



**JUDICIAL BRANCH**  
**COURT OPERATIONS DIVISION**  
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**Executive Director**

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October 30, 2006

**MEMO TO:** Judicial District Chief Clerks  
Deputy Chief Clerks for G.A. Matters  
Housing Session Deputy Chief Clerks  
Juvenile Matters Deputy Chief Clerks

**SUBJECT:** Policy Concerning Handheld Scanners

Pursuant to the recommendation of the Public Access Task Force, effective November 1, 2006, anyone may use a handheld scanner to reproduce court documents. As used in this policy, “handheld scanner” means a battery operated electronic scanning device that leaves no mark or impression on the document and does not unreasonably interfere with the operation of the clerk’s office.

No fee is to be charged for copies produced in this matter.

Joseph D. D’Alesio  
Executive Director of Operations  
Superior Court

JDD:nc/lrb

c: Nancy L. Kierstead, Director of Operations, Superior Court