	CLERK OF THE COURT INTERNAL POLICY	
	Area: Business Intelligence and Analysis Document Number: POL-SPA-1002 Subject: Agency Access to the Electronic Court Record (ECR)	Effective Date: 6/1/2015
	Page: 1 of 2	Revision Level: A Last Revised Date: 7/11/2019

PURPOSE:

It is the purpose of this policy to establish guidelines for the process of enabling remote electronic access to the Electronic Court Record (ECR) for authorized public agencies and public purpose organizations.

POLICY:

Federal, state, tribal, local government agencies, and private organizations, whose objective is to serve a public purpose, may request remote electronic access to the ECR that is necessary to carry out a particular governmental or public purpose responsibility. All requests for access should be directed to the appropriate Deputy Director. Access will be provided to requesting agencies and public purpose organizations as authorized by Arizona Supreme Court Rule 123 and any applicable statutes, rules of court, or administrative orders.

Agencies and organizations provided access in accordance with this policy will sign a records access agreement consistent with the terms and format prescribed in ACJA § 1-606, and approved for use by the Clerk of the Superior Court's (COSC) Elected Clerk or his or her designee.

Connectivity or the technical means to access the electronic court record may vary depending upon the automation environment of the requesting agency or organization. Access may be denied at the discretion of the COSC if connectivity cannot be established through available technologies at the time of the request.


Individual user accounts and passwords will be established by the COSC for all staff authorized by the requestor for system access, and must be used at all times when accessing the ECR. Generic log-ons or shared user IDs are not permitted.

AUTHORITIES:

- Arizona Supreme Court Rule 123(g)(1)(B)
- Arizona Code of Judicial Administration § 1-606

APPLICABILITY:

This policy applies to all COSC staff involved in responding to requests for remote electronic records access from government agencies and private organizations as permitted by ACJA § 1-606.

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DEFINITIONS:

- Electronic Court Record (ECR): The electronic documents and images which constitute the original and official Superior Court case record as received and filed by the COSC.
- Public purpose organization: A private organization that serves a public purpose, such as criminal justice, child welfare, licensing, mental health treatment, or that engages in research for a scholarly, journalistic, or governmental purpose.

REVISION HISTORY:

Revision Number	Issuing Authority	Summary of Changes	Approval Date
-	Christine Kelly	Origination of document	6/1/2015
A		Requests are directed to the Deputy Director instead of to the Electronic Records Program Manager	7/11/2019

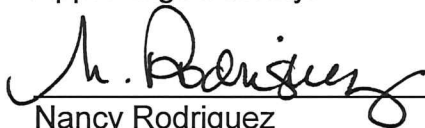
AUTHORIZED SIGNATURES:

Reviewed by:



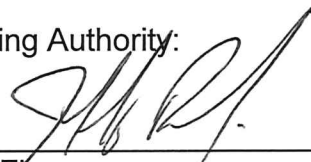
Rich McHattie
Chief Technology & Innovation Officer

Approving Authority:



Nancy Rodriguez
Deputy Director

Issuing Authority:



Jeff Fine
Clerk of the Superior Court

Date Signed: 7/16/19