	Clerk Of The Court Internal Procedure	Approved:
	Subject: COSC: Northeast / Northwest Run Page 1 of 5	Effective Date: 03/1/2017 Last Revised Date: 02/21/2017

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.		Clock in, pick up van.
8:10	CSC 601 W. Jackson. St.	Pick Up	<ul style="list-style-type: none"> · Mail for: Desert Vista Hospital East Mesa JC McDowell Mountain JC Dreamy Draw JC Moon Valley JC Desert Ridge JC NER COC NER Court Admin Any Exhibits for NER & NWR NWR COC NWR Court Admin Arrowhead JC North Valley JC Manistee JC Hassayampa JC



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Time	Location	Task	Details
9:00	Desert Vista Hospital 570 W Brown, Mesa	Deliver	<ul style="list-style-type: none"> · Park the van by the front door. · Unload mail and documents for Desert Vista and enter through the front door. · Go to the front desk and tell the receptionist you are here for the Clerk of Court. She will have you sign their log book. · The key ring to the mailroom is in a brown envelope in the log book. · Take the key and go to the door to the left of the reception desk. (The receptionist will buzz the door unlocked.) · Turn right and you will see a corridor. The mailroom door is on the right side of the corridor. · Use the larger key on the ring to unlock the door and enter the mailroom. · To the right of the door is a counter with cupboards underneath it. Use the smaller key on the ring to unlock the padlock and open the cupboard. · Place incoming mail & documents in the basket inside cupboard.
		Pick up	<ul style="list-style-type: none"> · Pick up outgoing mail from the outgoing basket in the cupboard. · Close and lock the cupboard. · Exit the mailroom and retrace your steps to the front counter. · Turn in the key.
9:20	East Mesa JC 4811 E Julep Ste 128, Mesa (McKellips, east to 48 th St, turn right, left on Julep)	Deliver & Pickup	<ul style="list-style-type: none"> · Deliver mail to the counter and pick up outgoing mail and documents.
10:00	Northeast Regional Court Center 18380 N. 40th St., Phoenix	Deliver	<ul style="list-style-type: none"> · Enter the building through the back door after scanning badge. · The mailroom is to the left as you enter the back door.

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Time	Location	Task	Details
10:00	Northeast Regional Court Center 18380 N. 40th St., Phoenix	Deliver	<ul style="list-style-type: none"> · Pick up mail at FC Admin counter next to lobby vendor. · Deliver all Clerk of Court, Superior Court and Self Service Center mail, documents and files to the baskets.
10:15	Northeast Regional Court Center 18380 N. 40th St., Phoenix	Pick Up	<ul style="list-style-type: none"> · Pick up all outgoing mail, documents and files and place them in mail bins on delivery cart. · Exit the mailroom and proceed to the Clerk of Court area around the corner and to the right of the mailroom. · Pick up Marriage License and Passports from the basket in Marriage/Passport area · Pick up any Exhibits for downtown from the NE Manager.
10:30	Justice Courts -NER Court Center 18380 N. 40th St., Phoenix	Deliver	<ul style="list-style-type: none"> · Deliver all mail and documents to the baskets in the JC clerk area. · Moon Valley JC. · McDowell Mountain JC. · Dreamy Draw JC. · Desert Ridge JC.
		Pickup	<ul style="list-style-type: none"> · Pick up all outgoing mail and documents.
11:15	NWR 14264 W. Tierra Buena Ln., Surprise	Deliver & Pickup	<ul style="list-style-type: none"> · Passports · Self Service Center on Counter · Court Admin Area · COC Material · Sheriff outgoing on wall
11:30	NWR, Justice Courts 14264 W. Tierra Buena Ln., Surprise	Deliver & Pickup	<ul style="list-style-type: none"> · North Valley JC · Arrowhead JC · Manistee JC · Hassayampa JC · Superior Court Judges · Scan boxes
11:40	USPS	Deliver	<ul style="list-style-type: none"> · Drop off passports
12:30	CSC 601 W. Jackson St.	Deliver	<ul style="list-style-type: none"> · Scan and sort the mail
Lunch		1:00 - 2:00	



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Time	Location	Task	Details
2:00	CSC 601 W. Jackson St	Pick Up	<ul style="list-style-type: none"> · Pick up Passport from CSC-MLP & deliver to dock supervisor · Pick up expedited/ overnight mail passports from mailroom and load on van. You will need to fill out U.S. Postal Service Postage Statement sheets for the mail picked up at the CTS computer room. These sheets are in a brown envelope on the NE courier shelf. They are partially filled out except for the number of letters and weight.
2:15	CTS 620 W. Jackson St., 2nd fl.	Pick Up	<ul style="list-style-type: none"> · Computer room (Jury Mail) Turn left at the "T" and go to a set of double doors on the right. This is the CTS computer room. Knock on the door & enter when opened. · Pick up the trays of jury mail and jury post cards the staff member will show you. They will give you a list of how many letters and post cards and the weight. They will also give you bundled sheets of jury post cards that will go to the print shop to be cut.
2:30	Novitex 301 W. Jefferson St.	Deliver	<ul style="list-style-type: none"> · Cross Madison and turn right into the driveway at the rear of the Admin. Building. · Push the call button on the stanchion in front of the roll up door. When the door goes up, drive into the loading dock area. · Unload the trays of jury mail picked up at CTS computer room and take them up the stairs on the dock. A double door on your left is Pitney Bowes. · Go through the door and drop off the mail trays picked up at CTS computer room.

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2:45	Complete Print Shop 3433 w Earll Dr.	Deliver & Pickup	· Unload the bundles of jury post cards picked up from CTS computer room and deliver to the print shop to be cut.
3:30	USPS 48th St and Van Buren	Deliver	· Unload the expedited overnight passport boxes and take them into the Post Office through the main entrance. Wait in line. · When it is your turn, give the passport boxes to the clerk, who will weigh them/provide receipt. · Exit, turn left on Van Buren. Then drive to 48 th St. and turn left. · Go to Washington & turn left. · Due to traffic islands on Washington you will need to go east to the traffic light at 50 th St. · Pull into the left turn lane and when the signal allows, make a U-turn heading west on Washington. · Turn right into the driveway just east of 48 th St. · This leads to the Post Office Shipping/Receiving area. · Park the van and walk up the ramp to the dock & enter double doors at the west end of the dock. · Go to the next available postal clerk at the counter and show them what you have. They will let you know when you can bring your mail onto the dock. · When you receive the postal clerk's ok to unload, push a post office mail rack cart down the ramp and unload your trays onto it. Push the cart up the ramp.
		Pickup	· Trays and sleeves for CTS · Load empty sleeves & trays into the van from the stacks alongside the dock area, to be taken to CTS computer room.
4:30	CSC 601 W. Jackson St.	Deliver	· Scan & sort all mail & exhibits. · Take Post Office receipt to supervisor
5:00	End of Shift		· Clock out

Applicability:

This procedure applies to couriers for the Clerk of the Court, specific to route "COSC: NE/NW run."