

IN THE SUPREME COURT OF THE STATE OF ARIZONA

---

In the Matter of:	)	
	)	
AMENDMENT TO THE	)	Administrative Order
ARIZONA CODE OF JUDICIAL	)	No. 2023 - <u>117</u>
ADMINISTRATION § 7-201:	)	(Affecting A.O. No. 2022-78)
GENERAL REQUIREMENTS	)	
_____	)	

Proposed amendments to the above-captioned section of the Arizona Code of Judicial Administration (ACJA) came before the Arizona Judicial Council on June 27, 2023 and were approved and recommended for adoption.

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

IT IS ORDERED that the amendments to ACJA § 7-201 as indicated on the attached document are adopted. All other provisions of § 7-201 remain unchanged and in effect.

Dated this 3rd day of July, 2023.

---

ROBERT BRUTINEL  
Chief Justice

**ARIZONA CODE OF JUDICIAL ADMINISTRATION**  
**Part 7: Administrative Office of the Courts**  
**Chapter 2: Certification and Licensing Programs**  
**Section 7-201: General Requirements**

A. through G. [No changes]

**H. Complaints, Investigations, Disciplinary Actions, Proceedings and Certification and Disciplinary Hearings.**

1. Complaints: Filing and General Provisions.

a. to d. [No Changes]

e. Standing of Complainant. A complainant does not have standing regarding any proceedings and is not a party to any proceedings. ~~The complainant may, upon request to division staff, receive notice of any public proceeding concerning the complaint or any consent agreements.~~ The complainant submits to the jurisdiction of the supreme court's certification and licensing division for all purposes relating to the proceedings.

- (1) The complainant shall keep division staff informed of any changes of mailing address, telephone number, or email address during the investigation and any disciplinary proceedings.
- (2) Division staff shall ~~forward any~~ provide correspondence or notice to the complainant by electronic mail and may provide correspondence or notice to the complainant by United States mail to the last address of record with division staff.
- (3) ~~To the extent practicable, Division~~ division staff shall provide the complainant with the following information:
  - (a) A written acknowledgment of the receipt of the complaint;
  - (b) A copy of the letter sent to the certificate holder requiring a response to the alleged acts of misconduct or violations and the initial response by the certificate holder, within ~~twenty~~ 20 days of receipt of the certificate holder's initial response;
  - (c) Notice, ~~if the complainant has requested notice,~~ of any public proceeding concerning the complaint or any consent agreement and a copy of the complaint materials being submitted to the board;
  - (d) Notice of the final disposition of each allegation; and
  - (e) Notice of the dismissal of the complaint within ~~ten~~ 10 days of the determination by the division director, if applicable, pursuant to subsection (H)(2)(b).
- (4) Division staff shall inform the board regarding staff compliance with this subsection. Failure by division staff to provide the complainant with information as required by this subsection shall not affect the ultimate disposition of any allegations of acts of misconduct or violations by the certificate holder.
- (5) The complainant may file a request for review by the board of the division director's dismissal of the complaint, within ~~ten~~ 10 days of the date of the notice

of dismissal pursuant to subsection (H)(2)(e).

(H)(1)(f) to End. [No Changes.]