

A large, stylized graphic of a pair of scales of justice is centered on the page. The scales are rendered in a light gray color with yellow highlights on the pans and the central beam. The background behind the scales consists of a series of white, jagged, triangular shapes that radiate outwards, creating a sunburst or starburst effect. The overall color palette is monochromatic, using shades of gray and yellow.

Clerk of the Superior Court  
Maricopa County

**Doing the Court's  
Business Without a  
Paper File**

**A Brief How-To Guide and FAQ**

# How Will Hard Copy Files Work After 1 January, 2007?

## Cases 2002-2007

### Court File NOT PULLED

2007 – New cases – No hard copy file created

- Instead: All documents available through the Electronic Court Record (ECR) for viewing or printing.

Existing Cases: 2002 – 2006

- Case files have been scanned, imaged and available through iCIS/OnBase (ECR)

## Cases Prior to Jan 2002

### Court File PULLED

Cases Prior to January 2002

- Office will continue to pull files and deliver

NOTE: Hard copy file will be **incomplete**.

- Users will also need to refer to ECR for current documents.
- Ex: As of 8/1/06 all unsigned minute entries are e-filed only, not available in hard-copy file.

# What Should I Do If...

## 1. What should I do if a document icon shows on iCIS but the image does not pull up in the ECR?

Email the "ECR Hotline" (ecrhotline@mail.maricopa.gov) with the case number, document title and file date. The hotline is monitored throughout the day, and requests to the Hotline are handled as priorities. Please state how soon the image is required: "Need for hearing on \_\_\_\_\_". You will be notified by email as soon as the image is available.

## 2. What should I do if the document in OnBase is incomplete (only a partial document)?

Email the "ECR Hotline" (ecrhotline@mail.maricopa.gov) with the case number, document title and file date. Example: "The PSR filed in CRxxxx-xxxxxx on 11/1/06 is missing a page."

## 3. What should I do if I find a document has been filed or docketed in the wrong case?

Email the "ECR Hotline" (ecrhotline@mail.maricopa.gov) with the case number, document title and file date. Example: "The Motion to Continue filed in CVxxxx-xxxxxx on 10/12/06 does not belong to that case."

## 4. What should I do to obtain more training and assistance in working with the ECR?

There are two different things you will need:  
iCIS Training and OnBase Training.

- For OnBase training: Contact Josh Jakubczak, Clerk of the Court Training and Staff Development, at 372-6220.
- For iCIS training,
  - i. Clerk of Court staff should contact the COC training department
  - ii. Court staff should contact CTS.

## 5. What should I do if I have a new bailiff and he/she needs access to OnBase right away?

Have your new bailiff attend an OnBase training class, which is held every Tuesday at 1:00 p.m. in the COC WCB2 computer lab. Sign up for the class in advance using the online class registration system (Pathlore). Or, if even faster access is needed, contact Josh Jakubczak, Clerk of the Court Training and Staff Development, at 372-6220 to arrange for expedited training.

**6. What's the difference between iCIS and OnBase?**

OnBase is the image of the document and is maintained by the Clerk of the Court.

iCIS is the docket, and contains the links that will take you to OnBase. As soon as you click on the link – the “paper” icon on the docket screen, you will be taken to OnBase, which is the image of the document.

# **1/1/07 Frequently Asked Questions**

## **1. Are all paper files going away on 1-1-07?**

A. No. Beginning in 2007, the Clerk's Office will stop pulling hard copy files for internal court users or the public for adult case types initiated after Jan. 1, 2002. These cases have been scanned and imaged and are available for viewing electronically. All requests for 2002 and more recent adult public case files will be directed to the electronic court record (ECR). Public access terminals are available at all Clerk's locations for the public; internal court users will view the images from their computer.

## **2. Will 1/1/07 apply to Juvenile matters?**

A. No. Juvenile filings and hard copy files will still be maintained.

## **3. Will 1/1/07 apply to the Water Case?**

A. No. Paper filings and the hard copy file will still be maintained.

## **4. How will we pull a Sealed file/Sealed document?**

A. Access to sealed files and documents will not change after 1/1/07. These will continue to be maintained in the Clerk's Discovery & Confidential department and will be pulled manually.

## **5. Does 1/1/07 apply to Deposition and Transcripts?**

A. No. Depositions and Transcripts will continue to be maintained in paper format.

**6. Will Sentencing Minute Entries (with an original thumbprint) be subject to 1/1/07?**

- A. Sentencing Minute Entries will be scanned and available only via the ECR. The original will continue to be maintained.

**7. Does 1/1/07 apply to original Wills?**

- A. Original wills will be scanned and available only via the ECR. The paper original will continue to be maintained. However, statutes only allow the Clerk to file wills as part of filing a probate case; wills may not be filed with the Clerk as stand-alone documents for safekeeping.

**8. What will happen to Paper Bonds after 1/1/07?**

- A. Paper Bonds will be scanned and available only via the ECR. However, the Clerk's Office will continue to maintain Paper Bonds in paper format in case the Court orders that the original Paper Bond be released back to the person posting the bond.

**9. Will "miscellaneous" documents be subject to 1/1/07?**

- A. "Miscellaneous" documents are not in the ECR. The current process will not change.

**10. Will 1/1/07 affect Mental Health cases?**

- A. The Clerk's Office will no longer maintain a paper file. Access will only be via the ECR. Only those internal users authorized to see Mental Health documents will see the document on the ECR. The public will continue to require authority from the court before being allowed access to Mental Health documents.

**11. Will Exhibits utilized in court and/or offered in evidence be subject to 1/1/07?**

- A. There will be no change to court exhibits related to 1/1/07. The current process remains in place.

**12. How do Lower Court appeals processes change after 1/1/07?**

1. **Lower Court Appeals (LCA):** Access to the Lower Court Appeal files will only be available via the ECR. Original documents received from a lower court will be remanded to the court of original jurisdiction.
2. **Special Action:** Access to Special Actions will be available via the ECR.
3. **Administrative Review:** Access will be available via the ECR. The original Administrative Record will be returned to the administrative agency.

**13. How will arbitrators access the court file after 1/1/07?**

- A. Arbitrators will continue to receive paper until alternative means to the court record is explored.

**14. How will a case that is appealed to the Court of Appeals be processed?**

- A. A paper record will continued to be provided until alternative means to manage the court record are explored.

**15. How will Post Conviction Relief documents (PCR's) be processed after 1/1/07?**

- A. There will be no change from the current process.

**16. How will the record be transferred in a Change of Venue after 1/1/07?**

- A. There will be no change from the current process. A paper record will continued to be provided until alternative means to manage the court record are explored.

**17. How are documents from another County or another Court handled with respect to the ECR?**

**A. Matters from another County heard in Maricopa County:**

- There will be no change from the current process.
- After the hearing/trial, the original off-line minute entry as well as the original pleadings/documents will be returned to the Clerk's Office of the other county, as is the current practice.

- B. Document filed by mistake from another jurisdiction:** The document will be identified during the audit process and sent to the correct court.

**18. Will 1/1/07 affect Grand Jury matters?**

- A. **Open cases:** These are available only on the ECR.
- B. **Closed cases:** These remains confidential and the current process will not change.

**19. Will 1/1/07 affect Death Penalty Cases?**

- A. We will no longer maintain a paper file. Access will only be via the ECR.

**20. Will 1/1/07 affect Search Warrants?**

- A. No. Unsealed documents will be available via the ECR.