



Maricopa County Justice Courts

ACCESS TO COURT RECORDS (4 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 per-page copy fee, a computer disc fee, a fee for certification, and in the case of commercial requesters, a search fee.

The Rule 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.

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 that month involving court hearings and events. Data is provided in .txt files which may be imported into database software. Neither CTS nor the Justice Courts are able to provide support 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: scott.davis@jbazmc.maricopa.gov.

Maricopa County Justice Courts, Arizona

ACCESS TO COURT RECORDS REQUEST (COMMERCIAL PURPOSE)

Per Supreme Court Rule 123, Access to the Judicial Records of the State of Arizona, '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.

_____ General Public Business
Your Name

_____ Address _____ Business/Firm Name _____ Phone

To the custodian of records: _____
Name of Justice Court

In order to best serve all of our court customers, up to ten (10) case files per customer are allowed at one time.

I am making a request to the following record(s):		<input type="checkbox"/> Inspect or <input type="checkbox"/> Reproduce/Copy	Applicable Fees: 1 to 10 files requested \$28.00 Copy fees for printout \$0.50 per page Certification \$28.00 per document	
Case Number (if known)	Litigant Name(s)	Records Requested	# of copies	Certify?

As required by Court Rule, I certify that the commercial purpose and specific use intended for the records requested 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 Courts 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 to the court having jurisdiction over the case.
<http://justicecourts.maricopa.gov/locations>

Maricopa County Justice Courts, Arizona

ACCESS TO COURT RECORDS REQUEST (NON-COMMERCIAL PURPOSE)

Per Supreme Court Rule 123, Access to the Judicial Records of the State of Arizona, "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 Public Media Agency

Address Media Outlet/Agency/Firm Phone

To the custodian of records:

Name of Justice Court

In order to best serve all of our court customers, up to ten (10) case files per customer are allowed at any one time.

I am making a request to the following record(s):		<input type="checkbox"/> Inspect or <input type="checkbox"/> Reproduce	Reasonable fees may apply: Copy fees or document printout \$0.50 per page Certification \$28.00 per document	
Case Number (if known)	Litigant Name(s)	Document Request	# of copies	Certify?

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 _____

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

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

Maricopa County Justice Courts

ADMINISTRATIVE OFFICES

222 N. Central Ave., Suite 210

Phoenix, AZ 85004

ACCESS TO COURT RECORDS – PUBLIC INFORMATION 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.

FROM: Name _____
 Address _____
 City/State/Zip _____
 Phone _____

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. I accept full responsibility for the interpretation, use, or transmission of the data received in actual or altered form.

Requester Signature _____ Date _____



Maricopa County Justice Courts, Arizona

- State of Arizona
- Plaintiff(s)

CASE NUMBER: _____

Plaintiff(s) Name / Address / Email / Phone

Defendant(s) Name / Address / Email / Phone

Attorney for Plaintiff(s) Name / Address / Email / Phone

Attorney for Defendant(s) Name / Address / Email / Phone

REQUEST FOR RECORDING OF PROCEEDINGS (not for use for an Appeal record)

Name: _____

Address: _____

City/State/Zip _____

Telephone: () - _____

Email: _____

I request a copy of the recording made in this case on _____ (Date)

Payment of a \$28.00 fee is required.

(Except to a defendant in a criminal traffic case or a party in a domestic violence case, an injunction prohibiting harassment or workplace harassment cases).

Date: _____

Signature

- The requested material is ready for pick up.

Date ready for pick up: _____ Initials: _____

- A recording of the proceedings is not available.

On this date I sent a copy of this Notice to the requesting party by mail email.

Date: _____ By _____
Clerk

On this date I received a copy of the requested recording.

Date: _____ By _____
Signature