



## **IMPORTANT FACTS ABOUT REDACTION**

The statute that governs redaction for our records can be found in Arizona Revised Statute 11-483. Please **review ARS 11-483** for qualification requirements (includes but not limited to peace officer, judges, commissioners, etc.).

The process to request redaction of information begins with one of the above parties filling out a sworn affidavit.

The affidavit form can be obtained from the **person's commanding officer or designee within their agency, or online at [www.azcourts.gov](http://www.azcourts.gov)** under **Public Services/self-service forms**.

The affidavit contains information such as the parties full legal name, residential address, legal description, and parcel number. The party must indicate why he/she safety would be in danger. **A copy of each document for redaction that includes the recording number, parties' name, residential address and or legal description must be submitted with the sworn affidavit.**

The affidavit is then filed with the presiding judge in Maricopa County Superior Court. **The office of the Presiding Judge Hon. Joseph C Welty is located at Old Courthouse, 3<sup>rd</sup> floor 125 W. Washington St. Suite 309 Phoenix, AZ 85003, 602-372-2537.**

The judge will rule on whether or not a court order should be issued to redact the information.

A copy of the order along with the affidavit and copies of the recorded documents will be submitted to our office for redaction. **YOU SHOULD KEEP A COPY OF ALL PAGES OF THE AFFIDAVIT FOR FUTURE REFERENCE.** When your court order is set to expire, you will need these pages to renew your court order.

If the party on the affidavit has subsequent documents recorded after the order is issued, he/she may submit the copies of those documents to our office for redaction. **Those copies must meet the criteria described above.**

**If the party on the affidavit moves to another address and wishes to redact that information, a new affidavit must be submitted, and the process starts all over again.**

Our office will then motion the court to **unredact** the previous order on the grounds that the party no longer resides there.

Copies of a redacted document will only be honored if the party named on the affidavit is requesting a copy or the other party on the recorded document is requesting a copy.

A public record request form, which can be found on our website or by contacting [redactions@risc.maricopa.gov](mailto:redactions@risc.maricopa.gov) must be filled out before a copy will be made.

**<https://www.azcourts.gov/selfservicecenter/Forms/Personal-Information-Redaction>**