

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

IN THE MATTER OF CONFIDENTIAL )  
REPORTS RECEIVED BY THE COURT )  
IN FAMILY LAW MATTERS )  
\_\_\_\_\_ )

ADMINISTRATIVE ORDER  
NO. 2010-134

Rule 13(D) of the Arizona Rules of Family Law Procedure authorizes the Court to make any record of a family court matter closed or confidential or otherwise limit access to such records if the confidentiality or privacy interests of the parties, their minor children, or other persons whose information appears in the record outweighs the public interest in disclosure. The prescribed procedure when identifying documents that contain sensitive material is to use sealed envelopes and maintain these documents in a paper format. This procedure is effective for sealing entire cases or specific documents but it does hinder judicial economy and efficiency with respect to routine court ordered reports that are sensitive in nature.

It appearing there is good cause for allowing a more streamlined and efficient process for the filing and maintenance of court ordered reports that contain sensitive material in Family Court,

IT IS ORDERED that court ordered reports including but not limited to those prepared as a result of custody evaluations, limited family assessments, parenting conferences, therapeutic interventions, child interviews, and drug testing results and assessments (i.e. TASC reports) identified by the courts as containing sensitive material may, in the discretion of the court, be processed, maintained and accessible in an electronic manner similar to sensitive data sheets as authorized by Rule 43(G)(1) of the Arizona Rules of Family Law Procedure. The *Guidelines for Identification and Processing of Confidential Reports in Family Court* is attached hereto.

IT IS FURTHER ORDERED that any document that is not designated a confidential court report at the time of hearing will be processed conventionally and will be considered a public document unless and until further order of the court.

IT IS FURTHER ORDERED that this Administrative Order expires automatically without further Order on a date ten (10) years from the date of issuance in accordance with Arizona Code of Judicial Administration, Section 3-402(C), unless sooner modified, amended or replaced.

Dated this 9th day of December, 2010.

\_\_\_\_\_  
Carey Snyder Hyatt  
Presiding Family Court Judge

Original: Clerk of the Superior Court

Copies: Honorable Norman J. Davis, Presiding Judge  
All Family Court Judges and Commissioners  
Honorable Michael K. Jeanes, Clerk of the Superior Court  
Marcus Reinkensmeyer, Judicial Branch Administrator  
Phil Knox, Deputy Court Administrator  
Cheri Clark, Family Court Administrator  
Becky Magana, Deputy Director, Clerk of the Superior Court

## **Guidelines for Identification and Processing of Confidential Reports in Family Court**

- The decision to maintain the report in a confidential manner will be memorialized in minute entry.
- The report will be stamped as “Confidential Court Report” and filed by a courtroom clerk.
- The courtroom clerk will hand deliver the report to the appropriate area for processing.
- The report will be docketed using code “CRC Confidential Court Ordered Report.” An identifying note will be added to the docket event to ensure easy identification of the type of report.
- The report will be scanned and maintained in the Clerk of the Court’s Electronic Court Record (“ECR”) as a confidential document.
- The report will only be available to the parties, the parties’ attorneys, court personnel, and any other person or agency authorized by court order.
- If access to a confidential court ordered report should not be provided to all parties, the parties’ attorneys, or court personnel, the report should be sealed conventionally and these guidelines would not apply.
- The confidential reports will not be accessible by parties through the ECR.