

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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eFiling Proposed Orders

Court staff and judges report that many eFiled proposed forms of order cannot be processed electronically by the judges for a number of reasons. When eFiling, proposed orders can be submitted in two ways: as a supporting document to a main document, such as a Notice or Motion, or they can be submitted as a standalone document with the Proposed Order filing type. The eFiling system only allows one proposed order within each filing ID. Common errors that slow or prevent judicial action on an eFiled proposed order include: uploading the proposed order in portable document format (PDF); identifying the proposed order's file type as an exhibit, rather than as a proposed order; and merging the proposed order into one document with its related Notice or Motion, rather than eFiling them as two distinct documents. Ideally, the main document is uploaded in PDF and the proposed order is uploaded in Word 2003 or an earlier version. eFiling proposed orders in Word format allows the judge to edit the document for dates and content when making a ruling. Reviewing the eFiling guidelines on the Clerk's website and heeding these reminders will improve eFiling for the legal community and the bench.

Images>Paper

Since Jan. 1, 2007, the Clerk's Office stopped providing hard copy case files in adult case types initiated after Jan. 1, 2002 to all users of the public court record. Internal court users such as judges, officers and authorized government agency users, such as the county attorney and indigent defense, now view the electronic court record (ECR) from any desktop computer with access to the Clerk's electronic repository. Users with remote electronic access to the ECR may print or save electronic copies of the images they view. Providing direct access to the ECR allows the Clerk's Office to focus its resources on managing the increasing number of Superior Court filings while making access to court records more efficient and consistent for our customers. Access to the ECR also complies with the Supreme Court's directive to proceed with electronic efficiencies as soon as the technology allows.

ECR Milestone

The ECR, or electronic court record, reached the 25,000,000 documents mark in July. The Clerk's Office began digitizing Probate court documents in 1997, followed by other adult case types initiated in 2002 and began digitizing the image of all pleadings filed in adult case types in 2005. Paper documents and documents electronically filed are maintained in the electronic court repository. Juvenile case filings, documents filed under seal and other "exception" documents are received and maintained on paper; however, the majority of filings with the Clerk are now imaged and stored in the ECR. Parties are encouraged to electronically file where available, as more than 90% of filings in Superior Court are received on paper and the paper is later imaged, shredded and recycled.