	CLERK OF THE COURT INTERNAL POLICY	
	Area: ODIR Document Number: POL-ODIR-1003 Subject: Entry of Information into Case Management System	Effective Date: 5/14/15
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PURPOSE:

It is the purpose of this policy to identify areas of responsibility for the accuracy of information entered in the Case Management System (iCIS).

POLICY:

Information entered into iCIS is taken directly from documents that are filed, docketed and added to the public record. Docket or eFile staff members performing data entry in iCIS are responsible for accurately entering information as found in these filed documents provided by the filing party. The staff of the Clerk of the Superior Court (COSC) are not responsible for the veracity or completeness of information provided on documents submitted by the filing party.

Docket and eFile staff are held accountable for correctly entering data as found on documents, but are not accountable for mistakes, errors or omissions made by the filing party in the documents.

Docket Auditors are responsible to audit the accuracy of data entered from documents into iCIS.

APPLICABILITY:

This policy applies to all COSC staff involved in the entry of information in iCIS from filed documents.

DEFINITIONS:

Filing party: the person that drafts and submits a document to the Clerk to be filed and added to the record of a case(s). This can include but is not limited to attorneys, pro se litigants, process servers, and interested third parties.



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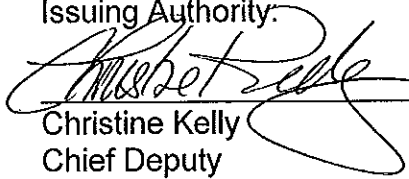
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REVISION HISTORY:

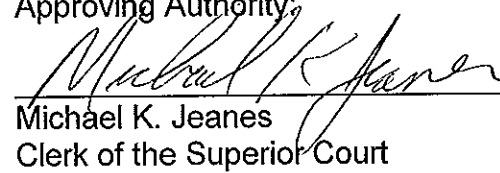
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A	Christine Kelly	Updated to Controlled Document Index	6/29/15

AUTHORIZED SIGNATURES:

Issuing Authority:


Christine Kelly
Chief Deputy

Approving Authority:


Michael K. Jeanes
Clerk of the Superior Court

Date Signed: 7/8/15