

	Clerk Of The Court Internal Procedure	Approved:
	Subject: COSC: Central Run	Effective Date: 02/21/2017
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Purpose:

The purpose of this procedure is to identify a daily schedule for the Clerk of the Court Run during the business hours 8:00 a.m. until 5:00 p.m., Monday through Friday. This procedure is specific to the Clerk of the Court Couriers.

Procedures:

The following table outlines the scheduled times and locations for courier route "COSC: Central Run" with any specific items and/or location descriptions listed in the "Details" column. Unless exceptions are listed in the "Details" column, "Deliver" refers to all incoming parcels collected for the specified location and "Pick Up" refers to all outgoing parcels for specified location.

Time	Location	Task	Details
8:00	Customer Service Center (CSC) 601 W Jackson St	Pickup	Clock in. Pick up van and run materials. Dock/Mailroom <ul style="list-style-type: none"> · Attorney General · Court of Appeals · Supreme Court
8:15	Downtown Justice Center (DJC) 620 W Jackson St	Pickup	2nd Flr <ul style="list-style-type: none"> · CTS Pick up Civil documents
8:30	East Court Building (ECB) 101 W Jefferson St	Deliver	3rd Flr <ul style="list-style-type: none"> · Civil Court Admin (Monday) Deliver CTS documents
8:45	South Court Tower (SCT) 175 W. Madison St.	Pick Up	12th Flr <ul style="list-style-type: none"> · Courtroom Clerks: (through door, immediate left pickup from courtroom clerks desk) · DOC Time Comp Mail (Only) 12th Flr <ul style="list-style-type: none"> · Court Reporter Pool Outgoing baskets: (across hall double sliding windows) <ul style="list-style-type: none"> · Attorney General · Supreme Court · Interoffice Mail 4th Flr <ul style="list-style-type: none"> · Exhibits/Appeals · Court of Appeals · Interoffice Mail · Attorney General
9:00	Attorney General Office 15 S 15th Ave Park on Cudahy Way	Deliver & Pick Up	1st Flr <ul style="list-style-type: none"> · Scan Mail. Enter through back door. · Outgoing Superior Court mail
9:15	Court of Appeals 1501 W. Washington St. (Bypass badge)	Deliver	<ul style="list-style-type: none"> · Down ramp, ring bell, go to second floor. 4th Flr <ul style="list-style-type: none"> · Supreme Court, turn left down hallway. Check Superior Court mail slot. (May be a neon green tag for boxes as well) 2nd Flr <ul style="list-style-type: none"> · Court of Appeals, down hallway on left. 1st Flr <ul style="list-style-type: none"> · State Mailroom, from the elevator turn right to go down hallway. Pick up outgoing Superior Court mail in cabinet on left of mailroom door.



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Time	Location	Task	Details
9:30	DOC 1601 W. Jefferson St. (Park in rear of building)	Deliver	1st Flr <ul style="list-style-type: none"> Documents to be delivered. DOC phone number: 602-542-1870
9:45	USPS 1441 E. Buckeye Rd.	Pick Up Outgoing	<ul style="list-style-type: none"> Will call & PO boxes for SEJ 21086 (Dept of Finance 20187 Mon&Thu) (Ring bell)
10:00	Customer Service Center 601 W. Jackson. St.	Deliver Pick Up	Dock/Mailroom <ul style="list-style-type: none"> All mail and boxes through scanner. Deliver all items for building. LL Mailroom <ul style="list-style-type: none"> ITG Exhibits/Documents (caged area) Mail to LL Mailroom sort accordinly Pickup LL Mailroom Interoffice and Outgoing Mail D&C
10:25	East Court Building (ECB) 101 W Jefferson St	Deliver Pick Up	LL Flr ste 012 - <ul style="list-style-type: none"> Video App. Ctr./CTS 3rd Flr <ul style="list-style-type: none"> Court HR Clerks: (through door, immediate left around corner pickup from Human Resources) 1 st Flr <ul style="list-style-type: none"> Law Library
10:40	SCT 175 W. Madison St.	Deliver Pick Up Outgoing	1st Flr <ul style="list-style-type: none"> Jury Mail, Enter through the back door across from cafeteria. 4th Flr <ul style="list-style-type: none"> Deliver Exhibits/Appeals (Appeals mail from Court of App.)
10:50	CCB 4th 201 W Jefferson ST Eliminate during CT/DT	Pickup Outgoing	4th Flr <ul style="list-style-type: none"> Outgoing interoffice Outlying interoffice (SEA, SEJ, DUR) Stamped/Barcoded mail
11:10	Justice Court Admin. (JCA) 222 N. Central Ave. Ste 214 If no parking, redeliver before 2:30	Deliver & Pick Up Outgoing	2nd Flr <ul style="list-style-type: none"> Turn right and walk down the hallway You will come to the entrance of Justice Court Admin offices. Leave the mail bin with the incoming mail Pick up the outgoing mail and its bin. The outgoing bin will be under the receptionist's desk
11:30	COC Mailroom 601 W. Jackson. St.	Sort Mail Deliver	Dock/Mailroom <ul style="list-style-type: none"> Scan/Sort Mail Deliver items to the local departments
12:00	Lunch		
1:00	COC Mailroom 601 W. Jackson. St.	Pick Up	Dock/Mailroom <ul style="list-style-type: none"> Encanto JC. Downtown JC. South Mountain JC. West McDowell JC. Arcadia Biltmore JC. Downtown JC. COC Admin, ICJIS, CTS, ADR, Superior Court Training CCB 4th mail boxes for Judges, Commissioners and Court Admin Shelf items



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Time	Location	Task	Details
1:30	Downtown Justice Court (DJC) 620 W. Jackson St.	Deliver & Pick Up Outgoing	3rd Flr · COC Admin 2nd Flr · ICJIS, CTS, CTS-Training, ADR 1st Flr · Encanto JC. · South Mountain JC. · West McDowell JC. · Arcadia Biltmore JC. · Downtown JC · Marriage Licenses in wire basket from JC Mailroom. (Envelope for CSC REC) · Outgoing Mail
2:00	CCB 201 W. Jefferson St.	Pick Up Deliver	1st Flr · Pick up CV, FC, PB, CR Court Admin mail behind CV filing Counter (CCB) for delivery to CCB 4th Flr · Court Admin. Sort out mail into mail slots for Court Admin. Judges and Commissioners. · Purchasing Mail (If any emails)
2:45	SCT 175 W. Madison St.	Deliver Pick Up	4th Flr • Exhibits for outlying facilities
3:10	ECB 101 W Jefferson St	Pick Up	3rd Flr · Pick up CV Court Admin document
3:30	Exela 301 W. Jefferson St.	Deliver	· Enter 4th Ave push buzzer to gain access and pull up to loading dock. · All stamped & bar coded mail.
3:35	County Collections/Finance 301 W. Jefferson St.	Deliver	9th Flr · Collections Suite 960
3:40	Vital Records 1818 W. Adams St.	Deliver	· Documents (if any). Call 480-267-6546 and they will let you in the door. Meet at the north side lobby door.
3:50	CSC/COC Mailroom 601 W. Jackson. St.	Deliver & Pick Up	Dock/Mailroom · Scan/Sort mail · Deliver CSC mail to LL mailroom sort accordingly · Deliver CSC packages to local departments

Applicability:

This procedure applies to couriers for the Clerk of the Court, specific to route "COSC: Central Run."