



# Maricopa County Justice Courts

## ACCESS TO COURT RECORDS (3 forms available)

### 1. Policy and Philosophy

The Maricopa County Justice Courts follow Arizona Supreme Court [Rule 123](#) concerning public documents and records requests.

Rule 123 was adopted to govern public access to the records of all courts and administrative offices of the judicial departments of the State of Arizona. These records are presumed to be open to the public for inspection or copying at all times during regular office hours at the office having custody of the records.

Some information is required by law and Rule 123 to be redacted prior to providing court records. Redactions will be clearly marked. This includes, but is not limited to Social Security Number, financial account numbers, health records, etc.

### 2. Fees for Court Documents

In general, costs may include a 50-cents per page copy fee, and \$28 fees for each computer disc, certification, and clerk time. See [ARS §22- 281](#).

Rule 123 draws a distinction between commercial and non-commercial requesters of court records:

Commercial requesters are those who may be expected to use the record for the purpose of sale or resale, or for any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain.

Non-commercial requesters include those who are a party to the case, the general public, government agencies, non-profit agencies, the media, etc. The clerk fee is waived for these requests.

### 3. Bulk Data CD-ROM

Court Technology Services (CTS) creates a monthly CD-ROM containing details of all new justice court case filings and case terminations, as well as current detailed information on all pending justice court cases in which activity occurred during the previous month. Data is provided in .txt files which may be imported into database software. Neither CTS nor the Justice Courts provide technical support in using the disc as long as the data is readable and not corrupt.

### 4. Media/Researcher Requests

Requests from media, academics, governments, or non-profits should go to the Justice Courts' Public Information Officer: [MCJC-PIO@jbazmc.maricopa.gov](mailto:MCJC-PIO@jbazmc.maricopa.gov). All others should go to the specific court with jurisdiction over the case.

# Maricopa County Justice Courts, Arizona

## ACCESS TO COURT RECORDS REQUEST (NON-COMMERCIAL PURPOSE)

Per Arizona Supreme Court Rule 123, "the records in all courts and administrative offices of the Judicial Department of the State of Arizona are presumed to be open to any member of the public for inspection or to obtain copies at all times during regular office hours at the office having custody of the records. However, in view of the possible countervailing interests of confidentiality, privacy or the best interests of the state, public access to some court records may be restricted or expanded in accordance with the provision of this rule." This includes redactions for information deemed confidential by rule.

Your Name \_\_\_\_\_ Email address \_\_\_\_\_

Address (street, city, state) \_\_\_\_\_ Phone \_\_\_\_\_

I am a member of the/a:  Public  Media  Agency \_\_\_\_\_  
(organization name if applicable)

To the custodian of records: \_\_\_\_\_  
Name of Justice Court

In order to best serve all of our court customers, no more than ten (10) case files per customer are allowed per day.

I am making a request to: <input type="checkbox"/> Receive copies <input type="checkbox"/> View (only at court) <input type="checkbox"/> Receive audio/video on CD/DVD the following record(s):		Reasonable fees may apply: Printout/copy fees . . . . . \$ .50 per page Certify document or Create disc . . . . \$28.00 each		
Case Number	Litigant Name(s)	Document Name/Date	# of copies	Certify?

If requesting more than five files, please add a second request form.

**NOTICE:** I attest that public records requested are for a non-commercial purpose and understand that penalties will apply for any misuse of such records. I understand and agree that the Maricopa County Justice Courts do not guarantee the accuracy of the information requested and I will not hold the Maricopa County Justice Court liable for any inaccurate or incomplete information I receive. I accept full responsibility for the use or transmission of the data received in actual or altered form.

Requester Signature \_\_\_\_\_ Date \_\_\_\_\_

Media/NonProfits/Governments should send this form to [MCJC-PIO@jbazmc.maricopa.gov](mailto:MCJC-PIO@jbazmc.maricopa.gov).

Litigants and others should send this form with payment arrangement to the specific court.  
See court contact information here: <http://justicecourts.maricopa.gov/locations>

<i>Court use only:</i>	
Prepared by: _____ (clerk signature)	On: _____ (date)
Provided to requester on _____ (date)	via: <input type="checkbox"/> In person <input type="checkbox"/> US mail <input type="checkbox"/> Email

# Maricopa County Justice Courts, Arizona

## ACCESS TO COURT RECORDS REQUEST (COMMERCIAL PURPOSE)

*Per Arizona Supreme Court Rule 123, 'Commercial Purpose' means the use of a public record for the purpose of sale or resale . . . or the sale of such names and addresses to another for the purpose of solicitation or for any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain..... public access to some court records may be restricted or expanded in accordance with the provision of this rule." This includes redactions for information deemed confidential by Rule.*

Your Name \_\_\_\_\_ Email address \_\_\_\_\_

Address (street, city, state) \_\_\_\_\_ Business/Firm Name \_\_\_\_\_ Phone \_\_\_\_\_

To the custodian of records:

\_\_\_\_\_  
Name of Justice Court

*In order to best serve all of our court customers, no more than ten (10) case files per customer are allowed per day.*

I am making a request to: <input type="checkbox"/> Receive copies <input type="checkbox"/> View (only at court) <input type="checkbox"/> Receive audio/video on CD/DVD of the following record(s):		Applicable Fees: Search fee: up to 10 case files requested . . . . . \$28.00 Printout/copy fees . . . . . \$ .50 per page Certify document or Create disc . . . . . \$28.00 each		
Case Number	Litigant Name(s)	Document Name/Date	# of copies	Certify?

If requesting more than five files, please add a second request form.

*As required by Court Rule, I certify that the commercial purpose and specific use intended is:*

\_\_\_\_\_

**NOTICE:** *I understand and agree that the Maricopa County Justice Courts do not guarantee the accuracy of the information requested, and I will not hold the Maricopa County Justice Court liable for any inaccurate or incomplete information I receive. I accept full responsibility for the use or transmission of the data received in actual or altered form.*

Requester Signature \_\_\_\_\_ Date \_\_\_\_\_

**Send this request form with payment arrangement to the court having jurisdiction over the case.**

**<http://justicecourts.maricopa.gov/locations>**

<b>Court use only:</b> Prepared by: _____ On: _____ (clerk signature) (date)  Provided to requester on _____ via: <input type="checkbox"/> In person <input type="checkbox"/> US mail <input type="checkbox"/> Email (date)
--

# Maricopa County Justice Courts

## ADMINISTRATIVE OFFICES

222 N. Central Ave., Suite 210

Phoenix, AZ 85004

### ACCESS TO COURT RECORDS BULK DATA CD-ROM REQUEST

*For public information requests involving **bulk data** of justice court cases, Court Technology Services can make available a monthly CD-ROM containing details of all new justice court case filings and case terminations, as well as current detailed information on all pending justice court cases in which activity occurred that month involving court hearings and events.*

Please complete this form to request a Justice Court CD-ROM. Mail it and a check to the address above. Sorry, credit cards/cash cannot be accepted at this time.

FROM:                      Name \_\_\_\_\_  
                                    Address \_\_\_\_\_  
                                    City/State/Zip \_\_\_\_\_  
                                    Phone/Email \_\_\_\_\_

*The service fee for each monthly CD-ROM is currently \$28.00 Please make check payable to the Maricopa County Justice Courts. Full payment must be received prior to mailing a requested CD-ROM. Allow up to 30 days for processing.*

Quantity	Specify Month and Year of Request (historical data may be limited)	Amount
TOTAL DUE		

As required by Arizona Supreme Court Rule 123(j), I certify that the commercial purpose and/or specific use intended for the records requested is:

\_\_\_\_\_

*NOTICE: I understand and agree that the Maricopa County Justice Courts (MCJC) and Court Technology Services (CTS) cannot guarantee the accuracy of the information requested and I will not hold MCJC or CTS liable for any inaccurate or incomplete information I receive. Neither MCJC nor CTS can provide technical support related to the contents of the disc. I accept full responsibility for the interpretation, use, or transmission of the data received in actual or altered form.*

Requester Signature \_\_\_\_\_ Date \_\_\_\_\_