	CLERK OF THE COURT INTERNAL POLICY	
	Area: Records Management Document Number: POL-RECMAN-1006 Subject: Conformed Copies	Effective Date: 5/11/98
	Page: 1 of 2	Revision Level: F Last Revised Date: 4/14/15

PURPOSE:

It is the purpose of this policy to establish guidelines for the number of conformed copies to be made by the Clerk of the Superior Court (COSC) (Adult and Juvenile) File Counters at no charge.

POLICY:


When presenting original documents at the file counter, the party may also present additional copies to be conformed. The file counter will conform up to five copies at no charge. The exception to this is filings of documents related to mental health cases. The file counter will conform all copies presented at the time of filing mental health documents.

APPLICABILITY:

This policy applies to all file counters for all COSC case types.

DEFINITIONS:

None

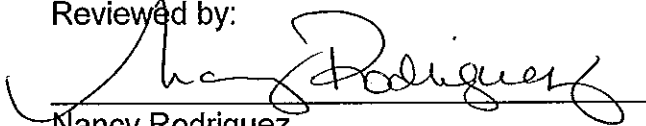
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REVISION HISTORY:

Revision Number	Issuing Authority	Summary of Changes	Approval Date
-	N/A	Document Origination	5/11/98
A	N/A	Revised	1/1/05
B	N/A	Revised	7/31/06
C	N/A	Revised	5/6/08
D	N/A	Revised	11/2/12
E	Nancy Rodriguez	Revised	4/14/15
F	Christine Kelly	Updated to Controlled Document Index	6/29/15

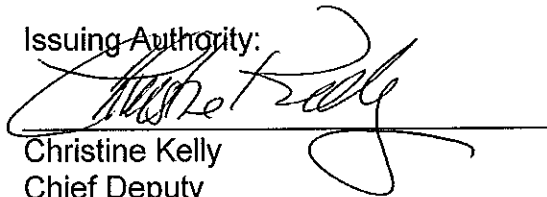
AUTHORIZED SIGNATURES:

Reviewed by:



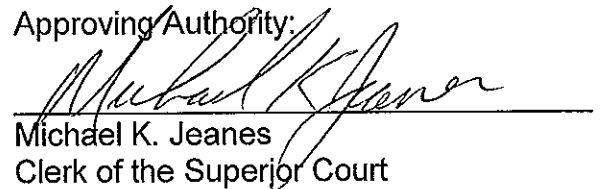
Nancy Rodriguez
Deputy Director

Issuing Authority:



Christine Kelly
Chief Deputy

Approving Authority:



Michael K. Jeanes
Clerk of the Superior Court

Date Signed: 7/8/15