Service-Driven

Excelling in service and accelerating service

2017-2018 Annual Report

Clerk of the Superior Court

Maricopa County, AZ

Service-Driven



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Welcome to our Office

Welcome to the Clerk of the Superior Court's Office in Maricopa County. We are very pleased to present our 2017 - 2018 Annual Report. The Office accomplished much this past year and it is our hope that you enjoy viewing this report that highlights many of its achievements. This publication also provides an overview of our structure, leadership, annual statistics, office locations, and other information so that you are more familiar with who we are and what we do.

The Clerk of the Court's Office plays a vital role in our community. We serve a wide range of people and strive to provide excellent customer service. We truly are "service-driven," which is the theme of this report. We are determined to both excel in service and accelerate our service. We work daily to provide timely, efficient, professional, friendly service.

This Office has a long history of more than 100 years of service in our state. However, it is the desire of leadership and staff to not just be a part of history, but to be a government organization that is making history...making history through being widely-known for its' remarkable service-driven attitude.

Thank you for taking time to learn more about the important role we play in this community. We hope you enjoy the road ahead as you view our annual report.

The Clerk - Chris DeRose



Chris DeRose became the Clerk of the Superior Court for Maricopa County in March 2018. He was appointed to the position by the Governor of Arizona to the fulfill the remaining term of Michael Jeanes, who retired from the Office.

Chris was previously Senior Litigation Counsel to the Arizona Attorney General, trying 47 cases in front of the Court of Appeals and arguing twice before the state Supreme Court. In addition, he served as professor of Constitutional, International, and Election Law at Arizona Summit Law School where he was voted by his students

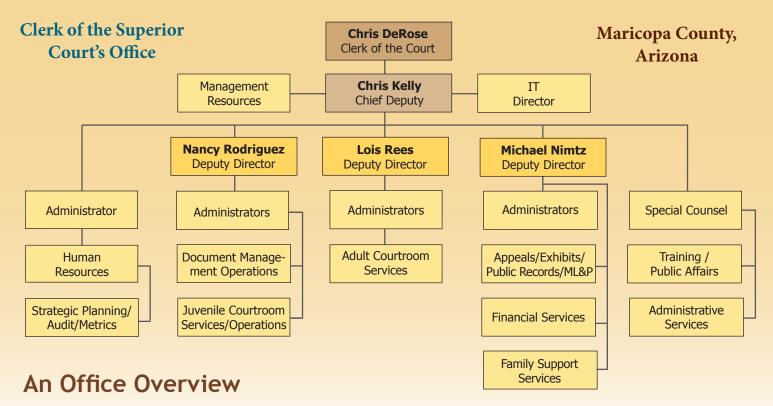
as "Law Professor of the Year."

Chris also is the New York Times bestselling author of *Founding Rivals, Congressman Lincoln*, and *The Presidents' War*.

Chris serves on the board of directors of the Abraham Lincoln Association and scholarly advisory board for President Lincoln's Cottage in Washington DC. He was previously on the governing board of Phoenix Collegiate Academy, a high-performing inner-city charter school. In 2014, the *Phoenix Business Journal* named him among the "Top 40 Under 40" business leaders in the Valley.

Chris was born in Cicero, Illinois. He attended Northern Illinois University and graduated from Grand Canyon University with a B.A. in political science and with a J.D. from Pepperdine University School of Law.

Service Map



The Clerk of the Superior Court's Office was established by the State Constitution to serve the citizens, legal community, and the Superior Court. The Office was created to be responsive to the public, mindful of the taxpayer, and independent of the court itself. The specific and special duties of the Office are assigned by statute, the Arizona Supreme Court, and local and statewide court rules.

The functions of the Clerk satisfy more than 500 state statutes and court rules.

Among the Office's responsibilities are to: provide public access to the records of the actions of Superior Court; keep a docket; attend each Superior Court session to record the actions of the court; receive, distribute, and preserve official court documents; receive filings for Superior Court actions in civil, criminal, mental health, probate, tax, juvenile, and family court matters; provide family support services to the public; collect and disburse court-ordered fees, fines, and victim restitution; store exhibits for all court cases; process passport applications; and issue and record marriage licenses.



Electronic Court Record (ECR)

ECR Online A Popular Destination

The Office has 23,898 attorney's and 54,688 self-represented litigants active in its ECR Online Program. ECR Online was implemented in 2007 to provide a secure, convenient method for attorneys and self-represented parties to register and view their case documents from their own computers rather than visit the Office.

SERVICE START - In 1997, the Office began scanning the paper documents it received in Probate in order to create an electronic court record. Through the years, the scanning effort expanded to all adult case types, marriage licenses, and more recently to juvenile case types.

In addition, in 2005/2006, the Office began backscanning older cases to convert them to an electronic court record. The Clerk's Office has continued to backscan paper documents since this initial effort. These electronic court record initiatives have created one of the largest court ECR's in the nation.

DRIVEN RESULTS -

- More than four million documents were added to the electronic repository this year.
 - The repository currently contains over 64.5 million documents.
 - Nearly 1.5 million documents were backscanned this year.
 - To date, approximately **650 shelving units** for hard-copy case files have been removed as they are no longer unnecessary.
 - Sixty-three government agencies have been granted access to the electronic repository.

eFiling

through a pilot project that allowed participating parties to electronically file case documents for Civil Complex litigation cases rather than physically file them at the filing counters. eFiling permits judges, parties, and the public (where permissible) to view a case simultaneously and increases the speed and efficiency of case processing. Through the years, the eFiling program expanded to the other adult case types (except Probate) and near the end of the fiscal year, eFiling began in Juvenile delinquency cases.

EXTRA MILES

The Clerk of the Court's Office processes an average of 14,590 documents daily.

DRIVEN RESULTS -

- ➤ The Office received 895,427
 eFiled documents this year,
 which is an 11% increase over
 last year's total.
 - - 522,749; Civil 211,231; Family 157,820; Tax 3,522; and Juvenile 105

The Office has 38 public access terminals in four locations (Northeast, Northwest, Southeast, Customer Service Center) for customers to view the electronic court record.

Team Paves Way For Clerk Transition

A first-ever Transition
Team was formed to review the
many changes needed to be made as a
result of the Clerk of the Court retiring during
the year. The Team identified all areas where
changes were needed to provide a smooth,
efficient, expedient transition to the new
Clerk. The Team created a 100-page document
that identified numerous forms, stamps, files,
applications, materials, and website
pages where the Clerk's name
was listed.

New Service Offered

service start - In January 2018, the Office launched a new service on its website that allowed customers to choose a date, time, and location to purchase a marriage license or process a passport application. The locations for this



new service are the Customer Service Center and the courts at Southeast, Northeast, and Northwest.

DRIVEN RESULTS -

- > 5,422 reservations were made in its first six months of operation.
- Customer wait time has been reduced.

Service on Saturday

SERVICE START - In 2015, the Marriage Licenses & Passports Office in Downtown Phoenix opened its doors on select Saturdays to extend the hours of service for customers. This service has continued to be offered each year on different Saturdays since then at this location. This year, two additional locations (Southeast and Northeast) were opened on select Saturdays.

DRIVEN RESULTS -

- > Saturday service was offered nine times at three locations this year.
 - ▶ 463 passport applications were processed.
 - ▶ 172 marriage licenses were issued.
 - ▶ 1,544 certified copies of marriage licenses were printed and mailed to customers.

More than 100 employees and staff teams were recognized this past year for their exemplary service through the Office's annual employee recognition event called "Celebrating And Saluting Employees (CASE). Employees were recognized in four categories: Excellence, Customer Service, Leadership, and Teamwork. Also during the event, other employees received service pins to honor any special milestone office anniversaries.

EXTRA MILES

An average of 36,291 pieces of paper are filed with the Clerk of the Court's Office each day.



Top Billing Again

SERVICE START - In 1996, the Office's Billing and Deferral Unit began participating in Arizona's Tax Intercept Program that collects monies owed to the court through intercepting the tax returns from noncompliant individuals.

DRIVEN RESULTS -

► For the second year in a row, the Unit finished first in Arizona among the various participating court agencies in collections programs.

⊳In total, the Unit collected \$2,136,942.

▶This amount was \$364,576 higher than the previous year.

Victim Locate Program

A Newer **Service Being Greatly Utilized**

In 2017, the Superior Court opened a new Law Library Resource Center (LLRC) that was designed to provide services to those in need of legal information and assistance with court matters. As part of the LLRC, the Clerk's Office opened a file counter window for patrons to file protective orders as well as conduct other filings.

In Fiscal Year 17/18, the LLRC File Counter staff assisted 13,277 customers.

SERVICE START - In Fiscal Year 2009/2010, the Office launched a program called Victim Locate (VL) to find the victims of crime who were not receiving their court-ordered restitution. The VL staff uses multiple sources and contacts to locate the victims whose information was either missing or outdated, often times due to an unreported change of address.

DRIVEN RESULTS -

Currently, the Office has issued 8,634 checks to victims who

were located through the Office's program.

 ▶ These checks have resulted in the disbursement of nearly \$2.7 million.



Juvenile Back-Scanning Project

SERVICE START - In 2016, the Office began converting all inactive paper juvenile documents to scanned (electronic) images. In December 2018, the project was completed.

DRIVEN RESULTS -

- > Staff prepped and scanned 10,282,005 pages.
 - After being scanned and the quality process was completed, the paper documents were disposed, which provided significant storage savings.

files that were in these and many other boxes to electronic images was a major

undertaking for the Office that took more than a year to

An awarding experience

The Arizona Attorney General's Office selected the Clerk of the Court's Victim Locate Program, which is noted above, as a recipient of its' "2018 Distinguished Service Award for Innovative Practices." The award was presented to the Office in recognition of its outstanding contributions to victims and its effort on behalf of victim's rights and assistance.

Arizona Attorney General Mark Brnovich presents his Office's award to the Clerk staff who oversee and work in the VLP program.

EXTRA MILES

Stacks of empty boxes that

once contained thousands

of juvenile documents are

lined up in the Customer

ect of converting the paper

As of 12/31/17, the total actions filed with the Office since its creation in 1871 is 5,037,132 (excluding juvenile cases, the Water case, and marriage licenses).

eCertification

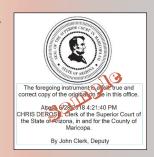
Making a Service Move

At the end of the fiscal year, the Office's Probate File Counter (located in the Old Courthouse) was preparing to move to the Central Court Building's File Counter (201 W. Jefferson, Phoenix, 1st Fl.). The move is the result of the Superior Court moving its probate functions to the East Court Building. All probate documents will be filed at the new Office location.

SERVICE START - In 2013, the Office implemented a pilot program with the Attorney General's Office that allowed the agency to receive an electronic certification of a document that attests to its authenticity. In 2014, the program expanded to the County Attorney Office's Asset Recovery Bureau and Civil Division. This initiative to apply an electronic certification to an electronic or paper document is a change from the traditional format of manually applying a raised certification seal on paper.

DRIVEN RESULTS -

□ In February, the Office added several new features to the eCertification including: date and time the eCertification was completed; a statement of electronic certification; a unique document-file number; statutory language; and a non-raised Superior Court seal.



Helping New Employees

ed an onboarding program to provide new staff members with the tools, support, and knowledge needed for a successful transition to the organization. The 90-day initiative was designed to increase employee engagement and productivity and reduce turnover.



DRIVEN RESULTS -

Success in eSentencing

In 2017, the Office began working with Superior Court to eliminate Sentencing minute entries issued by the Clerk's Office, replacing them with electronic sentencing orders issued by the Court directly through their case management system. The project began with one judge and by the end of the year the entire criminal bench was using eSentencing. In the Clerk's Office, more than 70 courtroom clerks/supervisors were trained in eSentencing. The Office continues to work with the Court to expand the initiative.



Kristyl Howard was selected as the Office's **Employee of the Year** (EoY). Howard serves as a Courtroom Services Lead and was instrumental in the Office's eSentencing initiative. The honorees for the EOY Award are first nominated by other Clerk of Court staff members and selected as an Employee of the Quarter. The EoY winner is then selected from the EoQ honorees.

EXTRA MILES

The Maricopa County Board of Supervisors honored six Clerk employees for their 30 years of service and presented them with special service awards this year.

Service Markers

The Location of Various Office Information



The Office's operating budget - \$39,488,432

- F = Financial-related
- R = Resource-related
- E = Event-related



The Office processes an average of \$486,175 in monies daily.



The Office averages **9,304** transactions through the Cash Management System daily.



(F)

This fiscal year, 650,134 receipts were created in the Office's Receipting System, which totaled \$110,739,071.



To contact the Office via email, customers may send their inquiry to: coccustomerrelations@mail.maricopa.gov



The Office Facebook page, is named "Clerk of Superior Court in Maricopa County"



To contact the Office by phone, customers may call (602) 37-CLERK (602-372-5375)



The Office Twitter feed is named "@MaricopaClerk"



The Office Website address is clerkofcourt.maricopa.gov



To subscribe to The Brief, a monthly publication that provides Office information for the legal community, email the following address to make the request - coccustomerrelations@mail.maricopa.gov



The Case History Index, available on the website, provides statistical and historical information about the court cases the Office has handled since 1871.



Service Markers

The Location of Various Office Information

On Feb. 14 (Valentine's Day), the Office experienced the second-highest daily record in the issuance of marriage licenses when Valentine's Day falls on a Wednesday. A total of **119 couples** purchased a license. The previous Wednesday Valentine's Day record was 138 in 2007. The all-time Valentine's Day record is 221, which occurred on a Friday in 2014.

- F = Financial-related
- R = Resource-related
- E = Event-related

Clerk staff worked with Superior Court to participate in the Arizona Veteran's Stand Down Project by setting up remote courtrooms to hear cases involving veterans.

This year, the Court ruled on over **240 cases** motions and presided on nearly 50 hearings. In addition, the Office's Criminal Financial Obligations Unit completed **155 requests** for financial balances in preparation for court appearances.



Each year, the Office assists with Superior Court's **National Adoption Day Event.** This year's event resulted in the adoption of **261 children**.

Clerk of Court staff assisted in handling payments for the second-ever Child Support Arrest Warrant Workshop

hosted by the Superior Court. The workshop provided parties, who owe support monies, to come to the workshop, make at least one month payment of their obligation, agree to participate in court services, and in turn their warrant was quashed. As a result of the event, \$5,183 was collected in child support.

Clerk staff donated \$3,268 to the County's Combined Charitable Campaign, plus 97 pairs of socks to the homeless and 151 new toys for children in need during the holidays. In addition, the NE staff donated 3,762 bottles of water during the County Water Drive for the homeless.

New Cases Filed

The Filing Counters are the starting point for the majority of Superior Court cases.

Civil

17/18 - 26,228

16/17 - 27,898

15/16 - 26,710

Juvenile

17/18 - 17,627

16/17 - 18,534

15/16 - 19,029

Family

17/18 - 36,591

16/17 - 36,943

15/16 - 35,949

Tax

17/18 - 922

16/17 - 659

15/16 - 958

Criminal

17/18 - 57,107

16/17 - 53,881

15/16 - 53,292

Probate/

Mental Health

17/18 - 17,231

16/17 - 14,618

15/16 - 13,358

Total New Case Filings - 17/18 = 155,706

Alternative Filings (Adult Case Types Only)

The Office has internal and external filing depository boxes to provide an alternative to filing documents at the filing counter. The external boxes are available 24 hours-a-day, seven days-a-week. The internal boxes are available 8 a.m. - 5 p.m., Monday - Friday.

External

17/18 - 36,781

16/17 - 29,609

15/16 - 36,690

Internal

17/18 - 46,376

16/17 - 56,578

15/16 - 60,562

Total Alternative Filings - 17/18 = 83,157

2017 - 2018 Statistics

Minute Entries (MEs)

A minute entry is a written record of court hearings and judges' rulings on cases.

Adult

17/18 - 479,352

16/17 - 515,584

15/16 - 536,856

MEs created

Juvenile

17/18 - 82,170

16/17 - 90,234

15/16 - 93,289

Adult

17/18 - 1,127,204

16/17 - 1,315,848

15/16 - 1,439,760

MEs emailed for distribution to attorneys, agencies, departments

Juvenile

17/18 - 433,926

16/17 - 469,883

15/16 - 514,376

Adult

17/18 - 232,357

16/17 - 242,667

15/16 - 255,793

MEs printed for distribution to self-represented parties

Juvenile

17/18 - 56,478

16/17 - 58,043

15/16 - 62,576

Total Minute Entries Created - 17/18 = 561,522 Average MEs Distributed Daily = 7,340

Family Support Services

Family Support Services sends Withholding Orders to the obligor's employer, who is required to withhold, modify, or terminate withholding support money from their employee's wages. Withholdings are directed to the Support Payment Clearinghouse, who distributes the funds to the obligee.

7017 - 2018 Statistics

Withholdings Order Mailings

17/18 - 20,328

16/17 - 22,356

15/16 - 23,677

Marriage Licenses (MLs) & Passport Applications

License Services issues marriage licenses and also acts as an acceptance agent for passport applications.

Passports

17/18 - 43,107 16/17 - 59,100

15/16 - 50,374

MLs

17/18 - 22,957

16/17 - 23,507

15/16 - 20,581

Recording Services

Recording Services track marriage licenses (MLs) for Maricopa County and provides certified copies of marriage licenses.

MLs Recorded

17/18 - 25,501

16/17 - 24,479

15/16 - 24,464

Certified

17/18 - 21,437

16/17 - 18,806

ML Copies

15/16 - 19,489

Exhibits Processed and Released (Adult and Juvenile)

The Exhibits Department receives and stores exhibits accepted into evidence, as well as materials related to Grand Jury.

Adult

17/18 - 157,549

16/17 - 247,409

15/16 - 267,560

Juvenile

17/18 - 18,984

16/17 - 29,072

15/16 - 29,092

2018 Statistic

Billing/Deferral Unit

Billing/Deferral establishes time payment accounts for persons who have filing fees deferred, jury fee judgments, fines, incarcerated persons who file cases, businesses with commercial accounts, and complex litigation cases that require

additional fees.

Receivables Collected

17/18 - \$3,771,478

16/17 - \$3,861,712

15/16 - \$3,793,028

Criminal Financial Obligations (CFO)

CFO disburses all courtordered financial sanctions, including restitution payments to victims of crime.

Monies
Disbursed
17/18 - \$9,678,760
16/17 - \$12,350,829
15/16 - \$9,285,537

Monies In Trust

The Office holds certain funds in trust for the Court (such as appearance bonds, cost bonds, funds deposited for a preliminary injunction, eminent domain funds, and funds deposited for a temporary restraining order). The funds are released from the Trust pursuant to an order of the court.

Funds Released

17/18 - \$51,383,760

16/17 - \$48,078,485

15/16 - \$35,075,683

Trust Accounts

Accounts Established

17/18 - 5,573

16/17 - 5,369

15/16 - 4,683

Total Amount Established

17/18 - \$38,321,486

16/17 - \$64,129,668

15/16 - \$53,612,576

2017 - 2018 Statistics

Appeals Filed

The **Appeals** Unit processes incoming appeals filed with the Clerk's Office.

FY 17/18
Adult
2,680

FY 17/18
Juvenile
671

Process Server

The Office monitors the certification of private process servers in Maricopa County.

FY 17/18
Applicants
Tested
74

FY 17/18
Application
Renewals
141

Water Case

The Water Case is a lengthy series of proceedings initiated in 1979 designed to determine ownership of surface water rights in Arizona. The Office maintains the claims and provides document access to litigants and the public.

**The official name of the Water Case is the Arizona General Stream Adjudication. Since Maricopa County has the largest number of potential claimants, the Office is responsible for the record keeping for the entire adjudication process.

The case currently consists of 9,705 documents

The case currently consists of **554** volumes

Documents Audited

To ensure quality, the Office audits the documents that are converted to an electronic image and those that are sent in as an electronic image.

FY 17/18
Electronic
Documents
Audited
(Adult Only)
87,054

FY 17/18
Scanned
Documents
Audited
(Adult & Juvenile)
173,274

Dispositions Reported

The disposition is the outcome of a criminal case and it is reported to the Department of Public Safety (DPS) to update criminal history.

2017 - 2018 Statistics

Dispositions Reported to DPS

17/18 - 51,227 16/17 - 52,149 15/16 - 62,587



25 Years Ago (from the 1992/1993 Annual Report)

The Office received a record six national achievement awards from the National Association of Counties (NACo) for its innovative programs that it had implemented that past year to enhance service for county residents. Update - To date, the Office has received a total of 39 NACo Achievement awards.

20 Years Ago (from the 1997/1998 Annual Report)



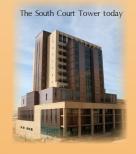
The Office began a pilot project in the Probate Department of scanning the paper documents it received to convert them to an electronic court record. Update - in 2007, the Office began scanning all documents in adult cases, and in 2012 certain juvenile cases began being scanned. Today, the Office has a repository of 64.5 million electronic images.

15 Years Ago (from the 2002/2003 Annual Report)

- The Office began the eFiling initiative in a pilot project with Civil Complex Litigation cases. Update eFiling is available in all case types and this fiscal year the Office received close to 900,000 eFilings.
- □ The Office began allowing customers to use credit cards as a form of payment for copies of court records, marriage licenses, filing fees, and the Clerk's portion of the passport application fee. Previously, the Office only accepted a limited number of credit card transactions.
- ➤ The Office installed new internal filing depository boxes to provide further convenience for customers filing documents.



Newly-installed Internal Filing Depository boxes for customer use.



10 Years Ago (from the 2007/2008 Annual Report)

▷ The Office's website was selected as one of the Top 10 Court Websites in the World by a justice service organization that reviewed over 4,000 court websites.
 ▷ In 2007, the Maricopa County Board of Supervisors unanimously approved funding for a new Downtown Criminal Court Tower on 1st Ave. and Madison.
 Update - The facility, which is called the South Court Tower, was completed in 2012 and houses many Clerk of the Court staff members.

The Road Ahead Total Total

Upgrading the financial systems

The Office is continuing to make progress in its multi-year initiative to upgrade the financial systems, including the Trust system for managing bonds, the Restitution/Fines/Reimbursements (RFR) system, the General Ledger, and billing systems. In 2010, a new Receipting System was developed. In 2012, the RevQ Billing System was upgraded. In 2015, development of the business requirements for a new RFR and General Ledger were completed. During 2018, the new General Ledger system was implemented with the financial and the procurement portions going live in separate phases. Also scheduled for later in 2018 is the Office's migration to a new RFR system. The RFR system manages court-ordered victim restitution receipt and disbursement.

Expanding eFiling service

During the years of 2013 to 2016, the Office experienced a 46% increase in eFiled documents due to expansion in Civil, Criminal and Family Court cases. In early 2018, eFiling expanded to Juvenile delinquincy case filings. Further expansion of additional Juvenile case types is underway. To continue to address the growing need for customers to file their documents electronically, the Office is working with the Administrative Office of Courts and the Superior Court to expand the access to eFiling services.



Increasing the payment options

An important future initiative for the Office is to provide customers the option to make payments online through the website. Currently, payments are made at the filing counter, through mail, across judicial-partner agencies, and over the phone. Online payment intake would begin with deferred fees and then expand to fines, fees, and restitution. Project planning for the initial implementation is projected to commence in 2019.

Enhancing customer service at Northeast

An automated customer management system that provides a more efficient process for customers to be served is planned to be installed for the File Counter at the Northeast Office (NE). Among the benefits of a customer management system is that it alleviates customers having to stand in line before being served. The system, called Qmatic, was implemented at the Northwest Office last year and installed previous years at the Downtown and Southeast filing counters, and at the Marriage Licenses and Passports Offices at the Customer Service Center and Southeast. Currently, NE uses a system called NetPage in the Marriage License/ Passport area.



Service Destinations

Northwest

14264 W. Tierra Buena Lane Surprise, AZ 85374

Northeast

18380 N. 40th St., Suite 120 Phoenix, AZ 85032

Durango Juvenile

3131 W. Durango Phoenix, AZ 85009

Downtown

East Court, 101 W. Jefferson Central Court, 201 W. Jefferson West Court, 111 S. Third Ave. Phoenix, AZ 85003

Southeast Juvenile

1810 S. Lewis Mesa, AZ 85210

South Court Tower 175 W. Madison, Phoenix, AZ 85003

Southeast Adult

222 E. Javelina, Mesa, AZ 85210

Downtown
Justice Center
620 W. Jackson,
Suite 3017
Phoenix, AZ

85003

Customer Service Center

601 W. Jackson Phoenix, AZ 85003

Thank you for viewing the Clerk of the Superior Court's

2017 - 2018 ANNUAL REPORT

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