



F.Y.I.

from the Policy Unit

FYI-232

Date: June 28, 2019

SUBJECT: Understanding the Caption for Legal Documents in Eloquence

Please contact the Policy Unit if you have any questions regarding these or any other changes at DCSS_POLICYQUESTIONS@azdes.gov or call 602-771-8127

To reduce confusion and lack of consistency regarding the proper use of captions, attached are instructions on how to use captions in Eloquence and below are some best practice tips to follow to assist staff in determining which caption to use in a legal document:

- ATLAS/Eloquence will always print the parties' middle names if they are updated in ATLAS. If the only difference in the caption is the inclusion of the middle name, the caption is not considered inconsistent.
- If the underlying caption does not contain the phrase "in re the marriage of," it is not appropriate to add it just because the underlying order is a dissolution.
- After two cases are consolidated, the caption should mirror the original caption of the case that the cases were consolidated into even if it means that the State no longer appears in the caption.
- If the CP's name in ATLAS is no longer the same as in the underlying order, follow the attached instructions for captions. The original name should be added into the field in Eloquence followed by n.k.a. (now known as) and then the CP's current name in ATLAS. Even though it doesn't exactly match the underlying caption, it is the best approach to use given the limitations of Eloquence.
- If the captions on the original petition/complaint and the original order are different, the caption should mirror that of the original petition/complaint, not the original order.
- The court may amend the caption by order. If this is the case, we should follow the court's directive.

These tips were created in part to accommodate the limitations imposed by the programming in ATLAS and Eloquence. Also, the DCSS does not have a Save for Edit feature and cannot re-work the caption. Though incorrect captions may be easily corrected, not correcting them can result in a returned file.

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