

Clerk of the Superior Court

Cochise County

July 25, 2013

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Clerk's Biography

The Clerk of the Superior Court is an elected officer established by the Arizona Constitution. Duties and responsibilities are prescribed in state statute, court rule, and case law. Supreme Court Administration order also provides that the presiding judge may prescribe additional powers and duties of the Clerk of the Court, in addition to those prescribed by the Supreme Court. State law was amended to clarify the clerk's authority to manage her own staff and operations.



Mary Ellen Dunlap

The Clerk of the Superior Court officially maintains all civil, domestic, criminal, juvenile and probate records. The Clerk issues writs and warrants; takes and transcribes all court minutes for all court proceedings; is the Registrar of Probate matters; maintains all court exhibits used as evidence; is the Jury Commissioner, providing qualified jurors for trials from the lists of all registered voters and holders of drivers licenses; accepts passport applications, issues and records marriage licenses; and prepares and forwards appeals to the Court of Appeals and State Supreme Court.

The Clerk also collects all fees, fines, bonds and restitution for the court. Monies collected are transmitted monthly to the county treasurer. The Clerk also receives monies to be held in trust in a fiduciary capacity for the Court.



Fun Facts

- In 2012, the Office of the Clerk of Superior Court handled the multi-layered files of 1,113 divorce cases, 712 criminal cases, 863 civil cases, 224 probates and 255 guardianships.
- The Office of the Clerk of Superior Court has 32 full-time employees. They handle the case paperwork of six Superior Court divisions – two in Sierra Vista and four in Bisbee. The Bisbee office address is 100 Quality Hill, just off Tombstone Canyon. The Sierra Vista office is located at 100 Colonia de Salud in the Cochise County Regional Complex.
- This year, the Office of the Clerk of Superior Court will respond to approximately 7000 research requests made by individuals or government agencies for information or documents in Cochise County case files.
- In 2012, the Office of the Clerk of Superior Court issued 882 marriage licenses. Our elected Clerk, **Mary Ellen Dunlap**, redesigned the Marriage License to reflect a more traditional design which includes a watermark of the courthouse building, the image of wedding bands taken from historical marriage licenses, and the border was inspired by the stair railings inside the courthouse.
- In 2012, the Office of the Superior Court called over 3,260 people to jury pools for possible selection as a juror in 30 trials. 6 were civil cases; the rest criminal. Of these 24 criminal cases, there were 14 guilty verdicts, 1 not guilty verdict, 2 mistrials, 2 pleas entered and 1 hung jury
- The office of the clerk of Superior Court holds criminal, civil and other court records from 1881 to the present. The actual records from 1881-1932 are held in the climate-controlled conditions of the state archives in Phoenix, but most records are available to the public in our Bisbee office via microfilm.





Organizational Chart

