	CLERK OF THE COURT INTERNAL POLICY	
	Area: ODIR Document Number: POL-ODIR-1011 Subject: Use of Social Media Page: 1 of 3	Effective Date: 7/22/10 Revision Level: C Last Revised Date: 4/30/18

PURPOSE:

It is the purpose of this policy to establish guidelines for using social media to officially communicate with the public and legal community regarding matters of interest in the Clerk of the Superior Court (COSC) or Courts.

POLICY:

The COSC communicates through the following authorized social media websites:

Twitter: [@MaricopaClerk](https://twitter.com/MaricopaClerk) and
 Facebook: <https://www.facebook.com/MaricopaClerk> (Clerk of Superior Court in Maricopa County – Government Organization)


The Clerk of the Court's designee is responsible for posting and monitoring content on the Clerk's social media websites.

Acceptable Use

COSC social media websites are intended to advance information and make education available to the public and legal community regarding COSC matters and not for personal use. Content will not be posted that contains confidential, sensitive or restricted information, including unpublished, internal working materials.

Requests for general information made on a social media website may be answered through the public social media site or directly to the customer. Requests for detailed information should be responded to on the public social media sites as follows: "Information on this public domain is general only. For assistance, contact 602-372-5375 or COCCustomerRelations@mail.maricopa.gov."

Upon notice and verification that intellectual property or copyrighted material appears on a COSC social media website, the material will be deleted. A copy of the deleted material will be retained in Public Affairs and Education (PAE) for 30 days after removal before being permanently deleted.

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Offensive or Obscene Content

The COSC social media websites are open to the general public. As a result, offensive or obscene content will be deleted immediately upon discovery. Offensive or obscene content includes, but is not limited to: written posts, attached video or audio files and “followers,” “friends,” or subscribers whose chosen image, screen name or writings contain offensive or obscene content, incite violence or promote illegal activity. The determination of offensive or obscene content is at the discretion of PAE, the Chief Deputy, a Deputy Director, the Clerk of the Court, or the Clerk’s designee. A copy of deleted material will be retained in PAE for 30 days after removal before being permanently deleted.

Retention of Records

Records created by social media are not specifically covered in the records retention schedule of the Arizona Code of Judicial Administration. Questions regarding retention should be directed to the COSC counsel.

Termination of Social Media Accounts


Only the Chief Deputy or the Clerk of Court may authorize termination of an authorized social media account, including the effective date and any details required for termination.

APPLICABILITY:

This policy applies to all employees of the COSC.

DEFINITIONS:

None

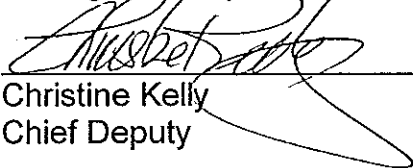
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REVISION HISTORY:

Revision Number	Issuing Authority	Summary of Changes	Approval Date
-	N/A	Document Origination	4/22/10
A	N/A	Revised	5/24/11
B	Christine Kelly	Revised/Updated to Controlled Document Index	7/13/15
C	Aaron Nash	Update Clerk and add Clerk's designee	4/30/18


AUTHORIZED SIGNATURES:

Issuing Authority:



 Christine Kelly
 Chief Deputy

Approving Authority:



 Chris DeRose
 Clerk of the Superior Court

Date Signed: 5-2-18