	CLERK OF THE COURT INTERNAL POLICY	
	Area: Strategic Planning and Analysis Document Number: POL-SPA-1001 Subject: Hyperlinks to External Content in the Electronic Court Record Page: 1 of 2	Effective Date: 11/1/11 Revision Level: B Last Revised Date: 3/31/15

PURPOSE:

It is the purpose of this policy to establish guidelines to process and manage hyperlinks to external content in documents which are electronically filed with the Clerk of the Superior Court (COSC).

POLICY:

Hyperlinks are not considered to be a part of the official court record and the COSC has no obligation to maintain hyperlinks in the documents in the document management system as the official court record. As such there is no obligation to detect and remove hyperlinks from electronically filed documents with the office unless expressly ordered by the Court.

Any format conversion of electronically filed documents required to maintain or preserve a record in conformance with established electronic document format standards will not be constrained by the necessity to preserve or delete any hyperlinks contained within the documents.

AUTHORITIES:


- Arizona Supreme Court Administrative Order 2014-99, Section 5(d) Hyperlinks
- Electronic Filing Guidelines for the Superior Court of Arizona in Maricopa County, 2.03(b) Hyperlinks, Bookmarks, and Other Electronic Navigational Aids.

APPLICABILITY:

This policy applies to all COSC employees responsible for oversight of electronic filing and records management activities and planning.

DEFINITIONS:

- **Hyperlink:** An electronic connection or reference to another place in the document or to a web page outside the document, such that when selected the user is taken to the portion of the document or web page to which the hyperlink refers.

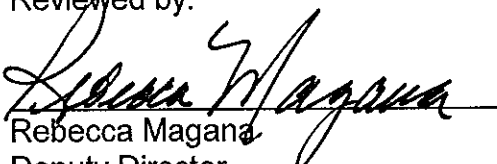
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REVISION HISTORY:

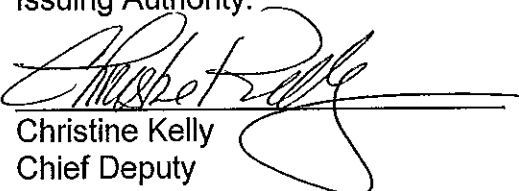
Revision Number	Issuing Authority	Summary of Changes	Approval Date
-	-	Origination of document	11/1/11
A	Rebecca Magana	Revised	3/31/15
B	Christine Kelly	Updated to Controlled Document Index	6/26/15

AUTHORIZED SIGNATURES:

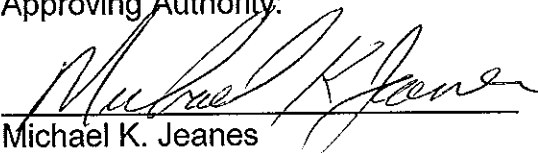
Reviewed by:


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 Deputy Director

Issuing Authority:


 Christine Kelly
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Approving Authority:


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 Clerk of the Superior Court

Date Signed: 7/8/15