

**IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF MARICOPA**

IN THE MATTER OF JUDICIAL ACCESS	)	ADMINISTRATIVE ORDER
TO ELECTRONIC CASE RECORDS	)	NO. 2014-051
_____	)	

WHEREAS, records of dependency and severance proceedings are not public records pursuant to A.R.S. § 8-208 and Rule 123 of the Rules of the Supreme Court; and

WHEREAS, records of mental health cases are held as confidential, with only limited information available to the public; and

WHEREAS, Rule 123 of the Rules of the Supreme Court includes Arizona judicial officers and employees in the definition of public but also provides that "Arizona judicial officers, clerks, administrators, professionals or other staff employed by or working under the supervision of the court shall have access as needed to carry out their assigned duties and as directed by their supervisor;" and

WHEREAS, judicial officers and employees require access to court records to appropriately route case filings and adjudicate the cases;

**IT IS ORDERED** all judges, commissioners, judicial assistants and bailiffs shall have electronic access to all unsealed records in the case types of Mental Health (MH), Mental Sexual (MS), and all Juvenile case types except Juvenile Adoption (JA), Adoption Certification (AC), and Juvenile Notification (JN). For records in these case types which are not available electronically, access to the paper case file or copies of the case file shall be provided. These records shall be accessed only for official court business, and this access shall not affect the closed and confidential nature of these records. As provided in the Code of Conduct, a judicial employee shall not disclose or use nonpublic information acquired in an official capacity for any purpose unrelated to the employee's duties, and a violation of this provision may result in discipline.

**IT IS FURTHER ORDERED** that all judges and commissioners shall have access to all sealed case records that are stored electronically.

DATED this 22nd day of May, 2014.

/s/ Norman J. Davis

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Norman J. Davis  
Presiding Judge

Original: Clerk of the Superior Court

Copies: All Judges and Commissioners  
Raymond L. Billotte, Judicial Branch Administrator  
Michael K. Jeanes, Clerk of the Superior Court  
Judicial Administrators and Management Staff