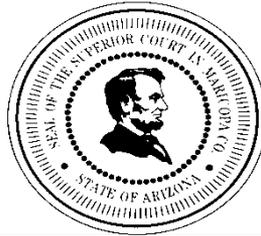


# Media Guide 2016

## 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 of Maricopa County. At the top, it says "The Judicial Branch of Arizona" and "Maricopa County". Below that is a navigation menu with "Home", "Superior Court", "Adult Probation", and "Juvenile Probation". A search bar is also present. The main content area features a "Media Relations Newsroom" section with a video player and the text "Get the latest news from the Court". Below this are three columns of links: "I am...", "I want to...", and "Where do I...". The "I am..." column lists roles like Litigant, Attorney, Juror, Reporter, and Teacher. The "I want to..." column lists actions like replying to jury summons, preparing documents, and requesting accommodations. The "Where do I..." column lists locations like finding court locations, filing documents, and researching legal information. At the bottom, there are social media icons for Facebook, Twitter, and YouTube, and a "Connect with the Court" button.

## “The Court”

Presiding Judge – Janet Barton

## Clerk of the Superior Court

The screenshot shows the homepage of the Clerk of the Superior Court of Maricopa County, Arizona. At the top, it says "Welcome to the Clerk of Superior Court's Office" and "Maricopa County, Arizona". Below that is a navigation menu with "Home" and "Contact Us". A search bar is also present. The main content area features a "Media Relations Newsroom" section with a video player and the text "Get the latest news from the Court". Below this are several columns of links: "NOW DO IT...", "RELATED LINKS", "CASES", "OFFICE", "SERVICES", "FINANCIAL", "OTHER", "FILING", "GOVERNMENT", "FAMILY AND JUVENILE", "LEGAL", "PUBLICATIONS", "eFiling", "NEWSFLASHES", "ANNOUNCEMENTS", and "OTHER QUESTIONS". The "NOW DO IT..." column lists actions like applying for court records, getting marriage licenses, and taking appeals. The "RELATED LINKS" column lists various court and government websites. The "CASES" column lists court cases and appeals. The "OFFICE" column lists office hours and contact information. The "SERVICES" column lists services like marriage licenses and probate services. The "FINANCIAL" column lists financial services like court fees and payment history. The "OTHER" column lists other services like court terms and language assistance. The "FILING" column lists filing procedures and appeals. The "GOVERNMENT" column lists government services like child support and public defender. The "FAMILY AND JUVENILE" column lists family and juvenile services like support payments and adoption. The "LEGAL" column lists legal services like clerk's center and bankruptcy. The "PUBLICATIONS" column lists publications like the current annual report and court rules. The "eFiling" column lists e-filing services. The "NEWSFLASHES" column lists news items like the release of information and the new court building. The "ANNOUNCEMENTS" column lists announcements like the release of information and the new court building. The "OTHER QUESTIONS" column lists other questions like birth records and social security.

## “The Clerk”

Elected Official – Michael K. Jeanes

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

<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 Judicial Branch of Arizona, Maricopa County. The page is titled "Docket: Public Access to Court Information". It features a navigation menu with links for Home, Superior Court, Adult Probation, and Juvenile Probation. A search bar is located on the right side of the navigation menu. The main content area is titled "Docket" and includes the names of the Presiding Judge, Norman J. Davis, and the Clerk of the Court, Michael K. Jeanes. A callout box points to the URL bar, and another callout box points to the "Select Case Type" section, which lists the following case types:

- [Civil Court Cases](#)
- [Criminal Court Cases](#)
- [Family Court Cases](#)
- [Probate Court Cases](#)

**Availability:** Due to auditing that occurs up to 24 hours after information is

Go to Maricopa County Superior Court website

Select Case Type

# How to Look Up Hearing Information

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

The Judicial Branch of Arizona  
Maricopa County

Español Locations Links Employment

Home Superior Court Adult Probation Juvenile Probation Search

Docket Home  
Civil Cases  
Criminal Cases  
Family Court Cases  
Probate Cases  
Retention Rules

Docket > Criminal Court Cases  
Criminal Court Case History

Download Forms from Self-Service Center

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: Search  
mm/dd/yyyy

Search by Case Number  
Case Number: Search

Search for case by name or by case number.

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 Judicial Branch of Arizona  
Maricopa County

[Español](#) [Locations](#) [Links](#) [Employment](#)

[Home](#)

[Superior Court](#)

[Adult Probation](#)

[Juvenile Probation](#)

Search

[Media Relations Department](#)

[Media Room](#)

[Camera Request Form](#)

Media Relations Department ▶ Media Room

Camera Request Form



FOLLOW US ON [twitter](#)

[facebook](#)



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

Contact Info

\* Required Fields

\* First Name:  \* Last Name:   
Title:  \* Phone:   
\* Court Date:  \* E-mail:

Court Info

\* Date Requested:  \* Judge Name:   
\* Requested by:  \* Defendant Name:   
\* Case Number:  \* Case Event:   
Other Exp:

\* Enter Security Code:

Submit Request

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

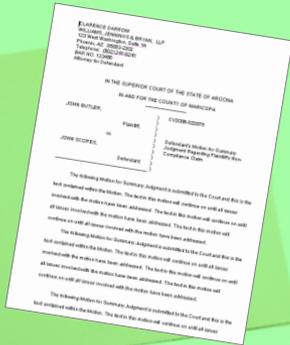
# Court Records

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's address bar displays <http://justicecourts.maricopa.gov/>. The website features a blue header with the Maricopa County logo on the left and the text "Maricopa County JUSTICE COURTS" in the center. Below the header is a navigation menu with links for Home, Find a Case, Case Types, Case Tools, Forms, Find a Judge, and Locations. A search bar labeled "Search Justice Courts" is positioned on the right side of the header. The main content area is divided into two columns. The left column contains a large image of saguaro cacti in a desert landscape. Below the image are three blue 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). The right column has a "POPULAR PAGES" section with links to "Justice Court Locations", "Pay a Traffic Violation", "Find a Case", and "Find a Form". At the bottom right, there is a promotional box for "E-File Your Case Online with Turbo Court!" from [azturbocourt.gov](http://azturbocourt.gov), featuring a "Start Here" button and a logo. The footer contains links for "Case Types", "Court Forms", "Find a Case", "Court Calendars", and "Judges", along with the 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.

Arizona Judicial Branch

Text Size: A A A

Home / Case Search

### Public Access to Court Information

#### Case Search

The Arizona Judicial Branch is pleased to offer Public Access to Court Case Information, a valuable online service providing a resource for information about court cases from 153 out of 180 courts in Arizona. [Show unavailable courts.](#)

**Search by Name**

Last/Business Name  (required)

First Name

Date of Birth  -- month --  -- year --

Court  -- All Searchable Courts --

Limit search to Cases with Vehicle Registration hold

- OR -

**Search by Case Number**

Case Number  -  (example: TR - 19010111)

Court  -- All Searchable 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

The Judicial Branch of Arizona  
Maricopa County

Español Locations Links Employment

Home Superior Court Adult Probation Juvenile Probation

Search

**Docket**  
Public Access to Court Information

Norman J. Davis Michael K. Jeanes

Presiding Judge Clerk of the Court

Download Forms from Self-Service Center

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

- [Civil Court Cases](#)
- [Criminal Court Cases](#)
- [Family Court Cases](#)
- [Probate Court Cases](#)

**Availability:** Due to auditing that occurs up to 24 hours after information is

**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](http://www.clerkofcourt.maricopa.gov/clerk_loc.asp)

For images of public records in Adult cases only



# Clerk's Office locations with public access terminals

[http://www.clerkofcourt.maricopa.gov/clerk\\_loc.asp](http://www.clerkofcourt.maricopa.gov/clerk_loc.asp)

For images of public records in Juvenile cases only



# Copy price per page

**50 cents** per page  
**(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 searching 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 background image of a desert landscape with saguaros. Below the banner is a navigation bar with "A resource for court information and services", "Quick Links: Choose a Topic Below" (with a dropdown arrow), "Home", and "Contact Us". The main heading is "Clerk of the Superior Court Minute Entries". The search form includes the following fields:

- Case Number:  Example: CR1997001234 [Click for Help](#)
- Defendent Id:
- Horizontal separator line
- Last Name:
- First Name:
- Middle Name:
- Horizontal separator line
- Judicial Officer Name:  Example: Smith [Click for Help](#)
- From Date:  Example: 01/01/2007
- To Date:  Example: 01/01/2007

At the bottom of the form are two buttons: "Retrieve Minute Entries" and "Reset".

# 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.

A blurred image of a document with a red 'CONFIDENTIAL' stamp. The stamp is oriented diagonally and is the only legible text in the image. The background is a warm, golden-yellow color with a soft, out-of-focus texture.

# 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 filing of a Direct Complaint or may be filed as part of the Initial Appearance documents in an Indictment.
- 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

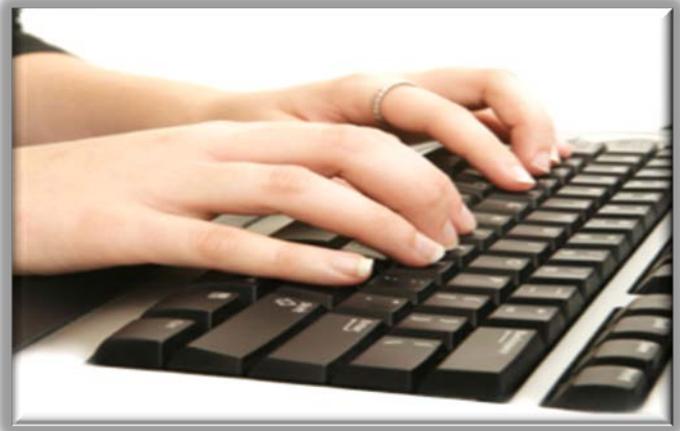
## Jury lists

- 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](http://www.clerkofcourt.maricopa.gov)

or contact the Clerk's Office:

**Aaron Nash**

Special Counsel

Public Information Officer

620 W. Jackson St, Suite 3017

Phoenix, Arizona 85003

602-506-2309

[nasha@COSC.maricopa.gov](mailto:nasha@COSC.maricopa.gov)

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

**Michael K. Jeanes**  
Clerk of Superior Court  
bio | message

**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

