Media Guide 2010

Records and Court-Related Requests

Clerk's Office – Maricopa County

Clerk of the Superior Court

for Maricopa County, Arizona

Michael K. Jeanes, Clerk

Superior Court

Makes Judicial Rulings

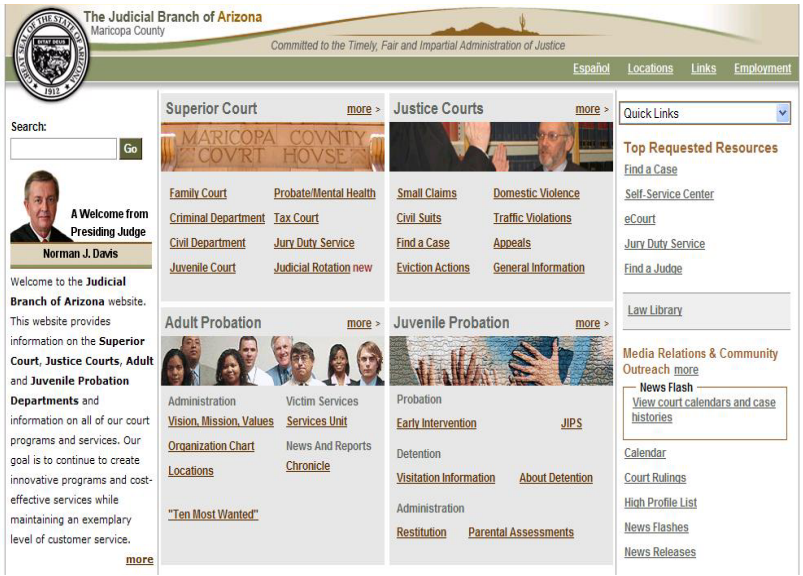
Clerk of Superior Court

Maintains Official Court Records

Maricopa County Superior Court

The Arizona State Constitution defines the court and the clerk as two separate agencies.

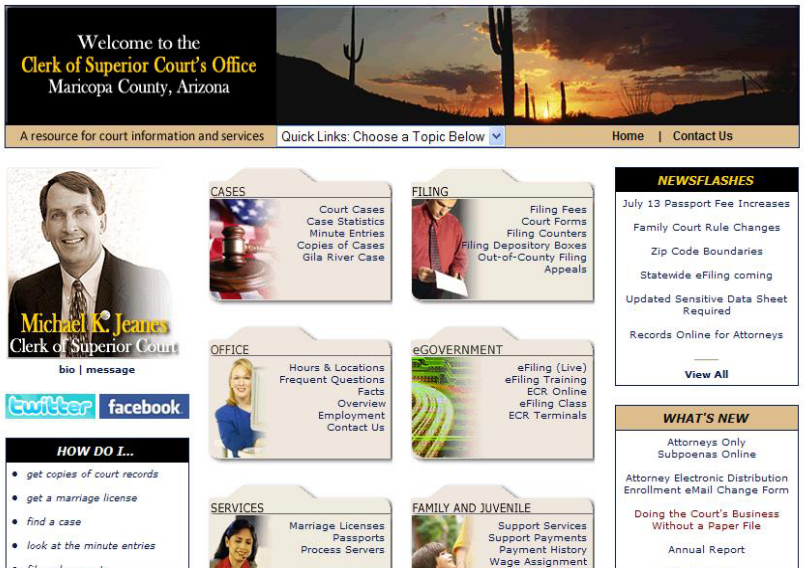
Superior Court – Judicial Branch



"The Bench"

Presiding Judge - Norman J. Davis

Clerk of the Superior Court



"The Clerk"

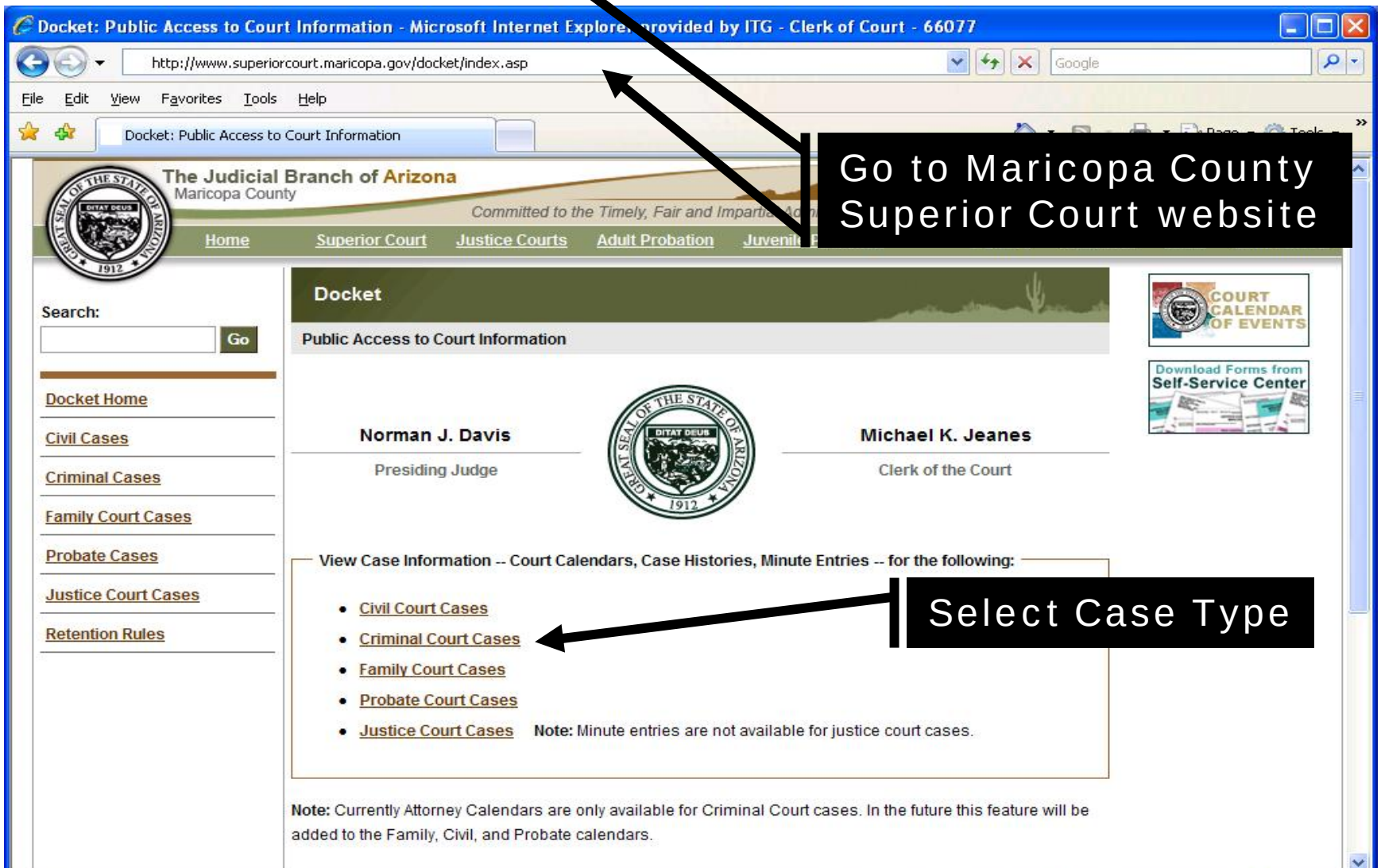
Elected Official – Michael K. Jeanes

http://www.superiorcourt.maricopa.gov/

http://www.clerkofcourt.maricopa.gov/

How to Look Up Hearing Information

http://www.superiorcourt.maricopa.gov/docket/index.asp



How to Look Up Hearing Information

http://www.superiorcourt.maricopa.gov/docket/index.asp

Docket: Criminal Court Case History - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address http://www.superiorcourt.maricopa.gov/docket/CriminalCourtCases/caseSearch.asp Go Links

The Judicial Branch of Arizona
Maricopa County

Committed to the Timely, Fair and Impartial Administration of Justice

Home | Superior Court | Justice Courts | Adult Probation | Juvenile Probation

Search:

Go

Docket Home
Civil Cases
Criminal Cases
Family Court Cases
Probate Cases
Justice Court Cases
Retention Rules

Docket > Criminal Court Cases

Criminal Court Case History

Search by Last Name/First Name

Last Name: First Name: Search

Search by Initials and Date of Birth

Last Name Initial: First Name Initial: DOB: mm/dd/yyyy Search

Search by Case Number

Case Number: Search

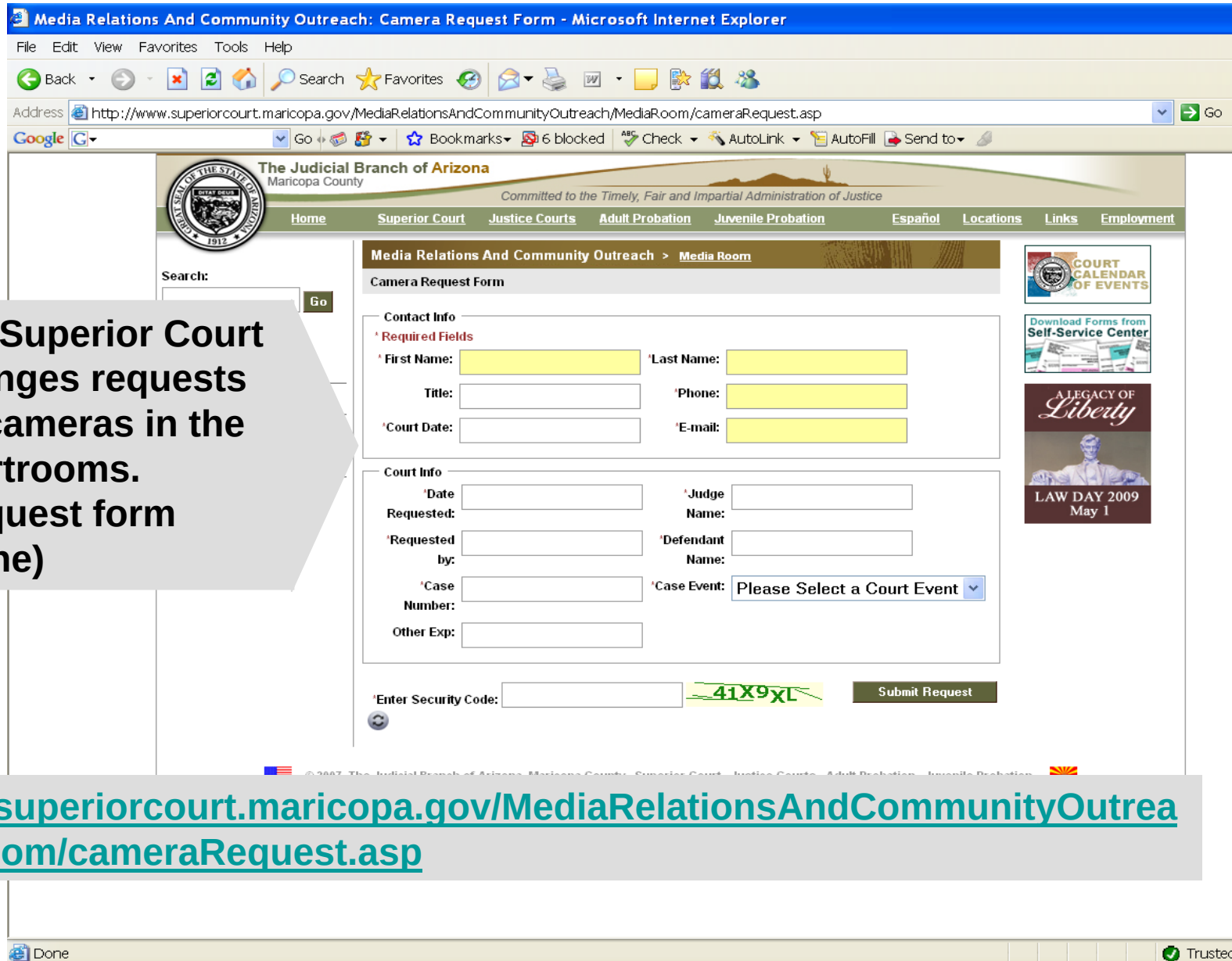
Search for case by name <u>or</u> by case number.

See bullet point 2.

1. **You can search for a court case by name <u>or</u> case number on the Superior Court's online docket.**

2. **Multiple defendants will share a common case number with a unique defendant identifier suffix (-001, -002, etc.)**

Cameras in the Courtroom

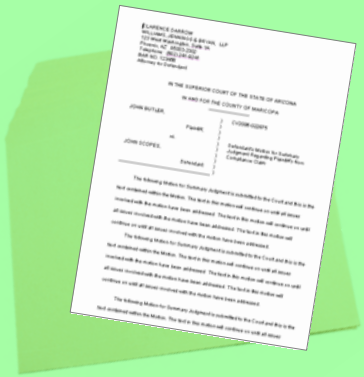
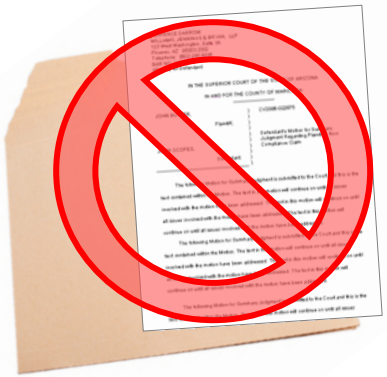
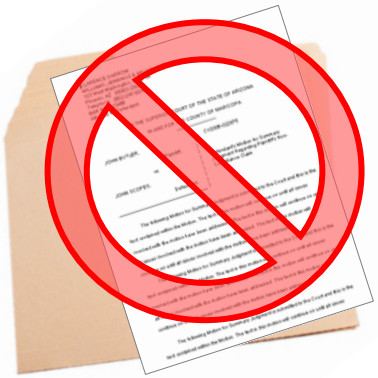


The Superior Court arranges requests for cameras in the courtrooms. (Request form online)

http://www.superiorcourt.maricopa.gov/MediaRelationsAndCommunityOutreach/MediaRoom/cameraRequest.asp

Court Records

Clerk of Superior Court vs. Justice Courts & Muni Courts

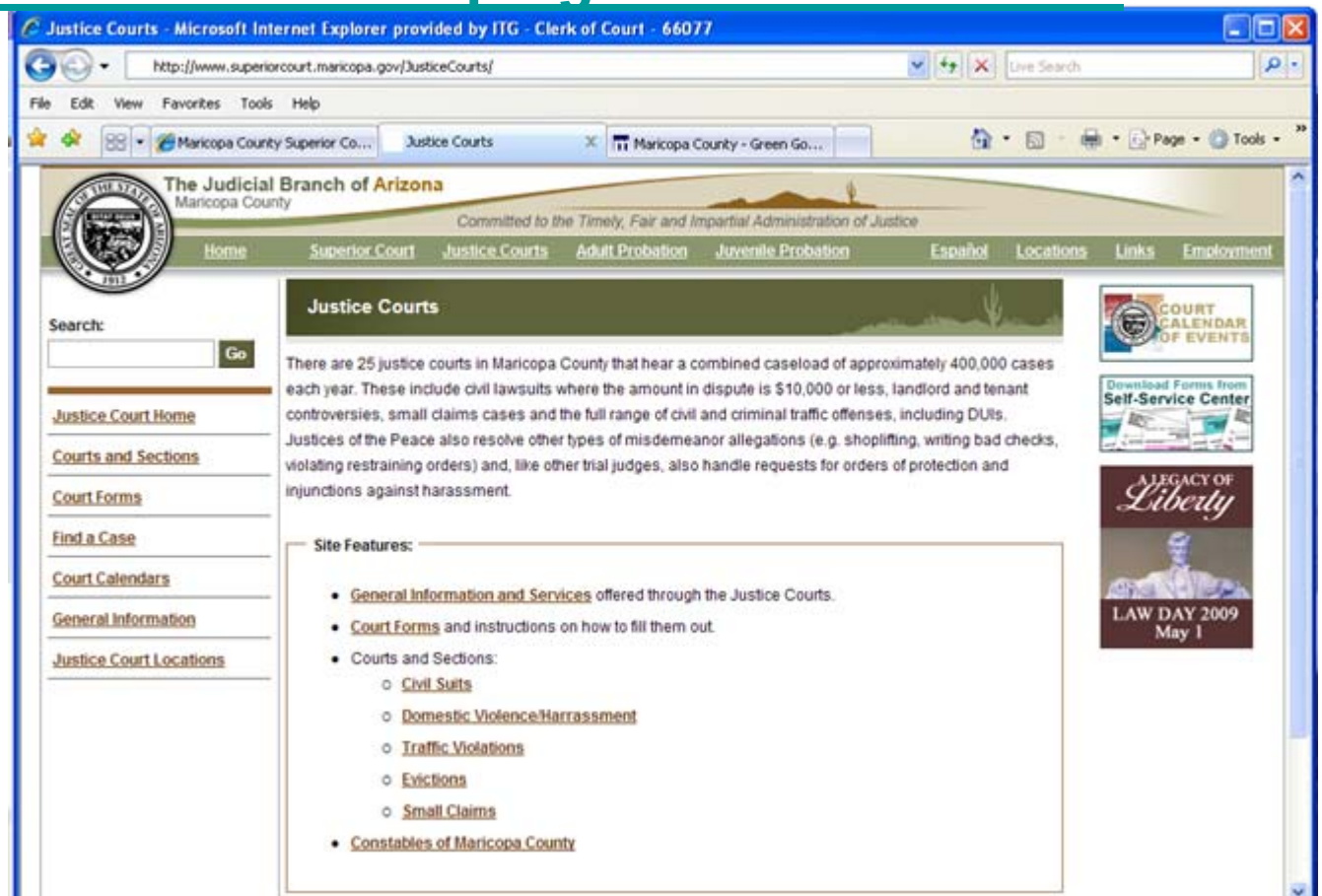
Superior Court	Justice Court	Municipal Court
		

- ➔ **Clerk of Court maintains Superior Court records in Maricopa County**
- ➔ **Does not maintain records for Justice or Municipal Courts**

Justice Court Records

Available by contacting the court hearing the case. See the Justice Courts website:

http://www.superiorcourt.maricopa.gov/JusticeCourts/

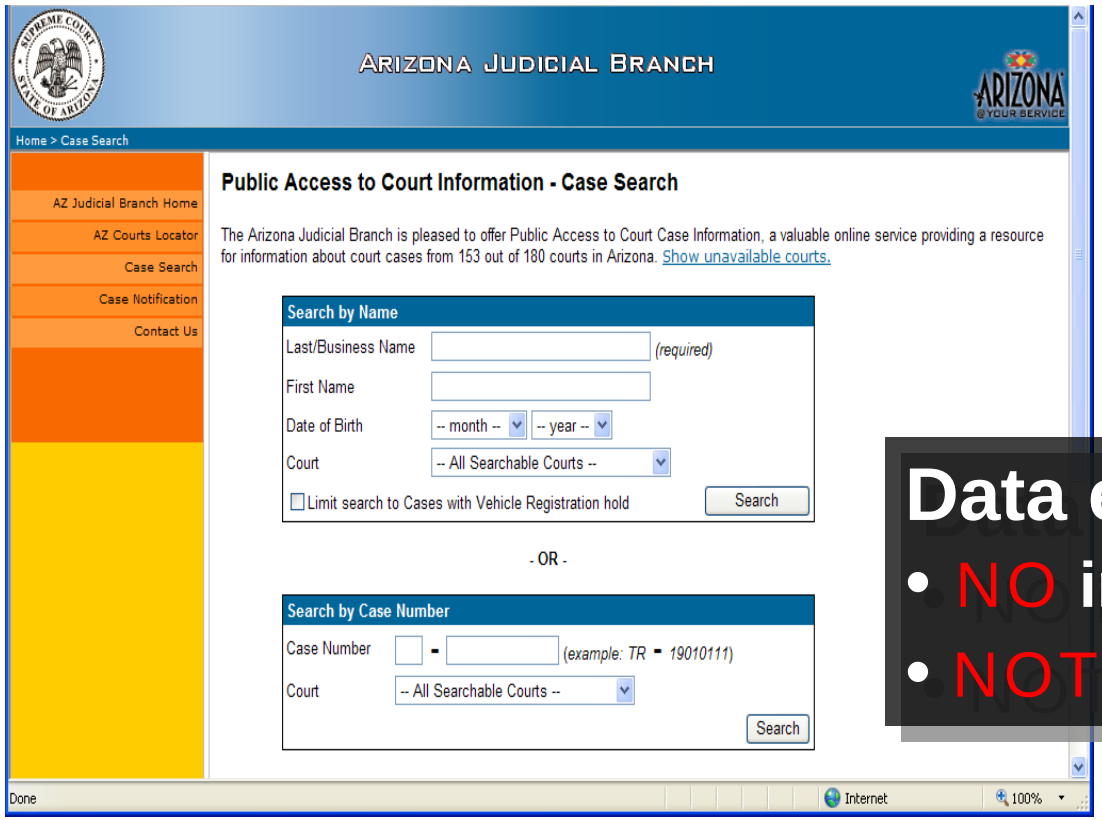


Sources of Public Records

Only the official court record maintained by the custodian of records is the complete record.

Sources of Public Records

Supreme Court Public Access to Court Information on all levels of Arizona courts.



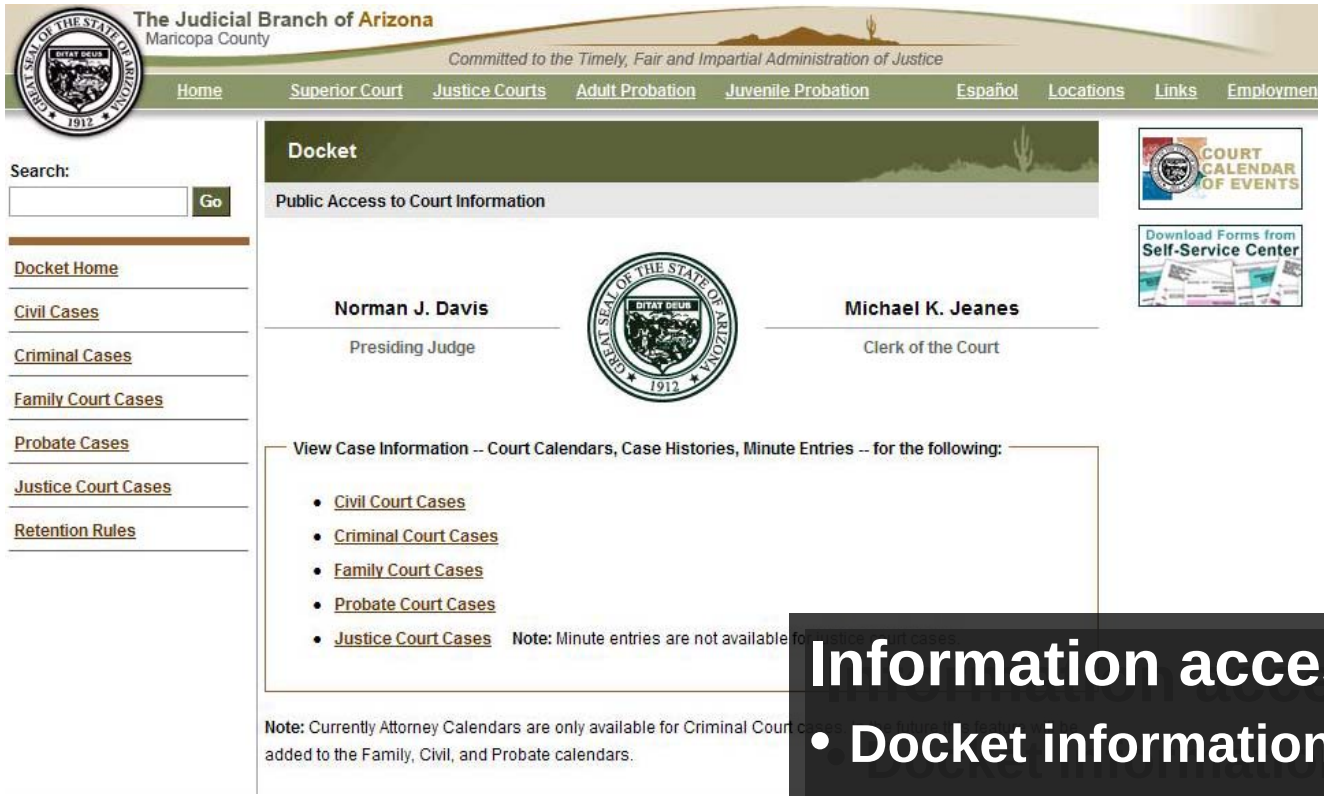
Data elements only-

- NO **images, and**
- NOT **the official record**

http://apps.supremecourt.az.gov/publicaccess/

Sources of Public Records

Maricopa County Superior Court Case Information



Information accessible:

- **Docket information**
- **NO images**

http://www.superiorcourt.maricopa.gov/docket/index.asp

Records available

Generally, anything not **confidential** <u>or</u> **sealed** is available as a public record.

Docketing Court Records

Documents are scanned and docketed in priority order.

When a filing appears on the online docket, the image of the public record is available from the Clerk's Office at any public access terminal.

Clerk's Office locations with public access terminals

http://www.clerkofcourt.maricopa.gov/clerk_loc.asp

Northwest Regional Court Center
14264 West Tierra Buena Lane
Surprise, AZ 85374

Northeast Regional Court Center
18380 N. 40th St. Suite 120
Phoenix, AZ 85032

Customer Services Center
601 W. Jackson St.
Phoenix, Arizona 85003

Southeast Court Complex
222 E. Javelina,
Mesa, Arizona 85210

Copy price per page

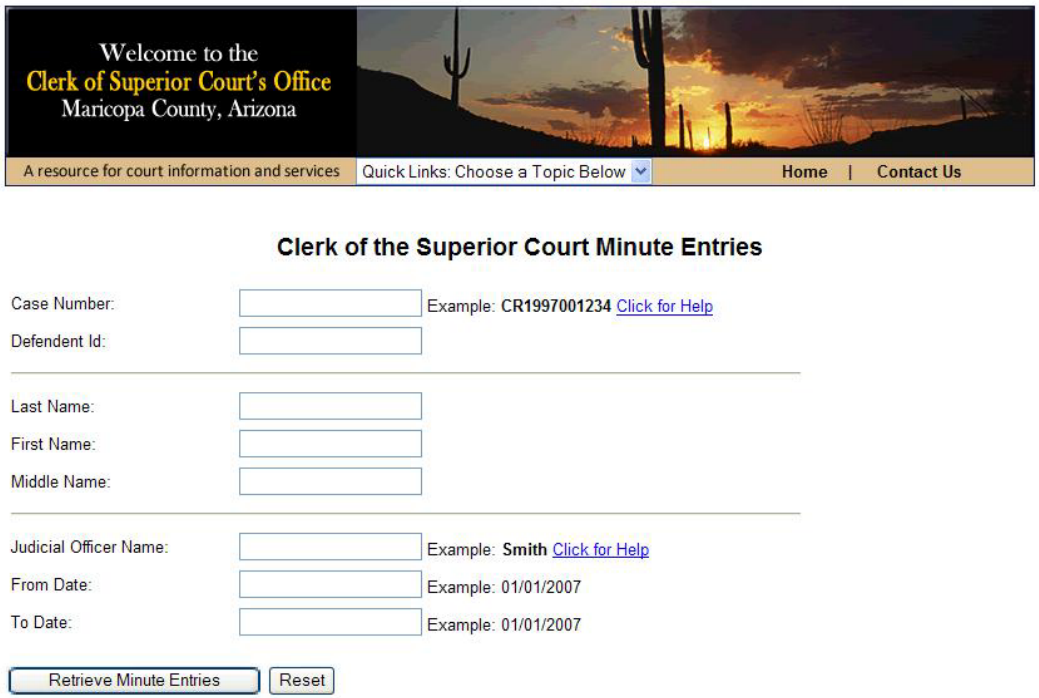
50 cents **per page as of July 2010 (A.R.S. 12-284)**

Other Sources of Public Records

Online Minute Entries

Some Minute Entries are available online:

http://courtminutes.maricopa.gov/



Other Sources of Public Records

"Offline" Minute Entries

Some Minute Entries are prepared "offline" and are available at public access terminals but not online.

Restricted Records

- Sealed records **are not public and are available by court order only.**
- **Access to** confidential records **is determined by statute, court rule and order.**

Exhibits – 1 of 3

- Exhibits entered into evidence in a trial may be available at the Clerk's Office . . .

- The Court determines by order at the final resolution of a case what is kept by the Clerk and what is returned to counsel or the parties

Exhibits – 2 of 3

- A listing of the trial's exhibits is available as a public record following the final resolution of a case

- Sealed exhibits are determined by law and court order and require further court order to make available for viewing or reproduction

Exhibits – 3 of 3

- The Clerk retains records and exhibits according to the Records Retention and Disposition schedule in the Arizona Code of Judicial Administration, section 4-302

- Audio and video exhibits require a court order for the Clerk to release. The Clerk does not provide equipment to hear, view or record audio and video exhibits

Business Accounts for Copies of Records

- Media outlets and frequent purchasers of court records can apply with the Clerk's Office for a business account
- Copies will be charged monthly against the business account, rather than paying at the time of each request
- For details, email Aaron Nash: nasha@cosc.maricopa.gov

* Example above is not the actual account statement

FAQs – 1 of 3

Form IV

- **The Probable Cause Statement, or "Form IV," is filed with the Clerk's Office as part of the prosecution's filing of a Direct Complaint or via Indictment. It is unavailable until its supporting document is filed.**
- **A Form IV may be available from the referring law enforcement agency by providing that agency the original report number.**

Form IV

FAQs – 2 of 3

Jury lists

- At the end of a trial the jury list will only be available as a public record if ordered so by the court (A.R.S. 21-312)

Transcripts

- Electronically recorded court proceedings can be requested from the Superior Court by calling 602-506-7100. For transcripts call 602-506-3204

FAQs – 3 of 3

Reading from court documents

Clerk staff will not **interpret the language of court records but** will assist with **obtaining copies of the official court record or arranging access to view public records.**

Michael K. Jeanes, Clerk of Court
*** Electronically Filed ***
George Knecht
Filing ID 2198
5/18/2005 10:01:10 AM

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BAR NO. 018956
Attorney for Defendant

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MARICOPA

For more information, visit the Clerk's website at

www.clerkofcourt.maricopa.gov

or contact the Clerk's Public Affairs & Education department:

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Phoenix, Arizona 85003
602-506-2309

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