

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

IN THE MATTER OF THE CLERK OF )  
THE COURT BEING AUTHORIZED TO ) ADMINISTRATIVE  
ORDER )  
UNSEAL A SEALED FILE/DOCUMENTS )  
FOR THE PURPOSE OF PREPARING ) No. 93-042  
A DISPOSITION OR ABSTRACT REPORT )  
\_\_\_\_\_ )

Pursuant to A.R.S. 41-1751 and Rule 37, Rules of Criminal Procedure, the Clerk of the Court must prepare and forward to the Department of Public Safety a final Disposition Report on every criminal case. Pursuant to A.R.S. 28-1061, the Clerk of the Court must prepare and forward to the Arizona Department of Transportation an Abstract of the record for any charged violation of Chapter 28 and any other felony in the commission of which a vehicle was used.

On occasion, the Clerk requires access to a file or document that has been ordered by the court to be sealed to prepare the above outlined Reports.

Upon request of the Clerk of the Court, Judith E. Allen, and good cause appearing therefor;

**IT IS ORDERED** authorizing the Clerk, Judith E. Allen, or her designee to access a sealed file or document for the specific and limited purpose of extracting the information needed to prepare the Disposition and/or Abstract Report.

**IT IS FURTHER ORDERED** that each time the Clerk opens a sealed file or document for the purpose of preparing these Reports, a notation shall be made on the envelope indicating the date the envelope was opened and that it was for this purpose. The notation will be a standard format and will be initialed and dated by the Deputy Clerk who performs the functions of unsealing and extracting the information.

**IT IS FURTHER ORDERED** that upon the completion of the Reports and placement of the notation on the envelope, that the Clerk shall reseal the original file/documents and maintain them in the confidential manner as originally ordered by the court.

DATED June 21, 1993.

---

C. KIMBALL ROSE  
PRESIDING JUDGE