



F.Y.I.

**from the Policy Unit
FYI-305**

Date: September 23, 2020

SUBJECT: Docket Number Formatting Requirements

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

When submitting pleadings for Maricopa County cases to the Attorney General's (AG) office, docket numbers need to be entered to reflect a full year format. For example, a docket number previously entered as **DR97**-123456 now needs to be entered as **DR1997**-123456. With the courts transitioning to e-filing, pleadings submitted with incorrect formatting may be rejected.

This change applies to Maricopa County Superior court. In Maricopa County e-filing will fail without the correct format. The way orders are numbered varies from county to county, so if a worker does not know the formatting rules for the county they are filing in they can consult with their supervisor or the office attorney for direction.

DCSS colleagues are urged to view this information directly on The PORT and not create a separate personal file.

**Please do not reply directly to this message as we will not be able to respond. This email address is only used for outgoing mail*