

THE

BRIEF

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An electronic update for the legal community providing a brief look at news in the Clerk of the Superior Court's Office



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Clerk of the Superior Court

Accurate Electronic Records

An accurate records system is a necessity for any clerk's office. In a paper process, the national standard is 99.5% accuracy in the court record. In any process, there will inevitably be some margin of error. Since the Clerk's Office began scanning documents with the resulting image becoming the official court record, the Office has maintained a 99.9% accuracy rate, due in part to numerous quality control checks and audits. While this high accuracy rate is cause for celebration, the Clerk's Office will continue to improve accuracy. With our volume reaching over 11,000 documents filed each business day in Maricopa County Superior Court, there will continue to be room for improvement.

Civil Practice Tips

Michael Jeanes, Clerk of the Superior Court in Maricopa County, will be taking part in a State Bar "Nuts and Bolts" CLE in April for civil court practitioners. While the day's agenda will help attorneys new to the practice of law, there are tips to remember that are helpful for anyone practicing in the Superior Court. For example, the formatting of pleadings and exhibits makes a considerable impact on the amount of time it takes to file and process a case and the ease with which the judicial officer can review the documents.

When submitting exhibits on CD-ROM, for example, the more specifically labeled the exhibit, the more easily it can be used. While "Plaintiff's exhibits" offers little usable information or identification, "Smith v. Jones, CV2007-012345; Plaintiff Smith's exhibits 1-6; March 5, 2007" is more specific and captures all the information necessary to identify the records, as well as allowing the Clerk to accurately handle the exhibit. For more information, contact the Clerk's Office at 602-506-3360.

eFiling Reminders

It is important to remember some ways in which eFiled cases differ from traditional paper-filed cases. When eFiling in a designated criminal or general civil case through the Clerk's eFiling Online web site, the filing party remains obligated to ensure the other parties receive copies of the filings. The Clerk's eFiling Online web site does not provide electronic service, therefore service needs to occur through the traditional paper process. Complex civil cases eFiling with Lexis-Nexis, a third-party vendor, are able to serve other parties electronically through the vendor's "file and serve" application. In both systems, paper copies of eFilings are not to be delivered to the judicial division in eFiled cases unless specifically ordered. In eFiled cases, a copy of the document filed electronically with the Clerk is automatically forwarded to the division upon acceptance by the Clerk.

Remember to electronically sign documents prior to eFiling ("/s/ Printed Name") and only eFile one main document (the document that receives the file stamp) per filing. You may file numerous supporting documents (exhibits, proposed orders, etc.) per filing. To view online tutorials of how to use the eFiling system and for more information, visit <https://efiling.clerkofcourt.maricopa.gov>