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Sensitive Data Sheet Required in Family Court

Administrative Order 2008-21 requires filing a confidential sensitive data form in new family court cases. The Administrative Order explains the pilot program this way: “Family Court cases require capturing particularly sensitive information about parties in order to process support for families, and the courts have an inherent interest in protecting sensitive data from the public record . . . To improve the accuracy of information provided by litigants and counsel, improve support collections, protect sensitive data and to promote the electronic order of assignment process in Maricopa County, the court will require parties in family court cases to file a sensitive data form at the petition and response stages of family court cases.”

Administrative Order 2008-21 details the pilot requirement, including the Sensitive Data Sheet form that must accompany family court filings. The Order and form are available online at:

<http://www.superiorcourt.maricopa.gov/SuperiorCourt/AdministrativeOrders/docs/ao2008-021.pdf>.

The required form will be available in Self-Service Center packets and on the Clerk's website.

Civil Cover Sheet Reminder

Pursuant to Maricopa County local rule 3.1(a), Plaintiffs are required to file a civil cover sheet with the Clerk when filing a civil action. The civil cover sheet changes periodically and the most recent form is available on the Clerk of the Court's website and at all civil filing counters. Using the most recent form enhances case management for the court and improves the speed of service at the Clerk of the Court's filing counters. For more information on forms available at the Clerk's Office, visit <http://www.clerkofcourt.maricopa.gov/faxondemand/CATALOG.htm>

eFiling Guidelines Reminder

Guidelines for successful electronic eFiling in the Superior Court are available on the Clerk of the Court's website. Presiding Judge Barbara Rodriguez Mundell ordered a dynamic, web-based guideline for eFiling that allows updates to be made to the document as technology improves and as case management requires.

The web-based guidelines track changes to the process that are easily identified at the top of the document entitled, “Revision History.” You may print the guidelines and update your copy as they change, or bookmark the guidelines in your internet browser to ensure you always have the most recent version. As new case types are added to eFiling, case type-specific requirements will appear on the document. The guidelines are available on the Clerk's website at <https://efiling.clerkofcourt.maricopa.gov/efilingguidelines>.