

Maricopa Lawyer
Clerk's Corner
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eFile Education

By the end of fiscal year 2008, the Clerk's Office demonstrated the Clerk's eFiling Online system to approximately 700 individuals. Free trainings are conducted monthly at the Clerk's administrative offices in downtown Phoenix. The 90-minute sessions are highly recommended for attorneys and legal support staff who will electronically file documents in the Superior Court in Maricopa County. Participants learn the differences between the Clerk's system and the federal PACER system and receive information on third-party vendors qualified to accept electronic filings in superior court. Of the hundreds who received training in eFiling last year, many attended bar-sanctioned CLE's in an extended format that provided background on the need to move away from paper, a behind-the-scenes look at the process, and updates on the future of eFiling in Maricopa County and the State of Arizona.

A list of remaining training dates for presentations at the Clerk's Office in 2008 is posted on the Clerk's website at <http://www.clerkofcourt.maricopa.gov/news/eFileTrainingFlier.pdf>. eFile training videos are available on the Clerk's eFiling website, allowing you to learn the system on your own schedule or as a refresher after attending a live session: <https://efiling.clerkofcourt.maricopa.gov/fdlogin.asp>. Manuals, a quick start guide and frequently asked questions are available from the Help link on the Clerk's eFiling Online website.

Each month over 200,000 superior court paper documents are filed with the Clerk's Office. Paper documents are scanned, converted to electronic format as the original court record and stored within a secure electronic repository. The electronic court record contains over 18.5 million documents which can be accessed electronically at public access terminals in Clerk facilities around the Valley. Limited, direct access to the repository is provided to dozens of government agencies and limited remote access is available to attorneys who register with the Clerk's Electronic Court Record Online (ECR Online).

Legal practitioners in Maricopa County are increasingly taking advantage of electronic business processes. Nearly 6,000 attorneys receive their minute entries electronically. However, fewer than 900 attorneys are currently registered with ECR Online. ECR Online allows attorneys to use the internet to view public documents filed on their own cases and cases on which members of their firm are the attorney of record in adult case types. Attorneys registered in ECR Online can keep up to 100 cases at a time on their viewing list. Sealed or confidential documents are not available online and require a court order to view. Attorneys who have a user name and password for the Clerk's eFiling

Online “live” site will use the same user name and password when registering at the ECR Online site. Registration is available at: <https://ecr.clerkofcourt.maricopa.gov/login.aspx>.

Case Files Relocated

Effective September 30, the Clerk’s Office will begin relocating all physical case files from the Southeast Adult file room in Mesa to the Customer Service Center in Downtown Phoenix. This change enables the Office to redesign the Southeast file room area to meet the public and the Office’s increased needs. Customers needing access to documents or other files at the Southeast facility will be able to view 2002-current cases electronically at any of the Clerk’s locations that offer public access terminals; older case files that are not accessible electronically will be available at the Customer Service Center in Phoenix. Clerk staff can arrange for pre-2002 case files to be delivered to the Southeast facility in Mesa with advance notice.