**State Trial Courts**

**2018 Paper and Postage Report**

The following practices continue to be in effect since the last annual report:

1. Most records required to be kept by the Trial Courts are produced and maintained electronically and printed only when necessary for use in court.
2. The purchase of law books has been virtually eliminated.  Legal research is done via internet services.
3. Opinions, orders and other rulings of the courts are usually prepared, edited and mailed electronically reducing copying and postage.
4. Most correspondence is done by e-mail.
5. Many form documents are now printed on two sides rather than one side reducing paper usage.
6. One-sided documents, when necessary to copy, are often copied on both sides of the paper, again reducing paper usage.
7. Increased use of scanners has reduced the need to copy and mail documents, saving on paper and postage.
8. Staff has attended “Records and File management” training enabling more efficient electronic file management.
9. Unneeded paper is recycled whenever possible.