



Toni Hellon

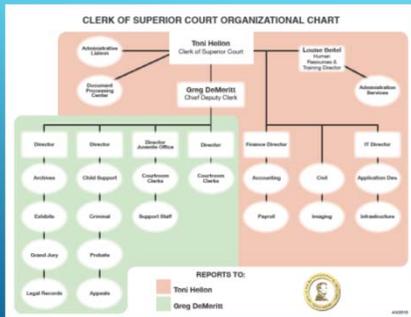
Clerk of the Superior Court
Pima County

The Clerk of the Superior Court

- ❖ Elected for a 4-year term in gubernatorial election years.
- ❖ Constitutional office pursuant to Title 6, Section 23.

Clerk of the Court Primary Purposes as Defined in Arizona Revised Statutes: Title 12, Article 8:

- ❖ To provide legally mandated services to the Superior Court and the public.
- ❖ To ensure and preserve, for the Court and the public, unrestrained access to fair, accurate and independently established records of the Court's opinions, decisions, and judgments.
- ❖ To collect all court fees, fines, and restitution payments and distribute them as provided by statute.



What does the Clerk's Office do?

The Clerk's Office is the first step in initiating any Superior Court action.

- ❖ Four Locations—Four Assignments:
 - Downtown at Church and Congress
 - Juvenile Court on Ajo Road
 - Archive Warehouses on Mission Road
 - Basement Archive at 200 N. Stone
- ❖ Annual Operating Budget of \$10.9 million.
- ❖ Number of Monthly Filings: 80,000 – 96,000.
- ❖ Has 81 separate fees for filings.
- ❖ Complies with more than 500 statutes.

Staff works in 19 different areas of expertise called Units:

- Accounting
- Administration
- Appeals
- **Archives
- Child Support
- **Civil
- **Courtroom Clerks
- Criminal
- Document Processing
- Exhibits
- Finance
- Grand Jury
- Imaging
- IT
- Juvenile Court (2 units)
- Legal Records
- Payroll
- Probate



Civil Unit

❖ Handles approximately 300 civil filings daily over the counter/e-file documents including defaults, dissolutions, judgments, passport applications, orders of protection, powers of attorney, dismissals, name changes, and more.

❖ Processes marriage licenses and name changes.

❖ Processes passport applications for the U.S. Department of State. Since 2015, we processed passports in the new County Public Service Center, 240 N. Stone, from 8 a.m. to 3 p.m.



Courtroom Clerk Units

By statute, courtroom clerks process Minute Entries, which are the official summary of the court proceedings at both the Superior and Juvenile courts. They swear in witnesses/jurors and receive and mark exhibits for hearings and trials. We have 48 clerks in the downtown office and 18 at the Juvenile Court office. They rotate judge assignments every 6 months.



- ✦ Judge
- ✦ Courtroom Clerk
- ✦ Court Reporter
- ✦ Law Clerk/Bailiff
- ✦ Prosecutor/Plaintiff
- ✦ Defense/Defendant
- ✦ Witness

Archives Unit

- ✦ The Clerk's Office stores legal documents at our 2 warehouses on Mission Road and in a basement warehouse downtown where we keep very old and fragile documents.
- ✦ *In fact, approximately 1.5 million documents are stored in those 3 areas. (Documents, not pages).*
- ✦ We make 2 trips daily to deliver files to the Superior Court, Juvenile Court, & Court of Appeals.