
	<b>CLERK OF THE COURT INTERNAL POLICY</b>	
	<b>Area: ODIR</b> <b>Document Number: POL-ODIR-1002</b> <b>Subject: Employee Access to Court Records</b>	<b>Effective Date: 2/01/97</b>
	<b>Page: 1 of 3</b>	<b>Revision Level: C</b> <b>Last Revised Date: 4/06/15</b>

**PURPOSE:**

It is the purpose of this policy to establish guidelines for access to court records by employees of the Clerk of the Superior Court (COSC).

**POLICY:**

- A. Employees may only access court records as needed to perform their official duties. Employees have a right to access public records for their personal interests the same as other members of the general public. Employees must be aware of their responsibility to protect, both in fact and perception, the public trust they have accepted as an employee of the COSC. In this spirit, the following guidelines for employee access to court records will be followed:
1. Requesting access to court records for their personal interests or interests of a relative, friend or acquaintance will follow the same procedures as a member of the general public.
  2. Fees as the general public which are established by statute, A.R.S. §12-284, to include copy fees. (NOTE: A copy fee of \$.50 is always charged whether it is for a faxed, paper, or e-mailed copy.)
  3. Protocol to provide court records via fax or e-mail are in the COSC Procedure on Fax Machine Usage & Emailing of Document Images.
  4. The COSC maintains closed and confidential records, including most juvenile case types, mental health cases, sealed items, protected addresses, and protective orders. Only employees authorized for performance of their duties may access these records. Accessing these types of records for personal interests will be subject to the same laws, orders, and restrictions that apply to the public.
- B. If an employee or his/her immediate family has a conflict of interest, employees should notify their supervisor immediately if they or an immediate family member has a conflict of interest in accordance with the **Reporting Conflicts of Interest** policy.

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C. Inappropriate access to court records includes the viewing of records, allowing others to view the records, and/or providing copies of records. These actions will be grounds for disciplinary and/or legal action. COSC holds each employee responsible for their participation in appropriate access to and provision of court records, and may take steps to discipline any employee up to and including dismissal for violation of this policy.

**APPLICABILITY:**


This policy applies to all employees of the Clerk's Office.

**DEFINITIONS:**

- A. **Court Records** - Any administrative, case, or financial information and exhibits contained in any format, including paper or electronic.
- B. **Conflict of Interest** - When an employee, relative of the employee or their business would derive benefit or financial gain, or the appearance of a conflict between the private interests of the employee and the employee's public obligations would exist as a result of the employee's position within the court system.
- C. **Emailed Copy** - A court record that is transmitted via email. The source document may be electronic or may have been digitized from another format.


**REVISION HISTORY:**

Revision Number	Issuing Authority	Summary of Changes	Approval Date
-	N/A	Document Origination	2/01/97
A	N/A	Revised	12/01/09
B	Lois Rees	Formatting changes; Updated definitions; Added section II. A.4; Various wording changes	4/06/15
C	Christine Kelly	Updated to Controlled Document Index	4/23/15

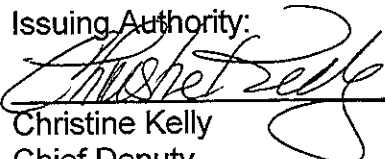
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**AUTHORIZED SIGNATURES:**

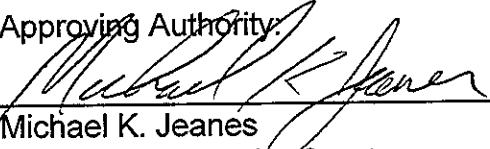
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 Clerk of the Superior Court

Date Signed: 7/16/15