

Welcome To The Office Of
**THE CLERK OF THE
SUPERIOR COURT**
MARICOPA COUNTY, ARIZONA



Michael K. Jeanes, Clerk of the Superior Court

October 3, 2007

NEWSFLASH

SPAM & Junk Mail Filter Information

The Clerk's Office electronically distributes over 5,500 minute entries each day and more than one million entries annually through the Electronic Distribution program. If you are enrolled in this program and experience a problem receiving minute entries, please review the following checklist and recommendations related to SPAM and Junk Mail filters.

Checklist / Recommendations

- All emailed minute entries are sent from the email address: coc@cosc.mail.maricopa.gov; this address should be added to all "safe sender" lists within your email application.
- Contact your Internet Service Provider (ISP) or any 3rd party SPAM service provider and ensure that emails from the Clerk's Office email address are not being quarantined. ISP and 3rd party providers may update their definitions of SPAM without notice to you.
- Verify that no new updates/changes have been made to your internal/external email application, which may have affected receipt.
- Ensure that your email application or email provider does not block PDF attachments. All minute entries are attached in Portable Document Format (PDF).
- Check your SPAM or Junk Mail folder to see if minute entry emails have been blocked due to words in the Subject Line. The Subject Line contains the title or description of the minute entry and may contain keywords that are commonly filtered by SPAM or Junk Mail programs such as: *Bankruptcy, Divorce, Jail, etc.*
- Check with the judicial division to make certain the correct attorney was endorsed on the minute entry. Also, be sure to keep your email address up-to-date with the Clerk's Office.

- If you are expecting a minute entry for a specific case, all minute entry orders can be viewed at our Minute Entry website at: www.courtminutes.maricopa.gov.

Contact Information

The Clerk's Office is dedicated to assisting you with any issues you may experience with electronic distribution. If problems persist or you need additional information, please contact:

Distribution Center

Clerk of the Superior Court

201 West Jefferson

Phoenix, Arizona 85003

(602) 506-7773

Website References

- Clerk of the Court Minute Entry Website (www.courtminutes.maricopa.gov)
- Electronic Distribution Enrollment Form
(www.clerkofcourt.maricopa.gov/faxondemand/111.pdf)

www.clerkofcourt.maricopa.gov
