 'Contact Us'. The main content area includes a search form with two sections: 'Search by Name' and 'Search by Case Number'. The 'Search by Name' section has fields for 'Last/Business Name' (required), 'First Name', 'Date of Birth' (with month and year dropdowns), and 'Court' (with a dropdown for 'All Searchable Courts'). There is also a checkbox for 'Limit search to Cases with Vehicle Registration hold' and a 'Search' button. The 'Search by Case Number' section has a 'Case Number' field with an example 'TR - 19010111' and a 'Court' dropdown, also with a 'Search' button. The page header includes the Arizona Judicial Branch logo and the slogan 'ARIZONA @ YOUR SERVICE'.

- 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

The Judicial Branch of Arizona
Maricopa County
Committed to the Timely, Fair and Impartial Administration of Justice

Home Superior Court Justice Courts Adult Probation Juvenile Probation Español Locations Links Employment

Search: Go

[Docket Home](#)
[Civil Cases](#)
[Criminal Cases](#)
[Family Court Cases](#)
[Probate Cases](#)
[Justice Court Cases](#)
[Retention Rules](#)

Docket
Public Access to Court Information

Norman J. Davis
Presiding Judge

Michael K. Jeanes
Clerk of the Court

View Case Information -- Court Calendars, Case Histories, Minute Entries -- for the following:

- [Civil Court Cases](#)
- [Criminal Court Cases](#)
- [Family Court Cases](#)
- [Probate Court Cases](#)
- [Justice Court Cases](#) Note: Minute entries are not available

Note: Currently Attorney Calendars are only available for Criminal Court added to the Family, Civil, and Probate calendars.

COURT CALENDAR OF EVENTS
Download Forms from Self-Service Center

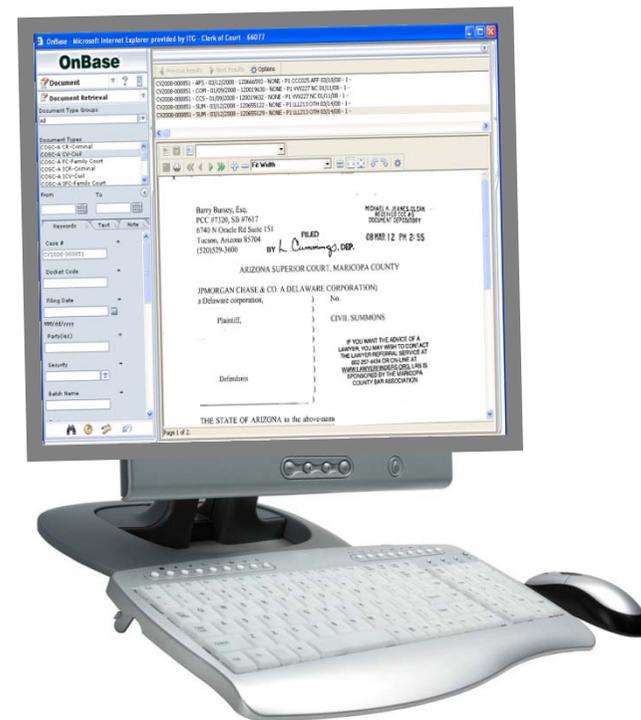
Information accessible:

- 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.



Clerk's Office locations with public access terminals

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



Northwest Regional Court Center
14264 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
222 E. Javelina,
Mesa, Arizona 85210

Copy price per page

50 cents per page as of July 2010
(A.R.S. 12-284)

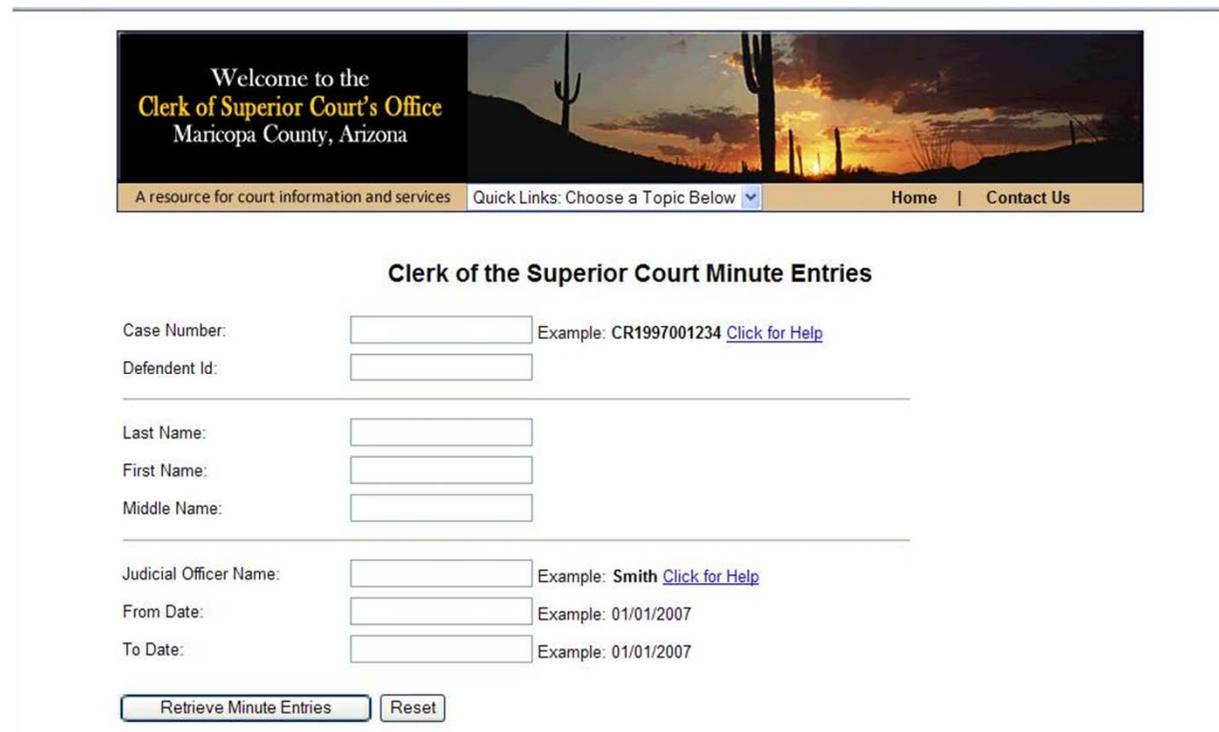


Other Sources of Public Records

Online Minute Entries

Some Minute Entries are available online:

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



The screenshot shows the website interface for the Clerk of Superior Court Minute Entries. At the top, there is a banner with the text "Welcome to the Clerk of Superior Court's Office Maricopa County, Arizona" and a navigation bar with "Quick Links: Choose a Topic Below", "Home", and "Contact Us". Below the banner, the title "Clerk of the Superior Court Minute Entries" is centered. The search form includes fields for Case Number, Defendent Id, Last Name, First Name, Middle Name, Judicial Officer Name, From Date, and To Date. Each field has an example value and a "Click for Help" link. At the bottom, there are "Retrieve Minute Entries" and "Reset" buttons.

Welcome to the
Clerk of Superior Court's Office
Maricopa County, Arizona

A resource for court information and services Quick Links: Choose a Topic Below Home | Contact Us

Clerk of the Superior Court Minute Entries

Case Number: Example: CR1997001234 [Click for Help](#)

Defendent Id:

Last Name:

First Name:

Middle Name:

Judicial Officer Name: Example: Smith [Click for Help](#)

From Date: Example: 01/01/2007

To Date: Example: 01/01/2007

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



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 jury list will only be available as a public record if ordered so by the court (A.R.S. 21-312)



Transcripts

- Electronically recorded court proceedings can be requested from the Superior Court by calling 602-506-7100. For transcripts call 602-506-3390.



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.

JONATHON A. ATTORNEY
DEPUTY PUBLIC DEFENDER
11 West Washington, Suite 5
Phoenix, AZ 85003-2302
Telephone: (602) 372-7250
BAR NO. 018956
Attorney for Defendant

Michael K. Jeanes, Clerk of Court
*** Electronically Filed ***
George Knecht
Filing ID 2198
5/18/2005 10:01:10 AM

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MARICOPA



For more information, visit the Clerk's website at

www.clerkofcourt.maricopa.gov

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

Aaron Nash, Special Counsel
620 W. Jackson St, Suite 3017
Phoenix, Arizona 85003
602-506-2309

nasha@COSC.maricopa.gov



bio | message



HOW DO I...

- get copies of court records
- get a marriage license
- find a case
- look at the minute entries

CASES

- Court Cases
- Case Statistics
- Minute Entries
- Copies of Cases
- Gila River Case

FILING

- Filing Fees
- Court Forms
- Filing Counters
- Filing Depository Boxes
- Out-of-County Filing
- Appeals

OFFICE

- Hours & Locations
- Frequent Questions
- Facts
- Overview
- Employment
- Contact Us

eGOVERNMENT

- eFiling (Live)
- eFiling Training
- ECR Online
- eFiling Class
- ECR Terminals

SERVICES

- Marriage Licenses
- Passports
- Process Servers

FAMILY AND JUVENILE

- Support Services
- Support Payments
- Payment History
- Wage Assignment

NEWSFLASHES

- July 13 Passport Fee Increases
- Family Court Rule Changes
- Zip Code Boundaries
- Statewide eFiling coming
- Updated Sensitive Data Sheet Required
- Records Online for Attorneys

View All

WHAT'S NEW

- Attorneys Only Subpoenas Online
- Attorney Electronic Distribution Enrollment eMail Change Form
- Doing the Court's Business Without a Paper File
- Annual Report

