	CLERK OF THE COURT INTERNAL POLICY	
	Area: Records Management Document Number: POL-RECMAN-1001 Subject: Corrections to the Clerk's Docket Page: 1 of 2	Effective Date: 3/5/10 Revision Level: C Last Revised Date: 6/25/15


PURPOSE:

It is the purpose of this policy to identify the circumstances under which corrections may be made to the case caption in the Clerk of the Superior Court's (COSC) docket. The protocol in this policy is designed to maintain the overall consistency and integrity of the court record.

POLICY:

Changes to the case caption in the COSC docket, currently residing on the case information main page in iCIS:

- In all case types, data entry errors on party names will be corrected to match case initiating documents.
- In Criminal cases, the defendant's name will be changed when ordered by the Court and as reflected in the minute entry. The defendant's name from the charging document will be added as an AKA.
- In Family Court cases, a party's name will be changed as ordered in the Decree or pursuant to A.R.S. § 25-325(C). The party's name from the original petition will be added as an AKA.
- In the case of incorrect names due to clerical error of the filing party, a party's name will be changed when ordered by the Court and as reflected in the minute entry. The party's name from the original petition will be added as an AKA.
- Orders for name changes other than those specifically addressed above will be reflected as an AKA.
- The case caption cannot be changed when a party is dismissed or has settled.
- The parties' original designation (as plaintiff, defendant, petitioner, respondent, etc.) cannot be changed and must match the case initiating documents. The case caption cannot be reorganized, nor can the parties' names be placed in a different order.
- Party names cannot be removed except pursuant to A.R.S. §12-771 and A.R.S. §12-772, or A.R.S. §13-921.

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APPLICABILITY:

This policy applies to all COSC authorized staff as specified in their work unit procedures.

DEFINITIONS:

iCIS: Integrated Court Information System

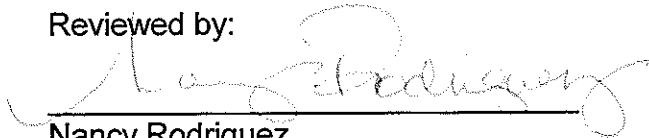
AKA: "also known as"

REVISION HISTORY:

Revision Number	Issuing Authority	Summary of Changes	Approval Date
-	N/A	Document Origination	3/5/10
A	N/A	Revised	5/7/13
B	Nancy Rodriguez	Revised	6/25/15
C	Christine Kelly	Updated to Controlled Document Index	7/13/15

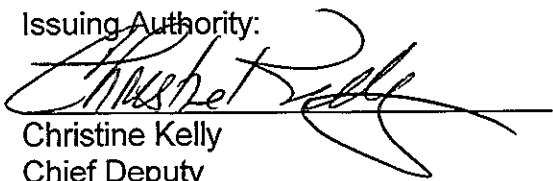
AUTHORIZED SIGNATURES:

Reviewed by:



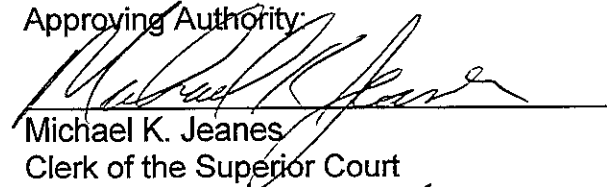
Nancy Rodriguez
Deputy Director

Issuing Authority:



Christine Kelly
Chief Deputy

Approving Authority:



Michael K. Jeanes
Clerk of the Superior Court

Date Signed: _____

