

IN THE SUPREME COURT OF THE STATE OF ARIZONA

In the Matter of:)
)
ADOPTING NEW ARIZONA CODE OF) Administrative Order
JUDICIAL ADMINISTRATION § 1-508:) No. 2022 - 35
REQUIRED DATA ELEMENTS)
)
_____)

The above-captioned new provision of the Arizona Code of Judicial Administration (ACJA), having come before the Arizona Judicial Council on March 24, 2022, was approved and recommended for adoption.

Therefore, pursuant to Article VI, Section 3, of the Arizona Constitution,

IT IS ORDERED that the above-captioned new provision, ACJA § 1-508, attached hereto, is adopted.

Dated this 6th day of April, 2022.

ROBERT BRUTINEL
Chief Justice

ARIZONA CODE OF JUDICIAL ADMINISTRATION
Part 1: Judicial Branch Administration
Chapter 5: Court Automation
Section: 1-508 Required Data Elements

A. Definitions. In this section, the following definitions apply:

“Director” means the Director of the Administrative Office of the Courts (AOC).

“Case management system (CMS)” means the information system that captures, maintains, and provides access to data related to cases, enabling systematic control of records through their lifecycle.

“Clerk of superior court” means a person elected to the office provided by Article 6, Section 23 of the Arizona Constitution.

“Court” means the appellate, superior, juvenile, justice, and municipal courts and probation departments in each county.

“Court leadership” means the presiding judge of a court, superior court administrator, justice court administrator, municipal court administrator, chief probation officer, juvenile court director, clerk of court, and chief judge of the court of appeals.

“Data elements” means the set of data elements and codes adopted by the Arizona Judicial Council.

“Implement” means adding and using required data elements in a case management system.

B. Applicability. The following section governs courts’ implementation and reporting of the required data elements adopted by the Arizona Judicial Council.

C. Purpose. Required data elements for courts are promulgated to ensure the quality, completeness, and consistency of Arizona court data across the judicial branch for case management, allocation of resources, and data integration projects between the courts and other justice system stakeholders.

D. Administration. The Director will provide a phased implementation schedule for the required data elements.

E. General Provisions for Court Leadership.

1. All courts must collect in their CMS and other information systems the required data elements pursuant to a phased implementation schedule promulgated by the Director. The required data elements will be listed in the most current version of Attachment A and published on the required data elements website. Court leadership is responsible for collecting all required data elements.

2. Court leadership must establish policies and procedures on the proper use and entry of the required data elements, including staff training and regular data quality review.
3. Court leadership must update annually the Arizona Required Data Elements Checklist. Court leadership in the superior court must coordinate the submission of a consolidated checklist for the superior court and the clerk of superior court. The presiding judge of each limited jurisdiction court, the clerk of the superior court in each county, and each department director must sign the completed checklist and forward their approval to the presiding judge of the superior court of the county by January 31st of each calendar year. The presiding judge of the superior court in each county, or their designee, must review and sign their approval of the completed checklist by March 1st of each calendar year. This requirement does not include juvenile and probation departments until specifically required by administrative directive.

F. Requests for Extension of Time to Implement Data Elements. Court leadership may request an extension of time to implement a required data element based on a compelling business reason, along with a plan for timely implementation, as follows:

1. With the approval of the presiding judge of the county, written requests for extension of time to implement a required data element may be submitted to the Administrative Office of the Courts in a manner determined by the Director.
2. The Director shall review and render a written decision on requests for extensions of time to implement a required data element.

Attachment A – Arizona Required Data Elements and Event Codes

Required Data Elements

Category 1: Case

Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic	Data Element
x	x	x	x	x	x	x	Court Case Identifier
x	x	x	x	x	x	x	Court
x	x	x	x	x	x	x	Primary Case Category
x							Civil Case Category
x							Civil Case Type
		x					Probate case type
			x				Dependency case type
					x		Criminal case type
	x						Family case type
						x	Traffic case type
	x						Associated legal issue
x	x	x	x	x	x	x	Current Case Status
x			x	x	x		Specialty Court Assignment
x							Procedural Track
x	x	x	x	x	x	x	Case Initial Filing Date
x	x	x	x	x	x	x	Case Disposition Category
x	x	x			x	x	Case disposition detail
x	x	x	x	x	x	x	Case Manner of Disposition
x	x	x	x	x			Disposition Date
x	x	x	x	x	x	x	Case closed date
x	x	x	x	x	x	x	Judicial Officer Identifier
x	x	x	x	x	x	x	Appeal filed
x	x	x	x	x	x	x	Interpreter Flag
		x					Case Closure Reason
	x		x	x			ICWA case flag
x	x	x					Fee waiver date
	x						Minors involved flag
	x		x				Interstate Flag
	x		x				International Flag
	x						Finding of Domestic Violence Flag
	x	x					Dependency Court Judgment Flag
				x	x	x	Initiating Instrument
				x			Detention Flag
					x	x	Law Enforcement Agency
					x	x	Law Enforcement Arrest Tracking Number
					x	x	Law Enforcement Incident Tracking Number
						x	CMV Indicator
						x	Traffic Accident Indicator
						x	Fatality Indicator

Category 2: Participant

Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic	Data Element
x	x	x	x	x	x	x	Party Name
x	x	x	x	x	x	x	Party Opt-in to Text Notifications
x	x	x	x	x	x	x	Type of Electronic Service
x	x	x	x	x	x	x	Alias
x	x	x	x	x	x	x	Date of Birth
x	x	x	x	x	x	x	Race
x	x	x	x	x	x	x	Ethnicity
x	x	x	x	x	x	x	Gender
x	x	x	x	x	x	x	Special Needs/ADA Flag
x	x	x	x	x	x	x	Zip Code
			x	x			ICWA child flag
	x	x	x				Relationship to Action - probate, family, dependency
x							Relationship to Action - civil
		x					Date of Death
					x	x	Driver License/State ID Number
				x	x	x	Driver License/ID State
				x	x	x	FBI Number
					x	x	Biometrically Linked Number
				x	x	x	Driver License Country
						x	Country
						x	Endorsement Code
						x	License Class Code
						x	License Restriction Code
				x			Parenthood Status
			x	x			Legally Emancipated
			x	x			Dually Adjudicated Flag

Category 3: Attorney/Advocate

Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic	Data Element
x	x	x	x	x	x	x	Attorney/Advocate Name
x	x	x	x	x	x	x	Firm Name
x	x	x	x	x	x	x	Attorney/Advocate Address
x	x	x	x	x	x	x	Attorney/Advocate ID Number
x	x	x	x	x	x	x	Attorney/Advocate E-mail Address
x	x	x	x	x	x	x	Attorney/Advocate Phone Number
x	x	x			x		Pro Hac Vice
x		x					State of Admission
x	x	x	x	x	x	x	Attorney/Advocate Entry Date
x	x	x	x	x	x	x	Attorney/Advocate End Date
x	x	x	x	x	x	x	Limited Scope
x	x	x	x	x	x	x	Associated party/participant
			x	x	x		Attorney Waiver

x	x	x	x	x	x	x	Attorney Type
	x	x	x	x	x		Advocate type

Category 4: Status

Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic	Data Element
x	x	x	x	x	x	x	Case Status Date
x	x	x	x	x	x	x	Case Status
x	x	x	x	x	x	x	Reason Placed on Inactive

Category 5: Pleadings

Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic	Data Element
x	x	x	x	x	x	x	Pleading Date
x		x					Filing Party
x							Complaint
x	x	x	x				Answer
x							Cross-Claim
x							Counterclaim
x							3rd-Party Claim
x							Answer to Cross Claim
x							Answer to Counter Claim
x							Answer to 3rd-Party Claim
x			x				Intervenor Claim
x							Answer to Intervenor claim
x	x	x	x	x	x	x	Amended
x							Amount in Controversy
		x					Initial Probate Pleading Type
		x					Subsequent Probate Pleading Type
x	x	x					Fee waiver date

Category 6: Motions and Filings

Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic	Data Element
x	x	x	x	x	x	x	Date Filed
x	x	x	x	x	x	x	Filing party
x	x	x	x	x	x	x	Motion/Filing type
x	x	x	x	x	x	x	Pleading/Motion Outcome
x	x	x	x	x	x	x	Agreed/Stipulated

Category 7: Hearings and Events

Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic	Data Element
x	x	x	x	x	x	x	Scheduled Event Date
x	x	x	x	x	x	x	Judicial Officer
x	x	x	x	x	x	x	Parties Present

x	x	x	x	x	x	x	Attorneys/Advocates Present
x	x	x	x	x	x	x	Hearing/Event Outcome
x	x	x	x	x	x	x	Interpreter Present
x	x	x	x	x	x	x	Interpreter Language
x							Civil Hearing Type
					x	x	Criminal and Traffic Hearing Type
			x				Dependency Hearing Type
	x						Family Hearing Type
				x			Juvenile Hearing Type
		x					Probate Hearing Type
x	x	x	x	x	x	x	Remote witness
x	x	x	x	x	x	x	Remote party(s)
x	x	x	x	x	x	x	Conference Type
x			x	x	x	x	Days in trial
x			x	x	x	x	Trial de Novo

Category 8: Orders

Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic	Data Element
x	x	x	x	x	x	x	Order Date
x	x	x	x	x	x	x	Order Title
		x					Probate Order Type
x	x	x	x	x	x	x	Result
x					x		With Prejudice
x							Costs/Fees Awarded
	x	x	x		x		Evaluation ordered
	x	x	x		x		Evaluation type
	x	x	x				Evaluation party
		x					Guardian/Conservator Role Granted
	x	x		x	x	x	Warrant Issued
	x	x		x	x	x	Warrant Returned
	x	x		x	x	x	Warrant Reason

Category 9: Charges

Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic	Data Element
				x	x	x	Offense Date
				x	x	x	Arrest Date
				x	x	x	Charge Identifier
				x	x	x	Charge Filing Date
				x	x	x	Charge Filed by
				x	x	x	Filing Charge Statute/Ordinance Number
				x	x	x	Filing Charge Description
				x	x	x	Filing Charge Degree
				x	x	x	Filing Charge Degree Detailed

				x	x	x	Disposition Charge Statute/Ordinance Number
				x	x	x	Disposition NCIC Code
				x	x	x	Disposition Charge Description
				x	x	x	Disposition Charge Degree
				x	x	x	Charge Disposition Date
				x	x	x	Charge Sentencing Date
				x	x	x	Charge Manner of Disposition
				x	x	x	Charge Disposition
				x	x	x	Charge Dismissal Actor
				x	x	x	Record transmitted to SDLA
				x	x	x	Date transmitted to crime information center
						x	Agency ID
						x	Legal Speed Rate
						x	Recorded Speed Rate
						x	Offense location
						x	Ticket Number
						x	Citation date
				x			Adjudicated Delinquent
				x			Probation/Technical Violation
				x			Violation reason
						x	Vehicle type
						x	Hazardous Material
					x	x	Plea Type
					x	x	Plea Date

Category 10: Pre-trial-Intake

Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic	Data Element
				x	x	x	Risk Assessment Instrument
				x	x	x	Risk Assessment Score
					x	x	Pretrial Release Decision
					x	x	Bond Hearing Type
					x	x	Bond Type
					x	x	Bond Amount
				x	x	x	Condition(s) of release
					x	x	Pretrial Release Revocation Reason
					x	x	Deferral
					x	x	Summons Issued
					x		Grand Jury Indictment
				x			Referral Date
				x			Referral Source Type
				x			Referral Source Detail
				x			Intake Decision Date
				x			Intake Decision
				x			Living Arrangement

				x			Diversion Eligibility Flag
				x			Assessment Flag
				x			Waiver Decision
				x			Pre-adjudication Detention
				x			Pre-adjudication Detention Reason
				x			Detention Type
				x			Placement Type

Category 11: Diversion

Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic	Data Element
				x	x	x	Diversion Entry
				x	x	x	Diversion Exit
				x	x	x	Diversion Exit Type

Category 12: Civil Judgment

Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic	Data Element
x	x	x					Judgment Date
x	x	x					Prevailing Party
x							Judgment against

Category 13: Sanctions

Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic	Data Element
					x	x	Sentence Type(s)
					x	x	Sentence Length
					x	x	Unit of Sentence Length
					x	x	Sentence Conditions
					x	x	Concurrent/ Consecutive Sentence Flag
					x	x	Time Served Credit Length
x				x	x	x	Monetary Penalty Type
x				x	x	x	Monetary Penalty Amount
				x	x	x	Monetary Penalty Amount Balance to Date
				x	x	x	Restitution Amount
				x	x	x	Restitution Amount Balance to Date
				x	x	x	Alternative Fine Indicator
				x	x	x	Payment plan
				x	x	x	DL Suspension Length
				x	x	x	DL suspend start
				x	x	x	DL suspend end
					x	x	CDL disqualification Length
					x	x	CDL disqualifying start
					x	x	CDL disqualifying end
				x			Disposition Type(s)
				x			Disposition Conditions
				x	x	x	Community Service Hours

Category 14: Dependency-Permanency

Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic	Data Element
			x				Plan Implementation Date
			x				Plan Implementation Type
			x				Child Case Closure Date
			x				Child Case Closure Reason

Category 15: Probate Review & Monitor

Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic	Data Element
		x					Inventory Due Date
		x					Inventory Filed Date
		x					Waiver
		x					Accounting Due Date
		x					Accounting Type
		x					Accounting Filed Date
		x					Well-being Report Due Date
		x					Well-Being Report Filed Date
		x					Bond Ordered/Set
		x					Bond Type
		x					Bond Filed
		x					Event Reminder
		x					Qualification Date

Category 16: Post-Trial

Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic	Data Element
					x	x	Probation Violation
					x	x	Failure type
				x	x	x	Violation Outcome

Category 17: ADR

Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic	Data Element
x	x	x	x				Referral Date
x		x		x			ADR Date
x							Court Ordered
x							Type of ADR
x	x	x	x				Result of ADR
		x		x			Hearing/Event Outcome

Category 18: Juror Management

Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic	Data Element
X					X		Race
X					X		Ethnicity
X					X		Gender

Required Event Codes

Event Codes	Court Type
Case Specific Questionnaire	General and Limited Jurisdiction
Case Specific Responses	General and Limited Jurisdiction
Response to Petition to Expunge Records	General and Limited Jurisdiction
Reply to Response to Petition to Expunge Records	General and Limited Jurisdiction
Request Court Reporter	General and Limited Jurisdiction
Notice of Intent to Retain Jurisdiction	General and Limited Jurisdiction
Application for Restoration of Right to Possess Animals	General and Limited Jurisdiction
Application to Possess Animals - Good Cause Exception	General and Limited Jurisdiction
Application: Certificate of Second Chance	General Jurisdiction
Certificate: Of Second Chance	General Jurisdiction
Notice: of Application for Interstate Transfer	General Jurisdiction
Reply: To application for Interstate Transfer	General Jurisdiction
Minute Entry: Expungement Hearing	General Jurisdiction
Appearance Reason: Expungement	General Jurisdiction