

# 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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Clerk of the Superior Court

## Filing Reminder

Since January 1, 2007, the Clerk's Office has had the authority to shred original filed documents after ensuring a digital image exists of the filing. By Administrative Order, the digital image is the original court record in the Superior Court in Maricopa County and paper filings are shredded after imaging. Please be aware that not all documents scan the same. Specifically, color photographs and color graphics can be problematic. The Office's scanners scan to black-and-white, meaning grayscale images, color photographs or color-coded charts become black-and-white images when entered into the court record, often having a negative impact on the filing's legibility. Filing parties may file a reproduction of one-of-a-kind documents, keeping the original for the court to mark as an exhibit at a later time. Alternatively, color documents filed electronically will retain the color and legibility with which they are filed. Electronic filings are accepted in all general civil divisions, criminal court trial divisions, and in several family court divisions.

## eFiling Tour

To spread the word that eFiling is available without being mandated by the court, the Clerk's Office is visiting the legal community for updates and training in the electronic filing system available in the Superior Court in Maricopa County. eFiling is available in civil and criminal case types and in several family court divisions. During the lunch hour or at a time chosen by the law firm or organization, representatives from the Clerk's Office will demonstrate how attorneys and legal support staff can register and file electronically. Several large and small firms have already taken advantage of this opportunity. Law firms, attorneys, paralegals, legal assistants, community bar associations and other professional organizations are encouraged to schedule a presentation. Call Joe Silberschlag at 602-506-2171 for additional information.

## Minute Entry Reminder

The Maricopa County Board of Supervisors approved a fee for attorneys who choose to receive minute entries on paper. The fee of \$1.00 per paper minute entry distributed on and after July 1, 2009 is designed to recover paper minute entry preparation and mailing costs, per Supreme Court Administrative Order 2009-01. Attorneys can avoid the charge by providing an email address to which the Clerk's Office will electronically distribute minute entries. The Minute Entry Electronic Distribution Agreement form is available on the Clerk's website and can be submitted online or printed and faxed to the office: <http://www.clerkofcourt.maricopa.gov/forms.asp>.

## Passwords

It is important that electronically filed documents are not password-protected when filed with the Clerk's Office. If password-protecting documents is a part of your regular practice, remember to unprotect those documents before eFiling or they will be rejected by the Clerk's Office. Documents in their original format can also be converted to other formats, such as portable document format (PDF) before eFiling with the Clerk.