



# FARE COURT PROCEDURES

CHAPTER: 3.00 – Interim Backlog Procedures		
SECTION: 3.04 – Operations		
SUBJECT: Sealed Cases		
PROCEDURE #: 3.04-M	EFFECTIVE DATE: 03/24/04	PAGE #: 1 of 2

When a case that has been sent to FARE has been sealed and a case party has been restricted from Public Access, in compliance with Supreme Court Rule 123, the court should delete the case from FARE immediately using the Recall option and notify the AOC FARE Office of the sealed case. The AOC FARE Office will coordinate the removal with ACS and ensure that all critical data related to the sealed case is removed from their records, including Case Number, Party Name, Party Address, Date of Birth, Social Security Number, Driver License and MVD Customer Number, the latter if applicable. All ACS system-generated fields, such as the ACS Person ID, that could link the case to other cases in the system will also be either removed or replaced. The sealed case will be treated as an invalid case number in the Web and IVR. The Web will display the appropriate message on the home page if the initial inquiry was made on the sealed case. The IVR will play the appropriate message at the main menu if the notice number or installment plan number associated with the sealed case was entered.

## COURT PROCEDURES

Perform these steps to remove a sealed case from FARE:

1. Notify FARE AOC at [FAREMAIL@supreme.sp.state.az.us](mailto:FAREMAIL@supreme.sp.state.az.us) and supply the following information:
  - a. Court name
  - b. Case number
  - c. Defendant name
  - d. Party number
  - e. Date the case was sealed by judicial order
2. Record an entry in the case docket that the case/party information has been recalled from FARE.
3. Follow your court's standard procedure for sending case updates to FARE.
4. Follow your court's standard procedure for sealing a case in your court management system.
- 5.

AOC will notify ACS



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## RELATED PROCEDURES:

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## ADDITIONAL REFERENCES:

- ARS §§ \_\_\_\_\_
- Supreme Court Rule 123: Public Access to Court Records