



SUPREME COURT OF ARIZONA

**ORDER ADOPTING GUIDELINES FOR PROGRAMS
TO REDUCE OUTSTANDING CIVIL TRAFFIC SANCTIONS 91-32**

Pursuant to A.R.S. § 28-1080 the Supreme Court shall adopt rules of procedure for programs aimed at reducing the amount of outstanding civil fines, penalties, sanctions and surcharges.

IT IS ORDERED the attached guidelines shall govern the conduct of such programs.

EFFECTIVE DATE

The provisions of this order shall be effective from and after November 1, 1991.

DATED this 31st day of October, 1991.

ARIZONA SUPREME COURT

Frank X. Gordon, Jr.
Chief Justice

**GUIDELINES FOR PROGRAMS
TO REDUCE OUTSTANDING CIVIL TRAFFIC SANCTIONS**

I. PROGRAM GUIDELINES

- A. Approval is required from the Supreme Court Administrative Office of the Courts. Programs must meet all of the following criteria:
1. Purpose of the proposed program is to reduce outstanding fines, penalties, surcharges and sanctions which are at least twelve months delinquent.
 2. One feature of the proposed program is to reduce the outstanding amount due, by individual defendants, by up to fifty percent.
 3. Civil traffic penalties are included in the proposed program.
- B. Proposed programs meeting the criteria above must include the following:
1. A defined beginning and end date; project duration not to exceed 60 days.
 2. The date your court last conducted a similar program. Programs should not be conducted more than once every five years.
 3. A defined schedule of which violations/violators are eligible for the program.
 - a. Amounts due must be at least 12 months delinquent. Courts may set more restrictive time limits (24 months delinquent, etc.).
 - b. Fines, penalties, surcharges and sanctions outstanding as a result of a violation of A.R.S. 28-692, DUI, shall not be included.
 4. A defined schedule of how fines, penalties, surcharges and sanctions will be reduced.
 - a. Amount of reduction.
 - b. Criteria which determine reduction. The criteria needs to be applied consistently across all eligible violations.
 - c. Procedures violators will follow.
 5. Procedures which will be used to notify those eligible to participate in the program.
 6. Steps your court plans to take to handle increased activity as a result of the program in terms of court staff, judges and space.

7. Planned results of the program and measurement methods. Suggested measurements are:
 - a. Outstanding amount due at beginning of program and planned reduction of outstanding amount due expressed in a percentage reduction or dollar reduction.
 - b. Number of cases or fines due at beginning of program and number of those cases either completely closed by end of program or with a partial payment made during program.
8. Planned increased enforcement effort, if practicable, for those cases/fines not closed/paid during program and expected results. (Use the measurements you used in #7 above.) If no increased enforcement effort is planned, state why such an effort cannot be conducted.
9. Planned involvement of and a statement of impact on other agencies or departments such as the police department, prosecutor, public defender; and what contacts or plans have been made with those departments.
10. Any other relevant details.

II. APPROVAL PROCEDURES

Submit plan for program to the JCEF Division of the Administrative Office of the Courts. Programs must follow guidelines established above in I.A and B. The proposal must include a section stating how each guideline will be met.

Recommendations for program approval will be sent by the JCEF Division Director to the AOC Administrative Director for final approval. Courts will then be notified of the program approval status.

Proposed programs must be submitted 60 days prior to projected program start date. Submittals must be signed by the Presiding Judge of the Court proposing the program and the Presiding Judge of the County. If all required information is submitted, the AOC will notify courts of the program approval status within two weeks of receipt. Failure to provide complete information may result in delays.

III. REPORTING PROCEDURES

Each court will send to the JCEF Division a project-end report which describes the results of the program statistically and narratively.

Rev. 10/29/91