

Approval Letter for Local Presiding Judge 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](#), limited jurisdiction courts are required to obtain local presiding judge 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 local presiding judge needs to sign and date this approval letter.
- 2) The local presiding judge should then create an email to the Presiding Judge of the Superior Court of their county and copy the 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; 602-452-3675). Thank you.

Local Presiding Judge

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.

Approved by Local Presiding Judge/ Date

Court Name