

## Approval Letter for Clerk of Court Approval: Required Data Elements 2026 Checklist Report

### Per Administrative Directive 2023-10 – Phase Two – Appendix B

The Required Data Elements (Arizona Code for Judicial Administration Section 1-508) were 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. As such, the courts are required, as a measure of accountability, to annually conduct an assessment by completing this checklist to determine and document sources of data and comment on elements not yet in their systems.

Per [ACJA § 1-508](#) and [Administrative Directive 2023-10](#), superior courts are required to obtain Clerk of Court approval for their submitted checklists and then forward the report and the approval letter to the Superior Court Presiding Judge for their county.

#### Instructions:

- 1) After review of the checklist, to indicate their approval, the Clerk of Court needs to sign and date this approval letter.
- 2) The Clerk of Court should then create an email to the Presiding Judge of the Superior Court of their county and copy the [DataStandards@courts.az.gov](mailto:DataStandards@courts.az.gov) email box. In this email, they should attach the signed approval letter and the completed checklist. This email needs to be sent no later than January 31, 2026.

Please feel free to contact Laura Ritenour, Caseflow Management Specialist at AOC Court Services Division, if you have questions ([lritenou@courts.az.gov](mailto:lritenou@courts.az.gov); 602-452-3675). Thank you.

#### Clerk of the Court

I hereby affirm that I have reviewed the attached checklist report. I have signed or typed my name and date in the box below to indicate my approval.

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Approval by Clerk of the Court/ Date

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County Name