	CLERK OF THE COURT INTERNAL POLICY	
	Area: ODIR Document Number: POL-ODIR-1009 Subject: Use of Signature Stamps for Two & Three Seal Certifications Page: 1 of 2	Effective Date: 2/24/14 Revision Level: A Last Revised Date:

PURPOSE:

It is the purpose of this policy to authorize and control the use and security of signature stamps or facsimile signatures for issuance of two and three seal certifications (also referred to as exemplifications and authentications).

AUTHORITIES:

Arizona Supreme Court opinion in Maricopa County v. Osborn, 60 Arizona 290, 136 P.2d 270 (1943) approves use of facsimile signatures by public officials on official documents.

POLICY:

Only deputy clerks designated by the Clerk of the Superior Court (COSC) or the Chief Deputy are authorized to use the signature stamp of the COSC, and only to apply the COSC facsimile signature to approved, pre-printed forms which are used for exemplification or authentication of official court records maintained by this office. The COSC internal procedure "Two and Three Seal Document Requests" provides additional guidance in the use of these forms, and should be strictly adhered to.

All hand-held rubber stamps used to apply the facsimile signature of the elected Clerk and all blank certification forms to which the facsimile signatures of the Clerk and judicial officer have been applied must be kept in a secured place when not in use.

APPLICABILITY:

This policy applies to all COSC staff who are authorized to use the signature stamp of the Clerk, or who are responsible for preparing and issuing two and three seal certifications of documents in the official court record.

DEFINITIONS:

Secured: Placed in a locked drawer or container or in a location that is not accessible by the public or any unauthorized staff.



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Page: 2 of 2

Effective Date: 2/24/14

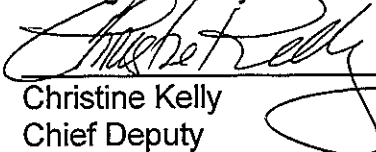
Revision Level: A
Last Revised Date:

REVISION HISTORY:

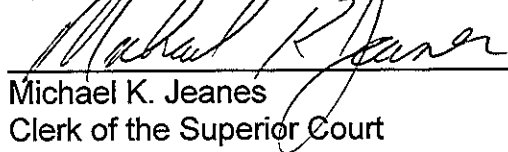
Revision Number	Issuing Authority	Summary of Changes	Approval Date
-	N/A	Document Origination	4/88
A	Christine Kelly	Updated to Controlled Document Index	6/29/15

AUTHORIZED SIGNATURES:

Issuing Authority:


Christine Kelly
Chief Deputy

Approving Authority:


Michael K. Jeanes
Clerk of the Superior Court

Date Signed: 7/16/15