

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 Maricopa County Superior Court website. At the top, it features the Maricopa County Seal and the text "The Judicial Branch of Arizona Maricopa County" with the tagline "Committed to the Timely, Fair and Impartial Administration of Justice". Below this is a navigation bar with links for "Español", "Locations", "Links", and "Employment". The main content area is divided into several sections: "Superior Court" (with a search bar and "Go" button), "Justice Courts", "Top Requested Resources" (including "Find a Case", "Self-Service Center", "eCourt", "Jury Duty Service", "Find a Judge", and "Law Library"), "Adult Probation", "Juvenile Probation", "Media Relations & Community Outreach", "News Flash", "Calendar", "Court Rulings", "High Profile List", "News Flashes", and "News Releases". A sidebar on the left features a "Welcome from Presiding Judge Norman J. Davis" and a brief description of the website's purpose.

“The Bench”

Presiding Judge - Norman J. Davis

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

Clerk of the Superior Court

The screenshot shows the homepage of the Maricopa County 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. Below the banner is a navigation bar with the text "A resource for court information and services" and "Quick Links: Choose a Topic Below". The main content area is divided into several sections: "CASES" (including "Court Cases", "Case Statistics", "Minute Entries", "Copies of Cases", and "Gila River Case"), "FILING" (including "Filing Fees", "Court Forms", "Filing Counters", "Filing Depository Boxes", "Out-of-County Filing", and "Appeals"), "NEWSFLASHES" (including "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" (including "Attorneys Only Subpoenas Online", "Attorney Electronic Distribution Enrollment eMail Change Form", "Doing the Court's Business Without a Paper File", and "Annual Report"), "OFFICE" (including "Hours & Locations", "Frequent Questions", "Facts Overview", "Employment", and "Contact Us"), "eGOVERNMENT" (including "eFiling (Live)", "eFiling Training", "ECR Online", "eFiling Class", and "ECR Terminals"), "SERVICES" (including "Marriage Licenses", "Passports", and "Process Servers"), and "FAMILY AND JUVENILE" (including "Support Services", "Support Payments", "Payment History", and "Wage Assignment"). A sidebar on the left features a "Welcome from Michael K. Jeanes, Clerk of Superior Court" and social media links for "twitter" and "facebook".

“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 a Microsoft Internet Explorer browser window displaying the Maricopa County Superior Court website. The address bar shows the URL <http://www.superiorcourt.maricopa.gov/Docket/Index.asp>. The page title is "Docket: Public Access to Court Information". The main content area features the court's seal and the names of the Presiding Judge, Barbara R. Mundell, and the Clerk of the Court, Michael K. Jeanes. A section titled "View Case Information -- Court Calendars, Case Histories, Minute Entries -- for the following:" lists several case types: Civil Court Cases, Criminal Court Cases, Family Court Cases, Probate Court Cases, and Justice Court Cases. A note indicates that minute entries are not available for justice court cases. A sidebar on the left contains a search box and a list of navigation links: Docket Home, Civil Cases, Criminal Cases, Family Court Cases, Probate Cases, Justice Court Cases, and Retention Rules. Two callout boxes with arrows provide instructions: "Go to Maricopa County Superior Court website" points to the address bar, and "Select Case Type" points to the list of case categories.

Docket
Public Access to Court Information

Barbara R. Mundell
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 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.

Availability: Due to auditing that occurs up to 24 hours after information is added to the docket, some entry modifications may occur. (The system is unavailable Tuesday through Saturday from 3:00 am to 4:00 am.) Any other planned system downtime or problems will be noted below.

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 address bar shows the URL: <http://www.superiorcourt.maricopa.gov/docket/CriminalCourtCases/caseSearch.asp>. The page features a navigation menu with "Home", "Superior Court", "Justice Courts", "Adult Probation", and "Juvenile Probation". A search section is titled "Docket > Criminal Court Cases" and "Criminal Court Case History". It contains three search forms: "Search by Last Name/First Name" with fields for "Last Name" and "First Name"; "Search by Initials and Date of Birth" with fields for "Last Name Initial", "First Name Initial", and "DOB"; and "Search by Case Number" with a "Case Number" field. A "Go" button is located next to the first search form. A "Search" button is located next to each of the three search forms. A callout box points to the search forms with the text "Search for case by name or by case number." Another callout box points to the "Search by Case Number" form with the text "See bullet point 2."

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.

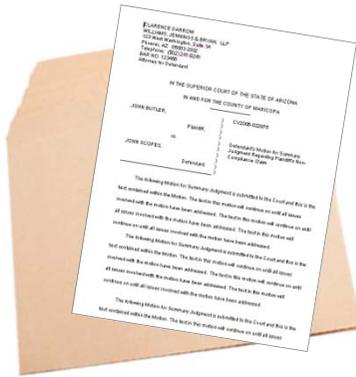
The screenshot shows a web browser window displaying the 'Camera Request Form' on the website of the Superior Court of Arizona in Maricopa County. The page header includes the court's logo and the motto 'Equal Justice Under Law'. The navigation menu lists 'Home', 'Superior Court', 'Adult Probation', '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 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'. The page was last updated on 9/2/2011 at 2:22 PM.

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

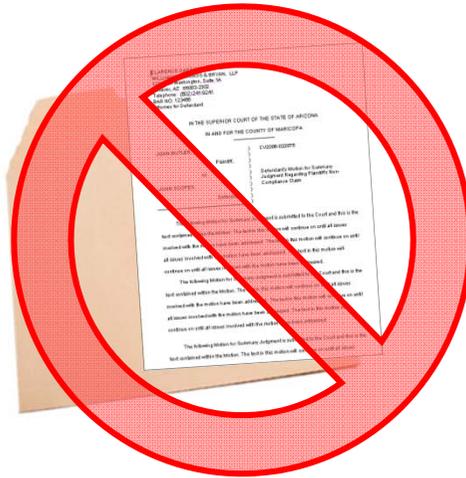
Court Records

Clerk of Superior Court vs. Justice Courts & Muni Courts

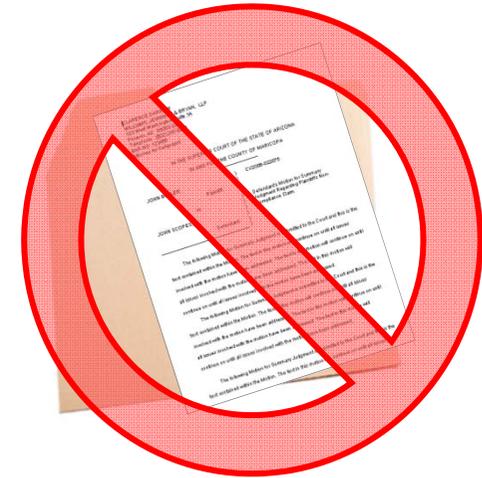
Superior Court



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/>



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 from the Arizona Judicial Branch website. The page 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 text '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 screenshot shows the website for the Maricopa County Superior Court. At the top, it says "The Judicial Branch of Arizona" and "Maricopa County". Below that is a navigation bar with links: Home, Superior Court, Justice Courts, Adult Probation, Juvenile Probation, Español, Locations, Links, and Employment. The main content area is titled "Docket" and "Public Access to Court Information". It features a search bar on the left and a central section with the names of the Presiding Judge, Barbara R. Mundell, and the Clerk of the Court, Michael K. Jeanes. Below this, there is a section for "View Case Information -- Court Calendars, Case Histories, Minute Entries -- for the following:" with a list of links: Civil Court Cases, Criminal Court Cases, Family Court Cases, Probate Court Cases, and Justice Court Cases. A note states: "Note: Minute entries are not available for just". On the right side, there are three promotional banners: "COURT CALENDAR OF EVENTS", "Download Forms from Self-Service Center", and "A LEGACY OF Liberty LAW DAY 2009 May 1".

Information accessible:

- Docket information
- NO images

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

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
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/>



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.

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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



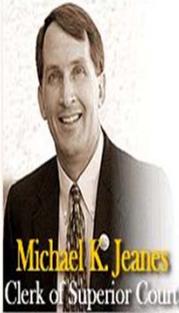
For more information, visit the Clerk's website at

www.clerkofcourt.maricopa.gov

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

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Michael K. Jeanes
Clerk of Superior Court

bio | message

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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

