



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



Michael K. Jeanes, Clerk of the Superior Court

December 6, 2006

NEWSFLASH

Training offered on OnBase and the ECR

The Clerk of the Court’s Office is offering two training classes that are COJET-accredited to judicial officers and court personnel to help familiarize users with OnBase and the Electronic Court Record. The following is a brief summary of each class offered:

OnBase – OnBase is the Clerk of the Superior Court’s electronic document management program that stores the digital version of the court record. The OnBase class is offered to employees that need a new OnBase account to retrieve digital court documents from the system or for employees that need a refresher class on how to effectively use the retrieval system.

OnBase is often mistaken as part of the Integrated Court Information System (iCIS) or vice versa. It is important to note they are two separate programs and do not display the same information.

ECR (Electronic Court Record) - “Navigating the Electronic Court Record” is a class designed for employees that already have both iCIS and Onbase accounts. This class will enhance your ability to locate and transfer court information quickly and efficiently use your computer’s resources. In this class you will learn what the Electronic Court Record (ECR) is including how to quickly transfer information from one program to another, open and manage multiple windows, and use hotkey shortcuts.

Classes are one-hour long and pre-requisites are not required to take either class. Classes are being held in the computer labs of the West Court Building and the Southeast Adult Court. To register for either class, you may visit the Online Learning Center at: http://ebcss105608/stc/courts/psciis.dll?linkid=569234&mainmenu=COURTS&top_frame=1 or call Josh Jakubczak at 602.372.6220.

The following is a list of the dates, times, and locations for the classes.

WEST COURT BUILDING COMPUTER LAB, 2ND FLOOR:

DATE	CLASS START TIME	CLASS
Wed. Dec. 13	12:15 p.m.	Onbase
Wed. Dec. 13	1:15 p.m.	ECR
Thu. Dec. 14	9:00 a.m.	Onbase
Thu. Dec. 14	10:00 a.m.	ECR
Mon. Dec. 18	1:00 p.m.	Onbase
Mon. Dec. 18	2:00 p.m.	ECR
Fri. Dec. 22	9:00 a.m.	Onbase

Fri. Dec. 22	10:00 a.m.	ECR
Tue. Dec. 26	9:00 a.m.	Onbase
Tue. Dec. 26	10:00 a.m.	ECR
Thu. Dec. 28	12:15 p.m.	Onbase
Thu. Dec. 28	1:15 p.m.	ECR
Tue. Jan. 2	1:00 p.m.	Onbase
Tue. Jan. 2	2:00 p.m.	ECR
Wed. Jan. 3	9:00 a.m.	Onbase
Wed. Jan. 3	10:00 a.m.	ECR
Tue. Jan. 9	10:30 a.m.	Onbase
Tue. Jan. 9	11:30 a.m.	ECR
Thu. Jan. 11	11:15 p.m.	Onbase
Thu. Jan. 11	12:15 p.m.	ECR
Mon. Jan. 15	8:00 a.m.	Onbase
Mon. Jan. 15	9:00 a.m.	ECR
Fri. Jan. 19	10:00 a.m.	Onbase
Fri. Jan. 19	11:00 a.m.	ECR
Mon. Jan. 22	1:00 p.m.	Onbase
Mon. Jan. 22	2:00 p.m.	ECR
Thu. Jan. 25	12:15 p.m.	Onbase
Thu. Jan. 25	1:15 p.m.	ECR
Tue. Jan. 30	1:00 p.m.	Onbase
Tue. Jan. 30	2:00 a.m.	ECR
Fri. Feb. 2	8:00 a.m.	Onbase
Fri. Feb. 2	9:00 a.m.	ECR

SOUTHEAST ADULT COMPUTER LAB:

DATE	CLASS START TIME	CLASS
Thu. Dec. 7	10:00 am	Onbase
Thu. Dec. 7	11:30 am	ECR
Tue. Dec. 12	11:15 a.m.	Onbase
Tue. Dec. 12	12:15 p.m.	ECR
Wed. Dec. 20	12:15 p.m.	Onbase
Wed. Dec. 20	1:15 p.m.	ECR
Wed. Dec. 27	10:00 a.m.	Onbase
Wed. Dec. 27	11:30 a.m.	ECR
Fri. Jan. 5	12:00 p.m.	Onbase
Fri. Jan. 5	1:00 p.m.	ECR
Wed. Jan. 10	9:00 a.m.	Onbase
Wed. Jan. 10	10:00 a.m.	ECR
Wed. Jan. 17	1:00 p.m.	Onbase
Wed. Jan. 17	2:00 p.m.	ECR
Fri. Jan. 26	12:15 p.m.	Onbase
Fri. Jan. 26	1:15 a.m.	ECR
Wed. Jan. 31	10:00 a.m.	Onbase
Wed. Jan. 31	11:30 a.m.	ECR