	CLERK OF THE COURT INTERNAL POLICY	
	Area: Records Management Document Number: POL-RECMAN-1005 Subject: Appointment of Special Deputies	Effective Date: 2/12/90
	Page: 1 of 2	Revision Level: D Last Revised Date: 4/14/15

PURPOSE:

It is the purpose of this policy to establish guidelines for appointing individuals, who are not employees of the Clerk of the Superior Court (COSC), as Deputy Clerks for special purposes. This allows the COSC to decentralize certain functions and provide greater service to the community; thereby, promoting the prompt discharge of the duties of the office. Appointment and recording of appointment is governed by A.R.S. §38-461, §38-462 and §12-283(D).

POLICY:

All employees of the COSC, upon initial employment, take the Oath of Office as a Deputy Clerk of the Court.


Individuals who are not employees of the COSC may be appointed as Special Deputy Clerks for purposes such as, but not limited to, the following:

- 1) Issuance of marriage licenses;
- 2) Acceptance of fines and probation fees;
- 3) Preparation of minute entries for hearing notices; and
- 4) Certification of documents.

These functions will be specifically delineated on the Oath of Appointment and are required to be performed in the same manner as a Deputy Clerk of the Court. Assurance of satisfactory training for special deputies is the responsibility of the Supervisor requesting Special Deputy appointment. Special Deputy appointments are made for specific individuals, serving specific duties at designated locations. Upon any change in the employment status of the Special Deputy, the appointment is automatically revoked.

In addition, the COSC has the authority to revoke a Special Deputy appointment at any time. Deputy Directors may recommend revocation of any Special Deputy appointment to the COSC.

Members of the extended Maricopa County system (court department, municipal agency, Justice of the Peace, or other office requiring the services of a Special Deputy) may apply electronically through the COSC Special Deputy Website. Only the supervisor of a court employee may apply for Special Deputy status for a particular employee. When the application has been approved, an e-mail notification will be sent to the Supervisor. The individual may **not** serve as a Special Deputy until the application has been approved by the COSC Special Deputy Administrator.

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APPLICABILITY:

This policy applies to all Supervisors and Special Deputy individuals that are not employees of the COSC.

DEFINITIONS:

None

REVISION HISTORY:

Revision Number	Issuing Authority	Summary of Changes	Approval Date
-	N/A	Document Origination	2/12/90
A	N/A	Revised	7/29/08
B	N/A	Revised	9/10/12
C	Nancy Rodriguez	Revised	4/14/15
D	Christine Kelly	Updated to Controlled Document Index	6/29/15

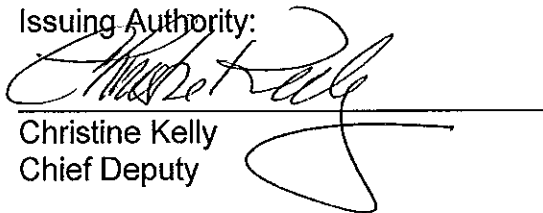
AUTHORIZED SIGNATURES:

Reviewed by:



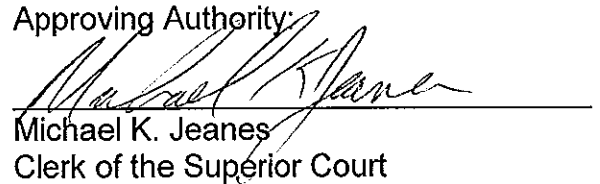
Nancy Rodriguez
Deputy Director

Issuing Authority:



Christine Kelly
Chief Deputy

Approving Authority:



Michael K. Jeanes
Clerk of the Superior Court

Date Signed: 7/8/15