	<b>CLERK OF THE COURT INTERNAL POLICY</b>	
	<b>Area: Records Management</b> <b>Document Number: POL-RECMAN-1003</b> <b>Subject: Requests for Address Confidentiality</b>  Page: 1 of 2	<b>Effective Date: 8/21/95</b>  <b>Revision Level: B</b> <b>Last Revised Date: 2/26/15</b>

**PURPOSE:**

It is the purpose of this policy to provide guidelines for accommodating requests for protection of addresses in orders of protection and injunctions against harassment.

**POLICY:**

Requests for address confidentiality in petitions for orders of protection and injunctions against harassment will be processed in accordance with A.R.S. 12-1809, 13-3602 and this policy.


The Clerk of the Superior Court's (COSC) obligation to protect an address is dependent on whether the request for protection was received and processed in accordance with the aforementioned statutes as originally adopted, as subsequently revised in 1994 or later.

The COSC's obligation to requests received pursuant to original statute:

- Remains in effect for the life of the case, unless ordered otherwise by the Court or withdrawn by the plaintiff (i.e., the party who made the original request).
- Extends to any other Superior Court cause number identified to us by the plaintiff at the time of the initial request.
- Extends to any plaintiff address submitted on any document filed under any of the protected cause numbers.
- Entails the removal or excision of any plaintiff address information prior to placement of the document in the hard copy file.

The COSC's obligation to requests received pursuant to revised statute:

- Remains in effect for the life of the case, unless ordered otherwise by the Court or withdrawn by the plaintiff.
- Confidential status cannot be granted to an address that was a common residence of the plaintiff and defendant at any time during the five-year period prior to the request.
- DOES NOT extend to any other case number involving the plaintiff.
- DOES NOT entail the removal or excision of any address information from the official court record. Any address information included by any filing party in subsequent documents submitted for filing WILL BE PLACED IN THE OFFICIAL COURT RECORD.

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ALL requests for address confidentiality which are not associated with a petition for order of protection or injunction against harassment, or which are received subsequent to the filing of such a petition, must be referred to a judicial officer.

Supervisors will ensure that all procedures developed for their work sections are in compliance with this policy, and that the latest forms are being used.

**APPLICABILITY:**

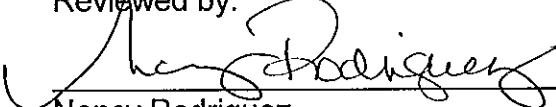
This policy applies to all employees of the COSC.

**REVISION HISTORY:**

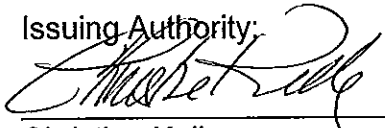
Revision Number	Issuing Authority	Summary of Changes	Approval Date
-	N/A	Document Origination	8/21/95
A	Nancy Rodriguez	Revised	2/26/15
B	Christine Kelly	Updated to Controlled Document Index	6/29/15

**AUTHORIZED SIGNATURES:**

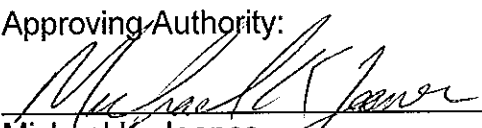
Reviewed by:

  
 Nancy Rodriguez  
 Deputy Director

Issuing Authority:

  
 Christine Kelly  
 Chief Deputy

Approving Authority:

  
 Michael K. Jeanes  
 Clerk of the Superior Court

Date Signed: 7/8/15