



February 2009

Michael K. Jeanes,
Clerk of the Superior Court

New Email Requirement

In Administrative Order 2009-01, the Arizona Supreme Court requires all individual attorneys or firms to designate an email address to which official court documents can be sent. The email address must be in place and kept current with the State Bar of Arizona not later than July 1, 2009. To be current, an email in-box must have enough memory available to receive emails from the courts. This will require organization and maintenance to ensure the designated email in-box is available. It is important to make certain the designated email address accepts emails from the Clerk and courts and that the messages are not inadvertently blocked by the email service provider's spam filters. For the purpose of receiving electronic minute entries from the Clerk of the Superior Court, the Clerk's Office requires that attorneys who are associated with a law firm, all receive their minute entries at one firm-designated email address, rather than individual attorney email addresses. Firms or sole-practitioner attorneys who have already designated an email address to receive their minute entries electronically will continue to receive their court documents from the Clerk's Office at the designated email address on file with the Clerk. View the Supreme Court's Administrative Order at <http://www.supreme.state.az.us/orders/admorder/Orders09/2009-01.pdf>.

Pay for Paper

As part of Administrative Order 2009-01, the Supreme Court authorized charging attorneys to recover the costs of preparing and mailing minute entries. By request of the Presiding Judge and the Clerk of the Superior Court, the Board of Supervisors may implement a "pay for paper" system where an attorney wishing to receive paper copies of minute entries may do so only upon paying a fee established by the Board of Supervisors. Attorneys or firms can receive their minute entries electronically now by providing an email address to the Clerk's Office. More information and the form for electronic delivery of minute entries are available online at <http://clerkofcourt.maricopa.gov/faxondemand/111.pdf>.

eFiling Guidelines Reminder

The requirements and prohibitions related to electronic filing are maintained on the Clerk's website at: <https://efiling.clerkofcourt.maricopa.gov/efilingguidelines/>. The eFiling Guidelines have to change and be updated from time to time to keep pace with technology and the pilots and programs taking place in the Superior Court. Rather than printing a paper copy of the guidelines once, it is important to check the Guidelines regularly for any new or changed provisions. When the Clerk and Presiding Judge authorize a change to the Guidelines, the date and a summary of the changes made appear at the top of the Guidelines. The Clerk's Office recommends adding the eFiling Guidelines website to your list of frequently visited websites. Depending on the web browser you use, the Guidelines web page can be saved by clicking the section of your web browser called "favorites" or "bookmarks." eFile training is available monthly at the Clerk's Office or through Continuing Legal Education courses scheduled around the Valley throughout the year.