**PURPOSE:**

To provide instructions for processing requests for access to Adult Court non-public documents in OnBase.

**OBJECTIVE:**

* To ensure that proper approvals are in place prior to granting access to Adult Court non-public documents.

**EVENT DRIVER:**

* A request for access to Adult Court non-public documents is submitted to ITG; it is forwarded to the ITG OnBase Administrator or their backup, or the Non-Public Document Access Team, for verification of required approvals.

**PROCEDURES:**

1. **Request for newly-appointed judicial officer:**
   1. ITG OnBase Administrator or their backup creates an OnBase account with automatic access to user group BENCH COSC-A as noted below.
   2. After account has been created, ITG Desk emails the user name and password to CTS Technical Support (CTSTechnicalSupport@jbazmc.maricopa.gov).
2. **Request for any other OnBase access to non-public documents:**
   1. Review the request.
   2. Determine if the required approvals are in place per COC guidelines in the table below.
   3. If approvals are not in place, email the appropriate person and request approval.
   4. If approval is given, respond to ITG that “All required approvals are in place per COC guidelines.” If approval is not given, the person will not be granted the access.
   5. This procedure applies to judge pro-tem and retired judicial officers who have returned for service. If they should need access to non-public documents, approval is required from the respective case type presiding judges.
   6. Visiting judges receive ECR Online access through the eFile Support teams.
   7. Maintain a record of all approvals for at least three years in the following folder: ***S:\Non-Public Document Accounts\Approval Emails***

**Table of Approving Authorities for Access to Non-Public Documents**

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| **Non-Public Family Court Documents** | | |
| **Clerk of Court** | **Courtroom Services Staff – Adult and Juvenile** | **User Group: COURT CLERK COSC-A** access to SECURITY-Family Court CONF-FC CLERK is included in COURT CLERK COSC-A  *Required approval: None (Automatic access)* |
| **Designated COC Staff** | **User Group: SECURITY- Family Court CONF-FC CLERK**  *Required approval: The requestor’s department administrator* |
| **Court** | **Judicial Officers** | **User Group: BENCH COSC-A** access to SECURITY-Family Court CONF-FC COURT is included in BENCH COSC-A  *Required approval: None (Automatic access)* |
| **JA’S and Courtroom Assistants assigned to a FC calendar** | **User Group: SECURITY- Family Court CONF-FC COURT**  *Required approval: None (Automatic access is granted to this group per Judge Hyatt on 12/09/10)* |
| **Designated Court Staff** | **User Group: SECURITY- Family Court CONF-FC COURT**  *Required approval: FC Administrator, per Presiding Family Court Judge Hyatt on 12/09/10.* |

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| **Non-Public Probate Documents** | | |
| **Clerk of Court** | **Courtroom Services Staff – Adult and Juvenile** | **User Group: COURT CLERK COSC-A** access to SECURITY-PROBATE PIF CLERK is included in user group COURT CLERK COSC-A  *Required approval: None (Automatic access)* |
|  | **Designated COC Staff** | **User Group: SECURITY-PROBATE PIF CLERK**  *Required approval: The requestor’s department administrator* |
| **Court** | **Judicial Officers** | **User Group: BENCH COSC-A** access to SECURITY-PROBATE PIF COURT is included in BENCH COSC-A  *Required approval: None (Automatic access)* |
| **JA’s and Courtroom Assistants assigned to a PB calendar** | **User Group: SECURITY-PROBATE PIF COURT**  Required approval: Presiding Probate/MH Judge and cc PB Court Administrator |
| **Designated Court Staff** | **User Group: SECURITY-PROBATE PIF COURT**  Required approval: Presiding Probate/MH Judge and cc PB Court Administrator |
| **Trusted Agency** | **Designated Trusted Agency Staff** | **User Group: SECURITY-PROBATE PIF COURT**  Required approval:   * Presiding Probate/MH Judge must approve trusted agency access for the agency. Also cc PB Court Administrator. * Designated agency contact person listed on TABLE-EDMQC-1001 for trusted agency staff approves where agency access has already been approved and established. |

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| **Non-Public Criminal Documents** | | |
| **Clerk of Court** | **Designated COC Staff** | **User Groups: SECURITY-JTOP** and/or  **SECURITY-CONF-CR**  *Required approval: The requestor’s department administrator* |
|  | **Courtroom Services Staff – both Adult and Juvenile** | **User Group: COURT CLERK COSC-A** (access to SECURITY-CONF-CR is included in user group COURT CLERK COSC-A)  *Required approval: None (Automatic access)* |
| **Court** | **Judicial Officers** | **User Group: BENCH COSC-A** (access to SECURITY-CONF-CR and SECURITY-JTOP is included in user group BENCH COSC-A)  *Required approval: None (Automatic access)* |
|  | **Designated Court Admin Staff** | **User Group: SECURITY-CONF-CR**  *Required approval: CR Court Administrator* |
|  | **Other Court Staff (other than Judicial Officers)** | **No electronic access** |

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| **Protective Orders – CV and FC** | | |
| **Clerk of Court** | **Courtroom Services Staff – Adult and Juvenile** | **User Group: COURT CLERK COSC-A** (access to SECURITY-PRO CLERK is included in COURT CLERK COSC-A)  Required approval: None (Automatic access) |
|  | **Designated COC Staff** | **User Group: SECURITY-PRO CLERK**  Required approval: The requestor’s department administrator |
| **Court** | **Judicial Officers** | **User Group: BENCH COSC-A** (access to SECURITY-PRO COURT is included with BENCH COSC-A)  Required approval: None (Automatic access) |
|  | **JA’s and Courtroom Assistants** | **User Group: JUDICIAL ASSISTANTS and BAILIFFS** (access to SECURITY-PRO COURT is included with JUDICIAL ASSISTANTS and BAILIFFS)  Required approval: None (Automatic access) |
|  | **Designated Court Staff** | **User Group: SECURITY-PRO COURT**  Required approval: The requestor’s department administrator |

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| **Jury Lists** | | |
| **Clerk of Court** | **Courtroom Services Staff – Adult and Juvenile** | **User Group: COURT CLERK COSC-A** (access to SECURITY-JURY CLERK is included with COURT CLERK COSC-A)  Required approval: None (Automatic access) |
|  | **Designated COC Staff** | **User Group: SECURITY-JURY CLERK**  Required approval: The requestor’s department administrator |
| **Court** | **Judicial Officers** | **User Group: BENCH COSC-A** (access to SECURITY-JURY COURT is included with BENCH COSC-A)  Required approval: None (Automaticaccess) |
|  | **Designated court staff** | **User Group: SECURITY-JURY COURT**  Required approval: Presiding Judge. |

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| **Mental Health Documents – MH and MS** | | |
| **Clerk of Court** | **Designated COC Staff** | **User Group: VIEW ONLY-COSC-A A-MH Clerk**  Required approval: The requestor’s department administrator |
| **Court** | **Judicial Officers** | **User Group: BENCH COSC-A** (access to VIEW ONLY –COSC-A A-MH COURT is included with BENCH COSC-A)  Required approval: None (Automatic access per AO 2014-051) |
|  | **JA’s and Courtroom Assistants** | **User Group: JUDICIAL ASSISTANTS and BAILIFFS** (access to VIEW ONLY-COSC-A A-MH COURT is included with JUDICIAL ASSISTANTS and BAILIFFS)  Required approval: None (Automatic access per AO 2014-051) |
|  | **Designated Court Staff** | **User Group: VIEW ONLY-COSC-A A-MH Court**  Required approval: Presiding Probate/MH Judge and cc Probate Court Administrator |
| **Trusted Agency** | **Designated Trusted Agency Staff** | **User Group: VIEW ONLY-COSC-A A-MH Court**  Required approval:   * Presiding Probate/MH Judge and cc PB Court Administrator must approve trusted agency access for the agency. * Designated agency contact person listed on TABLE-EDMQC-1001 for trusted agency staff approves where agency access has already been approved and established. |

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| **Search Warrants (Unopened)** | | |
| **Clerk of Court** | **Designated COC Staff** | **User Group: Security-SWW CLERK**  Required approval: The requestor’s department administrator |
| **Court** |  | No access available to persons outside the Clerk’s Office |

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| **Documents on Unopened Grand Jury Defendants** | | |
| **Clerk of Court** | **Designated COC Staff** | **User Group:**  **GRAND JURY USERS ONLY**  **GRAND JURY Supervisors ONLY**  Required approval: The CR department administrator. |
| **Court** |  | No access available to persons outside the Clerk’s Office |

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| **Documents with an Administrative Hold** | | |
| **Clerk of Court** | **Designated COC Staff** | **User Group: SECURITY – HOLD CLERK**  Required approval: The requestor’s department administrator |
| **Court** |  | No access available to persons outside the Clerk’s Office |

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| **Documents Sealed by the Court** | | |
| **Clerk of Court** | **Designated COC Staff** | **User Group(s):**  **SECURITY-SEALED CLERK**  **SECURITY-SEALEDVIEW**  **SECURITY-SUPERSEALED**  **SECURITY-SEALEDJUV**  **SECURITY-SEALEDJUVVIEW**  **SECUIRTY-SUPERSEALEDJUV**  Required approval: The requestor’s department administrator. Juvenile System Administrator for all juvenile access. |
| **Court** | **Judicial Officers** | **User Group: BENCH COSC-A** (access to SECURITY SEALED COURT is included with BENCH COSC-A)  Required approval: None (Automatic access per AO 2014-051) |
|  | **Designated Probate Court Accountants; Designated Probate Court Examiners** | **User Group: SECURITY-SEALEDVIEWCOURT**  Required approval: PB Court Administrator |
|  | **Court staff other than JO’s or Probate Court Accountants or Examiners** | **SECURITY-SEALED COURT** access authorized on a person by person basis by the Presiding Judge. |

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| **Unprocessed/Pending Work (Undocketed images)** | | |
| **Clerk of Court** | **Designated COC Staff** | **User Group – SECURITY-EI**  Required approval: None (automatic access) |
| **Court** | **Designated Court Staff** | Required approval: None (automatic access) |
| **Trusted Agencies** | **Governmental agencies, legal agencies** | Required approval: None (automatic access) |
| **Media** | **Access provided through Research Media Terminals in the customer service areas** | Required approval: None (automatic access) |
| **ECR Online** | **Access provided through ECR Online** | No electronic access to SECURITY-EI |

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| **Limited Juvenile Records Access (JD, JE, JG, JI, JS, JV, JP, JR)** | | |
| **Court** | **Judicial Officers** | User Group:  BENCH COSC-A  Required approval: None (Automatic access per AO 2014-051) |
|  | **Judicial Assistants and Bailiffs** | User Group: JUDICIAL ASSISTANTS and BAILIFFS  Required approval: None (Automatic access per AO 2014-051) |
|  | **Court staff other than JO’s or Judicial Assistants and Bailiffs** | All other requests for access to other Juvenile documents are sent to the Juvenile System Administrator |

**POLICIES / RELATED DOCUMENTS:**

* Non-Public Documents Table – Adult Court ([TABLE-EDMQC-1002](file:///\\coscdsm4400\share\venablek\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\venablek\AppData\Local\Microsoft\Windows\Document%20Control\Tables\TABLE-EDMQC-1002.xlsx))
* [Administrative Order 2014-051](http://www.superiorcourt.maricopa.gov/SuperiorCourt/AdministrativeOrders/AdminOrders/Admin%20Order%202014-051.pdf)

**OTHER PARTIES INVOLVED:**

* ITG staff
* ITG OnBase Administrator
* Clerk of Court Administrators
* Presiding Judge
* Probate/Mental Health Presiding Judge
* Family Court Presiding Judge
* Court Administrators

**TIME / VOLUME:**

* Estimate 15 minutes to process each request.

**FREQUENCY:**

* Performed upon request; averages about 10 requests per day.

**PERFORMANCE MEASURE:**

* Accuracy in obtaining the required approvals.

**SYSTEM ACCESS REQUIRED:**

* None

**REPORTS / FORMS:**

* [N/A](file://\\coscdsm4400\share\venablek\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\urewiczl\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\urewiczl\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\urewiczl\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\urewiczl\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\UrewiczL\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\Reports\Graphic\CHART-EDM-0005.pptx)

**DEFINITIONS:**

* N/A

**APPLICABILITY:**

This procedure applies to all employees of the Clerk of the Court. This procedure is reviewed and updated annually.

**REVISION HISTORY:**

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| **Revision Number** | **Revision Author** | **Summary of Changes** | **Approval Date** |
| - | Michelle Wolf | Document Origination | 11/18/2013 |
| A | Michelle Wolf | Revised extensively due to AO 2014-051 | 06/09/2014 |
| B | Michelle Wolf | Added Non-Public Criminal Documents table | 04/29/2015 |
| C | Michelle Wolf | Added new User Groups | 10/09/2016 |
| D | Chris Cerrato | Added the last section to the table --- IA COC Direct Files and IA View Only through iCIS. | 07/31/2017 |
| E | Chris Cerrato | Added new user group on the bottom of page 7 - SEALEDVIEWCOURT | 10/23/2017 |
| F | Chris Cerrato | Updated language throughout | 01/12/2018 |
| G | Chris Cerrato | Updated language throughout | 02/13/2018 |
| H | Chris Cerrato | Updated language, and added Probate Examiners to SEALEDVIEWCOURT user group | 03/19/2018 |
| I | Chris Cerrato | Updated terms for audit from quarterly to three times each year | 08/20/2018 |
| J | Chris Cerrato | Added new security codes | 03/04/2019 |
| K | Chris Cerrato | Updated language throughout | 10/29/2019 |
| L | Chris Cerrato | Added language re maintaining approval emails | 12/26/2019 |
| M | Chris Cerrato | Updated language throughout | 12/2/2020 |