

**IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF YAVAPAI**

FILED
O'clock **A** M
DEC 28 2004
BY **JEANNE HICKS, Clerk**
Angela K. Kinkaid
Deputy

IN THE MATTER OF:)	
)	ADMINISTRATIVE ORDER
POLICIES AND PROCEDURES FOR)	
SELECTION OF)	No. 2004-23
SPECIAL JUDICIAL OFFICERS)	Superceding No. 02-0020
_____)	

Pursuant to Arizona Code of Judicial Administration § 1-305: Selection of Special Judicial Officers, amended by Arizona Supreme Court Administrative Order No. 2004-101 affecting Administrative Order No. 2002-66, the following supplemental policies and procedures shall govern the selection of special judicial officers in Yavapai County:

- I. PURPOSE: The purpose of this supplemental order is to establish policies and procedures for the selection of special judicial officers for Yavapai County.
 - A. Special judicial officers shall include but not be limited to judges pro tempore, commissioners, hearing officers and juvenile court referees appointed by the Presiding Judge.
 - B. This order shall apply to all courts in Yavapai County, except the procedures for city courts shall be consistent with existing provisions of city charters and ordinances.
 - C. Special judicial officers shall meet the minimum qualifications required by the Arizona Constitution, Article VI, section 31, by law and by such special qualifications for the position as may be established by the Presiding Judge.
 - D. This order is intended to result in selection of special judicial officers, through an open process, who are highly competent and highly respected by their peers and clients and who bring a diversity of background and experience to the bench.

APPLICATION

- A. Public Announcement

Clerk of Court
 Chief Deputy (3)
 Ct. Adm.
 Other _____

1. Openings for special judicial officer positions in Yavapai County shall be announced publicly in a newspaper or newspapers of general circulation within Yavapai County and by memorandum to the Yavapai County Bar Association.
2. The announcement shall include, at a minimum:
 - a. qualifications for the position, including ethical restrictions on the practice of law contained in the Code of Judicial Conduct which relates to service as a special judicial officer;
 - b. equal opportunity statement; and,
 - c. hiring authority identified as the Presiding Judge of the Superior Court.
3. The announcement shall include the procedures necessary to apply for the special judicial position.

B. Form

1. Applicants for full-time and part-time special judicial office shall complete and file with the Yavapai County Human Resources Department a County employment application.
2. The Presiding Judge may require applicants to complete and file a supplemental application form to determine background, qualifications and experience relevant to the special judicial position for which they apply.
3. The Presiding Judge may require applicants to authorize the release of information to process the application, which may include criminal background and disciplinary record investigation.
4. Applicants may submit letters of recommendation.
5. Applicants may submit curriculum vitae.

III. Selection

- A. The Presiding Judge shall establish a selection committee for full-time special judicial officers.

1. In appointing a selection committee, the Presiding Judge shall be sensitive to representation reflecting the racial, ethnic, gender and political diversity of the community in which the special judicial officer may serve.
 2. The selection committee members shall disclose to each other and to the Presiding Judge any cause for bias in favor or against any applicant reviewed.
 3. The Presiding Judge shall inform the selection committee members of their responsibility to recruit qualified applicants, including qualified minority and women applicants, who may not otherwise apply.
 4. The selection committee for full-time special judicial officers for courts of limited jurisdiction shall include a justice of the peace, municipal court judge, and superior court judge. The selection committee shall review applications, interview selected applicants and recommend one or more applicants to the Presiding Judge in Yavapai County.
 5. The size and membership of the selection committee for special judicial officers shall be determined by the Presiding Judge prior to the recruitment of such special judicial officers.
 6. The special judicial officer selection committee members shall serve at the pleasure of the Presiding Judge in Yavapai County.
- B. Temporary Appointment of Full-Time Special Judicial Officers – The Presiding Judge may appoint special judicial officers on a temporary full-time basis without following the adopted selection process. The selection process shall be followed before a regular full-time appointment is made.
- C. Appointment of Part-Time Special Judicial Officers – The Presiding Judge may appoint part-time special judicial officers without public announcement and establishing a selection committee. Pursuant to Arizona Code of Judicial Administration § 1-305, paragraph D.1.b., the procedure shall include review by the appointing authority or a designated person or committee of applications or letters of application and any letters of reference submitted. The adopted selection process shall be followed before a regular full-time appointment is made.

IV. Appointment, Education and Evaluation

A. Appointment

1. The Presiding Judge in Yavapai County shall make appointments of full-time special judicial officers after consultation with and advice from the special judicial officer selection committee. The Presiding Judge may consider comments from other judges of the court on which the appointee may serve.
2. The term of each appointment shall be in accordance with the law.

B. Education – Special judicial officers shall receive orientation and education required by the Arizona Supreme Court appropriate to the special judicial officer’s duties and comparable to that received by other judges on the same court.

C. Evaluation

1. The Presiding Judge in Yavapai County shall conduct a performance review and evaluation of each full-time special judicial officer at least once each fiscal year or prior to the reappointment of each full-time special judicial officer.
2. Evaluations shall be based upon information from both professional and public participants in the legal process and any complaints received shall be considered prior to reappointment.

EFFECTIVE January 1, 2005.

DATED at Prescott, Arizona, the 21 day of December, 2004.


ROBERT M. BRUTINEL
Presiding Judge

Copy: Clerk of Supreme Court
Superior Court Judges
Justices of the Peace
Municipal Court Judges

Court Administration
Human Resources Department