

	CLERK OF THE COURT INTERNAL POLICY	
	Area: ODIR Document Number: POL-ODIR-1006 Subject: Documents with Incorrect Case Numbers Page: 1 of 2	Effective Date: 10/15/94 Revision Level: B Last Revised Date: 5/21/15

PURPOSE:

It is the purpose of this policy to establish reasonable efforts for correctly identifying case numbers for documents filed bearing incorrect case numbers and for the storage and disposal of documents for which correct case numbers cannot be identified. Although further efforts could result in correctly identifying a document, care must be taken to not incur unreasonable expense in time or money or to interfere with the timely processing of other case documents.

POLICY:

When documents are received for processing and inclusion in a case file which do not have a case number or are found to have an incorrect case number, reasonable efforts will be taken to attempt to accurately identify the correct case file.

Reasonable efforts will normally include the research and/or contacts as applicable to a type case as indicated below. Sequence of actions may vary for best economy of time and effort.

- Automated Docket for cases filed subsequent to July 13, 1987
- Name Index Micro-Fiche/Roll Film
- State of Arizona Support system
- Clerk of superior Court RFR – Child Support System
- Division of origin when a document is filed within the Court
- Filing party by telephone or mail
- AOC Public Access Case Look-Up site
- Recorder's Office

Should these reasonable efforts not result in identifying the correct/appropriate case file, the document(s) will be transmitted to the File Room Supervisor for retention in accordance with retention schedules.

APPLICABILITY:

This policy applies to all employees of the Clerk of Court.

DEFINITIONS:

None



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REVISION HISTORY:

Revision Number	Issuing Authority	Summary of Changes	Approval Date
-	N/A	Document Origination	10/15/94
A	Christine Kelly	Revised	5/21/15
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