	CLERK OF THE COURT INTERNAL POLICY	
	Area: ODIR Document Number: POL-ODIR-1004 Subject: Management of Non-Standard Items Page: 1 of 2	Effective Date: 4/19/12 Revision Level: B Last Revised Date: 2/26/15

PURPOSE:

It is the purpose of this policy to establish guidelines for the receipt, processing and management of non-standard items which are submitted for filing with the Clerk of the Superior Court (COSC) at a public filing counter.

POLICY:

All non-standard items submitted for filing must be accompanied by a court order directing that the item be filed. Non-standard items ordered to be filed by the court will be accepted and marked for storage pursuant to Rule 2.8 of the Local Rules for the Superior Court in Maricopa County. Non-standard items will not be accepted for filing without a court order.

Any exhibit attached to a pleading and submitted for filing in paper format, but which cannot be scanned and converted to an electronic image due to its non-standard size or format, will be separated from its pleading and marked for storage pursuant to Rule 2.8 of the Local Rules for the Superior Court in Maricopa County.

All non-standard items received in conjunction with a case transfer from another jurisdiction will be accepted and marked for storage pursuant to Rule 2.8 of the Local Rules for the Superior Court in Maricopa County. If the case is subsequently remanded to the originating jurisdiction, all non-standard items will be returned with the remanded case.


Electronic recordings of proceedings which are not remanded will be maintained in accordance with ACJA 3-402, Superior Court Records Retention and Disposition.

AUTHORITIES:

- Local Rules for the Superior Court in Maricopa County, 2.8 Exhibits
- ACJA 3-402, Superior Court Records Retention and Disposition

APPLICABILITY:

This policy applies to all COSC staff responsible for acceptance of pleadings at a public filing counter, and for maintenance and disposal of exhibits and non-standard items at disposition of a case.

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DEFINITIONS:

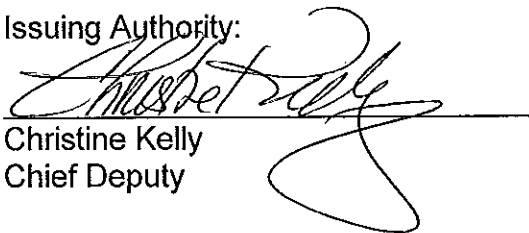
Non-standard items: Anything other than a document or pleading in 8½ x 11 inch paper format, including over-sized paper media, audio cassettes, video cassettes, CDs, and DVDs.

REVISION HISTORY:

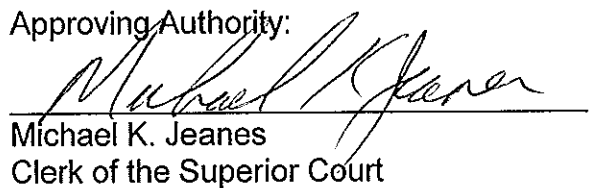
Revision Number	Issuing Authority	Summary of Changes	Approval Date
-	N/A	Document Origination	4/19/12
A	Nancy Rodriguez	Revised	2/26/15
B	Christine Kelly	Updated to Controlled Document Index	6/29/15

AUTHORIZED SIGNATURES:

Issuing Authority:


 Christine Kelly
 Chief Deputy

Approving Authority:


 Michael K. Jeanes
 Clerk of the Superior Court

Date Signed: 7/8/15