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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.

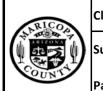
Time	Location	Task	Details
8:00	Customer Service Center (CSC)	Pickup	· Clock in. Pick up the van.
			· All mail from run shelf for SEA, SEJ and
	601 W. Jackson. St.		DUR and JC's.
			· All outgoing JC mail:
			-West Mesa JC
			-North Mesa JC
			-Highland JC
			-San Tan JC
			-University Lakes JC
			-San Marcos JC
			-Kyrene JC
8:15	CSC -LL	Pick Up	· Files from LL File Room
	601 W. Jackson. St.		(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	Deliver	· Enter through back of building to 1 st
	3131 W. Durango St.		door on right down hallway.
			 Put mail in the incoming basket
			· Deliver empty boxes Monday only
		Pickup	· SEJ files
			· Interoffice/USPS/Bar coded
			· Scan boxes
			· OCH mail
			· Juvenile Exhibits to go to CSC storage
			every Monday



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Time	Location	Task	Details
9:30	West Mesa JC	Deliver &	· Park by front at curb. Mail to wire
	2050 W. University Dr., Mesa	Pickup	basket on table by copiers.
			· Pick up outgoing mail.
9:45	North Mesa JC	Deliver	Park in front; clerk will open door.
	1937 S. Mesa Dr.		Through counter to table in back.
		D: 1	· Leave incoming mail by printer.
		Pickup	· Take barcode and inter-office only.
10:00	Southeast Juvenile 1810	Deliver	(Not USPS) · Enter building, pass through wooden
10:00		Deliver	door to hallway, enter COC door on
	S. Lewis, Mesa		Right, enter next door, and then deliver
			mail and files to table on the Left.
		Pickup	· Mail, files and scan boxes.
			· Outgoing mail and interoffice by judge
			boxes in locked hallway
10:15	Southeast Adult	Deliver &	· Court Admin mail to Suite 1350
	222 E. Javelina Ave, Mesa	Pickup	· Pick up all mail from SEA Admin
			· Pick up SEJ box
		Deliver &	· SSC print shop forms
		Pickup	· RCC mail in wire basket inside door
			· All mail from special handling basket
			· Any scan boxes
			Exhibits from Supervisor's office
10.20	Highland IC	Dallina a 0	Deliver empty boxes
10:30	Highland JC	Deliver &	· Mail to front counter.
10:45	55 E. Civic Center Dr., Gilbert San Tan Regional Court Center	Pickup Deliver	At front counter.Enter through back of building.
10.45	Sair rair Regional Court Center	Delivei	San Tan JC (Left) and University Lakes
	201 E. Chicago St., Chandler		JC (Right).
	201 L. Cineago St., Chanaler		
			· San Marcos JC (Left), Kyrene JC (Right)
			· Put incoming mail in bins under the
			counter (all JC's).
		Pickup	· Mail from the counter (all JC's).
11:30	CSC 601	Deliver	· All materials through scanner, files,
	W. Jackson St.		documents, down conveyor, passports
			to 1st fl. counter, get signatures & sort
			mail.
12:00	Lunch		
1:00	COC Mailroom	Deliver &	· Discovery & Confidential Docs.
	601 W. Jackson. St.	Pickup	
			Files from LL File Room
			· All mail from run shelf mailroom for
		Dickup	DUR, C2C, SEJ, SEA Court Admin, and
		Pickup	SEA Clerk of Court.



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	rage 3 01 3		Last Revised Date. 02/01/2017
Time	Location	Task	Details
1:30	Durango 31:	Deliver	· Mail & files to incoming basket on
	W. Durango St	Deliver	counter.
			· Mail and files for:
			· SEJ & OCH
		Pick Up	 File from DUR Lobby Info Counter
			for SEJ Adoption Office.
			· C2C (Cradles to Crayons)
1:45	Cradle to Crayons	Pickup	· Mail, files and scan boxes.
	3445 W Durango St.		· File from SEJ Adobption office for DUR
			Lobby info Counter. Get signature.
			2000 y milo dounter. Get signature.
	Southeast Adult 22	2 Deliver	· Court Admin mail to Suite 1350.
2:40	E Javelina Ave., Mesa		Court Nation to Salte 1950.
			· 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 31: W. Durango St	31 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	Deliver	Scan and sort all mail and exhibits
	601 W. Jackson. St.		
5:00	End of Shift		· Clock out.
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Applicability:

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