	<b>Clerk Of The Court Internal Procedure</b>	<b>Approved:</b>
	<b>Subject: COSC: Downtown Run</b>	<b>Effective Date: 09/21/2017</b>
	<b>Page 1 of 3</b>	<b>Last Revised Date: 10/06/2020</b>

**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 4:30 p.m., Monday, Wednesday and 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.

<b>Time</b>	<b>Location</b>	<b>Details</b>
8:00	Customer Service Center (CSC) 601 W. Jackson. St.	<b>CSC - LL Mailroom</b> - Pickup scan boxes from LL for CCB-EDM - Pickup from EX and D&C - Pickup mail for Southwest JC - Agua Fria - Country Meadows - Maryvale - White Tanks
8:15	USPS 522 N Central  (Use Park Moble app if no parking)	<b>Fillmore/Central Post Office</b> - Pickup mail from PO Boxes: - CFO 25339 - D&B 25426
8:30	Central Court Building (CCB) 201 W Jefferson St 1st fl  "Deliver checks <b>no</b> later than 8:30"	<b>CCB - Mailroom</b> <b>CFO and Billing and Defferal departments</b> - Deliver CFO and D&B PO Box mail - Check for special handing items - Pick up slots for Distribution (place into an interoffice envelope) - Pick up outgoing mail (Buckets & Mail slot)
8:45	West Court Building (WCB) 111 S 3rd Ave 1st fl	- Check for special handling items - Outgoing mail slots and bins - Distribution wire basket  - Deliver scan boxes and pickup scan boxes from the floor  - Pick up check container from accounting
9:15	USPS 1441 E. Buckeye Rd.  (Ring bell for service)	<b>Rio Salado/Buckey Post Office</b> - Pickup Will Call boxes and PO boxes SEJ - 21086 (Mon/Wed/Fri) County Collections 20187 (Mon/Wed/Fri)



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<b>Time</b>	<b>Location</b>	<b>Details</b>
9:30	Customer Service Center (CSC) 601 W. Jackson. St.	<b>CSC Mailroom &amp; Distribution</b> - Deliver Post Office mail to Mailroom - Deliver check container to Distribution staff members
9:45	SW Justice Courts 10420 W Van Buren St	<b>Avondale Justice Courts</b> County Meadows, Maryvale, White Tanks, Agua Fria - Deliver and Pickup mail
10:45	USPS 522 N Central Ave	<b>Fillmore/Central Post Office</b> - Pickup Certified mail from Post Office counter for: - CFO 25339 - D&B 25426
11:00	Customer Service Center (CSC) 601 W Jackson St	<b>CSC 1st Flr &amp; LL</b> - Scan, sort mail from route - Take CSC LL mail to LL Mailroom, sort accordingly (Pickup outgoing mail) - Deliver mail to CSC EX & ITG - Place PO Box 21086 in SEJ slot - Deliver items from CCB to D&C - Deliver items to CSC departments
12:00	Lunch	
1:00	Customer Service Center (CSC) 601 W Jackson St	<b>CSC 1st Flr &amp; LL</b> - Misc Dock task - Mail picks ups - Gather mail for route - Pickup from EX & D&C
2:00	Old Courthouse (OCH) 125 W Washington St  602 506-3424 - SECURITY	<b>OCH 1st Flr</b> - Pickup (2) <b>same</b> color boxes to the counter - Deliver (2) <b>same</b> color boxes from the counter - Deliver & Pickup from mailslots JUV - CRS - Pick up Filed/MISC & CIR (place into marked interoffice envelope from Dock shelf) - Pickup DIST mail, place into DIST Interoffice envelope - Open beige bin with key place items in D&C envelope/blue bucket - Deliver Probate Investigator mail - Deliver/Pickup to various floors per special request

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2:15	West Court Building (WCB) 111 S. 3rd Ave 1st fl	<p style="text-align: center;"><b>Grand Jury Department- LL</b></p> <ul style="list-style-type: none"> <li>• Use your badge access to enter through the door to left</li> <li>- Deliver mail</li> <li>- Deliver/Pickup scan boxes</li> <li>- Pickup Public Records Confidential - D&amp;C items</li> </ul> <hr/> <p style="text-align: center;"><b>WCB - Mairloom</b></p> <ul style="list-style-type: none"> <li>- Deliver &amp; Pickup mail for departments to slots, bins and staff (accountable mail)</li> <li>- Delivery/Pickup miscellaneous items</li> <li>- Pickup EDM outgoing boxes (For CSC Fileroom)</li> <li>- Open beige bin with key place items in D&amp;C envelope/blue bucket</li> <li>- Pickup Distribution wire basket mail</li> </ul>
2:15	Central Court Building (CCB) 201 W Jefferson St 1st flr & LL	<p style="text-align: center;"><b>CCB - Mailroom</b></p> <ul style="list-style-type: none"> <li>- Deliver mail for CCB departments, sort accordingly</li> <li>- Delivery/Pickup miscellaneous items</li> <li>- Pickup special handing outgoing bin</li> <li>- Deliver mail for departments to slots and bins</li> <li>- Pickup Distribution mail slots</li> <li>- Open beige bin with key place items in D&amp;C accordion.</li> </ul>
3:00	Admin Building 1st floor 301 W Jefferson	<p style="text-align: center;"><b>Exela</b></p> <p>Deliver barcode and stamp mail</p>
3:15	Customer Service Center (CSC) 601 W. Jackson. St.	<p style="text-align: center;"><b>CSC Building</b></p> <ul style="list-style-type: none"> <li>- Scan/sort all mail (Dock)</li> <li>- Deliver mail to D&amp;C, Exhibits and other departments at CSC</li> <li>- Perform dock duties</li> </ul>
3:45	Jackson Garage 601 W Jackson St	- Park van

**Applicability:**

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