

# THE

# BRIEF

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



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## New Cover Sheet in Family Court

**A** new requirement in family court cases merges the sensitive data form with the family court cover sheet. Effective March 1, 2010, parties and attorneys must use the new family court cover sheet. Superior Court Administrative Order 2010-014 explains the requirements of existing Family Law Procedural Rule 43(G) regarding protecting sensitive data and appropriate access to that confidential document once filed with the Clerk of the Court's Office. The Administrative Order and sample forms are available at: <http://www.superiorcourt.maricopa.gov/SuperiorCourt/AdministrativeOrders/docs/ao2010-014.pdf>.

Since 2008, a Maricopa County-specific sensitive data form has been required when initiating new family court cases and the initial response on a new family court case in Maricopa County. This form has been updated with check boxes for case type and whether interpreter services are required. The new combined form also reminds filers not to include mailing address information on the form for parties who have protected addresses or who are requesting a protected address at the time of filing the initial complaint. The reminder about protected addresses is because the court rules allow both parties access to the sensitive data form after it is filed with the Clerk of the Court's Office. The new combined form is posted on the Clerk of the Court's website at <http://www.clerkofcourt.maricopa.gov/faxondemand CATALOG.htm#FamilyCourtForms>.

## Remote Access to Records Expands

**T**he Clerk's Office recently posted directions for how attorneys appointed as arbitrators can access the images of public records in adult case types remotely. This service allows registered attorneys to view documents over the internet without having to get paper or CD-based records from the Clerk's records centers. Based on the positive feedback from this service, it has been expanded to other court-support providers such as judges pro tem, guardians ad litem, special masters and hearing officers.

To view records remotely, the attorney needs to first register with the Electronic Court Record Online (ECR Online) at <https://ecr.clerkofcourt.maricopa.gov/login.aspx>. Email a copy of the order naming the attorney as judge pro tem, guardian ad litem, etc. to the customer support email address: [efilesupport@cosc.maricopa.gov](mailto:efilesupport@cosc.maricopa.gov) or fax the document to the Clerk's Office at 602-372-8751. In the email or fax to the Clerk's Office, include the case number and attorney's name as well as preferred contact information in case Clerk staff needs to follow-up. Office staff will manually add the case number to the attorney's list of viewable cases within ECR Online and will email confirmation when the case is added, typically by the next business day. This customer service enhancement improves access for customers and allows the Clerk of the Court's Office to better manage its limited resources.