

**Toni Hellon**

**Clerk of the Superior Court  
Pima County**

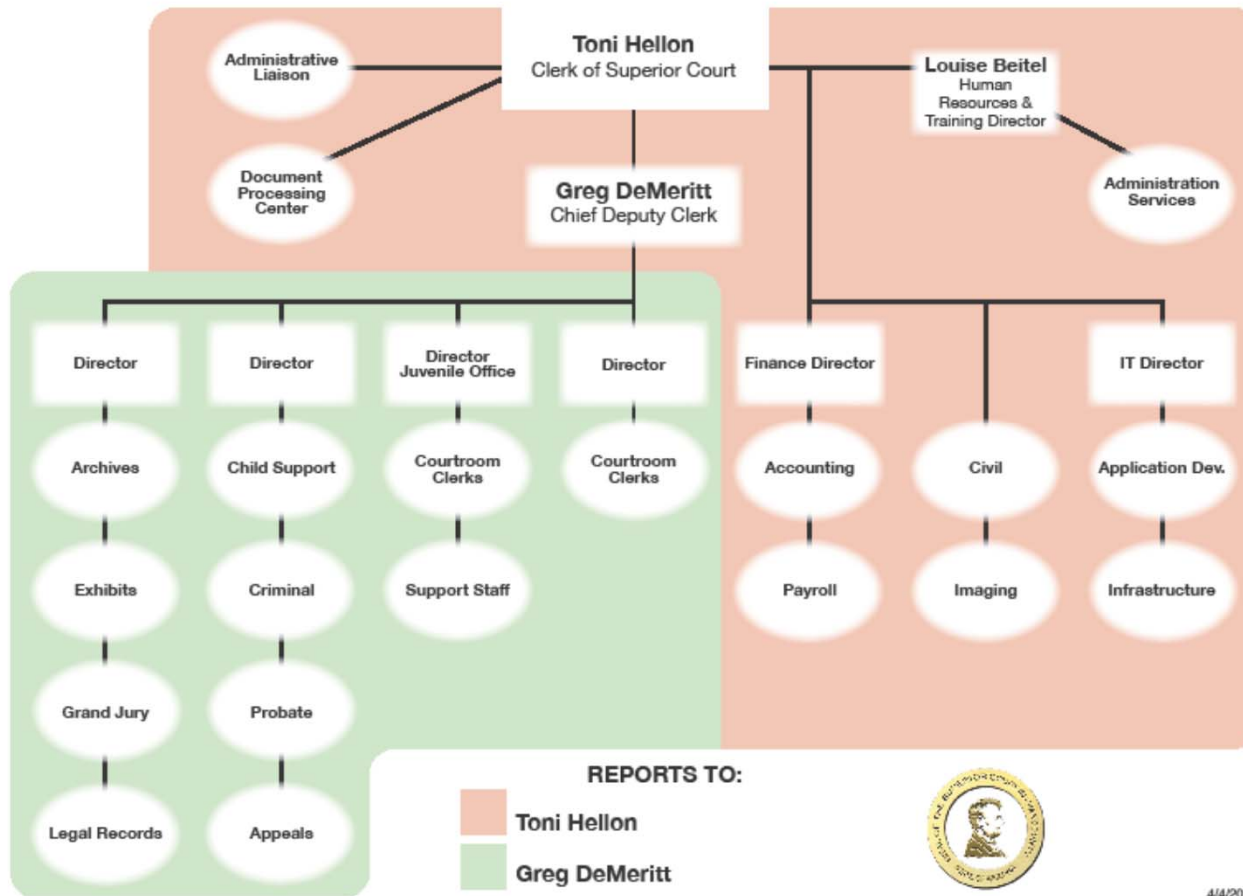
# The Clerk of the Superior Court

- ❖ 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.

## CLERK OF SUPERIOR COURT ORGANIZATIONAL CHART



# 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.