**GRAND JURY – RESEALING AN INDICTMENT**

**L.R.D. 04/30/12**

The judicial officer may order the resealing of an indictment on a defendant previously opened.

The courtroom clerk:

* delivers the original minute entry order to Exhibits/Grand Jury Services (Ex/GJS)

The Ex/GJS Clerk:

Processing Single Defendant; no Direct Complaint

* Retrieves all original filed documents from the case record
* Recreates an indictment packet to include all original filed documents. Make an additional copy of the Indictment for Court Administration; cross-through the file stamp
* In the Integrated Court Information System (iCIS):
	+ under the tab “Entry” selects:
		- “Attorneys in Case”; delete only the attorney for the defendant you are resealing
		- “Case Info”; type over the defendant’s name and enter “sealed party”; press “save” (i.e. State of Arizona vs sealed party)
		- “Charges”; delete all charges
		- “Docket”; delete all docket entries pertaining to the Indictment (may include the indictment, true bill minute entry, warrant, summons and/or court order)

If docket entries appear in “red”, verify if the item(s) pertains to the defendant resealing and/or the Indictment. If so, delete the entry(s).

* On the “Main” page; “Parties in Case”:
	+ change the defendant’s name to “defendant, grand jury” and include defendant identifier
* Enters in “Case Notes” “Order Resealing Indictment; include defendant identifier and date of the order
* In OnBase:
	+ selects the entry(s) in “red”, open the document, reference “key words”, go to the “Party(ies)” field and remove “EI”. Select “apply” to retain the changes.
	+ Reindexes all documents from the Criminal Folder to the Grand Jury Folder.

Processing Multiple Defendants; no Direct Complaint

* Reviews the indictment(s) for all defendant(s) previously opened; check the images in iCIS or pull the case record. If the defendant’s name, that is to be resealed, appears on any of the other defendant’s copy of the indictment:
	+ makes a copy of the indictment filed
	+ redacts the name of the defendant to be resealed
	+ recreates an indictment packet to include all original filed documents. Make an additional copy of the Indictment for Court Administration; cross-through the file stamp
	+ in iCIS and OnBase, delete the existing indictment from iCIS and OnBase; docket and forward the newly redacted original indictment for inclusion into the case record
	+ if filed in the case record, pull the original indictment(s) and shred; replace with the newly redacted original indictment
	+ updates iCIS and OnBase as identified under “Processing Single Defendant; no Direct Complaint”

Resealing Single and Multiple Defendants with a Direct Complaint(s)

* The process is the same when there is no direct complaint with the exception of:
	+ Do not delete in iCIS:
		- the defendant’s name from “Case Info”
		- “Attorneys in Case”
		- “Charges”
	+ Do not change the name of the defendant to “defendant, grand jury”