

	Clerk Of The Court Internal Procedure	Approved:
	Subject: COSC: Mesa-Durango	Effective Date: 03/01/2017
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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	<ul style="list-style-type: none"> · Clock in. Pick up the van. · All mail from run shelf for SEA, SEJ and DUR and JC’s. · All outgoing JC mail: <ul style="list-style-type: none"> -West Mesa JC -North Mesa JC -Highland JC -San Tan JC -University Lakes JC -San Marcos JC -Kyrene JC
8:15	CSC -LL 601 W. Jackson. St.	Pick Up	<ul style="list-style-type: none"> · Files from LL File Room (Monday only empty boxes for DUR, SEA, and SEJ) · All files from Discovery & Confidential. (Sign all transmittals for DUR, SEA, and SEJ).
9:00	Durango Juvenile 3131 W. Durango St.	Deliver	<ul style="list-style-type: none"> · Enter through back of building to 1st door on right down hallway. · Put mail in the incoming basket · Deliver empty boxes Monday only
		Pickup	



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Time	Location	Task	Details
9:30	West Mesa JC 2050 W. University Dr., Mesa	Deliver & Pickup	<ul style="list-style-type: none"> · Park by front at curb. Mail to wire basket on table by copiers. · Pick up outgoing mail.
9:45	North Mesa JC 1937 S. Mesa Dr.	Deliver	<ul style="list-style-type: none"> · Park in front; clerk will open door. · Through counter to table in back. · Leave incoming mail by printer.
		Pickup	<ul style="list-style-type: none"> · Take barcode and inter-office only. (Not USPS)
10:00	Southeast Juvenile S. Lewis, Mesa	1810 Deliver	<ul style="list-style-type: none"> · Enter building, pass through wooden door to hallway, enter COC door on Right, enter next door, and then deliver mail and files to table on the Left.
		Pickup	<ul style="list-style-type: none"> · Mail, files and scan boxes. · Outgoing mail and interoffice by judge boxes in locked hallway
10:15	Southeast Adult 222 E. Javelina Ave, Mesa	Deliver & Pickup	<ul style="list-style-type: none"> · Court Admin mail to Suite 1350 · Pick up all mail from SEA Admin · Pick up SEJ box
		Deliver & Pickup	<ul style="list-style-type: none"> · SSC print shop forms · RCC mail in wire basket inside door · All mail from special handling basket · Any scan boxes · Exhibits from Supervisor's office · Deliver empty boxes
10:30	Highland JC 55 E. Civic Center Dr., Gilbert	Deliver & Pickup	<ul style="list-style-type: none"> · Mail to front counter. · At front counter.
10:45	San Tan Regional Court Center 201 E. Chicago St., Chandler	Deliver	<ul style="list-style-type: none"> · Enter through back of building. · San Tan JC (Left) and University Lakes JC (Right). · San Marcos JC (Left), Kyrene JC (Right) · Put incoming mail in bins under the counter (all JC's).
		Pickup	<ul style="list-style-type: none"> · Mail from the counter (all JC's).
11:30	CSC W. Jackson St.	601 Deliver	<ul style="list-style-type: none"> · All materials through scanner, files, documents, down conveyor, passports to 1st fl. counter, get signatures & sort mail.
12:00	Lunch		
1:00	COC Mailroom 601 W. Jackson. St.	Deliver & Pickup	<ul style="list-style-type: none"> · Discovery & Confidential Docs.
		Pickup	<ul style="list-style-type: none"> · Files from LL File Room · All mail from run shelf mailroom for DUR, C2C, SEJ, SEA Court Admin, and SEA Clerk of Court.



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Time	Location	Task	Details
1:30	Durango W. Durango St 3131	Deliver	· Mail & files to incoming basket on counter.
		Pick Up	· Mail and files for: · SEJ & OCH · File from DUR Lobby Info Counter for SEJ Adoption Office. · C2C (Cradles to Crayons)
1:45	Cradle to Crayons 3445 W Durango St.	Pickup	· Mail, files and scan boxes. · File from SEJ Adoption office for DUR Lobby info Counter. Get signature.
2:40	Southeast Adult E Javelina Ave., Mesa 222	Deliver	· Court Admin mail to Suite 1350. · Pick up all mail from SEA Admin area. · Pick up SEJ box
		Pickup	· RCC pickup in wire basket on table on right after entry, CoC area. · All mail/ackages from Special Handling basket and any scan boxes. · Exhibits to and from Clerk's Office Supervisors and get signatures. · Pick up all mail from COC area.
3:40	Durango W. Durango St 3131	Deliver	· Mail and files from SEJ. · File from SEJ Adoption Office to DUR info counter. Get signature.
		Pick Up	· Interoffice/USPS/Bar coded · Scan · Outgoing Mail
4:20	CSC 601 W. Jackson. St.	Deliver	· Scan and sort all mail and exhibits
5:00	End of Shift		· Clock out.

Applicability:

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