

# Media Guide 2009

## Special Warrants (SW)



**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 screenshot shows the homepage of the Superior Court website. At the top, it reads "The Judicial Branch of Arizona, Maricopa County" with the tagline "Committed to the Timely, Fair and Impartial Administration of Justice". There are navigation links for "Español", "Locations", "Links", and "Employment". A search bar is present. The main content area is divided into several sections: "Superior Court" (with sub-sections like Family Court, Probate/Mental Health, Criminal Department, Civil Department, Juvenile Court, Adult Probation, and Juvenile Probation), "Justice Courts" (with sub-sections like Small Claims, Domestic Violence, Civil Suits, Traffic Violations, Appeals, Forcible Detainers, and General Information), and "Quick Links" (including Find a Case, Self-Service Center, eCourt, Jury Duty Service, Find a Judge, and Law Library). A "Top Requested Resources" section is also visible. A sidebar on the left features a "Welcome from Presiding Judge Barbara Rodriguez Mundell" and a "Ten Most Wanted" section. The footer contains copyright information and additional navigation links.

## “The Bench”

Presiding Judge Barbara Rodriguez Mundell

## Clerk of the Superior Court

The screenshot shows the homepage of the Clerk of the Superior Court website. At the top, it reads "Welcome to the Clerk of Superior Court's Office, Maricopa County, Arizona" with the tagline "A resource for court information and services". There are navigation links for "Home", "Feedback", and "Contact Us". A "Quick Links: Choose a Topic Below" dropdown menu is present. The main content area is divided into several sections: "CASES" (Court Cases, ECR Online, Case Statistics, Minute Entries, Copies of Cases, Gila River Case), "FILING" (eFiling (Live), eFiling Training, Filing Counters, Alternative Filing, Filing Fees, Court Forms, Appeals), "OFFICE" (Hours & Locations, Frequent Questions, Facts, Overview, Employment, Contact Us), "SERVICES" (Marriage Licenses, Passports, Notary Bonds, Process Servers), "FINANCIAL" (Restitution, Money Matters, Finding Funds, Billing/Ceferal, Criminal Payments, Payment Options), "FAMILY AND JUVENILE" (Support Services, Support Payments, Payment History, Wage assignment, Adoptions, Juvenile, DCSE), "LEGAL" (The Brief, Clerk's Corner, Address Change, Scanning Guidelines, Advice & Information, Legal News), and "OTHER" (Publications, Office Survey, Court Terms, Related Links). A "HOW DO I..." section lists various services like getting copies of court records, finding a marriage license, finding a case, looking at minute entries, filing a document, eFiling a document, finding a court form, finding out filing fees, finding a court location, and applying for a passport. A "LATEST NEWS" section includes "Newsflashes" (New Civil Cover Sheet Required, Helping Algerian Courts, Still Shining...2007 - 2008 Annual Report, Permissive eFiling) and "Doing the Court's Business Without a Paper File" (eFiling Training, Annual Report, Strategic Plan, Other News). The footer contains copyright information and additional navigation links.

## “The Clerk”

Elected Official – Michael K. Jeanes

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

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

# Special Warrants (SW)

## Requests for warrant-related records:

- search warrants
- buccal swabs
- blood draws
- pen registers
- wire taps



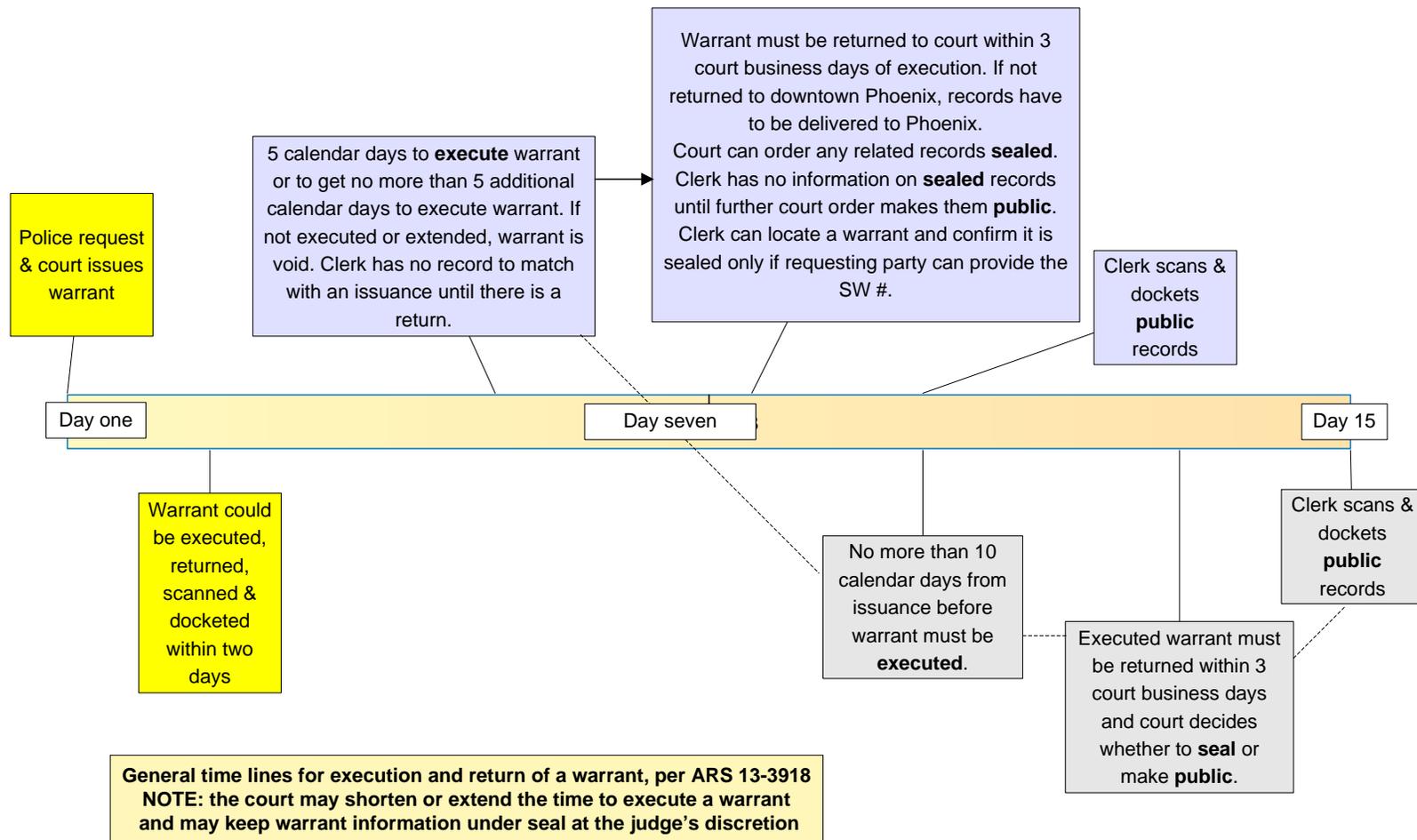
# Search Warrants, see:

- Arizona Revised Statutes,
- Title 13,
- Article 8 (13-3911 through 13-3925)

The screenshot shows a web browser window with the URL <http://www.azleg.gov/ArizonaRevisedStatutes.asp?Title=13>. The browser's address bar includes a "Live Search" field. The page header features the "Arizona State Legislature" logo and a "Bill Number Search" field. Below the header is a large image of the Arizona State Capitol building. A navigation menu includes links for "Senate", "House", "Legislature", "Bills", "Committees", "Statutes", "Executive", "Calendars", and "News". The main content area is titled "Title 13 - Criminal Code" and includes a search box for "Search Title 13" with a "Search" button. Two radio buttons are present: "Show links as HTML Documents" (selected) and "Show links as Word Documents". The content lists "Chapter 1 GENERAL PROVISIONS" with the following items:

- 13-101 Purposes
- 13-101.01 Additional purposes of the criminal law
- 13-102 Applicability of title
- 13-103 Abolition of common law offenses and affirmative defenses; definition
- 13-104 Rule of construction

# Search Warrant Process



# Search Warrants – Public Unsealed

- **Generally, a search warrant may be issued, executed, returned and available as a public record in as few as two days or as many as 15 days. The court has discretion to extend timeframes or keep records under seal to preserve ongoing investigations or as justice requires.**
- **Providing the Clerk an SW number is the best way to locate a record. The Clerk can search for a record based on a name or location, but this takes longer and is not the most reliable method.**
- **The content of public records are available as they were filed with the Clerk – the Clerk only redacts information when instructed to do so by court order.**

# How to Look Up a Court Case

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

The screenshot shows a Microsoft Internet Explorer browser window displaying the Maricopa County Superior Court website. The address bar shows the URL <http://www.superiorcourt.maricopa.gov/Docket/Index.asp>. The page title is "Docket: Public Access to Court Information - Microsoft Internet Explorer". The website content includes a search bar, a sidebar with navigation links, and a main area with the court seal and case type selection options.

**Go to Maricopa County Superior Court website**

**Select Case Type**

**Search:**

**Docket**  
Public Access to Court Information

**Barbara R. Mundell**  
Presiding Judge

**Michael K. Jeanes**  
Clerk of the Court

**View Case Information -- Court Calendars, Case Histories, Minute Entries -- for the following:**

- [Civil Court Cases](#)
- [Criminal Court Cases](#)
- [Family Court Cases](#)
- [Probate Court Cases](#)
- [Justice Court Cases](#) **Note:** Minute entries are not available for justice court cases.

**Note:** Currently Attorney Calendars are only available for Criminal Court cases. In the future this feature will be added to the Family, Civil, and Probate calendars.

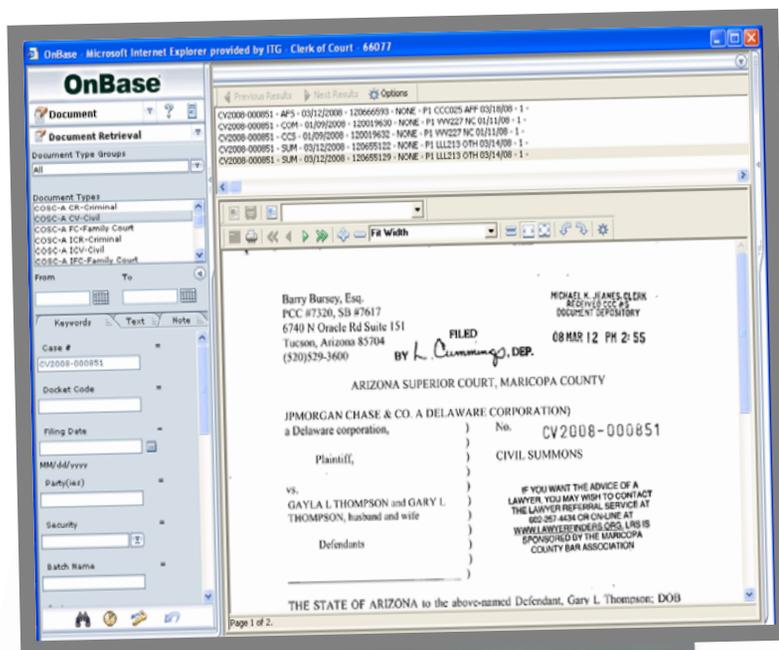
**Availability:** Due to auditing that occurs up to 24 hours after information is added to the docket, some entry modifications may occur. (The system is unavailable Tuesday through Saturday from 3:00 am to 4:00 am.) Any other planned system downtime or problems will be noted below.

# How to Look Up a Court Case

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

1. You can search for a court case by name or 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.)

# Public records are available at public access terminals around the Valley



# Clerk's Office locations with public access terminals

[http://www.clerkofcourt.maricopa.gov/clerk\\_loc.asp](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

# Search Warrants - Sealed

- **If a search warrant is sealed, the Clerk's Office can only locate it by the SW number. The Clerk can confirm a search warrant is sealed if the SW# is provided.**
- **Sealed search warrants remain sealed until further order of the court. If additional information is desired, a court order to unseal the warrant is required.**
- **A motion to obtain information on a sealed search warrant must be filed with the Criminal Court Presiding Judge.**



For more information, visit the Clerk's website at

[www.clerkofcourt.maricopa.gov](http://www.clerkofcourt.maricopa.gov)

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

**Aaron Nash**, Programs Manager  
620 W. Jackson St, Suite 3017  
Phoenix, Arizona 85003  
602-506-2309

[nasha@COSC.maricopa.gov](mailto:nasha@COSC.maricopa.gov)

Welcome to the Clerk of Superior Court's Office  
Maricopa County, Arizona

A resource for court information and services

Quick Links: Choose a Topic Below

Home | Feedback | Contact Us



**Michael K. Jeanes**  
Clerk of Superior Court

bio | message | mission

- HOW DO I...**
- get copies of court records
  - get a marriage license
  - find a case
  - look at the minute entries
  - file a document
  - eFile a document
  - find a court form
  - find out filing fees
  - find a court location
  - apply for a passport

**CASES**

- Court Cases
- ECR Online
- Case Statistics
- Minute Entries
- Copies of Cases
- Gila River Case

**FILING**

- eFiling (Live)
- eFiling Training
- Filing Counters
- Alternative Filing
- Filing Fees
- Court Forms
- Appeals

**OFFICE**

- Hours & Locations
- Frequent Questions
- Facts
- Overview
- Employment
- Contact Us

**SERVICES**

- Marriage Licenses
- Passports
- Notary Bonds
- Process Servers

**FINANCIAL**

- Restitution
- Money Matters
- Finding Funds
- Billing/Deferral
- Criminal Payments
- Payment Options

**FAMILY AND JUVENILE**

- Support Services
- Support Payments
- Payment History
- Wage Assignment
- Adoptions
- Juvenile
- DCSE

**LEGAL**

- The Brief
- Clerk's Corner
- Address Change
- Scanning Guidelines
- Advice V. Information
- Legal News

**OTHER**

- Publications
- Office Survey
- Court Terms
- Related Links



**eVentures** - a site dedicated to the Office's electronic endeavors.

**LATEST NEWS**

**Newsflashes**

- New Civil Cover Sheet Required
- Helping Algerian Courts
- Still Shining...2007 - 2008 Annual Report
- Permissive eFiling
- Doing the Court's Business Without a Paper File
- eFiling Training
- Annual Report
- Strategic Plan
- Other News**