

CLERK OF THE SUPERIOR COURT Mail Codes

CLERK OF COURT

| MAILCODE | LOCATION | DEPARTMENT OR PERSON |
|----------|----------|---|
| DJC / JF | DJC-3 | Clerk of the Superior Court – Jeff Fine |
| DJC / EA | DJC-3 | Executive Assistant – Fernando Castillo |

ADMINISTRATION

| MAILCODE | LOCATION | DEPARTMENT OR PERSON |
|--------------------|----------|---|
| DJC / SR - DD – NR | DJC-3 | Nancy Rodriguez, Senior Deputy Director |
| DJC/ DD – MN | DJC-3 | Michael Nimitz, Deputy Director |
| DJC / GC | DJC-3 | General Counsel – Jessica Fotinos |
| DJC / ADMN HR/TRN | DJC-3 | Human Resources/Training Administrator – Lori Fiscus |
| DJC / HR | DJC-3 | Human Resources / Payroll – Lisa Kellar, Esmeralda Canez, Amy Echols, Carmen Villasenor, Yesenia Houghton, Terri Ham, Denise Maupin, Ezra Sherman – Manager |
| DJC / TRN | DJC-3 | Training (COJET) – Joe Legander – Supervisor Farah Azadeh, Eddie Levins, Brian Turner, Ryan Harris, Len Keso |
| DJC / MR | DJC-3 | Management Resources – Purchasing, Accounts Payable, Financial Analyst – Lesa Schaubek, Danielle Rivera, Jannet Ortega Anita Avila, Manager |
| DJC / SP – MA | DJC-3 | Management Analyst – Kristin Venable |
| DJC / TIS | DJC-3 | Tech Innovation Strategist – Aaron Judy |
| DJC / EDM – MGR | DJC-3 | EDM Manager – Ryan MacDonald |

BUSINESS ANALYST

| MAILCODE | LOCATION | DEPARTMENT OR PERSON |
|--------------|----------|---|
| DJC / OPM | DJC-3 | Operations Project Manager - Christopher Driscoll |
| CSC / ITG-BA | CSC-ITG | Business Analyst - Jeanette Farrison |
| DJC / BA | DJC-3 | Business Analyst - Dorothy King |
| DJC / BA | DJC-3 | Business Analyst – Chris Cerrato |
| DJC / BA | DJC-3 | Business Analyst – Jennifer Myers |

INFORMATION TECHNOLOGY GROUP

| MAILCODE | LOCATION | DEPARTMENT OR PERSON |
|---------------------|----------|--|
| CSC / ITG – MGR | CSC-LL | IT Division - Ron Bitterli, Manager |
| CSC / ITG – APP MGR | CSC-LL | Applications – Kevin Hart, Manager |
| CSC / ITG – TS MGR | CSC-LL | Technical Services - Scott Hensel, Manager |
| CSC / ITG | CSC-LL | Information Technology Group |

CASH MANAGEMENT SERVICES & FINANCE

| MAILCODE | LOCATION | DEPARTMENT OR PERSON |
|------------------------|----------|--|
| CCB / FIN ADMN | CCB-1 | Finance Administrator – Kim Crofts |
| CCB / AC | CCB-1 | Accounting – Oni (Nancy) Boston, Manager |
| CCB / B&D | CCB-1 | Billing & Deferrals – Bryan Romero, Supervisor |
| CCB / CFO | CCB-1 | Criminal Financial Obligations Unit – Anna Castaneda, Manager |
| WCB / FSS | WCB-1 | Family Support Services – File Maintenance, Research, Direct Deposit, Wage Assignments, Tracking, Alternative Service, Calculations & Pay Histories – Muhammad Azam - Supervisor |
| WCB / Star Call Center | WCB-1 | Star Call Center – Muhammad Azam, Supervisor |

DOCUMENT AND RECORD MANAGEMENT SERVICES

| MAILCODE | LOCATION | DEPARTMENT OR PERSON |
|---------------------|----------|--|
| CCB / DRMS – ADM | CCB-1 | Court Operations Administrator – Vonda Culp |
| CCB / DRMS – MGR | CCB-1 | Document Services Manager – Angelica Mejia |
| CCB / File Counters | CCB-1 | Civil, Family, Probate, Lower Court Appeals – Kelly Marquez, Supervisor |
| ECB / LLRC | ECB-1 | Law Library Regional Court File Counters – Kelly Marquez, Supervisor |
| CCB / e-File | CCB-1 | Non CR eFile – Michelle Figueroa/Joana White, Supervisor |
| CCB / PB REG | CCB-1 | Probate Registrar – Angelica Mejia, Manager |
| CCB / EDM | CCB-1 | EDM, Auditors, Docket Staff (non-Criminal) – Travis Joy, Supervisor |
| CCB / GJ | WCB-LL | Grand Jury – Carol Camacho, Supervisor |
| SCT / RCC – EDC | SCT-4 | (RCC) Regional Court Center and (EDC) Early Disposition Court – Terra Owen, Supervisor |
| SCT / CR | SCT-12 | Criminal File Counter – Terra Owen, Supervisor |
| SCT / CR – DK | SCT-4 | Criminal Docket – Terra Owen, Supervisor |

NORTHEAST REGIONAL COURT CENTER

| MAILCODE | LOCATION | DEPARTMENT OR PERSON |
|------------|----------|--|
| NER / MGR | NER | Northeast Regional Manager – Sheri Jaffe |
| NER / DRMS | NER | All Cases For Filing Counters / Docket / EDM – Kelly Sleseman, Supervisor |
| NER / PR | NER | Public Records – Kelly Sleseman, Supervisor |
| NER / MLP | NER | Marriage License / Passports – Kelly Sleseman, Supervisor |

NORTHWEST REGIONAL COURT CENTER

| MAILCODE | LOCATION | DEPARTMENT OR PERSON |
|----------------|----------|---|
| NWR / MGR | NWR | Northwest Regional Manager – Sheri Jaffe, Manager |
| NWR / DRMS | NWR | All Cases For Filing Counters / Docket / EDM – Michelle Wolf, Supervisor |
| NWR / PR | NWR | Public Records – Michelle Wolf, Supervisor |
| NWR / MLP | NWR | Marriage License / Passports – Michelle Wolf, Supervisor |
| NWR / EDM – QC | NWR | EDM – QC – Michelle Wolf, Supervisor |

SOUTHEAST ADULT

| MAILCODE | LOCATION | DEPARTMENT OR PERSON |
|-----------------|----------|---|
| SEA / MGR | SEA-1 | Southeast Adult Manager – Nicole Swiss, Manager |
| SEA / DRMS | SEA-1 | All Cases For File Counters / Docket / EDM – Raquel Ortega, Supervisor |
| SEA / CORR | SEA-1 | Correspondence – Raquel Ortega, Supervisor |
| SEA / PR | SEA-1 | Public Records – Raquel Ortega, Supervisor |
| SEA / MLP | SEA-1 | Marriage License / Passports – Raquel Ortega, Supervisor |
| SEA / RCC - EDC | SEA-1 | (RCC) Regional Court Center and (EDC) Early Disposition Court – Nicole Swiss, Manager |
| SEA / EDM – QC | SEA-1 | EDM – QC – Raquel Ortega, Supervisor |

COURTROOM SERVICES

| MAILCODE | LOCATION | DEPARTMENT OR PERSON |
|-------------------|----------|---|
| SCT / ADM – CRS | SCT-12 | Adult Courtroom Services – Jenny Black, Administrator |
| CCB / ADM – CRS | CCB-1 | Adult Courtroom Services – Debora Wells-Guevara, Administrator |
| NER / CRS | NER | Northeast Adult Courtroom Service – Wendy Thompson, Supervisor |
| NWR / CRS | NWR | Northwest Regional Adult Courtroom Clerks – Michelle Wolf Supervisor |
| SEA / CRS | SEA-1 | Adult Courtroom Clerks - Kristi Gilmet, Tracy Henninger, Supervisors |
| CCB / MGR – CRS | CCB-1 | Adult Courtroom Services Manager – Leslie Wilkins, Linda Berger |
| CCB / CRS | CCB-1 | Non-Criminal Adult Courtroom Clerks – Shannon Stulz, Susan Morris, April Cannon, Sherry Berry, Tracy McMillian – Supervisor |
| SCT / MGR – CRS | SCT-12 | Criminal Adult Courtroom Services Manager – Donna Courtemanche |
| SCT / CRS | SCT-12 | Criminal Adult Courtroom Clerks and RCC Courtroom Clerks – Veronica Morales, Andrew Schmidt, Carrie Montoya, Monica Mogel – Supervisors |
| Maryvale VW / CRS | SCT-12 | Maryvale Valley Wise - Courtroom Clerk, Debora Wells-Guevara - Administrator |
| Mesa VW / CRS | SCT-12 | Mesa Valley Wise - Courtroom Clerk, Debora Wells-Guevara - Administrator |

JUVENILE SOUTHEAST

| MAILCODE | LOCATION | DEPARTMENT OR PERSON |
|---------------|----------|--|
| SEJ / ADM | SEJ-1 | Administrator – Shari Anderson-Head |
| SEJ / FC – DK | SEJ | File Counter and Docket – Sharayah Dunst, Supervisor |
| SEJ / CRS | SEJ | Courtroom Clerks – Jennifer (Jenn) Brown, Supervisor |

JUVENILE DURANGO

| MAILCODE | LOCATION | DEPARTMENT OR PERSON |
|----------------------------|----------|---|
| SEJ / ADM | SEJ-1 | Administrator – Shari Anderson-Head |
| DUR / Courtroom Clerks MGR | DUR | Juvenile Courtroom SE & Durango – Vacant, Manager |
| DUR / Operations MGR | DUR | Juvenile Operations SE & Durango – Rachel Robles, Manager |
| DUR / FC – DK | DUR | File Counter and Docket – Vacant, Supervisor |
| DUR / CRS | DUR | Courtroom Clerks – Veronica Castillo, Connie Pitts – Supervisors |
| OCH / JUV-CRS | OCH | Juvenile Courtroom Clerks – Veronica Castillo, Connie Pitts – Supervisors |

CUSTOMER SERVICE

| MAILCODE | LOCATION | DEPARTMENT OR PERSON |
|--------------|----------|--|
| CSC / ADM | CSC-1 | Melanie Fay, Administrator |
| CSC / MGR | CSC-LL | Donna Hall, Manager |
| CSC / CORR | CSC-1 | Correspondence Section – Cheryl Marzella, Supervisor |
| CSC / COV | CSC-1 | Change Of Venue – Cheryl Marzella, Supervisor |
| CSC / IVD | CSC-1 | IV-D – Cheryl Marzella, Supervisor |
| CSC / D&C | CSC-LL | Discovery & Confidential – Donna Hall, Manager |
| CSC / D&C GJ | CSC-LL | Discovery & Confidential Grand Jury – Donna Hall, Manager |
| CSC / PR | CSC-LL | Public Records – Ken Shipley, Supervisor |
| CSC / MLP | CSC-1 | Marriage License / Passports – Cheryl Marzella, Supervisor |
| CSC / RS | CSC-1 | Recording Services – Cheryl Marzella, Supervisor |
| CSC / PS | CSC-1 | Process Servers – Cheryl Marzella, Supervisor |

APPEALS, DISPOSITION, CRIMINAL EXHIBITS AND GRAND JURY

| MAILCODE | LOCATION | DEPARTMENT OR PERSON |
|---------------|----------|---|
| CSC / ADM | CCB-1 | Administrator – Melanie Fay |
| CSC / MGR | CSC-LL | Manager – Donna Hall, Manager |
| SCT / DA | SCT-4 | Dispositions & Abstracts – Tina Barrett, Supervisor |
| SCT / AP | CCB-4 | Appeals – Tina Barrett, Supervisor |
| CSC / EX - CV | CSC-LL | Civil Exhibits – Civil, Tina Barrett, Supervisor |
| SCT / EX - CR | SCT-4 | Criminal Exhibits / All Intake – Tina Barrett, Supervisor |
| SCT / EX - GJ | SCT-4 | Grand Jury Exhibits – Tina Barrett, Supervisor |

ADMIN SERVICES

| MAILCODE | LOCATION | DEPARTMENT OR PERSON |
|------------|----------|--|
| CSC / ADM | CSC-1 | Administrator – Melanie Fay |
| CSC / MGR | CSC-LL | Manager – Donna Hall, Manager |
| CSC / DIST | CSC-LL | Duplicating Distributing Center – Francisca Horst, Supervisor |
| CSC / S&R | CSC-Dock | Shipping & Receiving – Francisca Horst, Supervisor |
| CSC / MS | CSC-Dock | Mailroom Services – Francisca Horst, Supervisor |
| CSC / FM | CSC-Dock | Facilities Maintenance – Gene Yamamoto - Francisca Horst, Supervisor |

OFFICE LOCATIONS

DJC

620 W. Jackson St #3017
Phoenix, AZ 85003

CCB

201 W. Jefferson
Phoenix, AZ 85003

CSC

601 W. Jackson
Phoenix, AZ 85003

Juvenile Durango

3131 W. Durango
Phoenix, AZ 85009

Juvenile Southeast

1810 S. Lewis
Mesa, AZ 85210

Northeast Regional Court Center

18380 N 40th St.
Phoenix, AZ 85003

Northwest Regional Court Center

14264 W. Tierra Buena Lane
Surprise, AZ 85374

OCH

125 W. Washington
Phoenix, AZ 85003

OWM

1 W. Madison
Phoenix, AZ 85003

Southeast Adult

222 E. Javelina Ave.
Mesa, AZ 85210

SCT

175 W. Madison Ave
Phoenix, AZ 85003

ACRONYMS

| | Description | | Description |
|--------|---|-----|------------------------------|
| AC | Accounting | GJ | Grand Jury |
| ADM | Administration, Administrator, Director | GOV | Government Desk |
| AP | Appeals | HR | Human Resources / Payroll |
| BA | Business Analyst | ITG | Information Technology Group |
| B&D | Billing & Deferrals | IVD | FOUR "D" |
| CCB | Central Court Building | JF | Jeff Fine |
| CD | Chief Deputy | MA | Management Analyst |
| CFO | Criminal Financial Obligations | MGR | Manager |
| CORR | Correspondence | MN | Michael Nimitz |
| COV | Change of Venue | MLP | Marriage License / Passports |
| CR | Criminal | MR | Management Resources |
| CRS | Courtroom Services | MS | Mailroom Services |
| CSC | Customer Service Center | NER | Northeast Regional |
| CV | Civil | NR | Nancy Rodriguez |
| DA | Disposition & Abstracts | NWR | Northwest Regional |
| D&C | Discovery & Confidential | OCH | Old Courthouse |
| D&C GJ | Discovery & Confidential Grand Jury | OWM | One West Madison |
| DRMS | Document & Records Mgmt. Services | PB | Probate |
| DIST | Distribution | PR | Public Records |
| DJC | Downtown Justice Center | PS | Process Servers |
| DK | Docket | RCC | Regional Court Center |
| DUR | Durango | RS | Recording Services |
| DV | Desert Vista (now known as Mesa VW) | SCT | South Court Tower |
| EA | Executive Assistant | SCT | South Court Tower |
| ECB | East Court Building | SE | Southeast |
| ECR | Electronic Court Records | SEA | Southeast Adult |
| EDC | Early Disposition Court | SEJ | Southeast Juvenile |
| EDM | Electronic Document Management | SP | Strategic Planning |
| EX | Exhibits | S&R | Shipping & Receiving |
| FAJ | Fourth Avenue Jail | TIS | Tech Innovation Strategist |
| FC | Family Court OR | VW | Valley Wise |
| FC | File Counter | | |
| FM | Facilities Management | | |
| FR | File Room | | |
| FSS | Family Support Services | | |
| GC | General Counsel | | |

For questions regarding changes or updates.
Please feel free to contact Francis Horst @ Francis.Horst@Maricopa.Gov