Media Guide 2016

Records and Court-Related Requests

Clerk's Office – Maricopa County

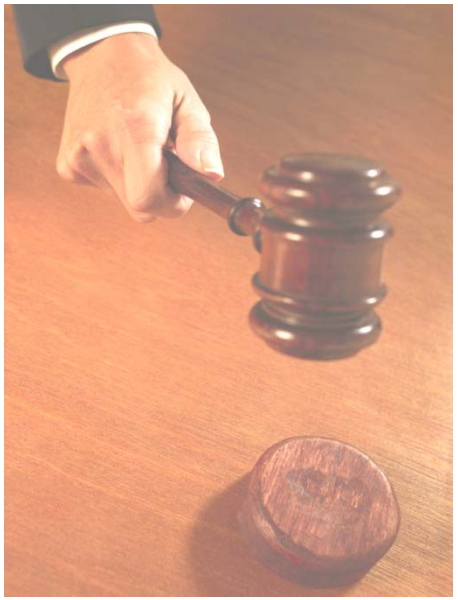
Clerk of the Superior Court

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 Court"

Presiding Judge – Janet Barton

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

Clerk of the Superior Court

"The Clerk"

Elected Official – Michael K. Jeanes

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

How to Look Up Hearing Information

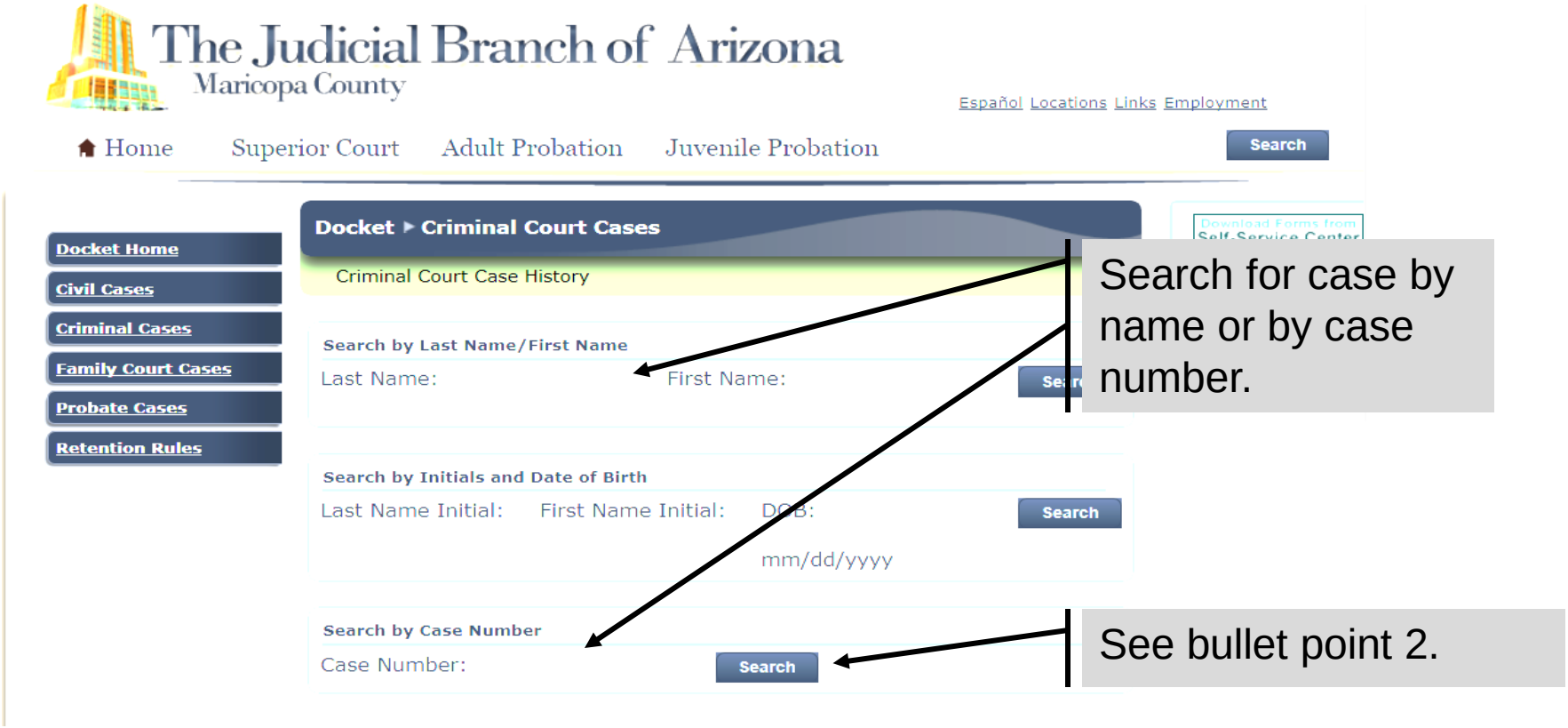
http://www.superiorcourt.maricopa.gov/docket/index.asp

Go to Maricopa County Superior Court website

Select Case Type

How to Look Up a Hearing Information

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



1. **You can search for a court case by name <u>or</u> 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

Download Forms from Self-Service Center

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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: Please Select a Court Event
Other Exp:

*Enter Security Code: TJI69N

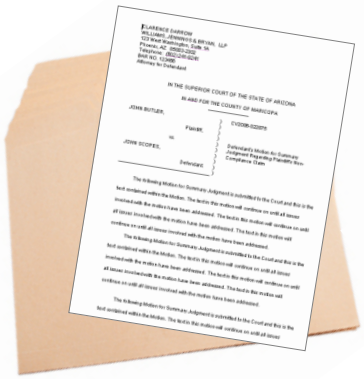
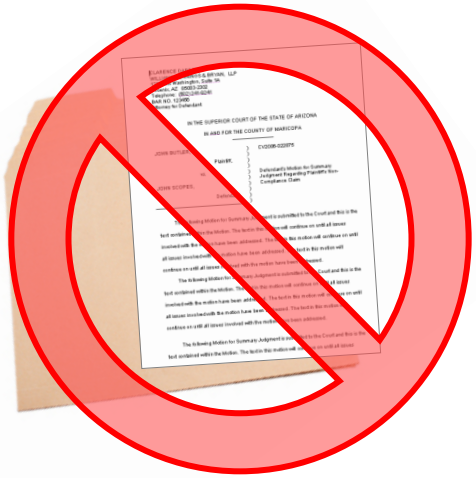
Submit Request

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

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 <u>maintains</u> Superior Court records in Maricopa County**

➔ **<u>Does not</u> 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.

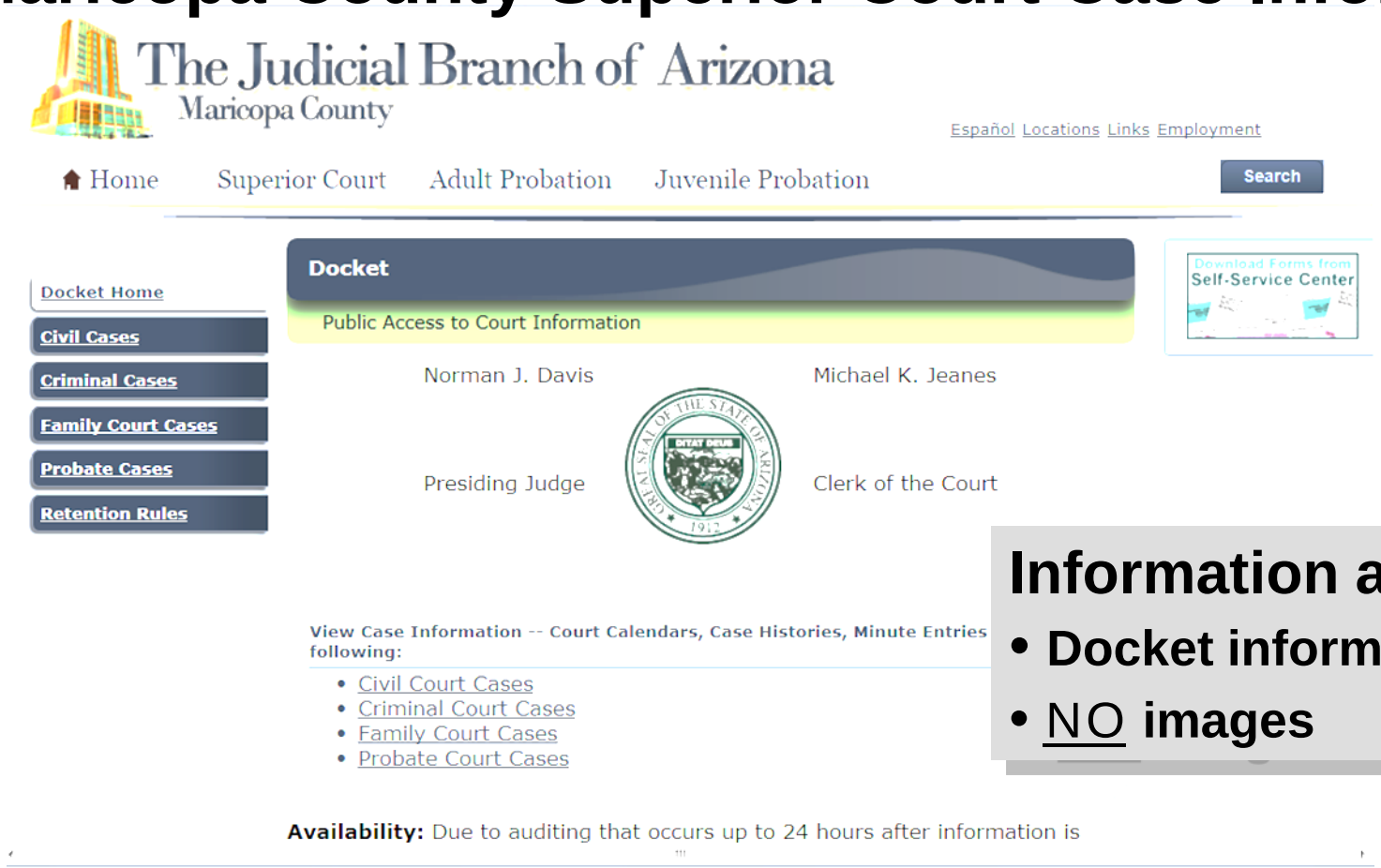
Data elements only-

- 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 <u>or</u> 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

For images of public records in Adult cases only

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

Clerk's Office locations with public access terminals

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

For images of public records in Juvenile cases only

Juvenile Court
Southeast Facility
1810 S. Lewis
Mesa, Arizona 85210

Juvenile Court Center
3131 W. Durango
Phoenix, AZ 85009

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/

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

- **<u>Sealed records</u>** are not public and are available by court order only.

- Access to **<u>confidential records</u>** 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 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)

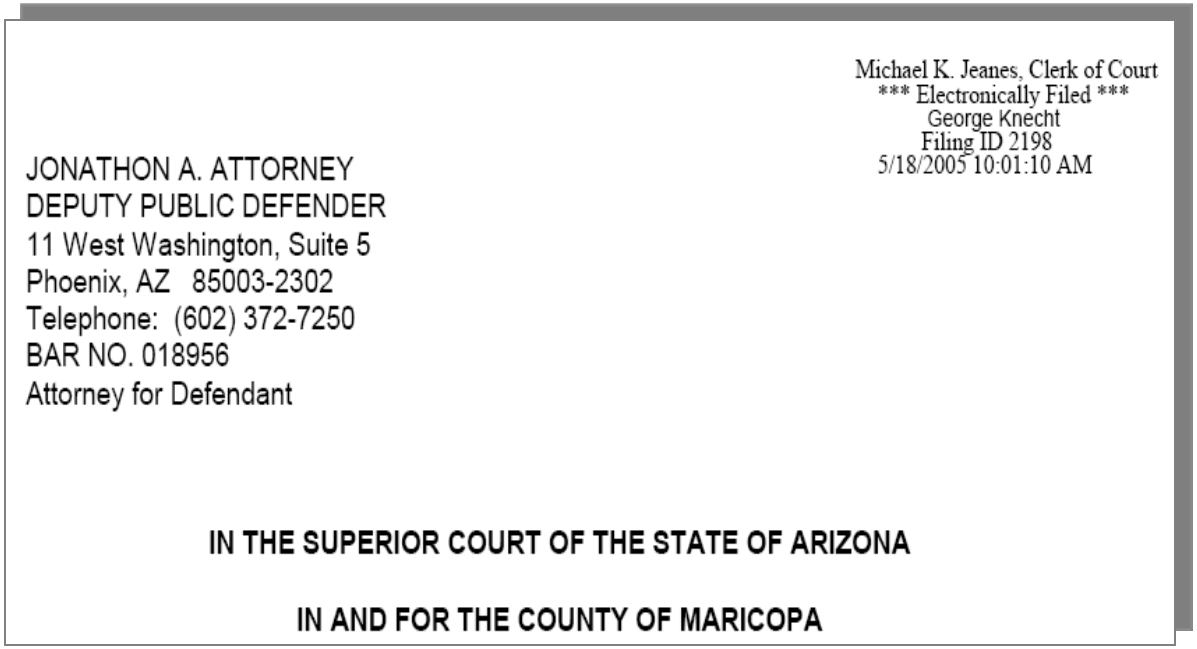
Transcripts

- 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.



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

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BAR NO. 018956
Attorney for Defendant

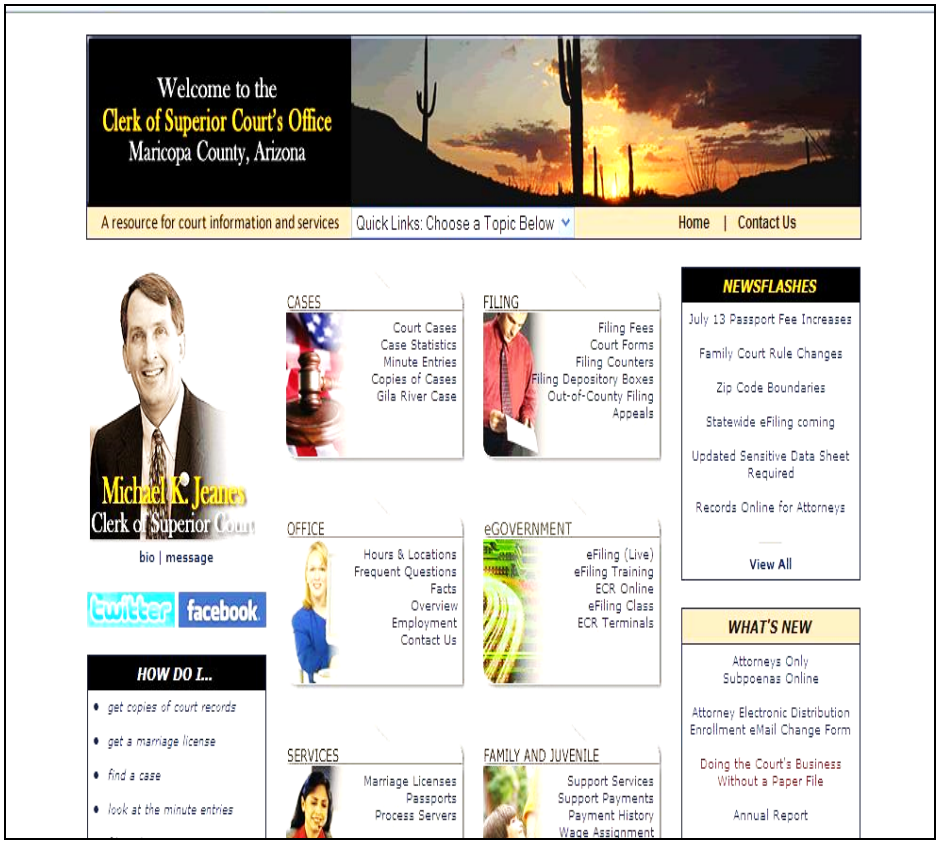
IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

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 Office:

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

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