

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
DJC/CO	DJC-3	Communications Officer – Len Keso

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-CHT&IO	DJC-3	Rich McHattie, Chief Technology and Innovative Officer
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 Eddie Levins, Ryan Harris
DJC / CS	DJC-3	Communication Supervisor – Tiarra Earls Hass – Supervisor
CSC / Media	CSC-LL	Media – Tiarra Earls Hass – Supervisor, Brian Turner,
DJC / MR	DJC-3	Management Resources – Purchasing, Accounts Payable, Financial Analyst – Salma Ramos, Jannet Ortega, Diana Hoover 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-LL	Business Analyst - Jeanette Farrison
DJC / BA	DJC-3	Business Analyst - Dorothy King
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
CCB/CCU	CCB-1	County Collections Unit – Angela Smith – Supervisor
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 / 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 – Joana White, Supervisor
CCB / PB REG	CCB-1	Probate Registrar – Sheri Jaffe, Manager
CCB / EDM	CCB-1	EDM, Auditors, Docket Staff (non-Criminal) – Travis Joy, Supervisor
CCB / GJ	WCB-LL	Grand Jury – Melissa Flanagan, 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 Sleeseman, Supervisor
NER / PR	NER	Public Records – Kelly Sleeseman, Supervisor
NER / MLP	NER	Marriage License / Passports – Kelly Sleeseman, 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 – Nikki Swiss, Manager
SEA / CORR	SEA-1	Correspondence – Nikki Swiss, Manager
SEA / PR	SEA-1	Public Records – Nikki Swiss, Manager
SEA / MLP	SEA-1	Marriage License / Passports – Nikki Swiss, Manager
SEA / RCC - EDC	SEA-1	(RCC) Regional Court Center and (EDC) Early Disposition Court – Nikki Swiss, Manager
SEA / EDM – QC	SEA-1	EDM – QC – Nikki Swiss, Manager

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, Leslie Wilkins - Administrator
Mesa VW / CRS	SCT-12	Mesa Valley Wise - Courtroom Clerk, Leslie Wilkins - 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 – Connie Pitts, Manager
DUR / Operations MGR	DUR	Juvenile Operations SE & Durango – Rachel Robles, Manager
DUR / FC – DK	DUR	File Counter and Docket – Maria Stevens, Supervisor
DUR / CRS	DUR	Courtroom Clerks – Veronica Castillo, Alicia Burd – Supervisors
OCH / JUV-CRS	OCH	Juvenile Courtroom Clerks – Veronica Castillo, Alicia Burd – 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	SCT-4	Appeals – Tina Barrett, Supervisor
SCT / EX	SCT-4	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 & Ulises Martinez - 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	ITR	Intake, Transfer and Release
CCB	Central Court Building	IVD	FOUR "D"
CFO	Criminal Financial Obligations	JF	Jeff Fine
CORR	Correspondence	MA	Management Analyst
COV	Change of Venue	MGR	Manager
CR	Criminal File Counter	MN	Michael Nimtz
CRS	Courtroom Services	MLP	Marriage License / Passports
CSC	Customer Service Center	MR	Management Resources
CV	Civil File Counter	MS	Mailroom Services
DA	Disposition & Abstracts	NER	Northeast Regional
D&C	Discovery & Confidential	NR	Nancy Rodriguez
D&C GJ	Discovery & Confidential Grand Jury	NWR	Northwest Regional
DRMS	Document & Records Mgmt. Services	OCH	Old Courthouse
DIST	Distribution	PB	Probate
DJC	Downtown Justice Center	PR	Public Records
DK	Docket	PS	Process Servers
DUR	Durango	RCC	Regional Court Center
DV	Desert Vista (now known as Mesa VW)	RS	Recording Services
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	VC	Valerie Clark
FC	File Counter	VW	Valley Wise
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