

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

IN THE MATTER OF PROCESSING  
MOTIONS FILED TO SEAL OR UNSEAL  
FORM IV'S IN CRIMINAL CASES

ADMINISTRATIVE ORDER  
No. 2025-036

Pursuant to the Rules of Criminal Procedure, a Form 4 Release Questionnaire (commonly known as a "Form IV") is submitted by law enforcement to the Criminal Department's Initial Appearance Court in order to assist commissioners with determining if probable cause exists to support taking a defendant into custody and for determining release conditions. The Form IV is normally a public record. The Criminal Department recognizes that parties such as prosecutors, defendants, defense counsel, or victims may request to seal the Form IV and its attachments for good cause. Additionally, at times parties may request that a Form IV that has previously been sealed be unsealed. How the Criminal Department processes those requests will be contingent upon when the request is made.

**IT IS THEREFORE ORDERED** that when requests to seal or unseal a Form IV and its attachments are made within 14 days or less of law enforcement submission of the Form IV to the Initial Appearance Court—and the request is granted—the Court or the Clerk of the Court's office will seal or unseal the Form IV and all attachments to the Form IV.

**IT IS FURTHER ORDERED** that when requests to seal or unseal a Form IV and its attachments are made 15 or more days after law enforcement has submitted the Form IV to the Initial Appearance Court, the moving party must identify the specific docket identifying numbers of the document to be sealed or unsealed and submit a draft order that reflects those docket numbers. In instances where the Form IV was originally sealed by the Initial Appearance Court and has now been assigned to a non-Initial Appearance Court judicial officer, and the judicial officer orders the Form IV and all attachments unsealed, the Court shall transmit the Form IV and all attachments to the Clerk of Court for docketing.

Dated this 5<sup>th</sup> day of March, 2025.

  
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Hon. Jennifer E. Green  
Criminal Presiding Judge

Original: Clerk of the Superior Court

Copies: Hon. Joseph Welty, Presiding Judge  
All Criminal Department Judges and Commissioners  
Raymond L. Billotte, Judicial Branch Administrator  
Bob James, Deputy Court Administrator  
Nicole Garcia, Criminal Department Administrator  
Valerie Coleman, Clerk of the Superior Court  
Michael Nimtz, Clerk of the Superior Court