

**CASE PROCESSING STANDARDS ANALYSIS  
SUMMARY CIVIL CASES – LOCAL ORDINANCE CASES**

**National Center for State Courts Model Time Standards for Summary Civil Cases:**

- 75% within 60 days
- 90% within 90 days
- 98% within 180 Days

**Measurement:** Filing of initial complaint through disposition (e.g., dismissal, judgment).

**Arizona Civil Local Ordinance Cases Only**

The following standards have been adopted for Civil Local Ordinance cases:

- 75% within 60 days**
- 90% within 90 days**
- 98% within 180 Days**

**Measurement:** Filing of initial complaint through disposition (e.g., dismissal, judgment).

**Excluded Time:** The following may result in a stay of proceedings and the time elapsed will be excluded from the measurement: special actions, appeals, bankruptcy, and stays granted pursuant to the Servicemembers Civil Relief Act.

Arizona Rules and Statutes	Timelines under Statute and Rule
<b>Complaint Filed:</b>	<b>(Measurement Starts Here)</b>
Local Ordinance	Complaint filed for violation of a local ordinance.
Parking or Standing Cases: Rule 3(c), Rules of Civil Traffic and Civil Boating	A parking or standing case is commenced by filing with the court an Arizona Traffic Ticket and Complaint, or a notice of violation for a local ordinance, charter, or regulation.
<b>Service of Process:</b>	See local ordinance for procedures for non-parking or standing cases.
Parking or Standing Cases: Rule 3(b), Rules of Civil Traffic and Civil Boating	Vehicle parking and standing offenses do not require that the initial notification or a subsequent summons and complaint be personally served. If it becomes necessary to issue a summons and complaint because there is not a satisfactory response to the initial notice of a parking or standing violation, a summons and complaint may be sent by regular mail to the address provided to the Department of Motor Vehicles by the individual made responsible for the alleged violation. Service of a summons and complaint is complete on mailing.
<b>Discovery:</b>	See local ordinance for procedures for non-parking or standing cases.
Parking or Standing Cases: Rule 13(a), Rules of Civil Traffic and Civil Boating	No pre-hearing discovery shall be permitted absent extraordinary circumstances.

<p><b>Continuances:</b></p> <p>Parking or Standing Cases: Rule 15, Rules of Civil Traffic and Civil Boating</p>	<p>See local ordinance for procedures for non-parking or standing cases.</p> <p>Absent extraordinary circumstances, no hearing shall be continued by the court without notice to both parties. The court shall notify the parties and witnesses in writing of the new hearing date.</p>
<p><b>Trial:</b></p> <p>Parking or Standing Cases: Rule 10(b), Rules of Civil Traffic and Civil Boating</p> <p><b>Default:</b></p> <p>Parking or Standing Cases: Rule 21, Rules of Civil Traffic and Civil Boating</p> <p>Rule 22, Rules of Civil Traffic and Civil Boating</p>	<p>See local ordinance for procedures for non-parking or standing cases.</p> <p>The defendant may deny responsibility by appearing in person or by notifying the court in writing. Upon receipt of said notice, the court shall set the matter for hearing and notify the defendant, citing officer, and any counsel of the date, time, and place for the hearing.</p> <p>See local ordinance for procedures for non-parking or standing cases.</p> <p>If no witness for the State, excluding the defendant, appears at the time set for hearing, the court shall dismiss the complaint and return any deposit, unless the court, for good cause shown, continues the hearing to another date.</p> <p>If the defendant fails to appear as required, the allegations of the complaint shall be deemed admitted, and the court shall enter a judgment for the State and impose a civil sanction.</p> <p style="text-align: center;"><b>(Measurement Stops Here)</b></p>