

THE

BRIEF

Vol. 2, No. 2

An electronic update for the legal community providing a brief look at news in the Clerk of the Superior Court's Office



February 2006

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Case Number Accuracy

Do you ever feel a little overwhelmed by case volume? Considering the Clerk's Office processes all cases filed in the Superior Court in Maricopa County, you can imagine the responsibility to keep track of it all. Periodically cases get transferred or consolidated for numerous reasons. When a case is transferred or consolidated, it is important to immediately begin using the newly-assigned case number. Using the old case number may create a significant delay in docketing and scanning pleadings, meaning it may take longer for the filing information to appear on the record. Check your pleadings carefully; the same delays are created when an incorrect case number (transposed number, wrong casetype prefix, etc.) is on a pleading.

Form Accuracy

In addition to filing pleadings, the Clerk's Office tracks legislation and court rules that continually impact the form and requirements of filings in Superior Court. Changes occur throughout the year, demanding that attorneys keep pace and file accurate forms and pleadings. The Clerk's Office recommends attorneys update their pleadings and forms annually to reflect the ongoing changes in court forms and practices.

All attorneys should use the most recent forms and pleadings when submitting documents to the court. Many forms are available on the Trial Courts' Self-Service Center Website: <http://www.superiorcourt.maricopa.gov/ssc/sschome.html> and at the Self-Service Centers at each court location. As existing statutes are frequently amended, moved, or abrogated, it is also advisable to check the statutory cites in your firm's "template" filings annually. In 2006, the courts report they are receiving pleadings with statutory cites that have been invalid for nearly a decade. We recommend taking the administrative time to review your frequently used forms and citations to help avoid the rejection of documents and reduce the potential ramifications of submitting out-of-date forms and pleadings.

E-filing Accuracy

The Clerk's Office is receiving daily increases in e-filing. While the Office is encouraged by the enthusiastic response from the legal community, many of these filings are from attorneys not designated for an e-filing pilot. If your case is selected, you will receive a minute entry on the case indicating when e-filing is available and when it is mandatory. Only cases notified by minute entry are allowed to electronically file. The Clerk's Office must reject filings received electronically that are not designated for an e-filing pilot. You can avoid this by verifying your case has been designated. The Clerk's Office has a test site where you can register and practice e-filing so you are prepared when it expands to your cases:

<http://cvefilingstage.clerkofcourt.maricopa.gov/main2.asp>

The Clerk's Office conducts free, monthly one-hour e-filing demonstrations for general civil cases. Upcoming demonstrations are scheduled for Feb. 15 and March 15, from 10-11 a.m. and 2-3 p.m. in the Clerk's training room. The training room is located on the 2nd floor of the Central Court Building, 201 W. Jefferson St. in Phoenix. More information and training dates are available at <http://eventures.clerkofcourt.maricopa.gov/GenCVE-File.pdf>