



## Tucson City Court Administrative Directive

SUBJECT  <b>CASE DELETION POLICY</b>	NUMBER 260-11	PAGE 1 of 2
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### I. PURPOSE

To establish a policy for the deletion of cases from the Court's automated case management system.

### II. POLICY

Authorization for deletion of cases from the Court's automated case management system is restricted to the following individuals:

Court Administrator  
Assistant Court Administrators  
Court Services Manager

Case(s) selected for deletion will be reviewed by all three of the above individuals and the attached review sheet will be signed by all three before the case(s) will be deleted from the Court's automated case management system.

### III. PROCEDURE

- A. Court Section Managers or Supervisors who have identified a case they believe should be deleted from the Court's automated case management system will complete and submit the attached memorandum. Examples of criteria for deletion include:
1. Duplicate case entry (citation entered twice)
  2. More than one citation on a case (seven charges two citations on one case)
- B. After receiving the signed memorandum, Court Services Manager will delete the case(s) and complete the log (example attached) which will be saved electronically in the S:\Court Services\Deleted Cases folder. The memorandum will also be scanned and placed in this folder.



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**REVIEW RESPONSIBILITY:** The Court Administrator or designee will review this Court Administrative Directive for revision or deletion every two years or as needed.

  
\_\_\_\_\_  
PRESIDING MAGISTRATE

*April 10, 2012*  
\_\_\_\_\_  
DATE



# MEMORANDUM

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DATE:

TO:

FROM:

**SUBJECT: Request For Deletion of Case**

I request that case number \_\_\_\_\_ be deleted from the automated case management system. I request that this case be deleted for the following reason(s):

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Court Services Manager's review on \_\_\_\_\_ . Delete  Do not Delete

Assistant Administrator's review on \_\_\_\_\_ . Delete  Do not Delete

Court Administrator's review on \_\_\_\_\_ . Delete  Do not Delete

Case was deleted on \_\_\_\_\_, by \_\_\_\_\_.

