



Tucson City Court Administrative Directive

SUBJECT FILE TRACKING POLICY	NUMBER 260-7	PAGE 1 of 3
	PAGE ISSUE DATE September 12, 2008 REVISED DATE April 10, 2012	

I. PURPOSE

To establish policy on file tracking within the Tucson City Court. The purpose of file tracking is to accurately know the location of all case files or other designated documents within Court departments. The ability to accurately track and locate case files and other documents increases efficiency of Court personnel and allows the Court to better serve the public.

II. POLICY

- A. Case File Tracking provides a quick, easy, and efficient method to track the location of case files and other documents using bar code labels and laser scanning technology. The Arizona Supreme Court designed file tracking application enables court staff to log/enter the individual and or location of a case file or document by scanning or manually logging the case file number (bar code) into the tracking system. It also provides a "Case File History" feature that enables staff to review individual file routings and to research and locate files in a timely manner.
- B. Every case file and other designated documents will be file tracked (scanned/logged) every time the file moves from one location or individual to another. Tracking of a case file or document may be accomplished by laser scanning or by manually entering the bar code (case file/document number) into the file tracking system. The accuracy of the system relies upon everyone that handles a case file to log its location into the file tracking system.

III. IMPLEMENTING INSTRUCTIONS

A. Case File and Designated Document Tracking

1. The process begins for case files in Central Records with the court calendar or file requests and ends in Central Records for record retention and/or destruction. For other tracked documents the process begins and ends in Court Administration.



Tucson City Court Administrative Directive

SUBJECT FILE TRACKING POLICY	NUMBER 260-7	PAGE 2 of 3
	PAGE ISSUE DATE September 12, 2008 REVISED DATE April 10, 2012	

2. Individuals sending case files or tracked documents are responsible for entering/logging the move to the selected destination. It is each individual's responsibility to file track after they have taken possession of a file or other tracked document and prior to sending it to a new location.
3. Bar Code Readers are provided for each department, in addition to a manual method of entering bar code labels. Each department manager or designee is responsible to train employees.
4. The Court Services Department will provide File Tracking Program updates and revisions as needed. Requests for File Tracking Program modifications or revisions should be submitted to the Court Services Department Manager.
5. Each member of the Court staff is required to file track all case files or other designated documents they handle.

B. Additions or Deletions to File Tracking Locations

1. Requests for new additional locations to be added to the tracking system or deletion of existing locations will be submitted to the Court Services Department Manager.

C. Weekly Reconciliation

1. Every Friday all files will be file tracked in their current location, excluding files located on the Central Records Wall or Central Parking Wall. The purpose of weekly reconciliation is to correct any location inaccuracies that may have occurred during the business week and to accurately log files to their present location so they may be easily located at the start of the next week.
2. Individuals who have the File Tracking Aging Program will run the report Every "Third Friday" for their designated areas. Files located on any desk for longer than 60 days will be reported to the Associate Presiding Judge and Court Administrator for appropriate action. Discrepancies in file case numbers or locations that cannot be



Tucson City Court Administrative Directive

SUBJECT FILE TRACKING POLICY	NUMBER 260-7	PAGE 3 of 3
	PAGE ISSUE DATE September 12, 2008 REVISED DATE April 10, 2012	

reconciled will be reported to the Court Services Department Manager.

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