



## Scanning Guidelines

Since 2002, the Clerk's Office has scanned adult court documents that are filed on paper and placed those images into the Electronic Court Record (ECR).

With mandatory e-filing, there will be fewer paper documents filed with the Clerk; however, the Clerk's Office recommends the following tips for those documents still filed on paper:

- **Case Numbers:** Ensure pleadings have the correct case number to prevent delays in processing. When using templates, check that the party names and case number match before filing.
- **CD-ROMs:** Do not include non-standard items with paper filings, such as CD/DVDs or other items that cannot be scanned, do not comply with court rules or that should be submitted as courtroom exhibits.
- **Back Sides of Pages:** Avoid placing text, stamps or other information on the back side of pages whenever possible. Extraneous information placed on the back side of a page, such as a "Received" stamp, is made part of the permanent record.
- **Tabs and Dividers:** Avoid using tabs on divider sheets. They cannot be scanned. If tabbed dividers are preferred, use only with the copy sent to the judge.
- **Blank Pages:** Avoid using blank pages as dividers. Instead of tabs or blank pages, insert a page with text, such as "Exhibit A."
- **Colored Paper & Photographs:** Avoid colored paper, color printing, photographs, and highlighted text. These may create images which are difficult or impossible to view after scanning with the Clerk's black-and-white scanners.
- **Copies of Pleadings:** Avoid attaching pleadings which are already in the court file (a copy of a previously-filed document may be attached to the judge's copy if necessary).

The complete scanning guidelines are available on the Clerk of the Superior Court's website at [http://www.clerkofcourt.maricopa.gov/scanning\\_guidelines.asp](http://www.clerkofcourt.maricopa.gov/scanning_guidelines.asp).