	CLERK OF THE COURT INTERNAL POLICY	
	Area: ODIR Document Number: POL-ODIR-1008 Subject: Clerk of the Superior Court Stamp Processing Page: 1 of 1	Effective Date: 5/11/98
		Revision Level: B Last Revised Date: 2/24/15

PURPOSE:

It is the purpose of this policy to establish guidelines for the use of processing stamps used by employees of the Clerk of the Superior Court (COSC).

POLICY:

Stamps are used by employees of the COSC to perform their daily functions. These stamps are to be used only by employees. At no time shall an employee provide a stamp to an unauthorized individual (i.e. non-employees of the COSC).

APPLICABILITY:

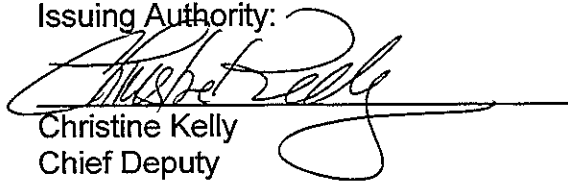
This policy applies to all COSC employees who utilize stamps.

REVISION HISTORY:

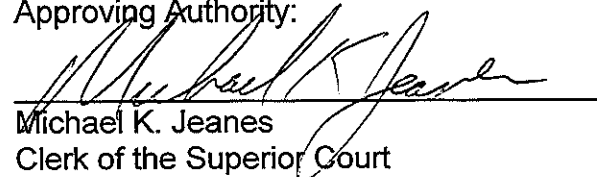
Revision Number	Issuing Authority	Summary of Changes	Approval Date
-	N/A	Document Origination	5/11/98
A	Christine Kelly	Revised	2/24/15
B	Christine Kelly	Updated to Controlled Document Index	6/29/15

AUTHORIZED SIGNATURES:

Issuing Authority:


 Christine Kelly
 Chief Deputy

Approving Authority:


 Michael K. Jeanes
 Clerk of the Superior Court

Date Signed: _____

2/16/15