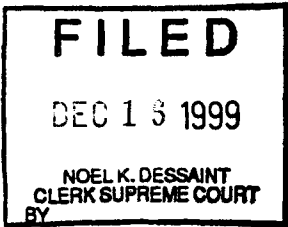


IN THE SUPREME COURT OF THE STATE OF ARIZONA



In the Matter of: )  
 )  
PREPARATION OF MINUTE ) Administrative Order  
ENTRIES IN THE SUPERIOR COURT ) No. 99- 76  
 )

In July 1996, the Supreme Court ordered that a Task Force be formed to implement the recommendations of the Appellate Case Processing Study Committee that had been approved by the Court. The Implementation Task Force, through its Superior Court Procedures Work Group, recommended procedures for the Record on Appeal and the Index of Record on Appeal, which have been adopted by Administrative Order No. 99-75.

While developing those procedures, it became clear that certain procedures related to the use of Minute Entries in the Superior Court also needed to be standardized. Minute Entries are used by the Superior Court to document various case activities and are part of the case record.

Now, therefore, pursuant to Article VI, Section 3, of the Arizona Constitution,

IT IS ORDERED that the Clerks and Judicial Officers of the Superior Court comply with the following procedures related to the preparation and content of Minute Entries.

1. **PURPOSE.** To make the record easier to use at both the trial court and appellate court levels, the following procedures related to Minute Entries are prescribed.
2. **PAPER USED FOR MINUTE ENTRIES.** For cases in which the original record will be sent on appeal, Minute Entries shall be prepared on colored paper or paper with a colored edge. If the court also chooses to use colored paper or color-edged paper for Minute Entries in criminal cases, select a color that will result in a clear copy when photocopied or imaged.
3. **IDENTIFY CONTENTS OF MINUTE ENTRIES.** The content of each Minute Entry shall be indicated by giving it a title at the time of creation. This title will appear on the Register of Actions and on the Index of Record on Appeal. The title may be provided by the person physically preparing the Minute Entry, or may be specified by the judge or commissioner directing its preparation. In recognition of automated capabilities, such titles may be encoded to print on the Register of Actions and Index of Record rather than appearing in written form on the Minute Entry itself.

When a single Minute Entry is used to cover a variety of topics too long to list individually, the title can be "**Minute Entry: Multiple Events.**"

4. **MINUTE ENTRIES FOR DAYS OF TRIAL.** A separate Minute Entry shall be prepared for each day of trial. These should be titled "Minute Entry: Trial Day 1," "Minute Entry: Trial Day 2," "Minute Entry: Trial Day 15," etc.
5. **FILING MINUTE ENTRIES.** All Minute Entries shall show the date of filing with the Clerk of Superior Court. This may be achieved by affixing a file stamp or otherwise indicating the date filed.

Dated this 16<sup>th</sup> day of December, 1999, for implementation on or before January 1, 2000.

THOMAS A. ZLAKET  
Chief Justice