



Tucson City Court Administrative Directive

SUBJECT USE OF THE COURT MAIL SYSTEM	NUMBER 260-26	PAGE 1 of 1
	PAGE ISSUE DATE January 1, 2011 REVISED DATE April 1, 2019	

I. PURPOSE

To establish criteria and conditions for use of the Court mail system.

II. POLICY

The Court mail system will not be used to send or receive correspondence, packages, letters, or documents that are not directly related to court business or matters that concern court staff in their official capacity.

III. PROCEDURE

- A. Magistrates and staff are prohibited from using the Court address for any personal non-work related correspondence or business. It is permissible to use the Court address to receive professional journals, materials, or correspondence directly related to court business or matters that concern court staff in their official capacity.
- B. Any mail received at the Court not specifically marked personal and, or confidential will be opened by mailroom staff.

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

PRESIDING MAGISTRATE
Antonio Riojas Jr.

3/27/19

DATE