

General Jurisdiction Business Process Models



**Arizona Supreme Court
Administrative Office of the Courts
Court Services Division
General Jurisdiction Case Management System Project
Prepared by: Keith Kaplan**

General Jurisdiction Courts

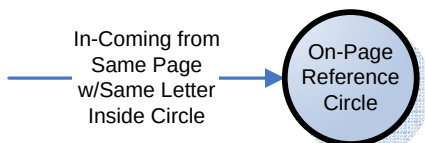
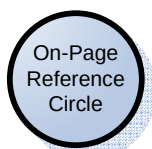
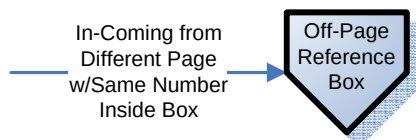
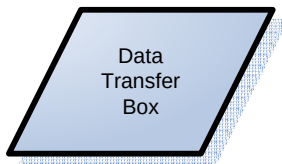
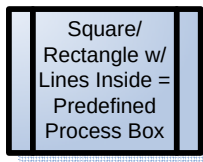
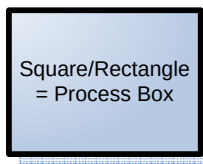
Business Process Models

- | | |
|---|---|
| <ul style="list-style-type: none">○ *Legend○ Adoption Process○ Adult Adoption○ Affidavit of Succession○ Appointment of Adult Conservator○ Appointment of Adult Guardian○ Appointment of Minor Conservator○ Appointment of Minor Guardian○ Authentication○ Bailable/Non-Bailable Offenses○ Certificate of Magistracy○ Certification for Adoption○ Certification○ Change of Venue○ Child Support Arrest Warrant○ Civil Appeals from LJ Court○ Civil Case Process○ Civil Forfeiture | <ul style="list-style-type: none">○ Civil Mediation○ Civil Traffic Appeals from LJ Court○ Complaints Against Process Servers○ Contempt of Court○ Court of Appeals - Civil○ Court of Appeals - Criminal○ Court of Appeals – Notice of Appeal/Mandate○ Courtesy Probation Supervision○ Criminal Appeals from LJ Court○ Delayed Birth/Death Certificate○ Divorce Process○ Drug Court○ DUI Court○ Early Disposition Court (EDC)○ Emancipation of a Minor |
|---|---|

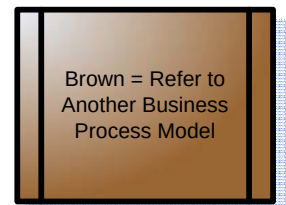
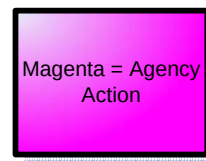
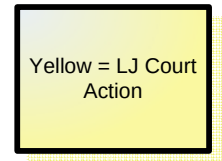
- **Exemplification**
- **Extradition**
- **Family Law Mediation**
- **Family Law Post-Decree**
- **Felony Criminal Process (Basic)**
- **Felony Criminal Process (Complex)**
- **Forcible Detainer Appeals from LJ Court**
- **Forcible Detainer**
- **Foreign Judgment**
- **Formal Probate Process**
- **Formal Testacy Proceedings**
- **Habeas Corpus**
- **Incompetency and Mental Examinations**
- **Informal Probate Process**
- **Interception of Communications**
- **Issuance of Out-of-State Subpoena**
- **Issuance of Subpoena**

- **Issuance of Writ of Garnishment**
- **Issuance of Writs**
- **Juvenile Court of Appeals – Notice of Appeal/Mandate**
- **Juvenile Dependency**
- **Juvenile Hearing Officer Proceedings**
- **Juvenile Court Process**
- **Marriage License**
- **Marriage of Minors**
- **Mental Health**
- **Minor Abortion**
- **Name Change**
- **Notary Public Application**
- **Passport Process**
- **Post-Conviction Relief**
- **Probate Process**
- **Process Server Application**
- **Professional Bondsman**
- **Protective Orders/Injunctions**
- **Redaction of Personal Information**

- | | |
|---|--|
| <ul style="list-style-type: none">○ Restoration of Civil Rights○ Search Warrants○ Severance/Termination Process○ Sexually Violent Person○ Special Action○ Tax Court○ Transcript of Judgment○ Transfer of Probation Jurisdiction○ Tribal Court Commitment Orders○ Tribal Court Judgment○ Trust Administration○ Waiver/Deferral of Fees○ Waiver/Deferral of Service of Process Fees○ Warrants & Summons○ Warrant to Take Physical Custody of Child | |
|---|--|

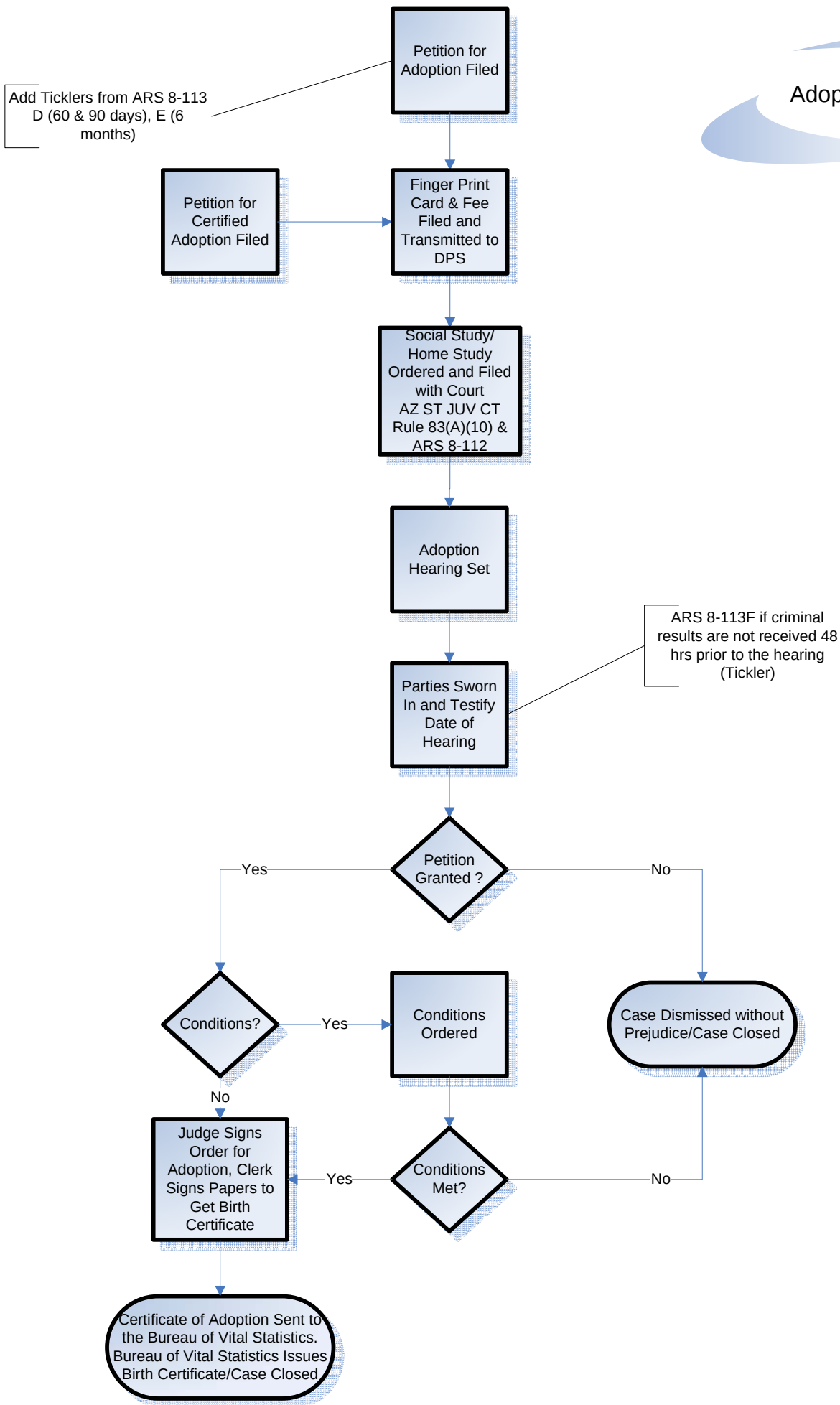


*Legend

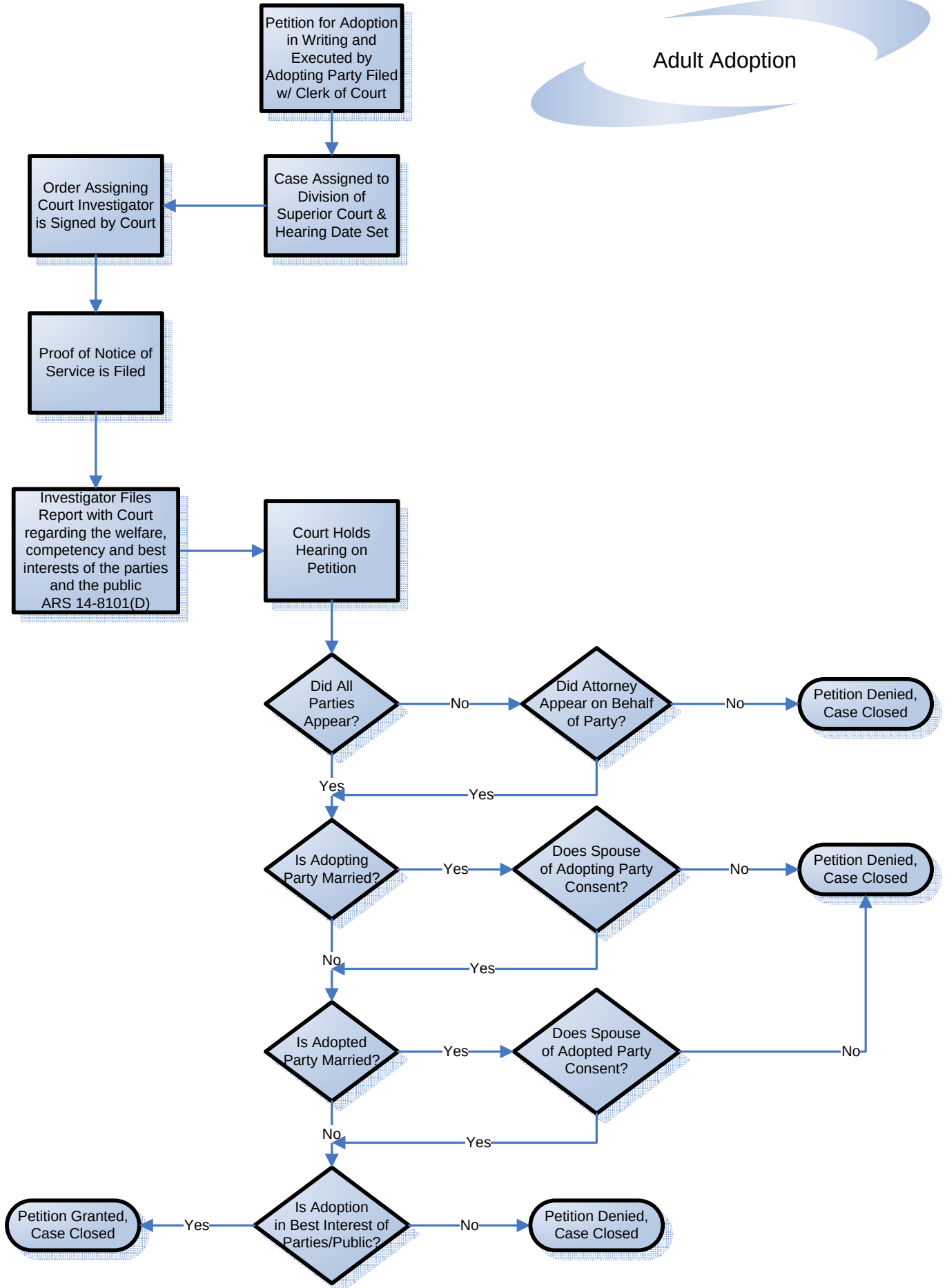


- ARCP = Arizona Rules of Civil Procedure
- ARCRP = Arizona Rules of Criminal Procedure
- ARCAP = Arizona Rules of Civil Appellate Procedure
- AZ ST SUPER CT RAP CIV = Arizona State Superior Court Rules of Appellate Procedure – Civil
- AZ ST JUV CT Rule = Arizona State Juvenile Court Rules
- ARPETCICO = Arizona Rules of Procedure for Enforcement of Tribal Court Involuntary Commitment Orders
- FRCP = Federal Rules of Civil Procedure
- ARS = Arizona Revised Statutes

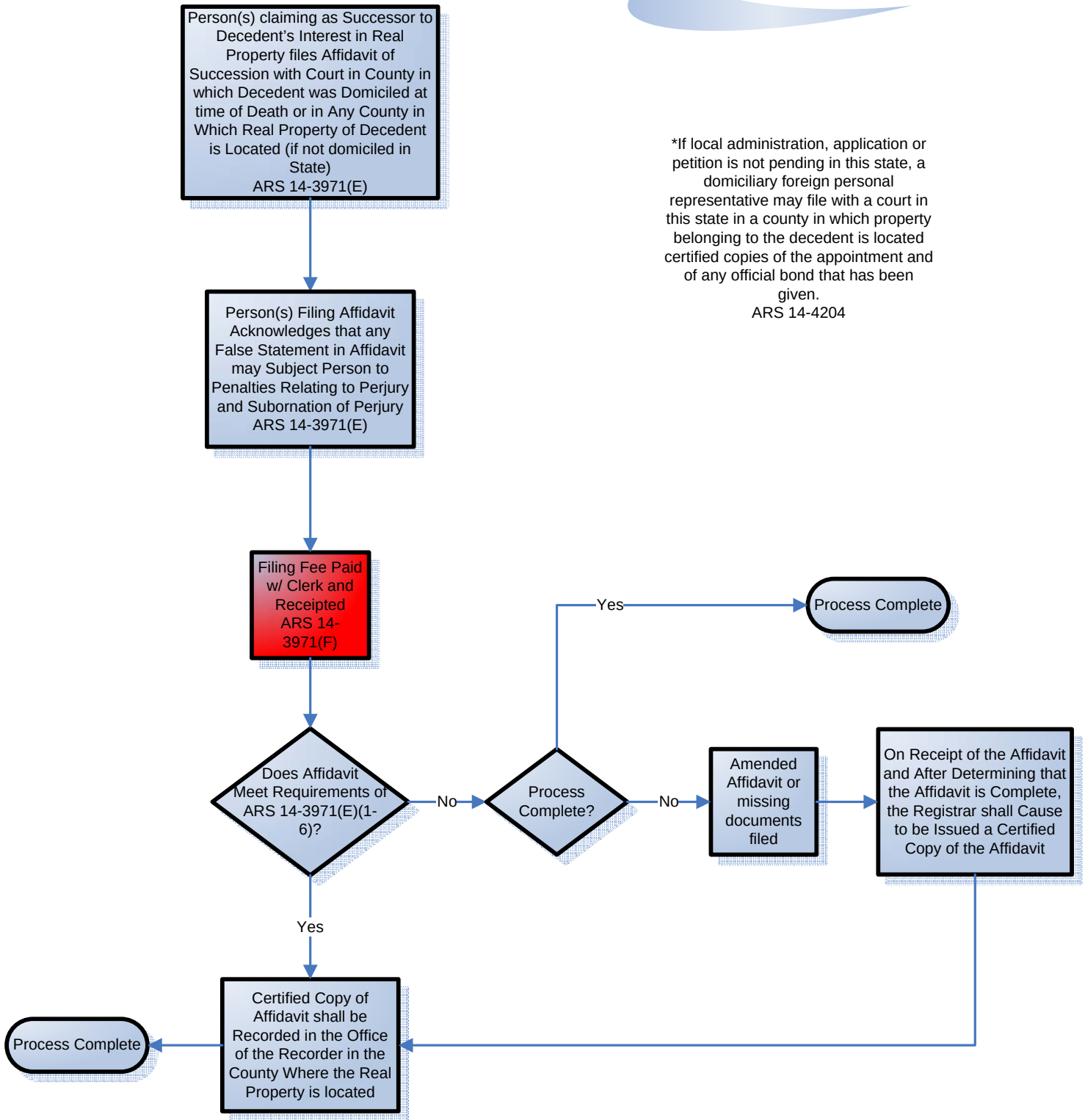
Adoption Process



Adult Adoption



Affidavit of Succession



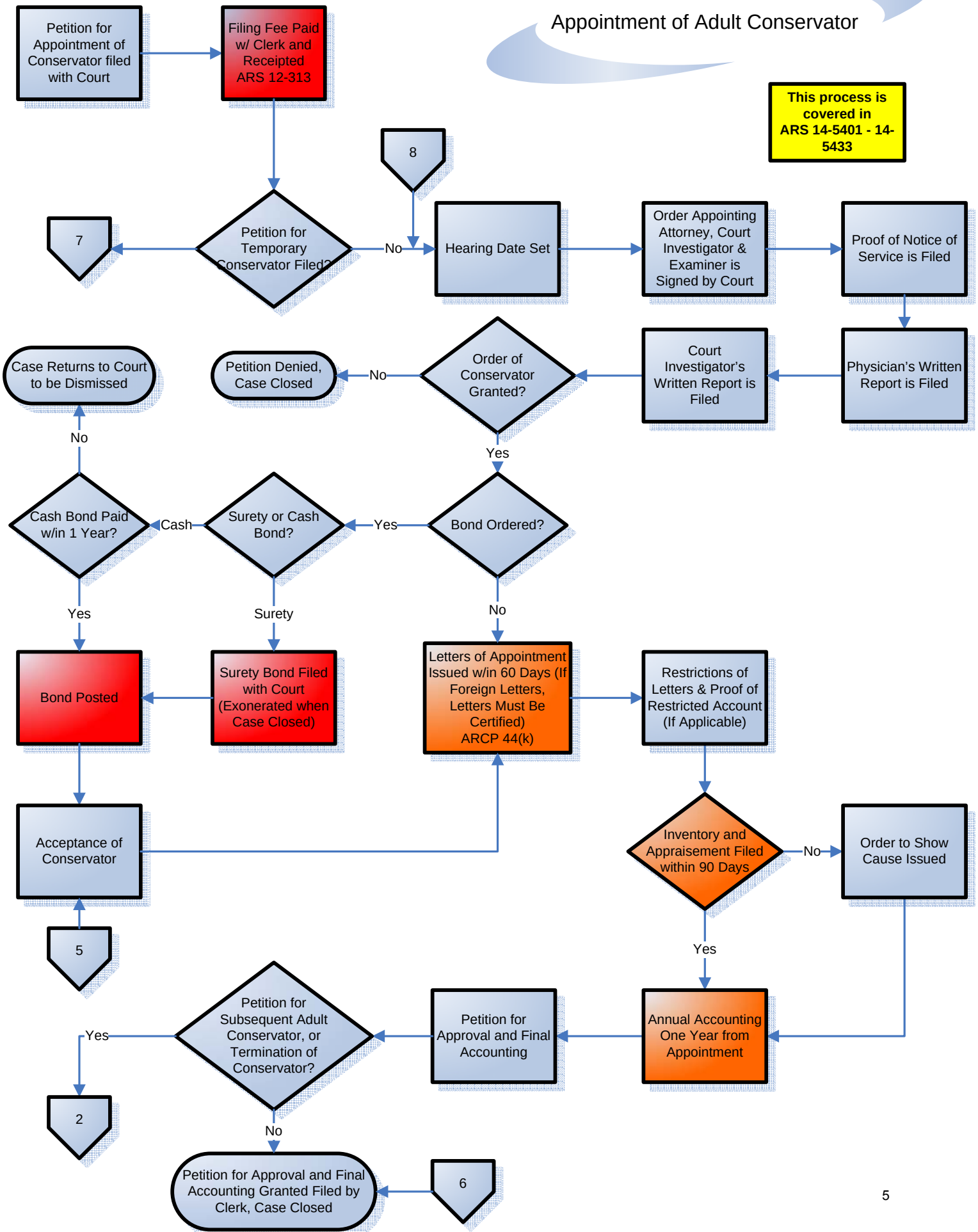
*If local administration, application or petition is not pending in this state, a domiciliary foreign personal representative may file with a court in this state in a county in which property belonging to the decedent is located certified copies of the appointment and of any official bond that has been given.
ARS 14-4204

*ARS 14-3971 Does not Limit Rights of Heirs and Devisees under ARS 14-3901

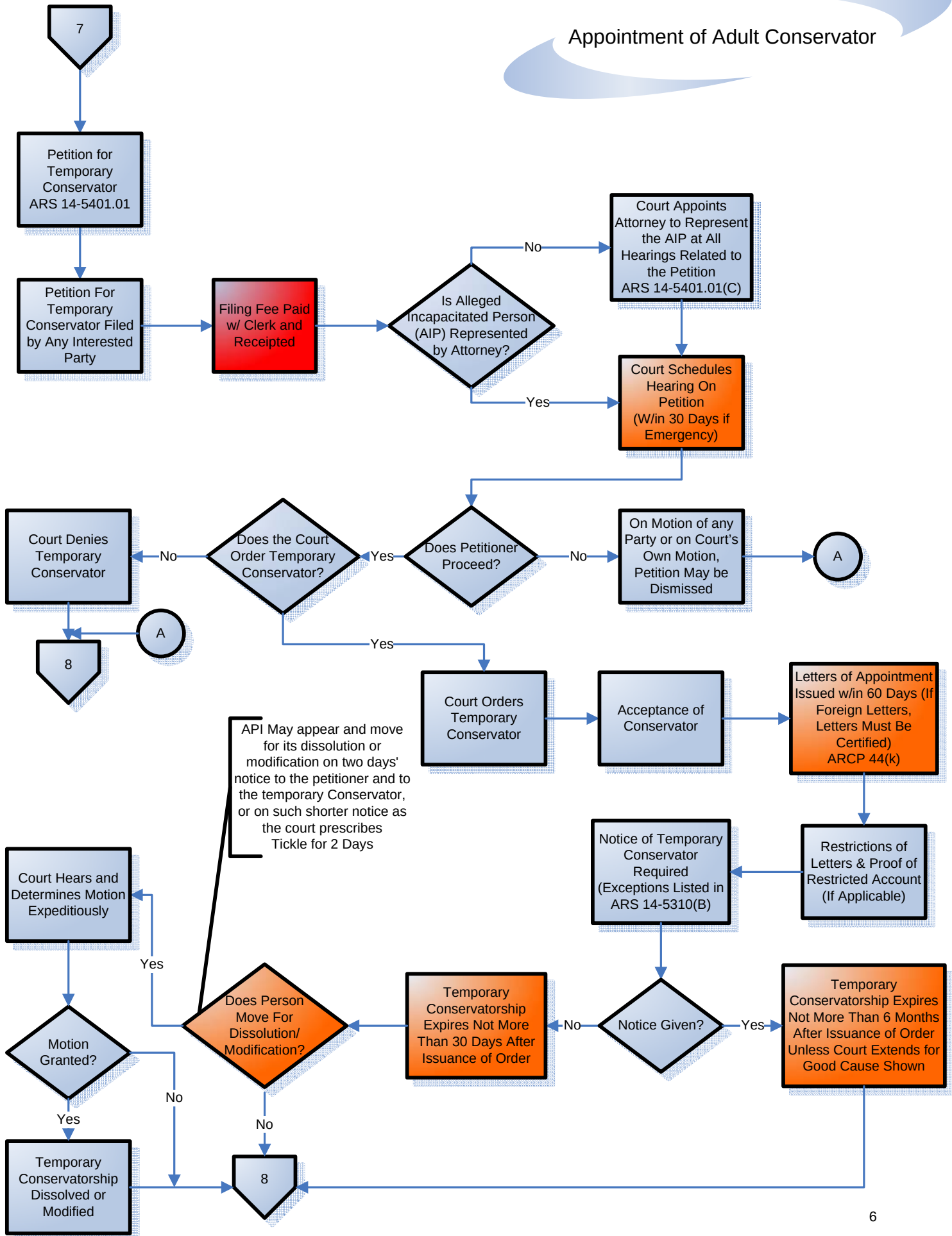
* Succession of Real Property is to be assigned to a Probate Registrar

Appointment of Adult Conservator

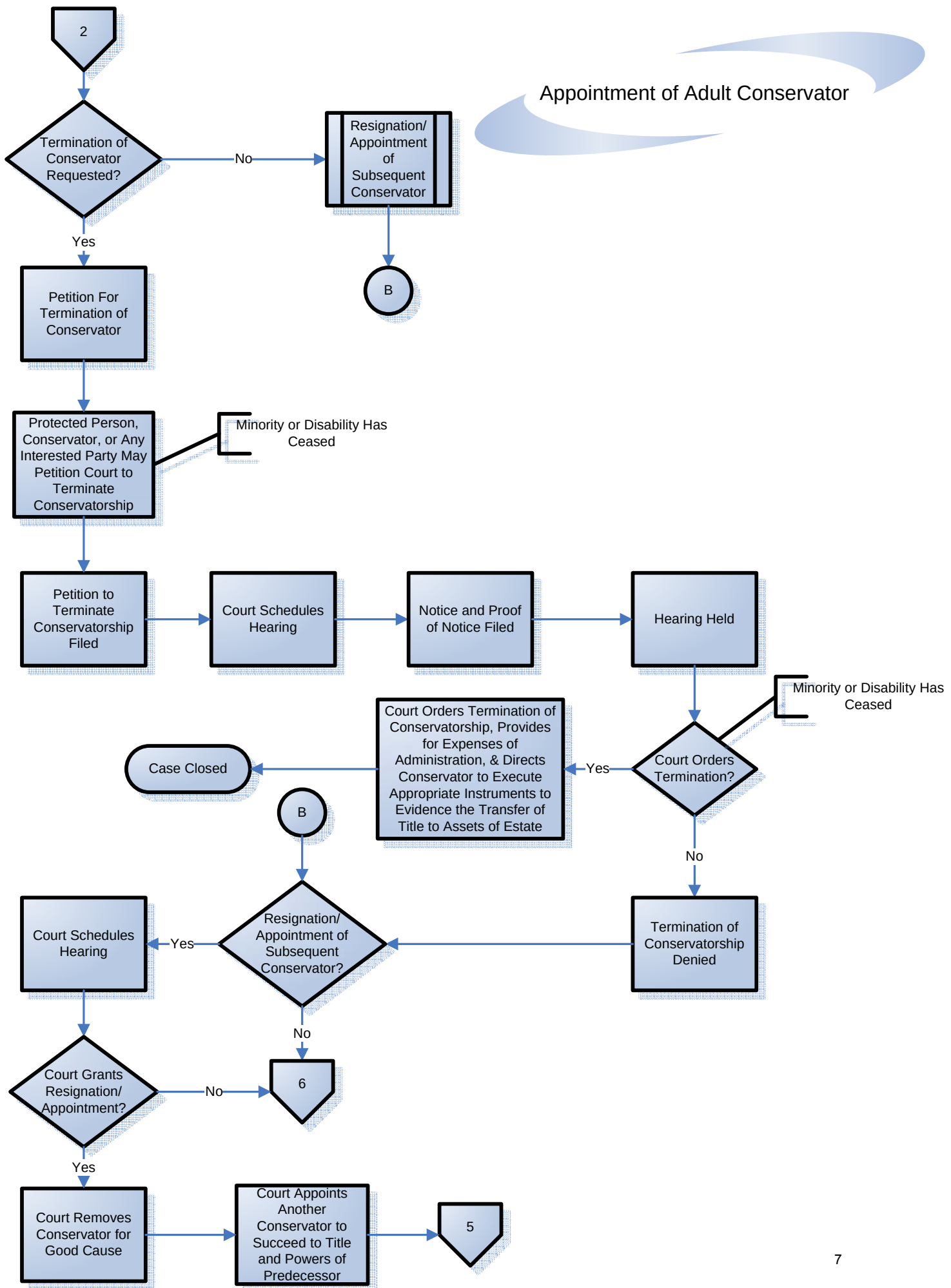
This process is covered in
ARS 14-5401 - 14-5433

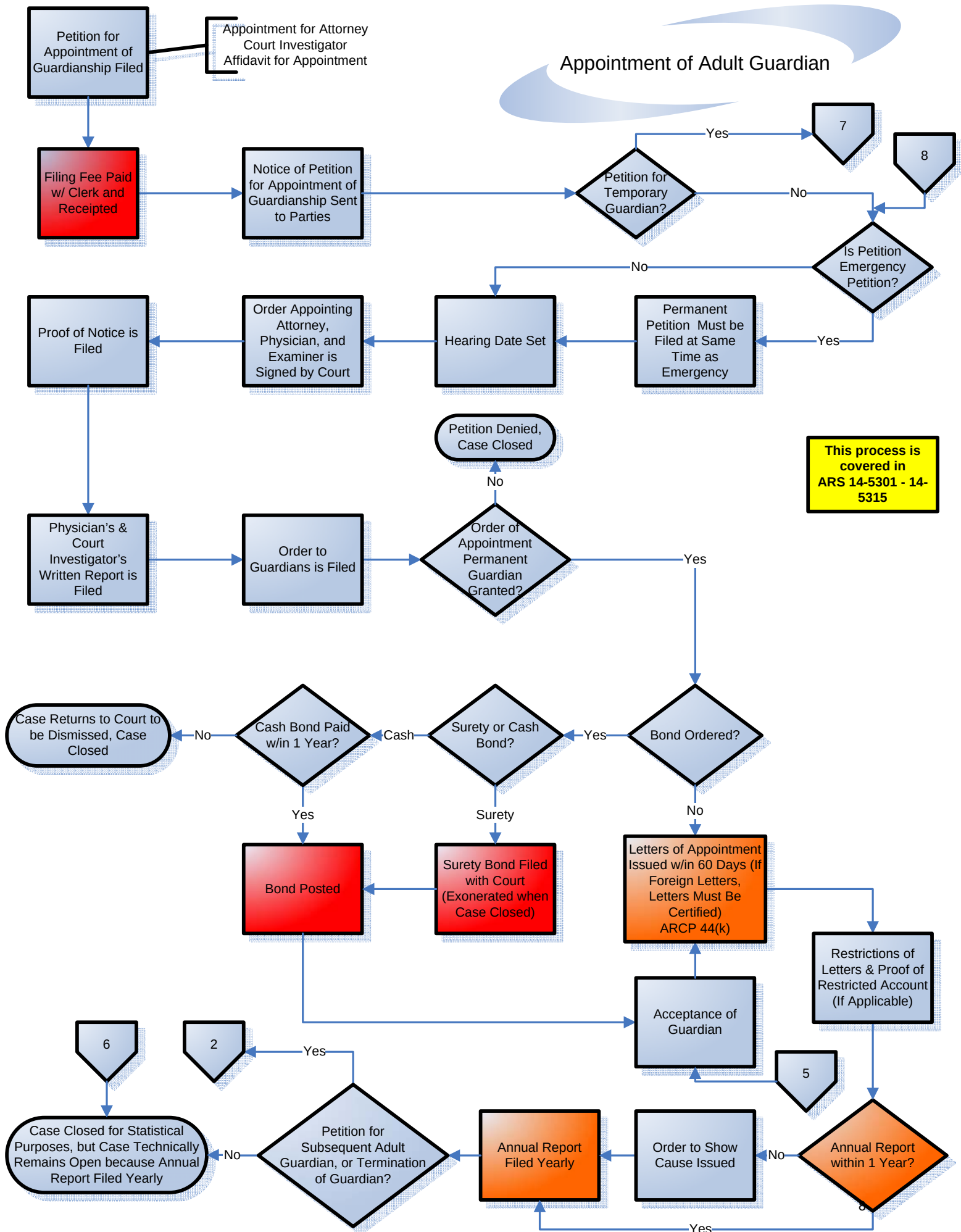


Appointment of Adult Conservator

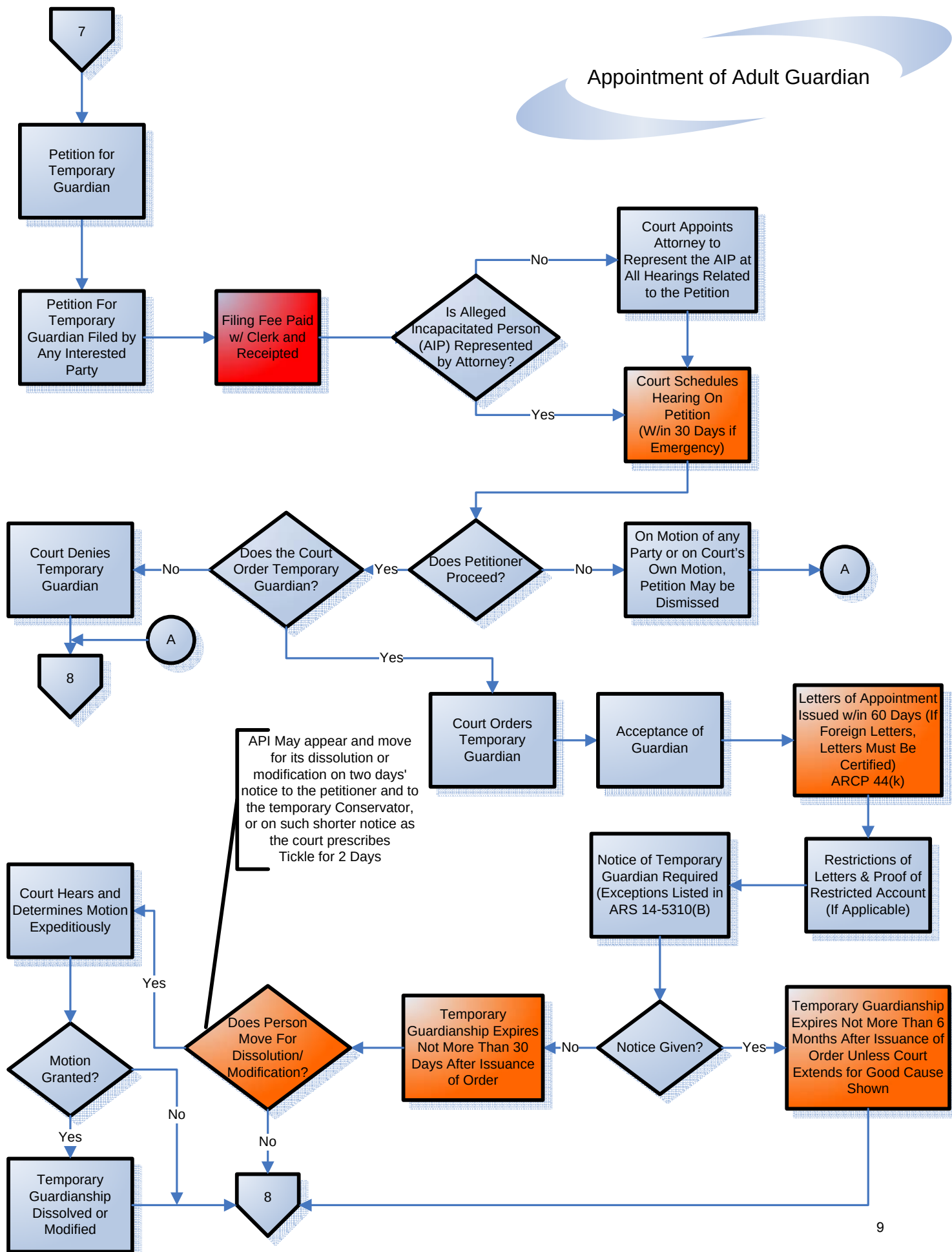


Appointment of Adult Conservator

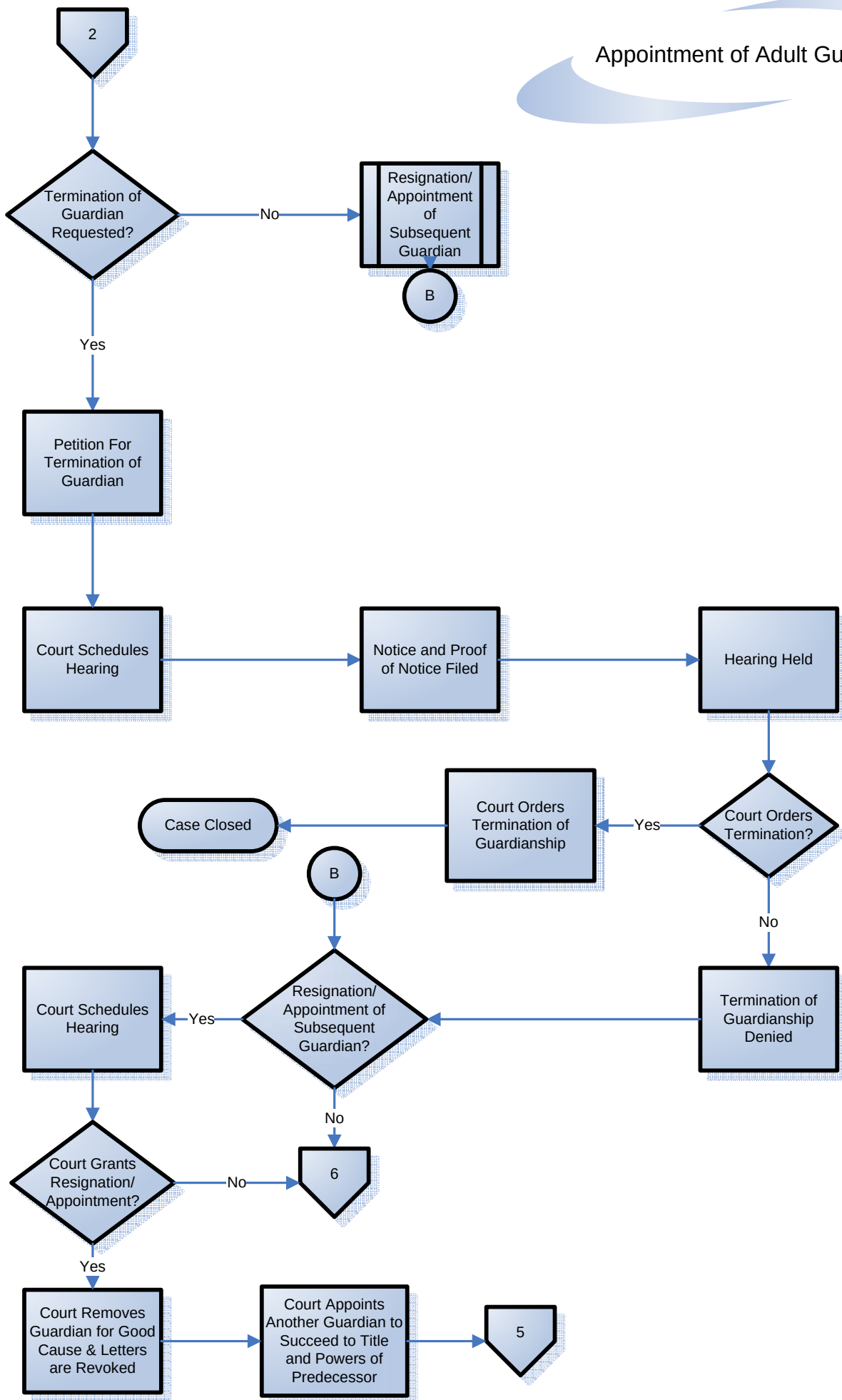




Appointment of Adult Guardian

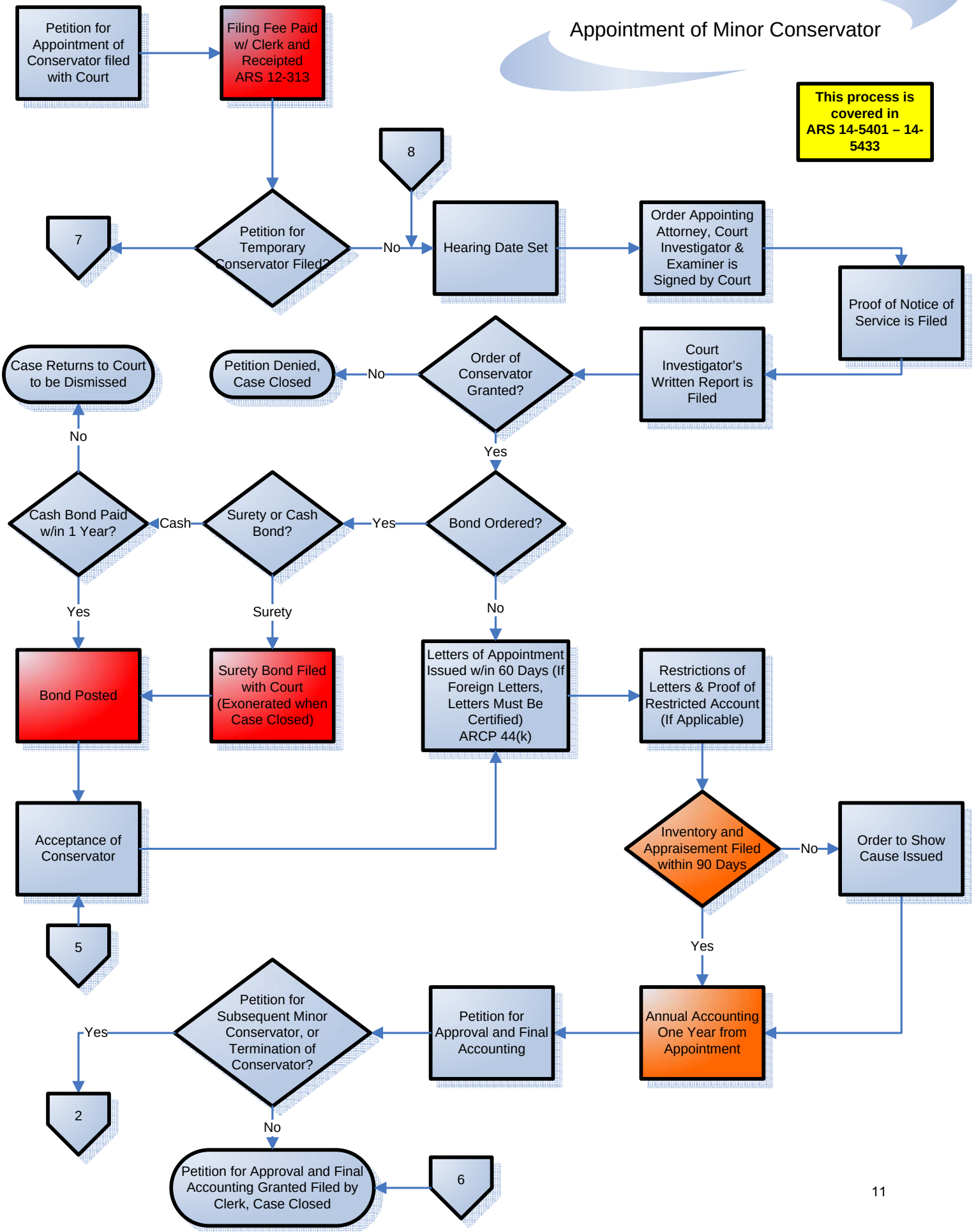


Appointment of Adult Guardian

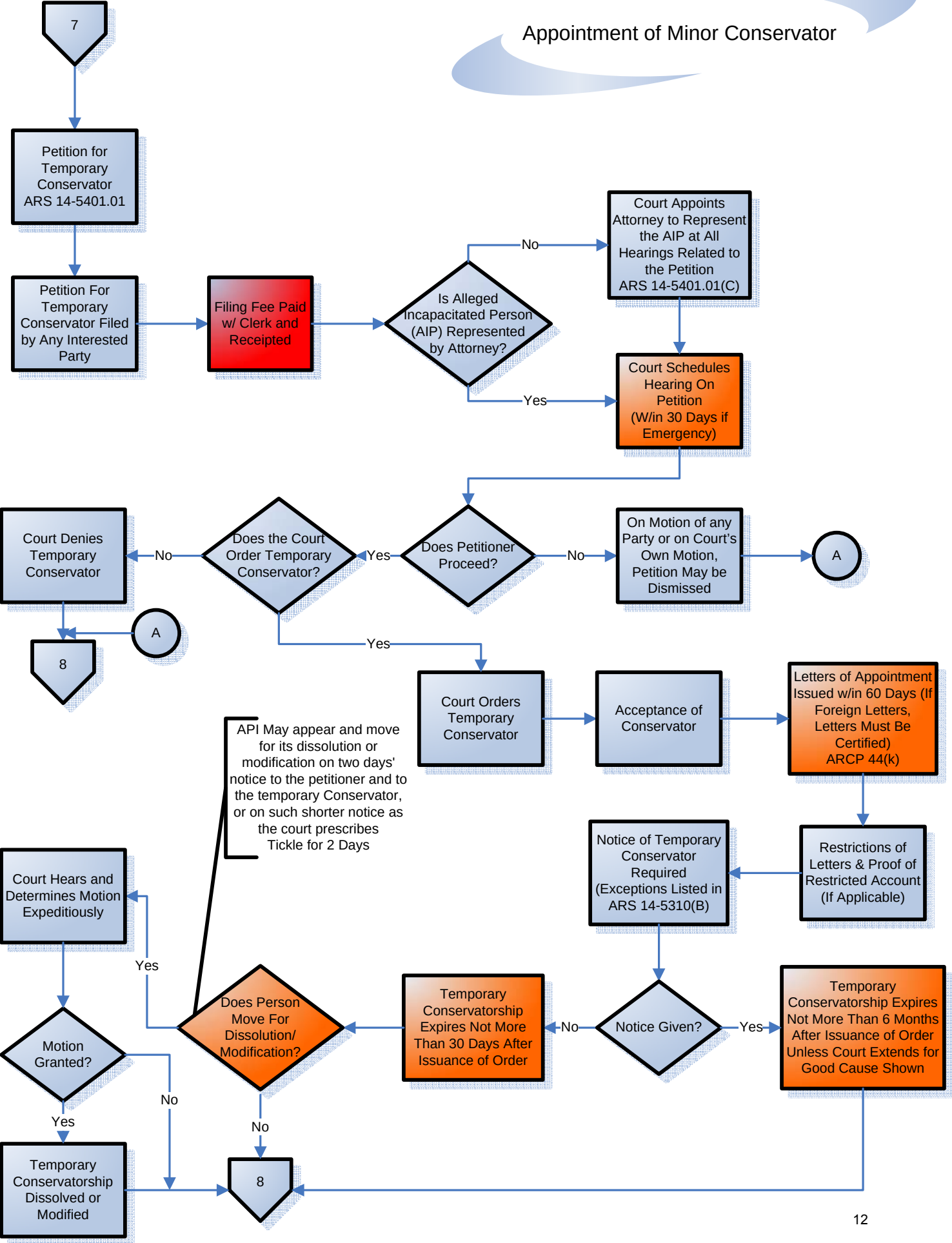


Appointment of Minor Conservator

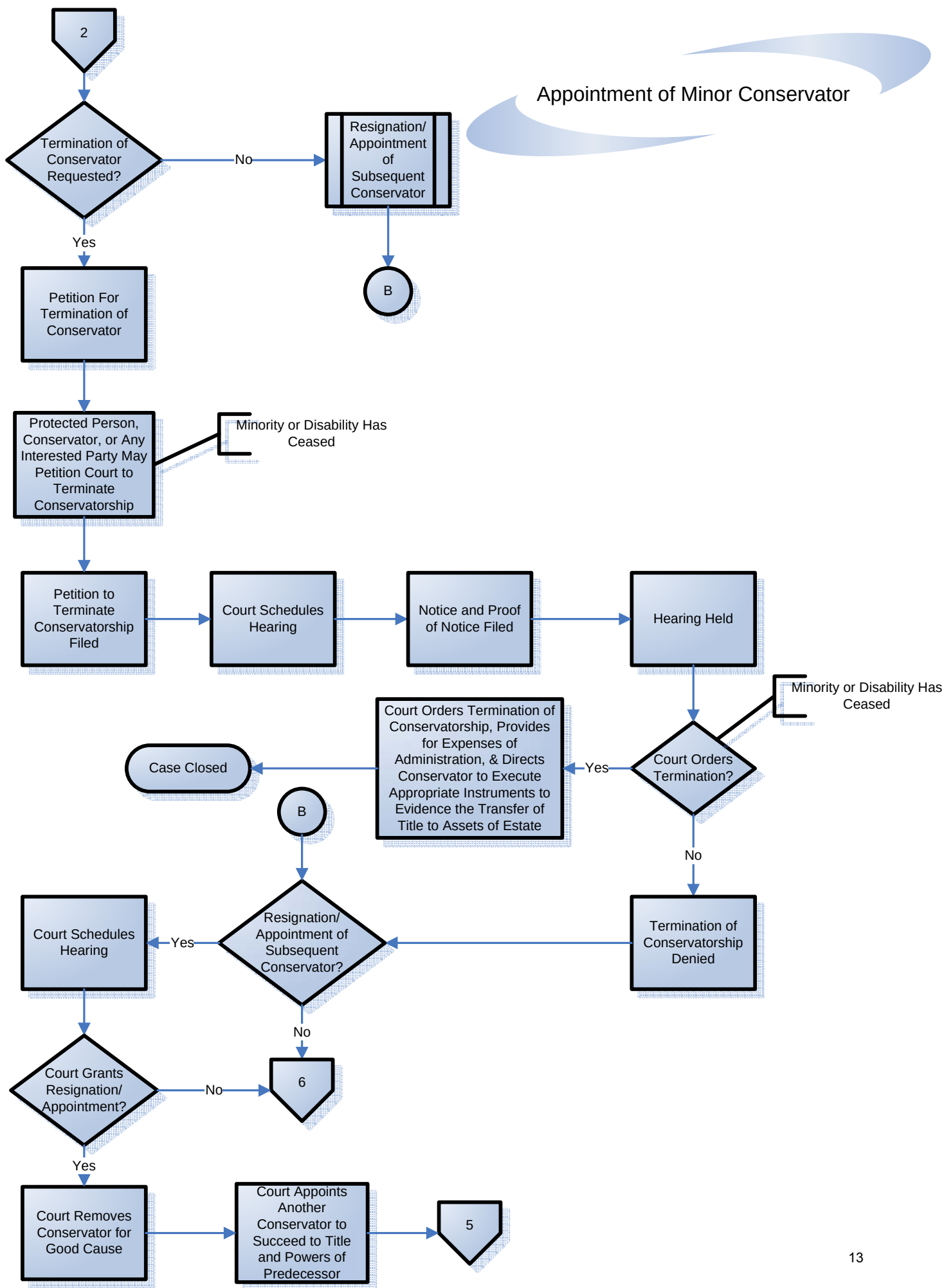
This process is covered in
ARS 14-5401 – 14-5433



Appointment of Minor Conservator

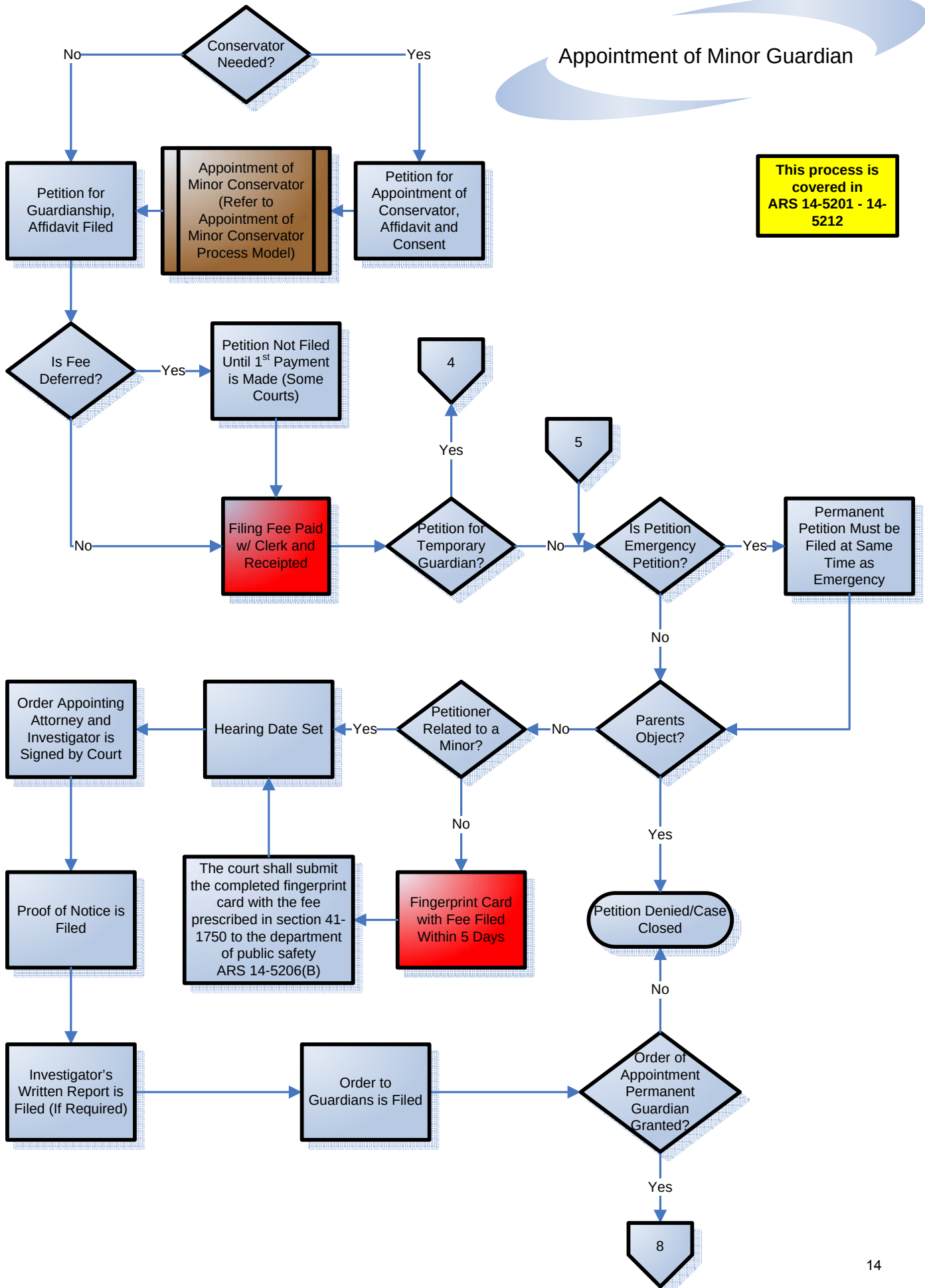


Appointment of Minor Conservator

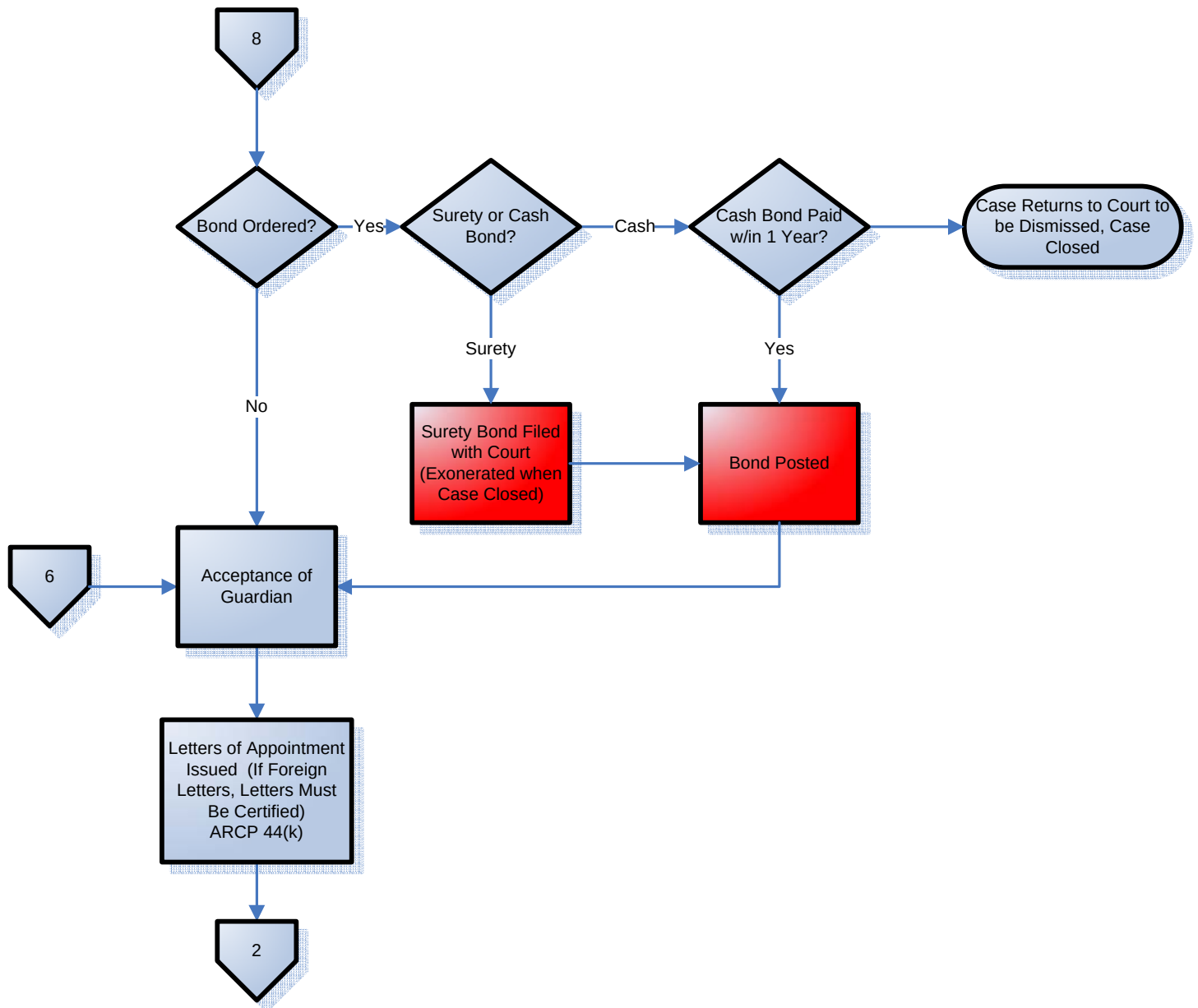


Appointment of Minor Guardian

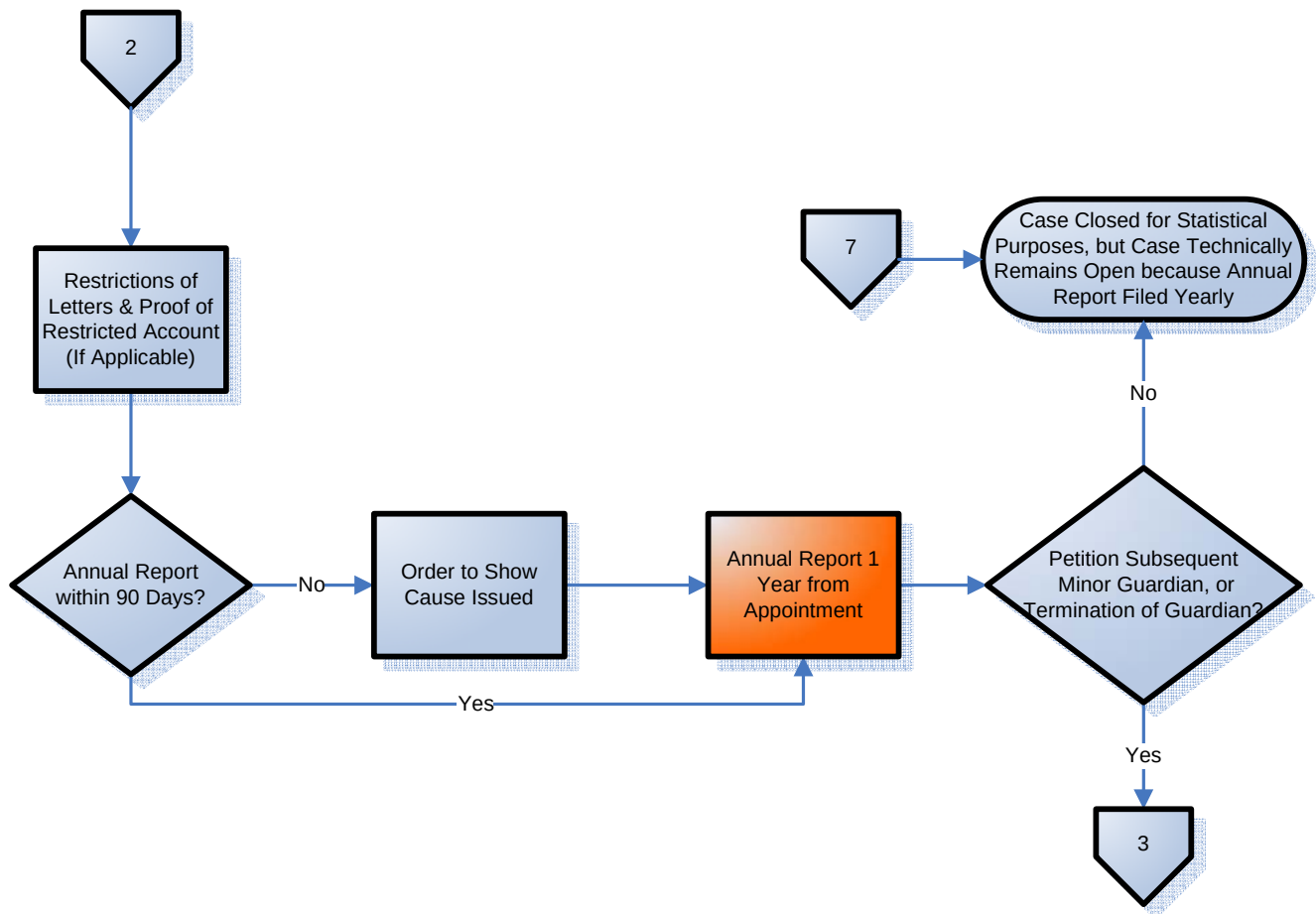
This process is covered in
ARS 14-5201 - 14-5212



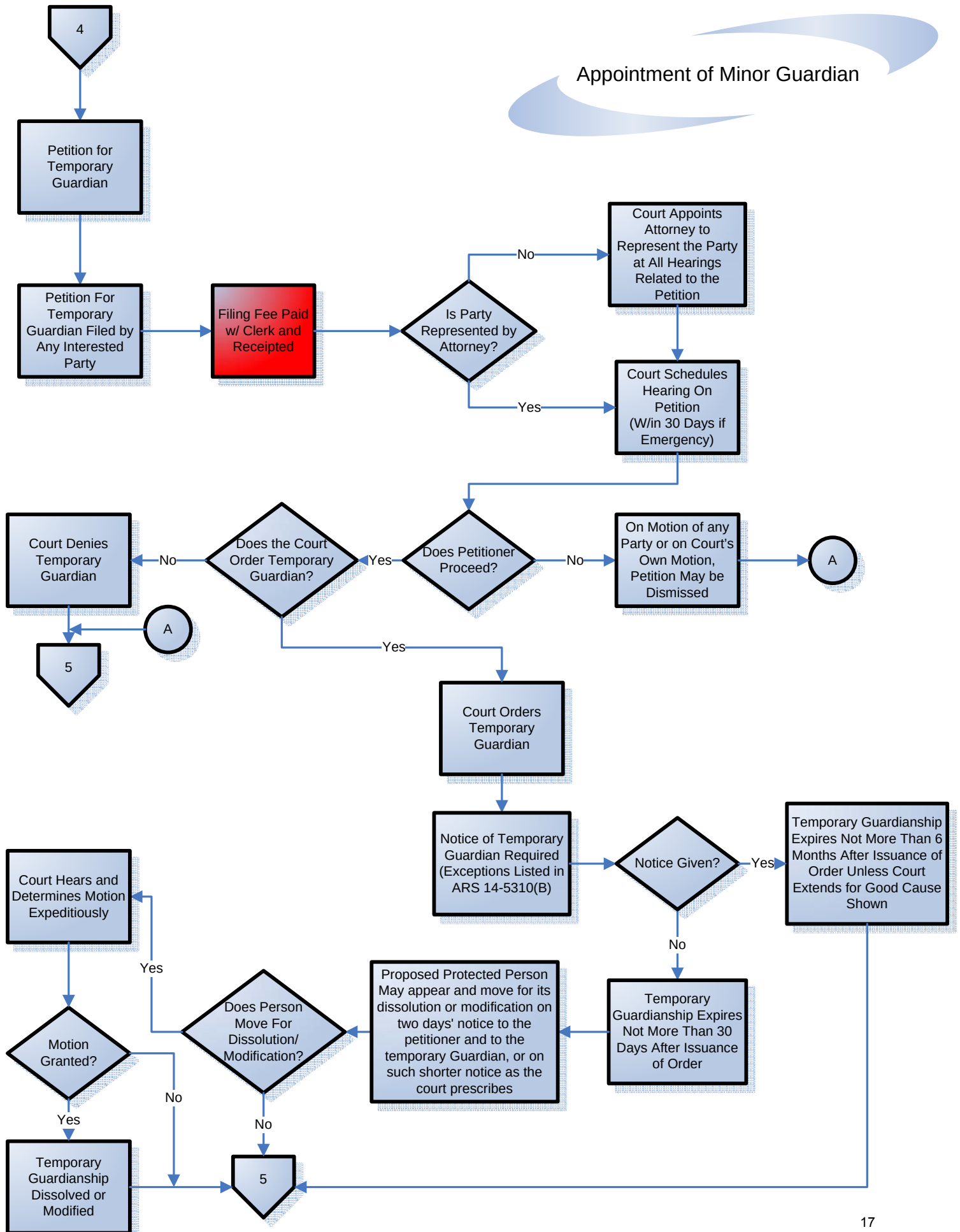
Appointment of Minor Guardian



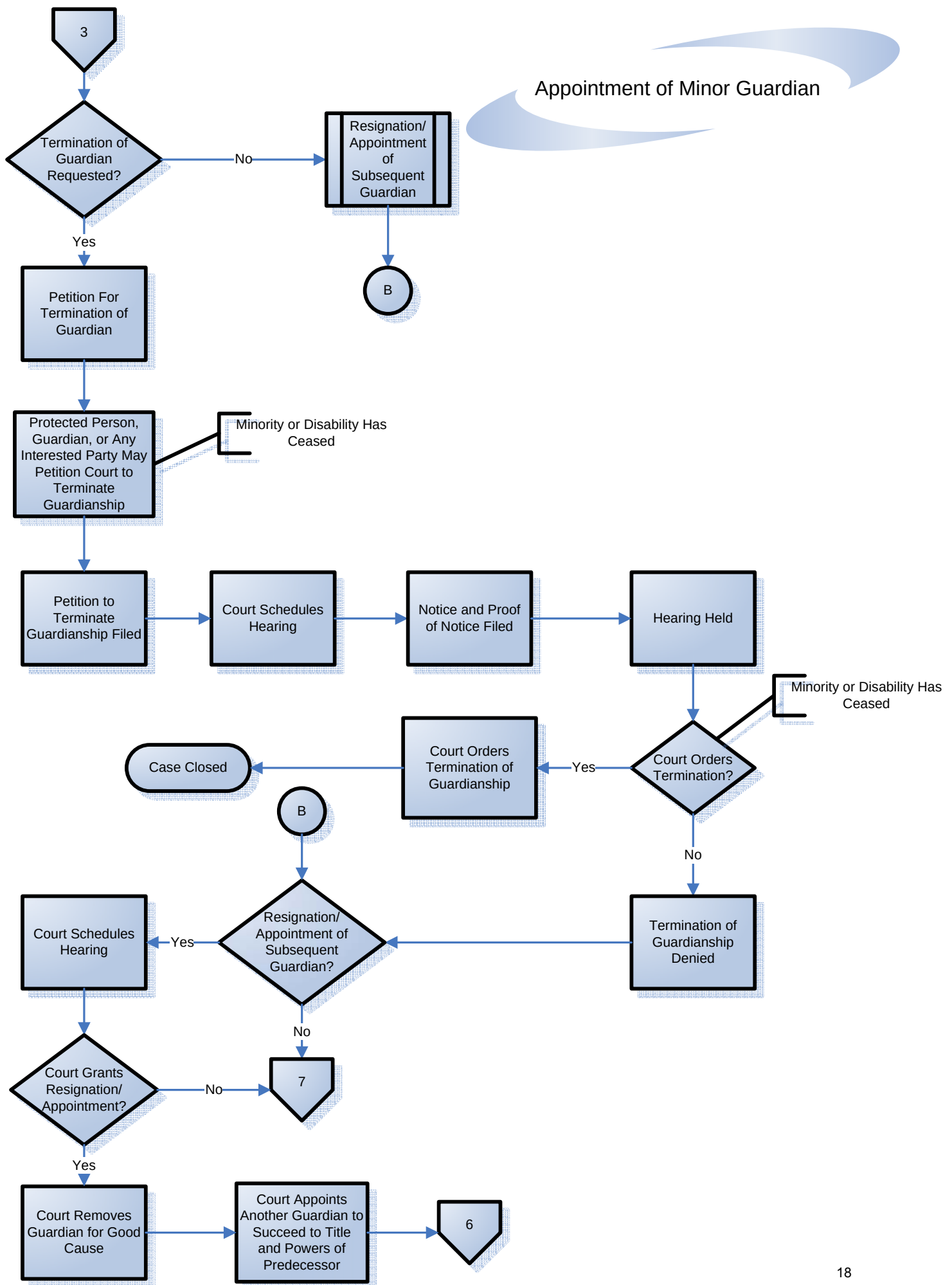
Appointment of Minor Guardian



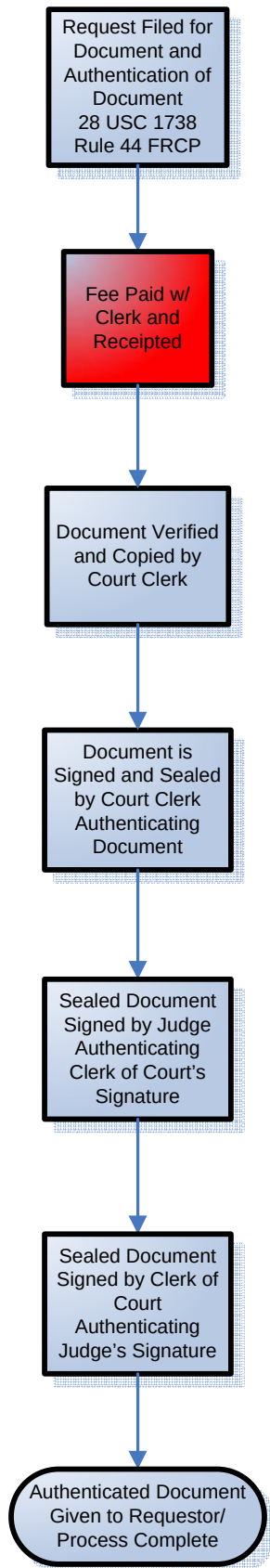
Appointment of Minor Guardian



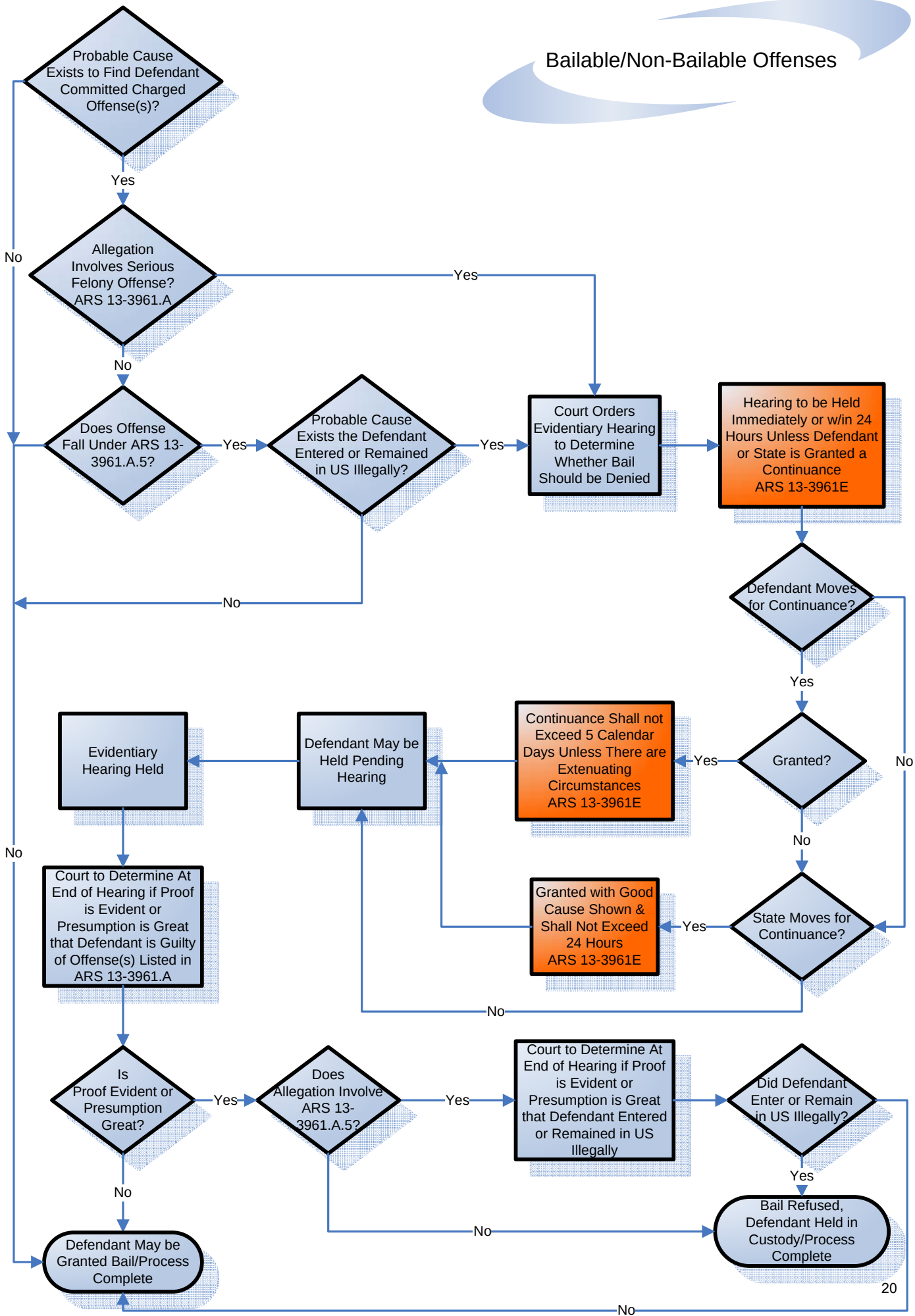
Appointment of Minor Guardian



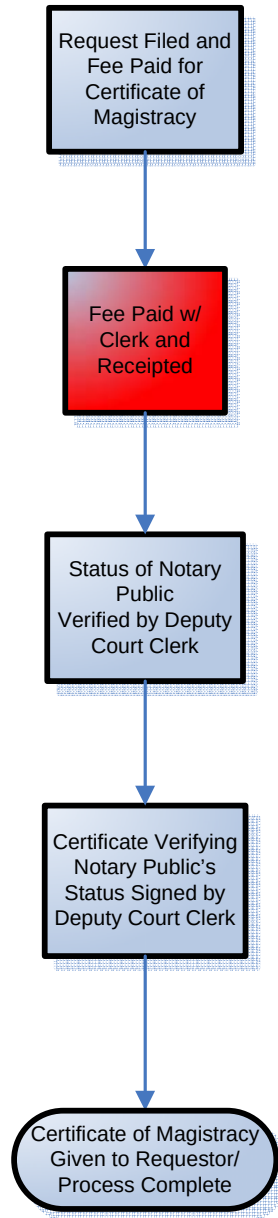
Authentication



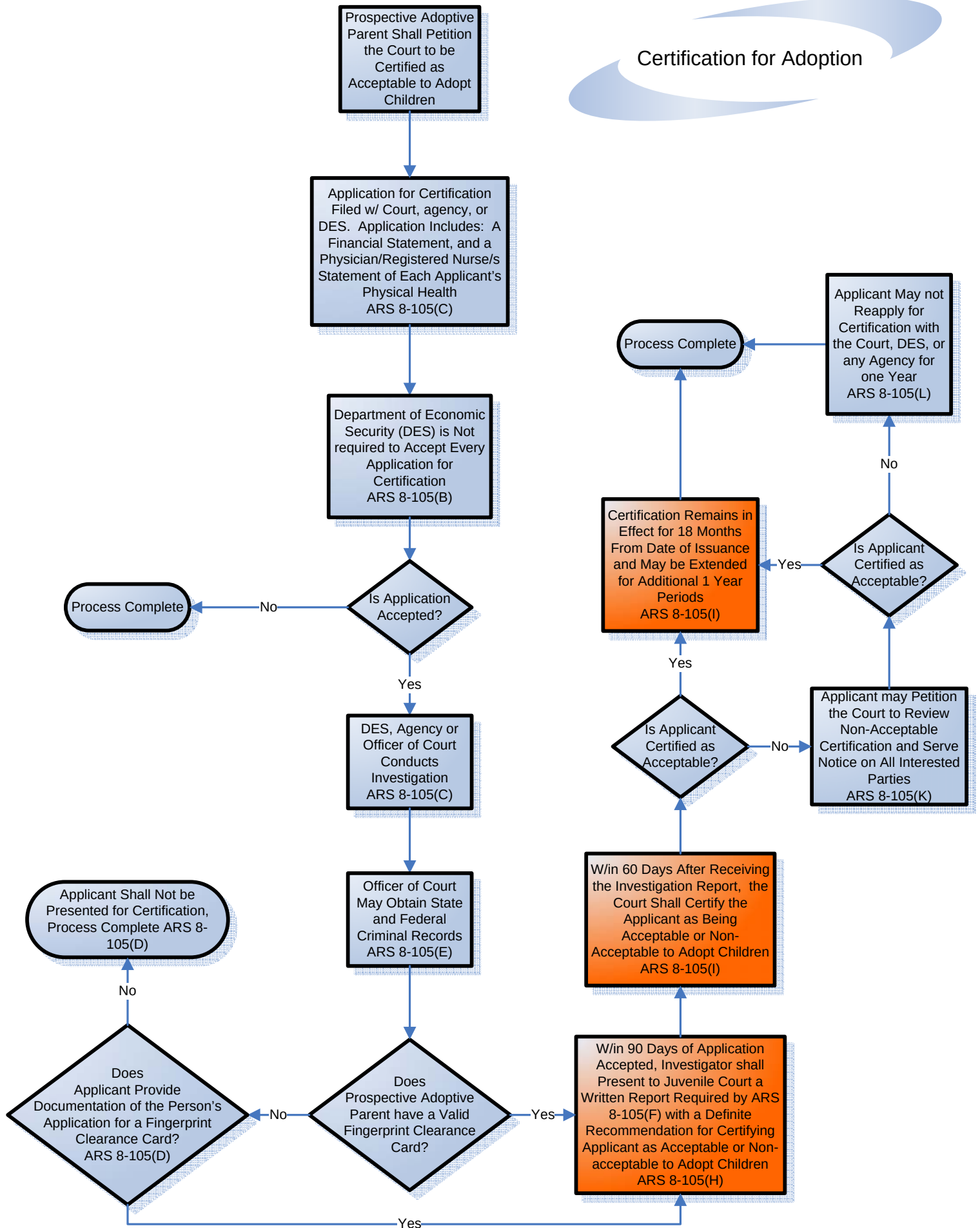
Bailable/Non-Bailable Offenses



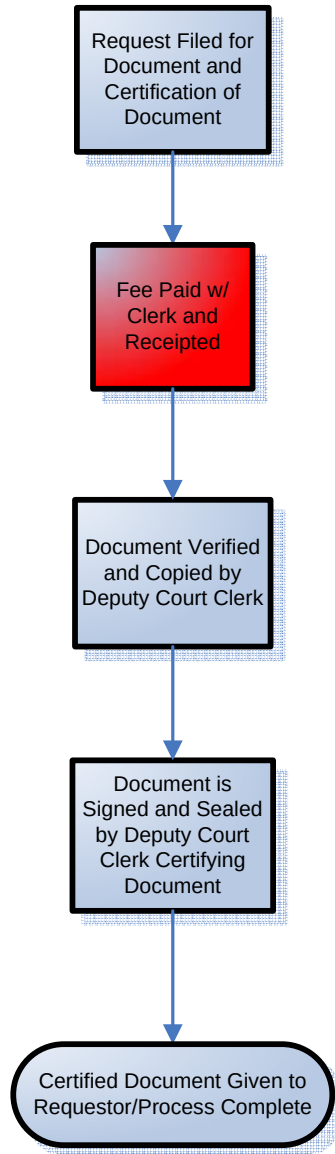
Certificate of Magistracy



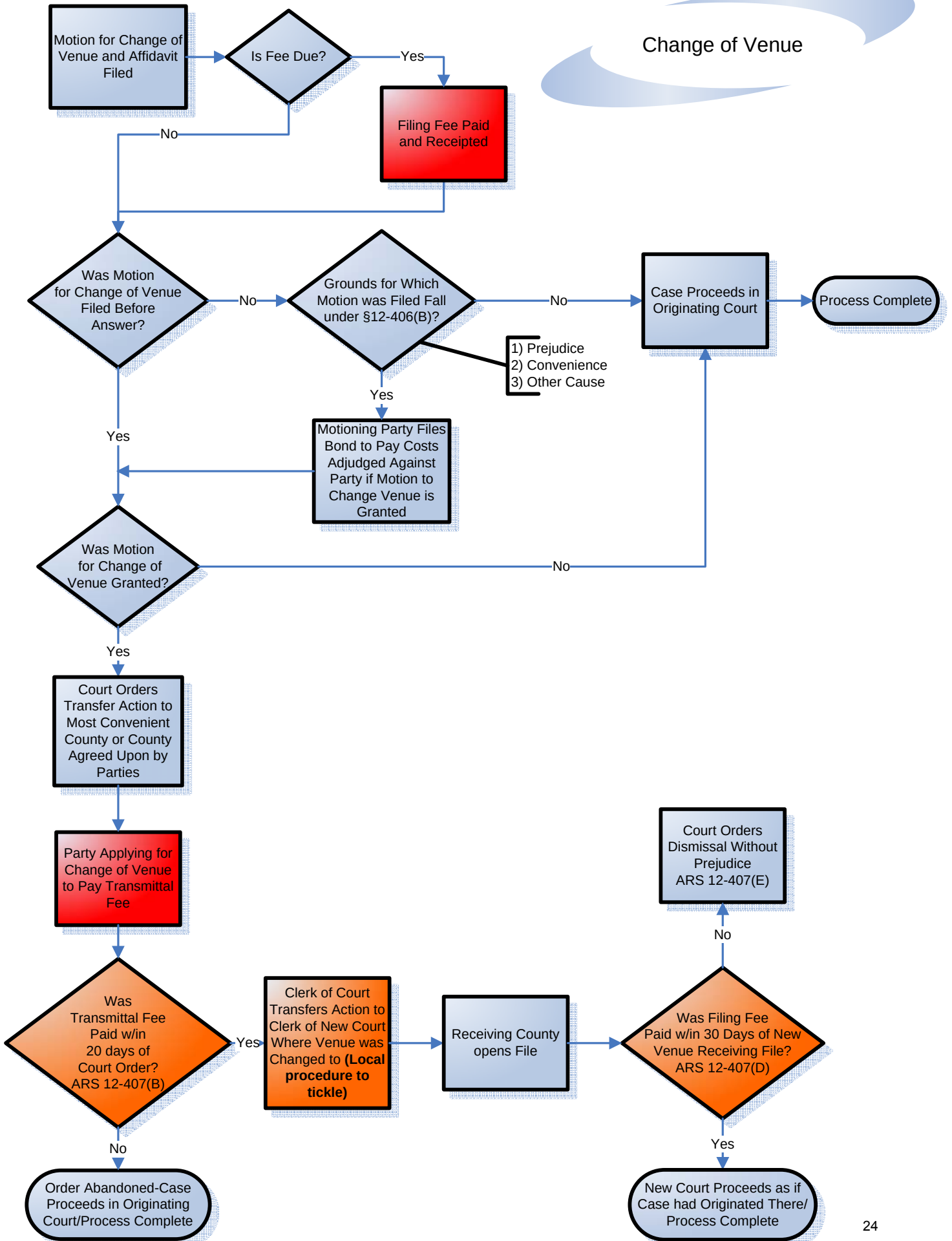
Certification for Adoption



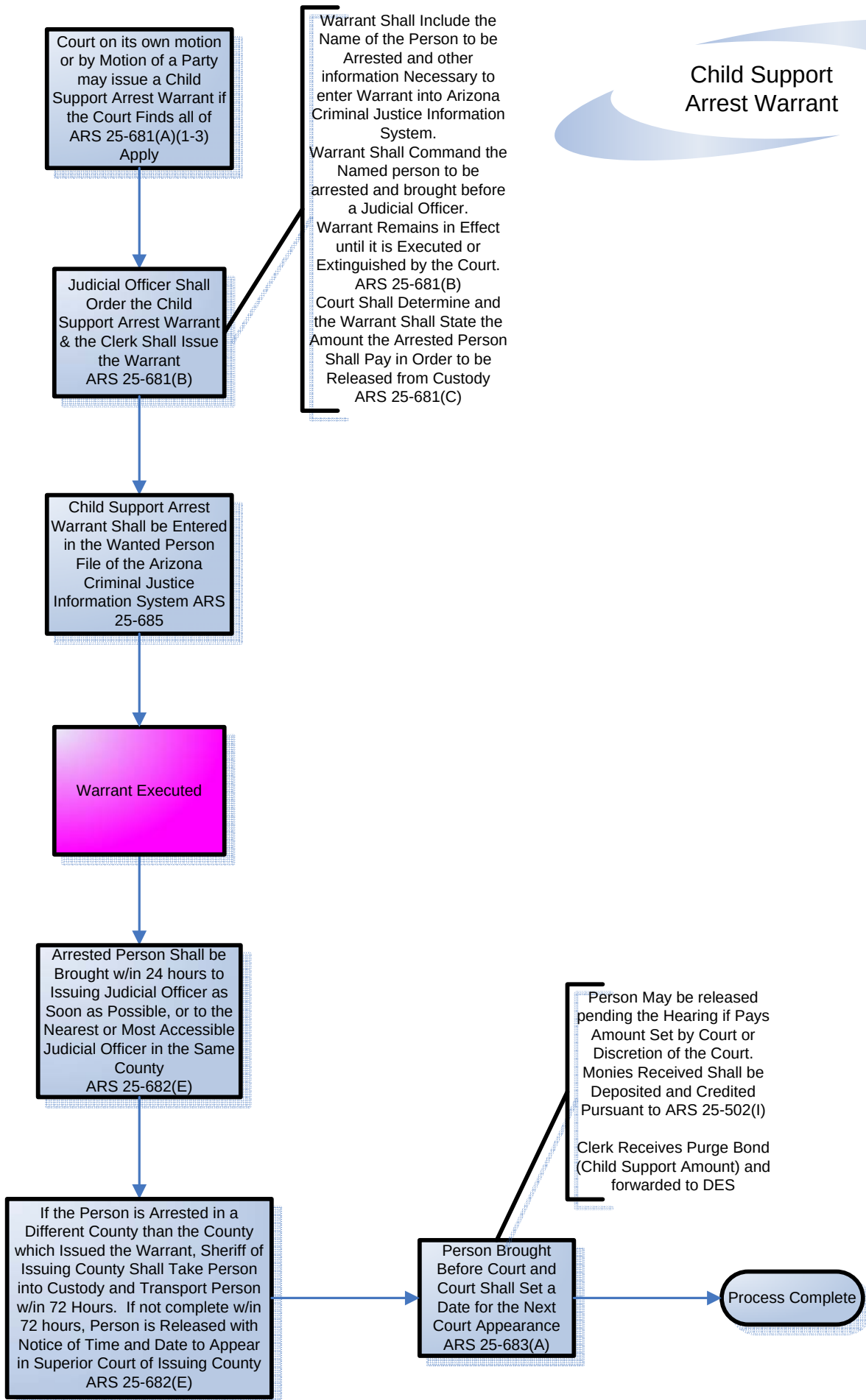
Certification



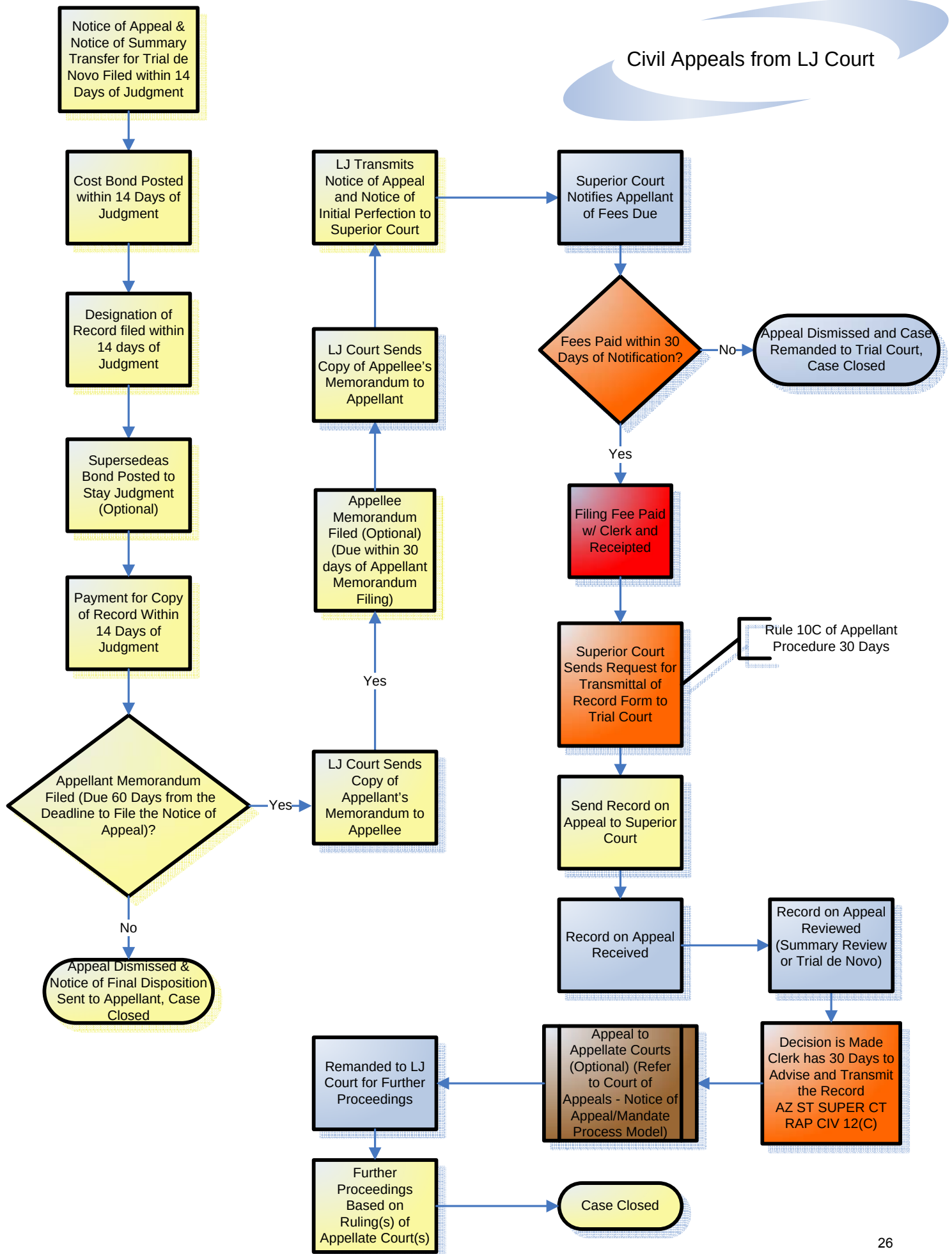
Change of Venue



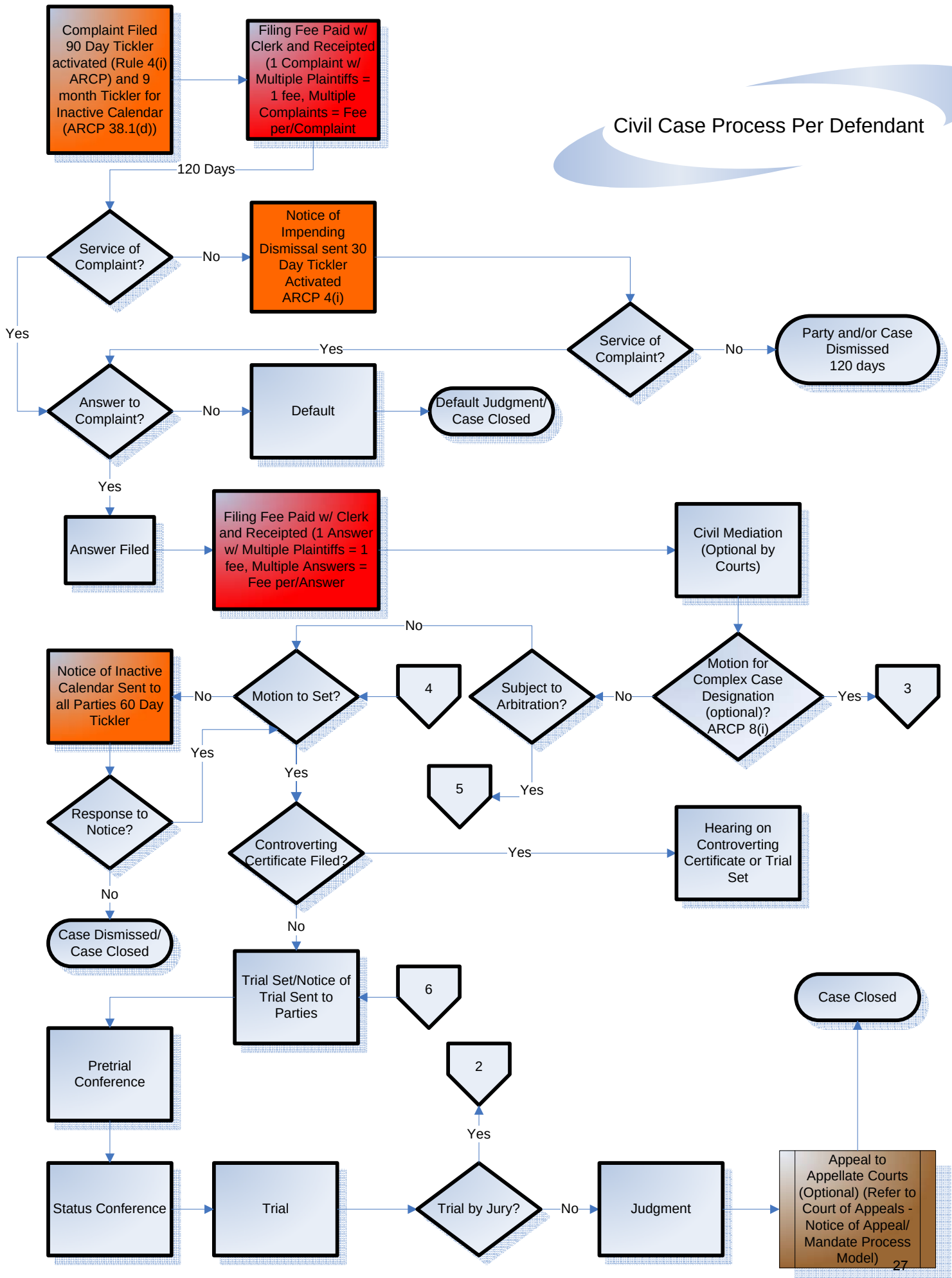
Child Support Arrest Warrant



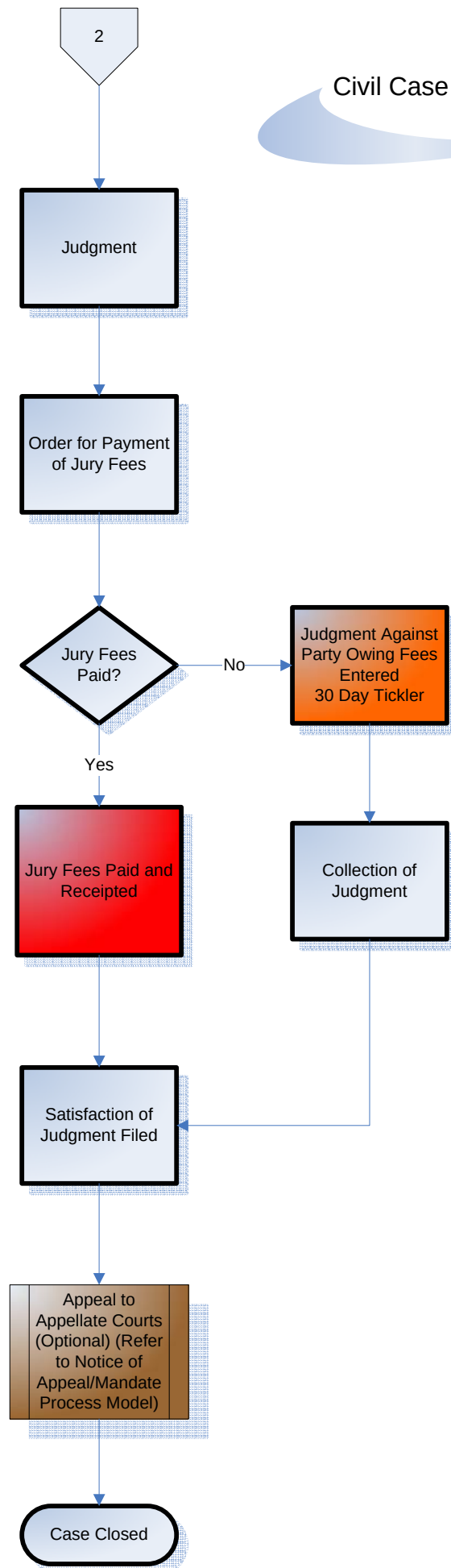
Civil Appeals from LJ Court



Civil Case Process Per Defendant

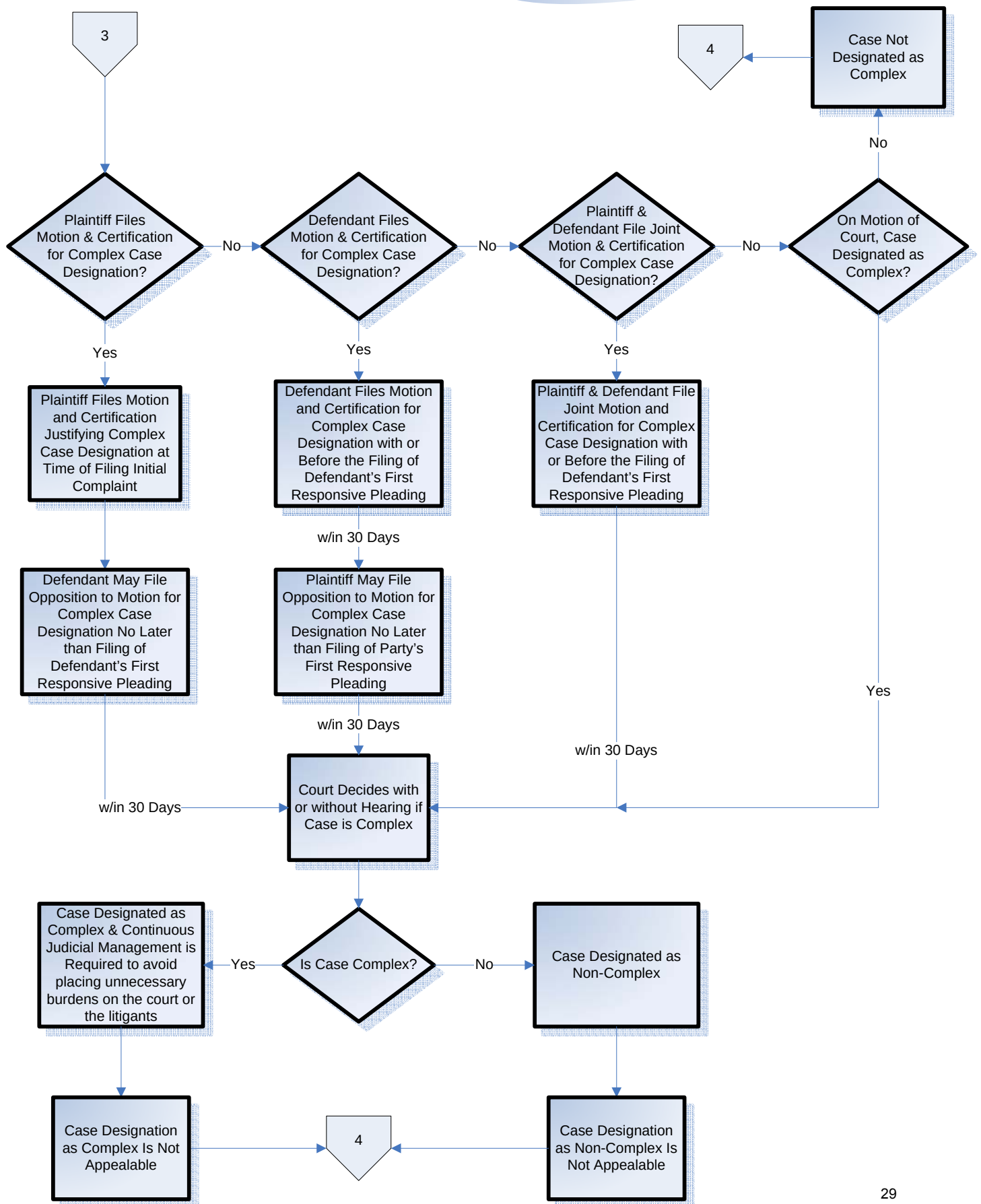


Civil Case Process Per Defendant

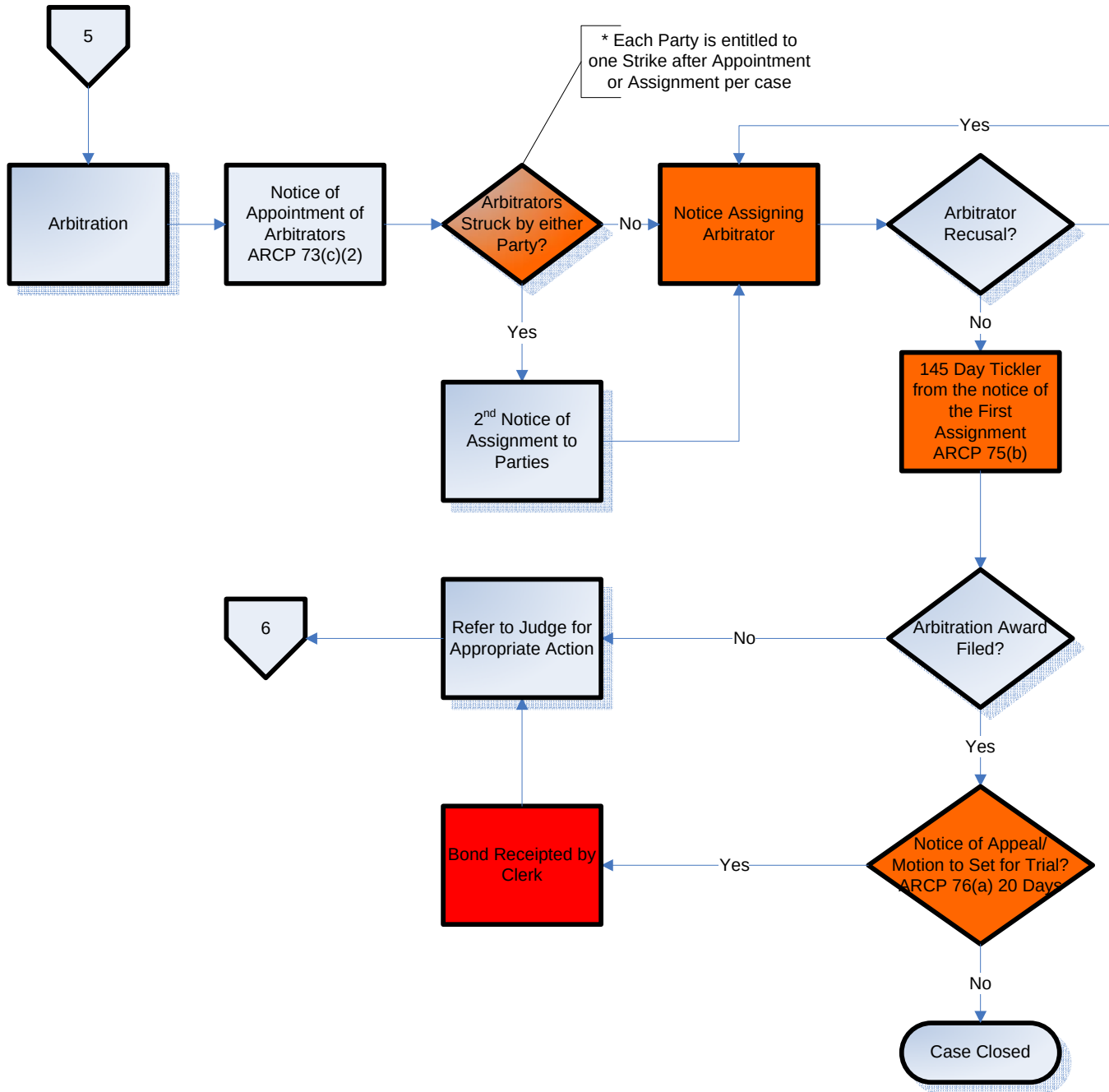


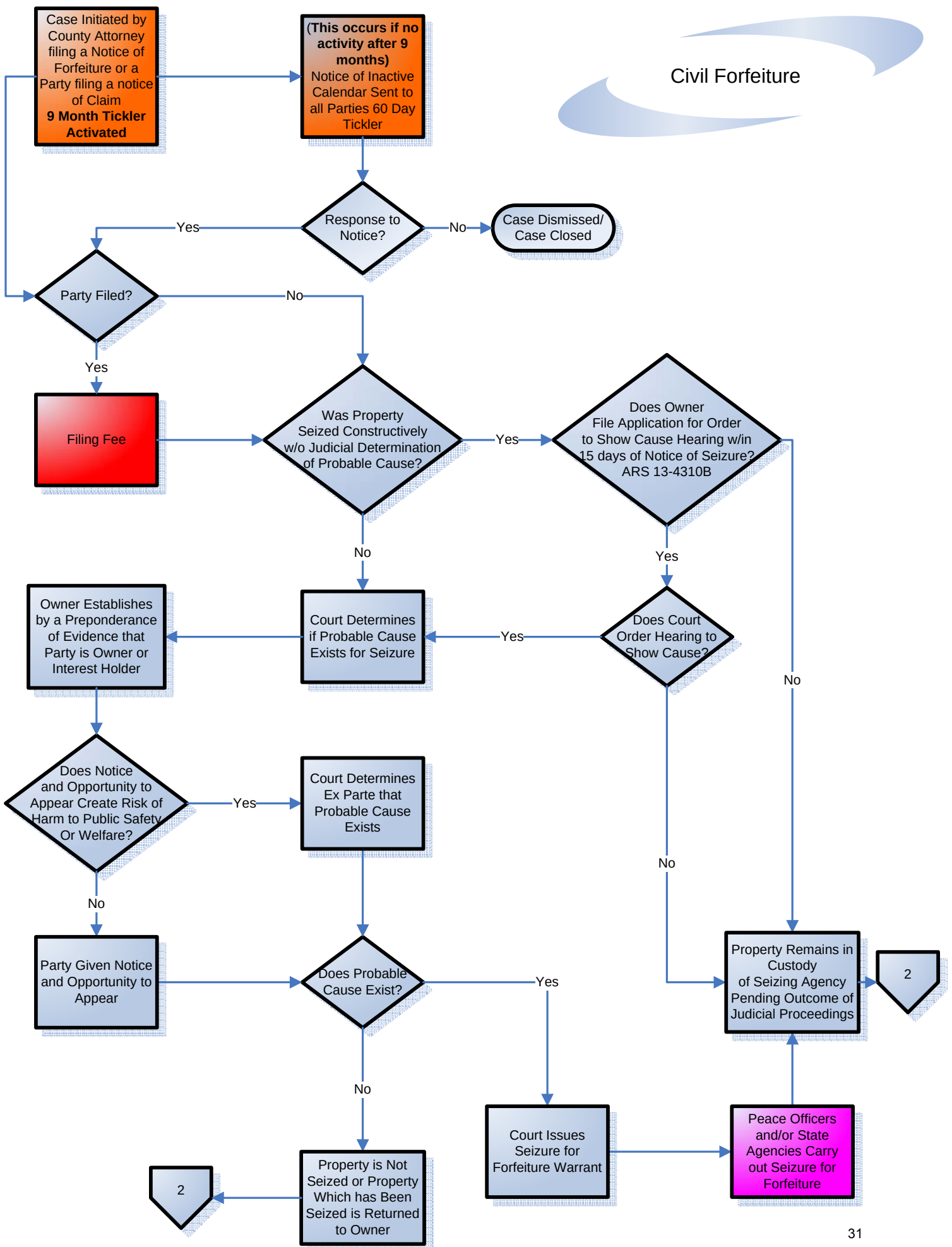
*Tickler is recurring and is one for every 30 days for a total of 90 days IE 3 ticklers. At 90 days turned over to the collecting agency

Civil Case Process Per Defendant

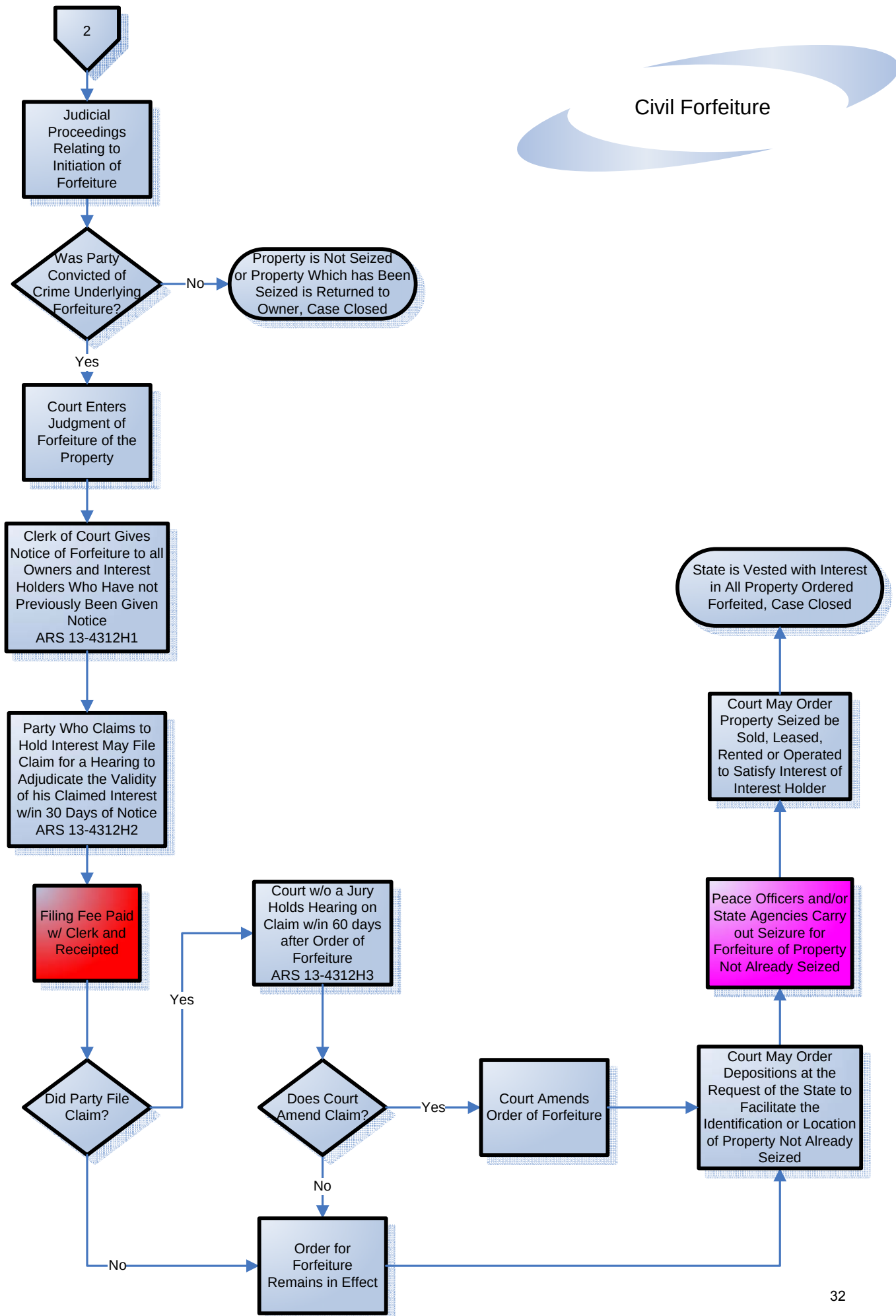


Civil Case Process Per Defendant

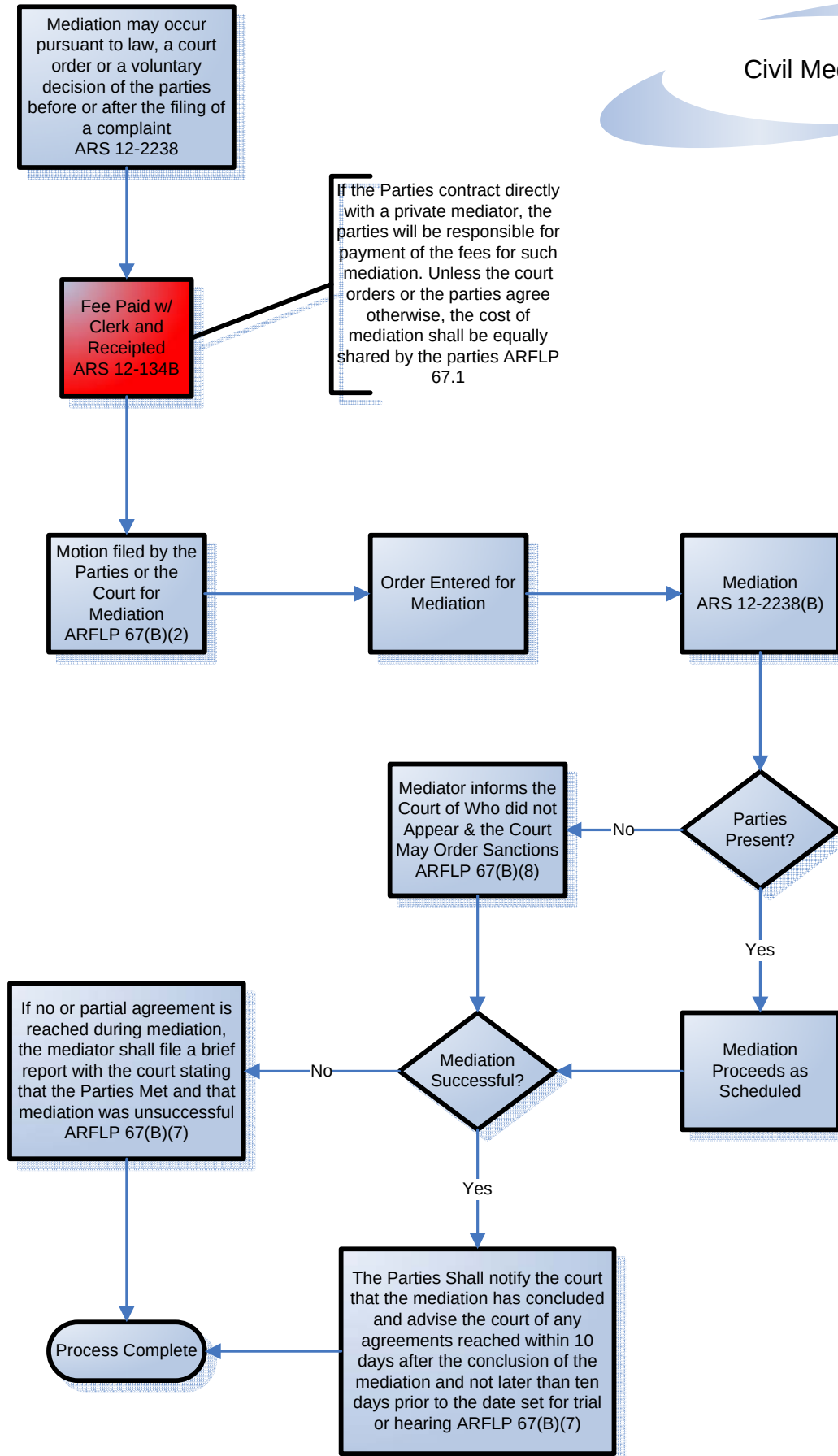




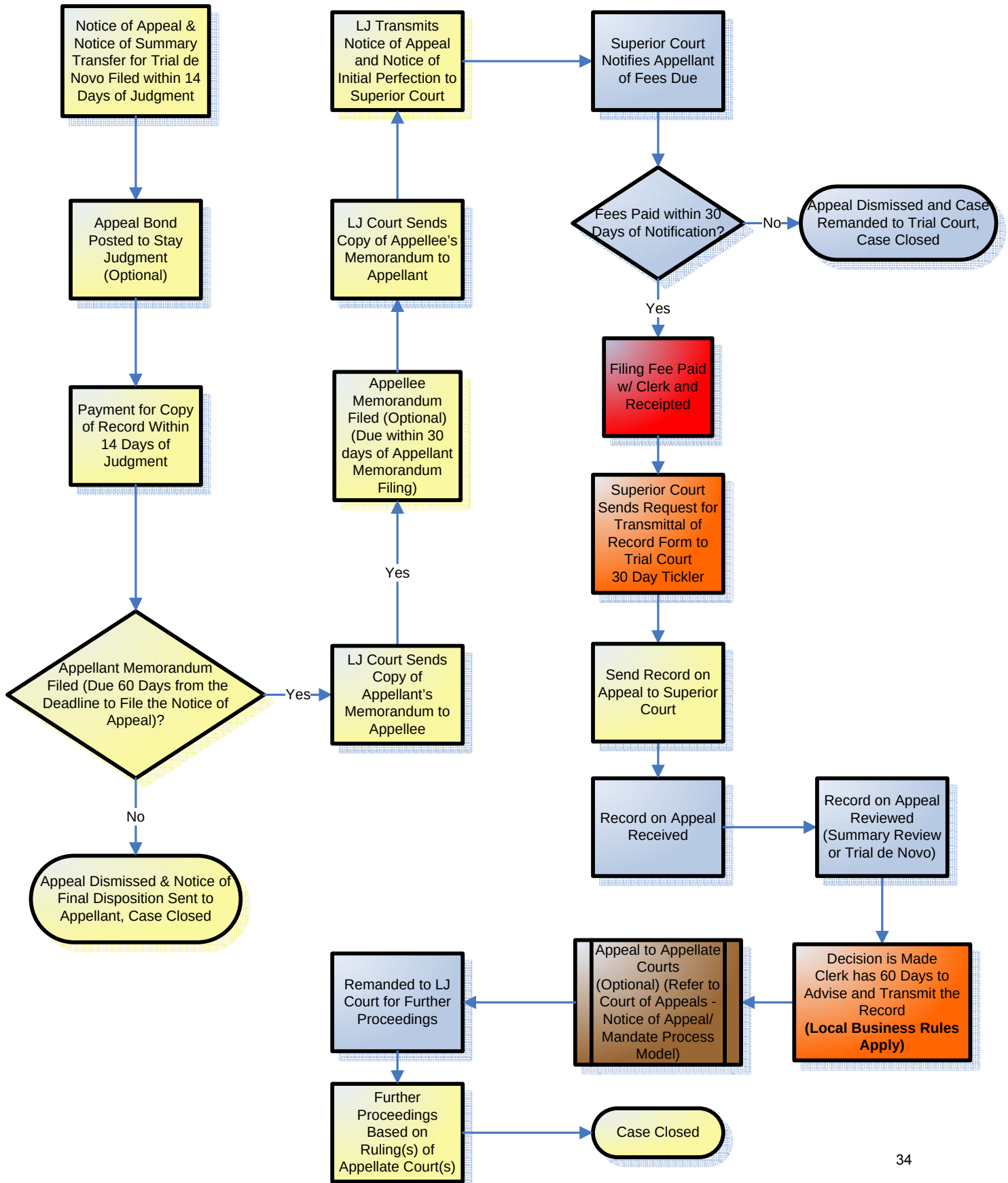
Civil Forfeiture



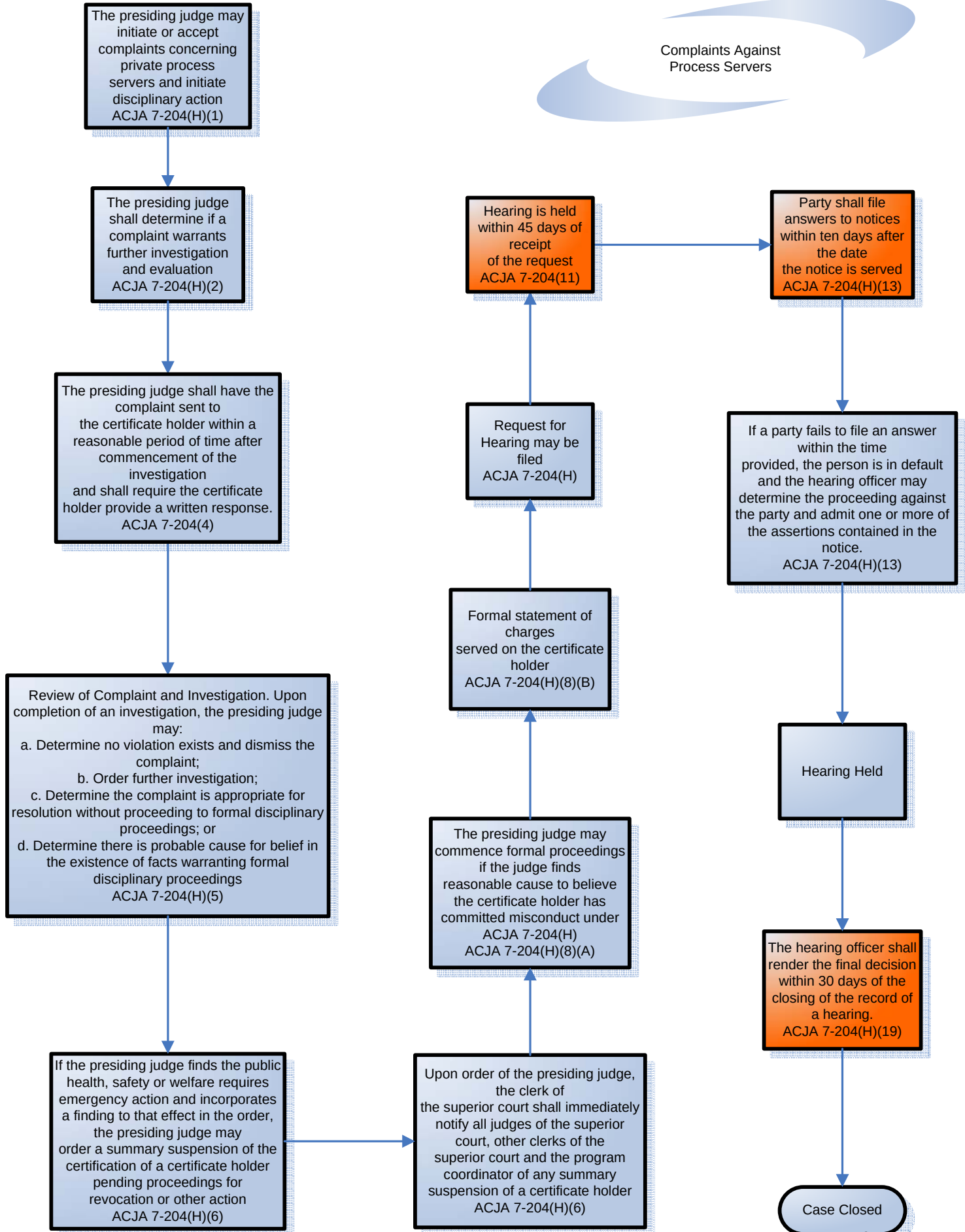
Civil Mediation

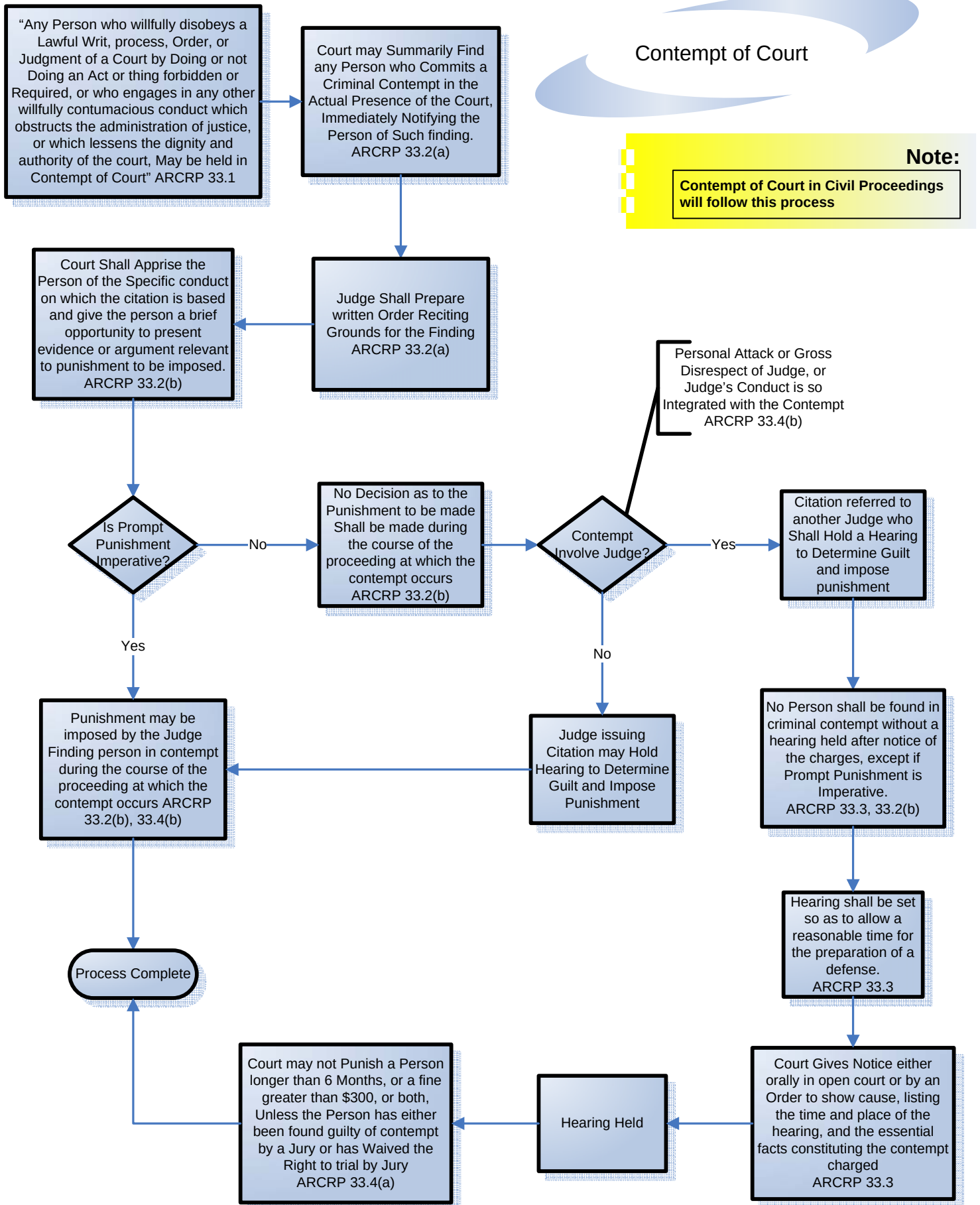


Civil Traffic Appeals from LJ Court

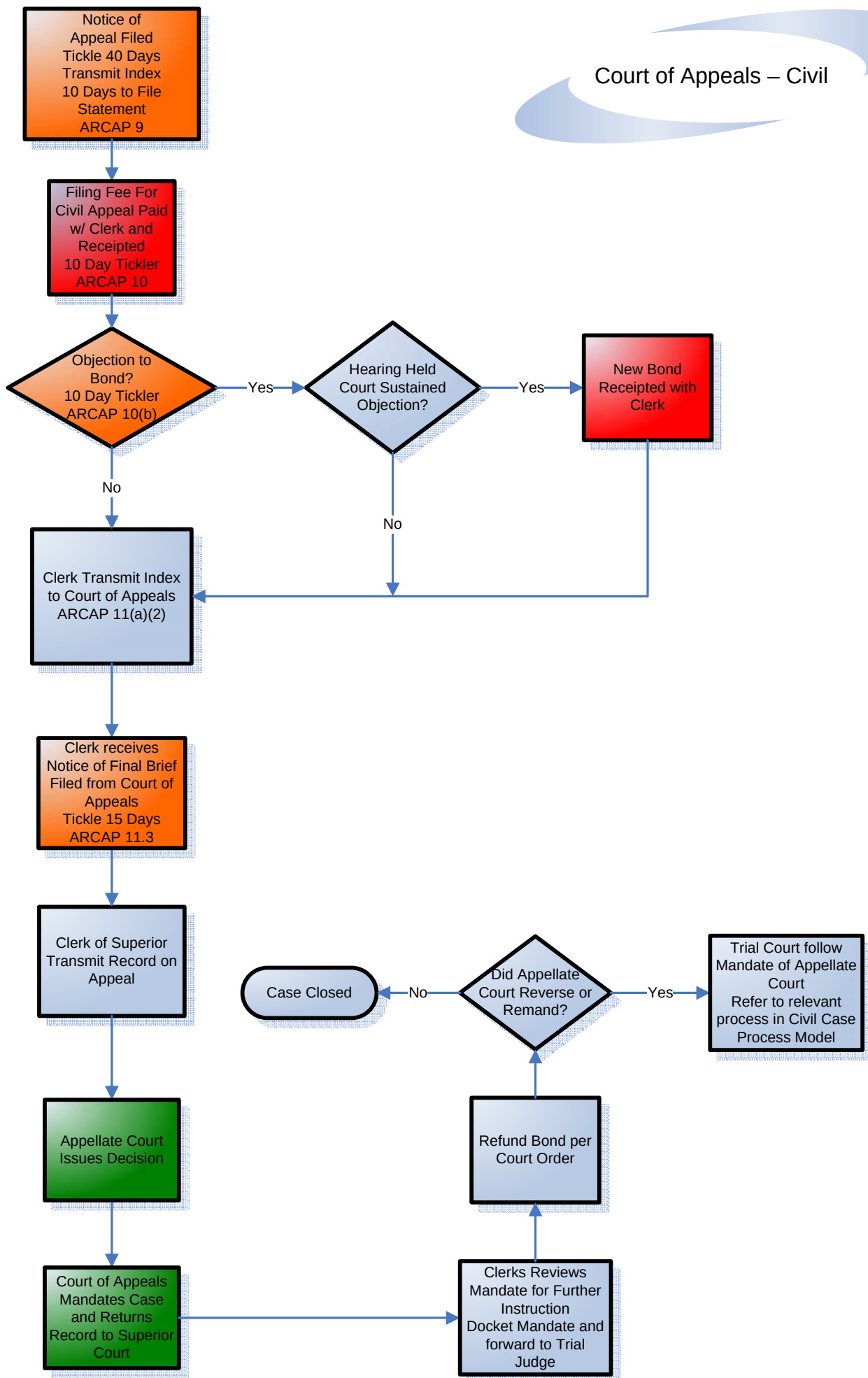


Complaints Against Process Servers

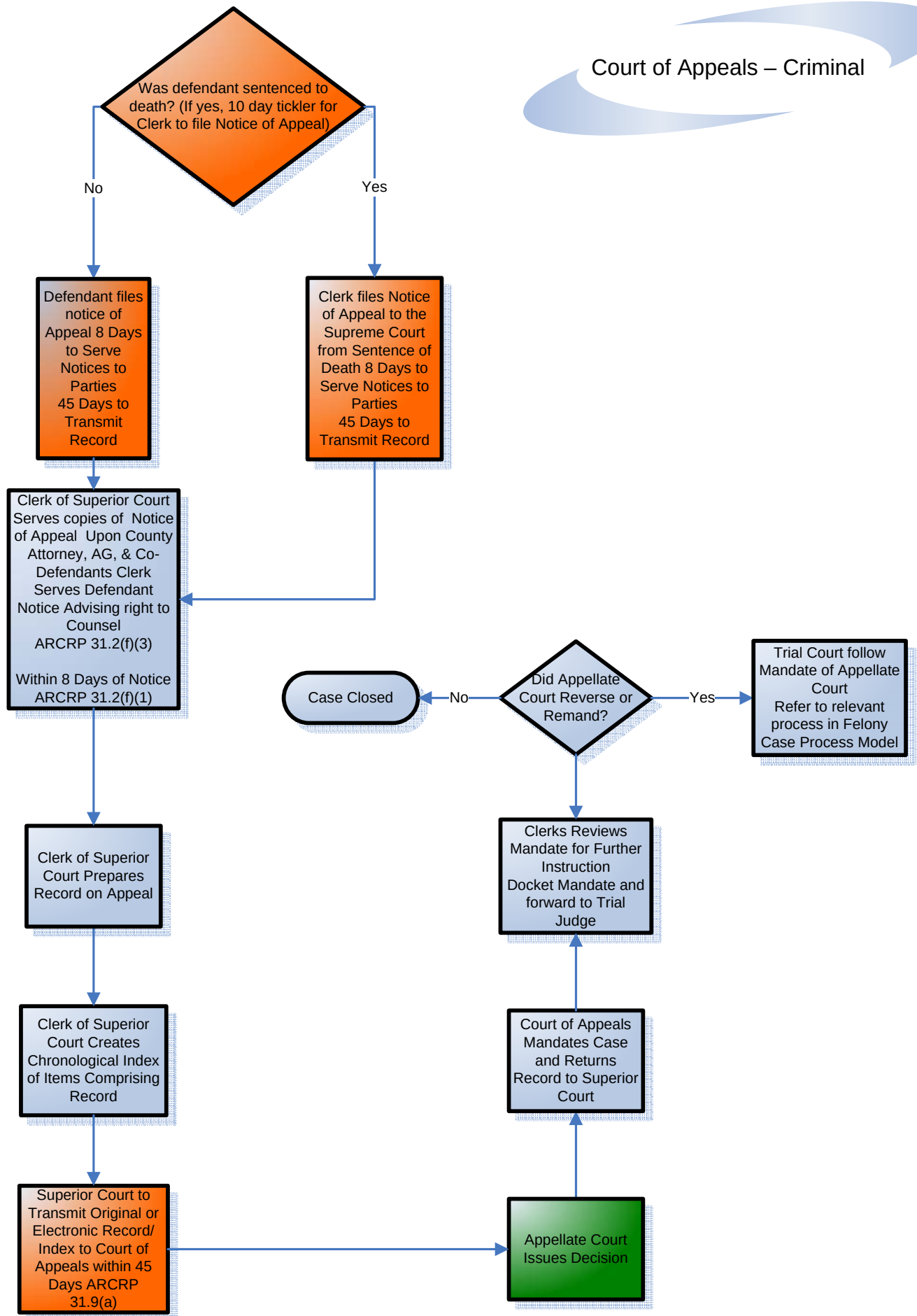




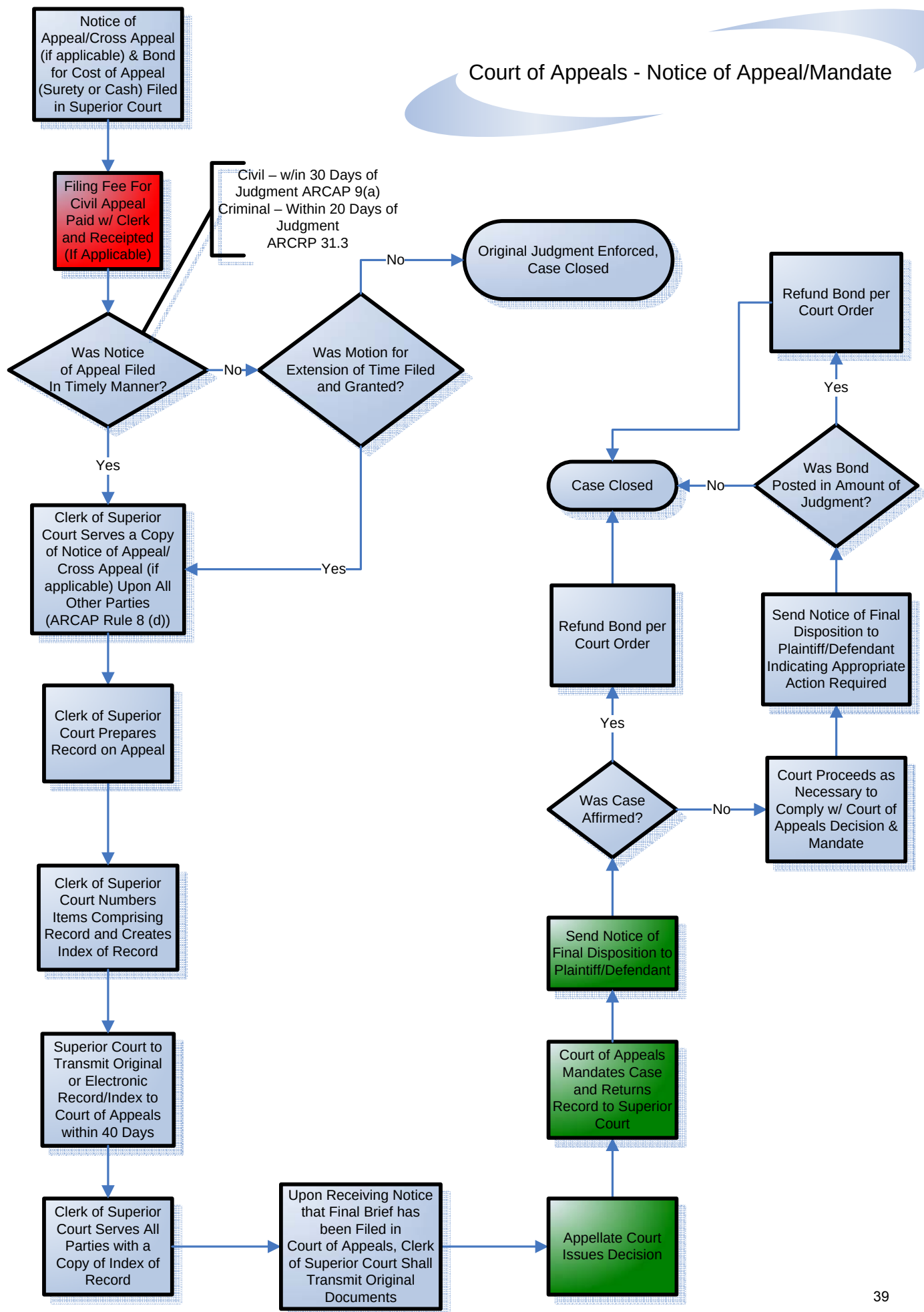
Court of Appeals – Civil



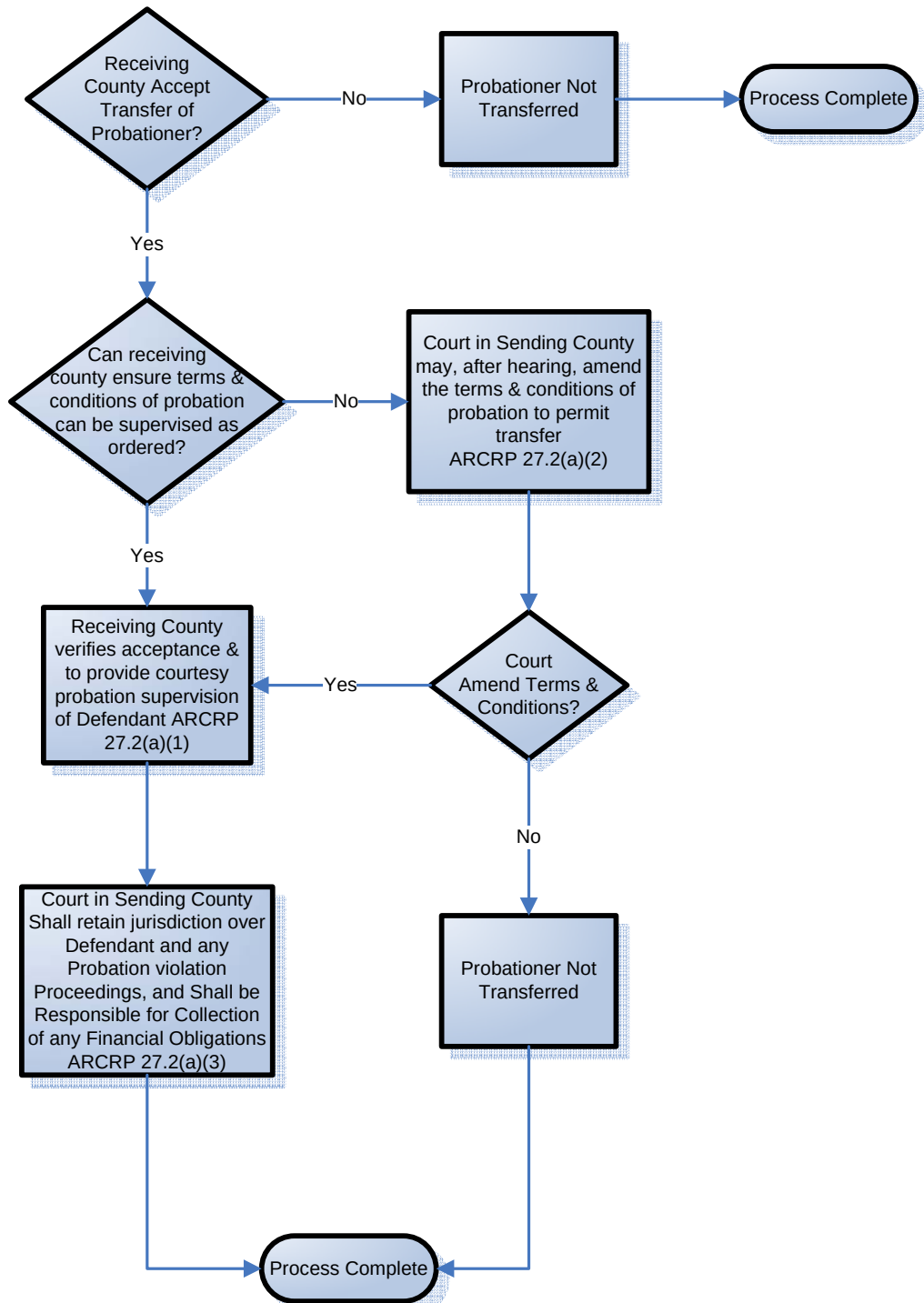
Court of Appeals – Criminal



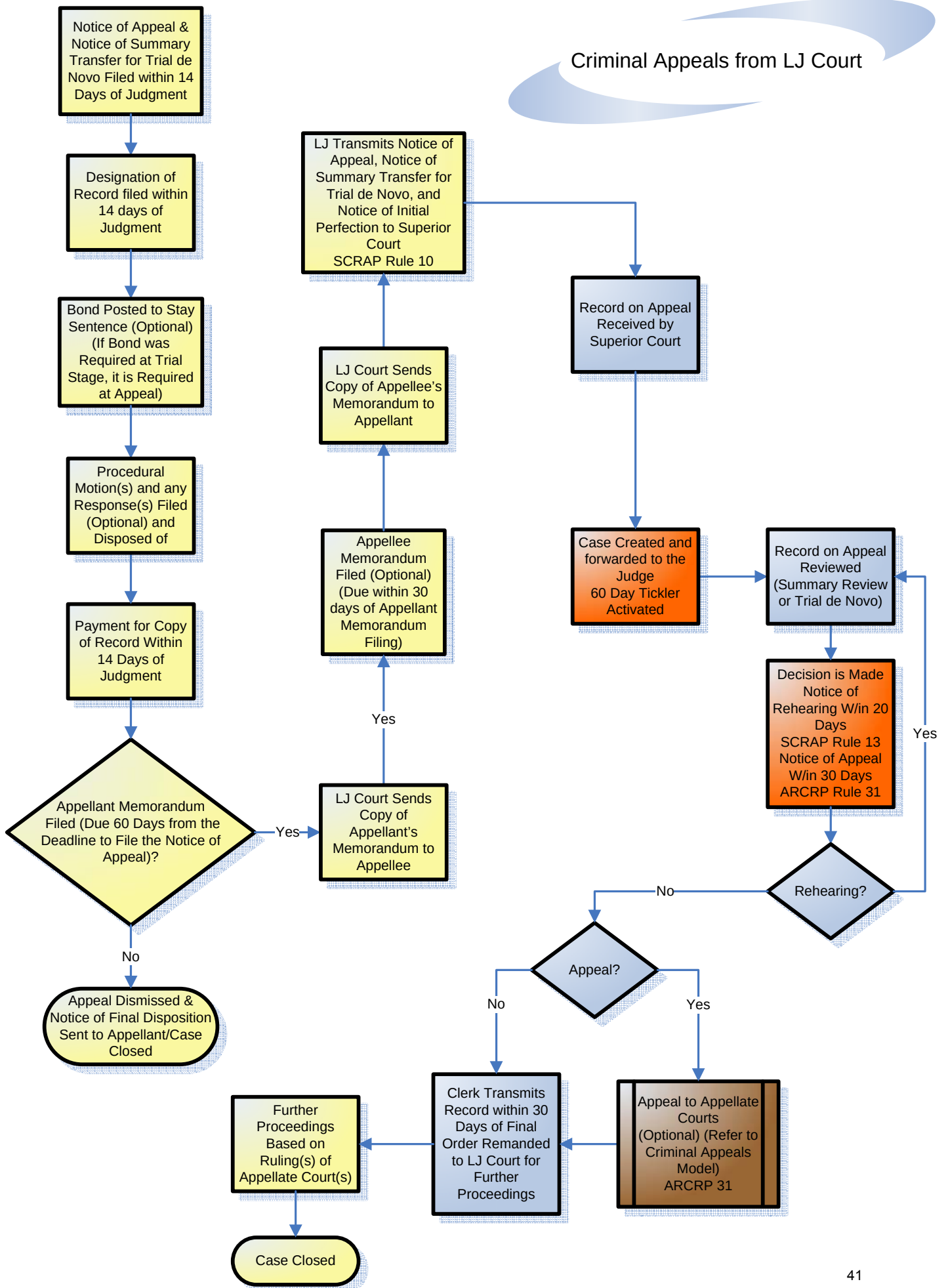
Court of Appeals - Notice of Appeal/Mandate



Courtesy Probation Supervision

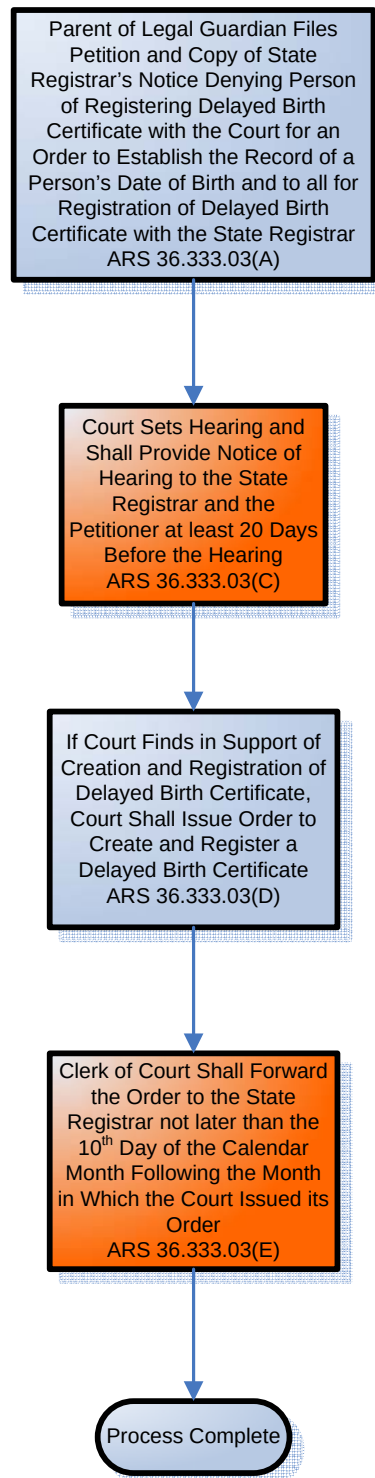


Criminal Appeals from LJ Court

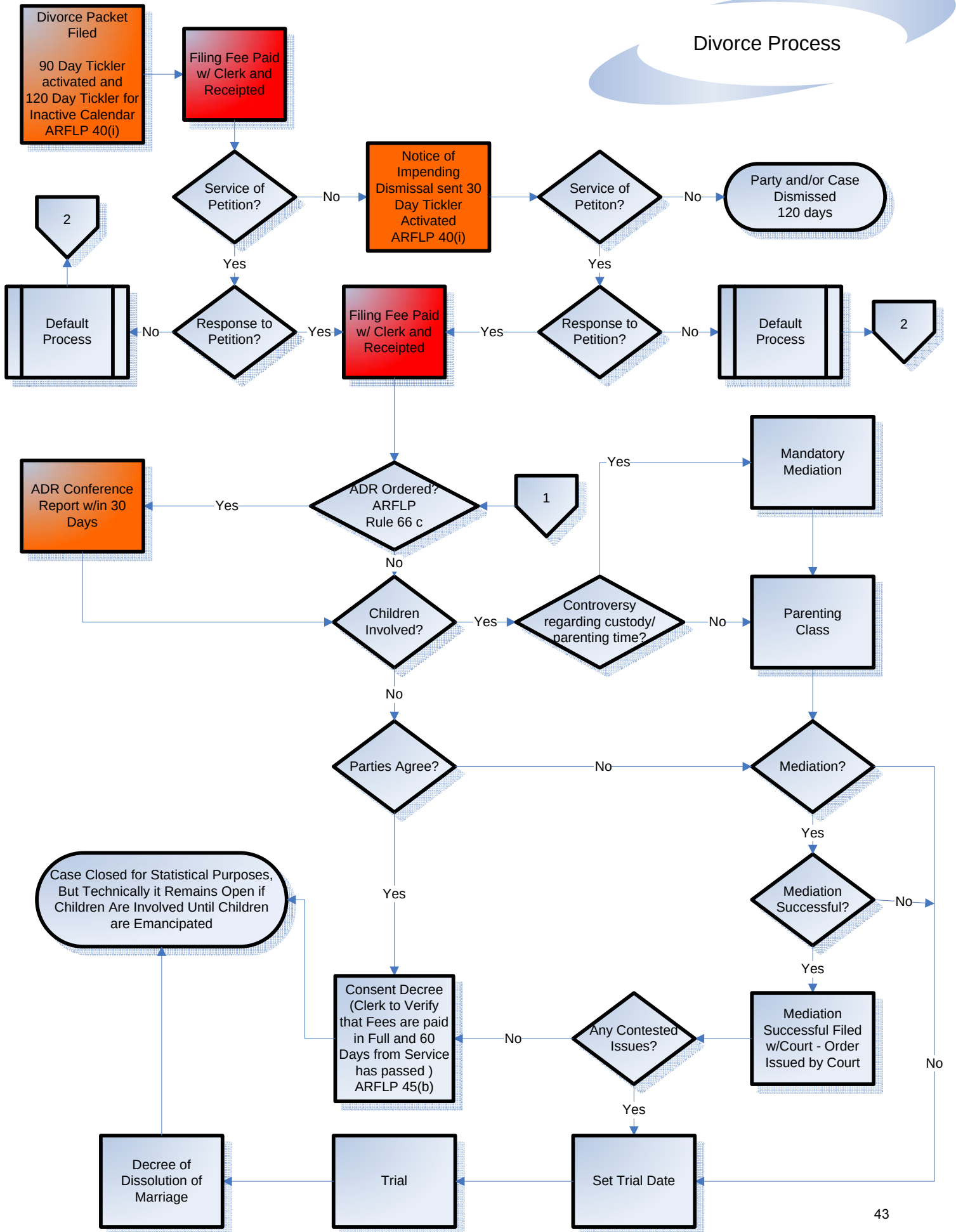


Delayed Birth Certificate

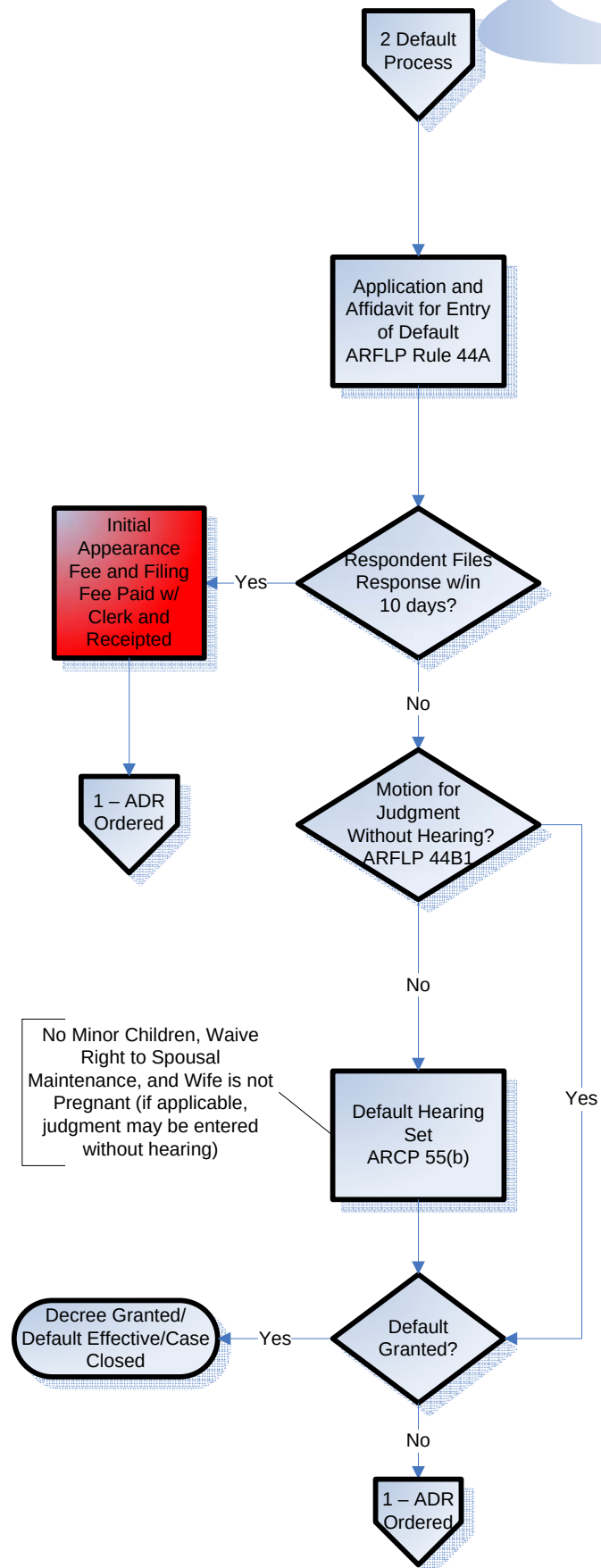
*Delayed Death Certificate –
Per ARS 36-325.01, If Death
Certificate is not Filed with in
1 Year of Date of Death, the
State Registrar Shall
Register the Death
Certificate as a Delayed
Death Certificate



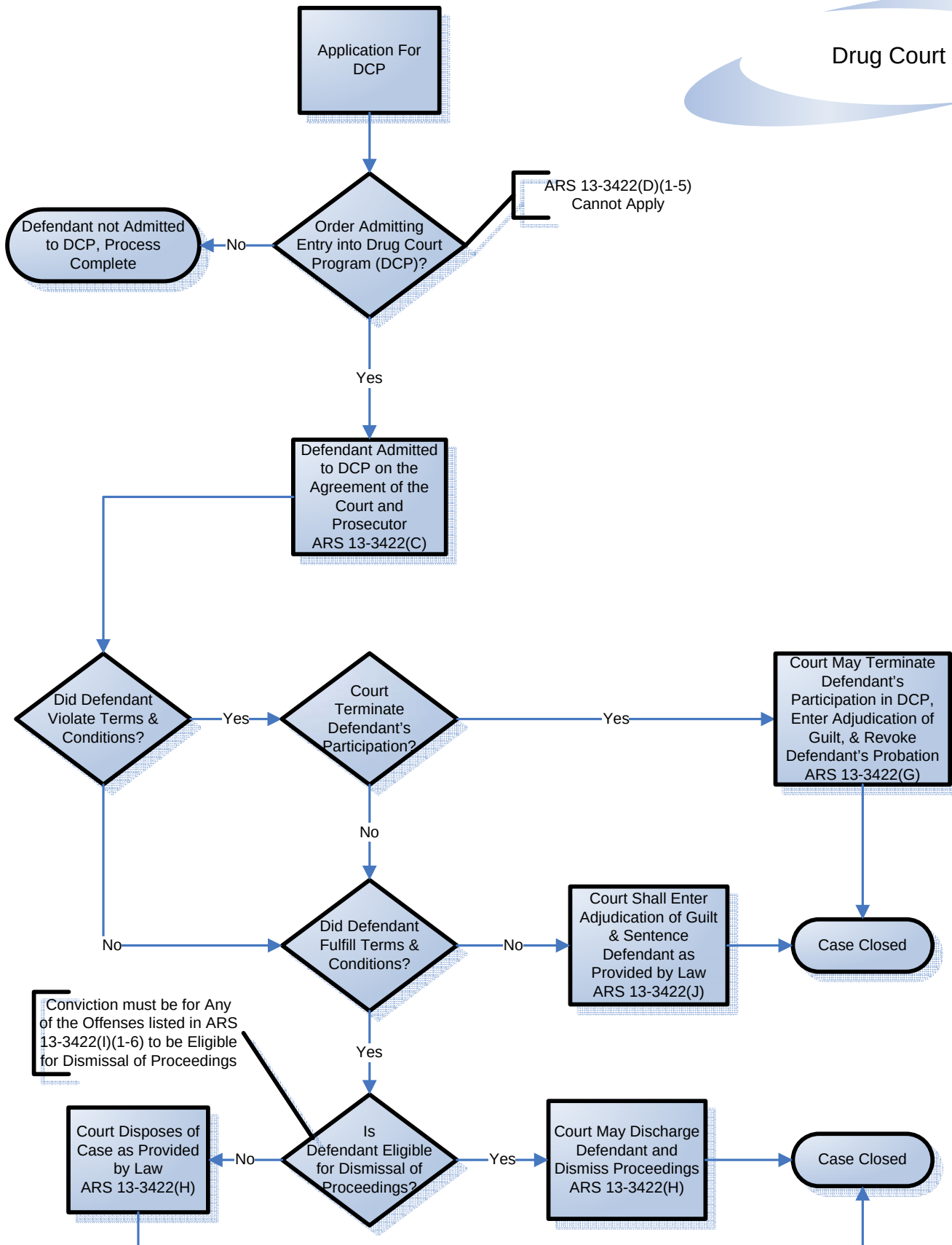
Divorce Process



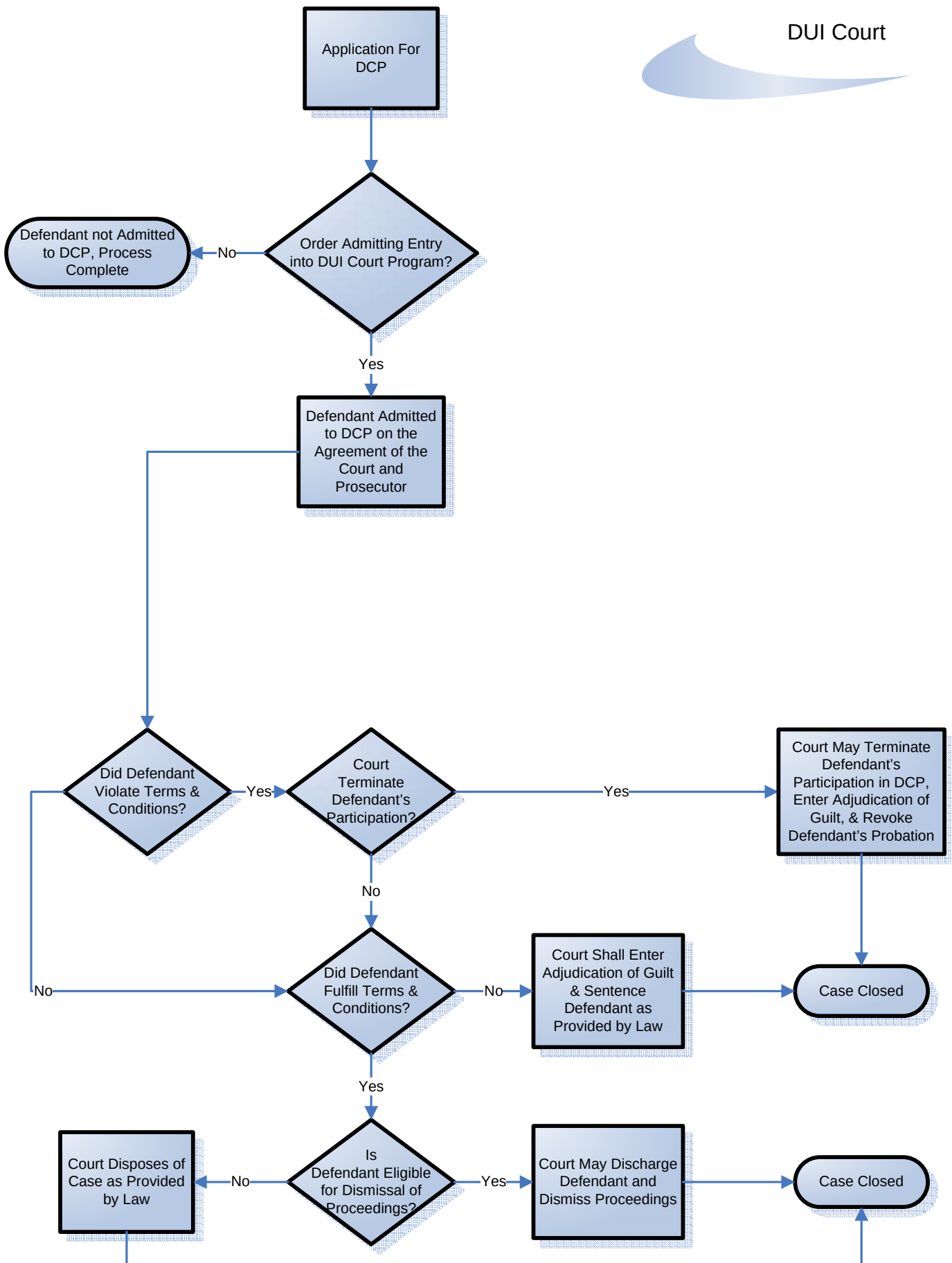
Divorce Process Continued



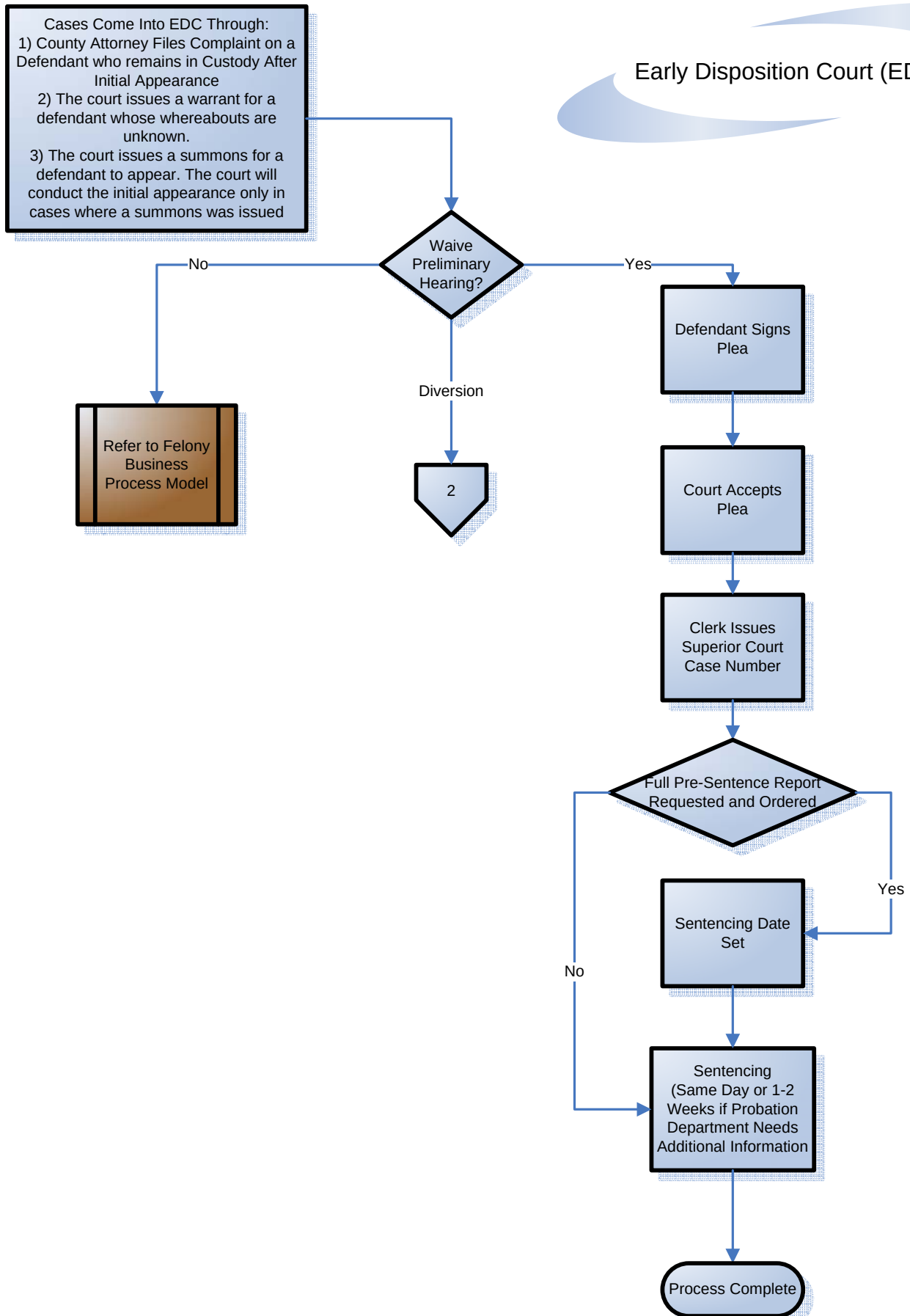
Drug Court



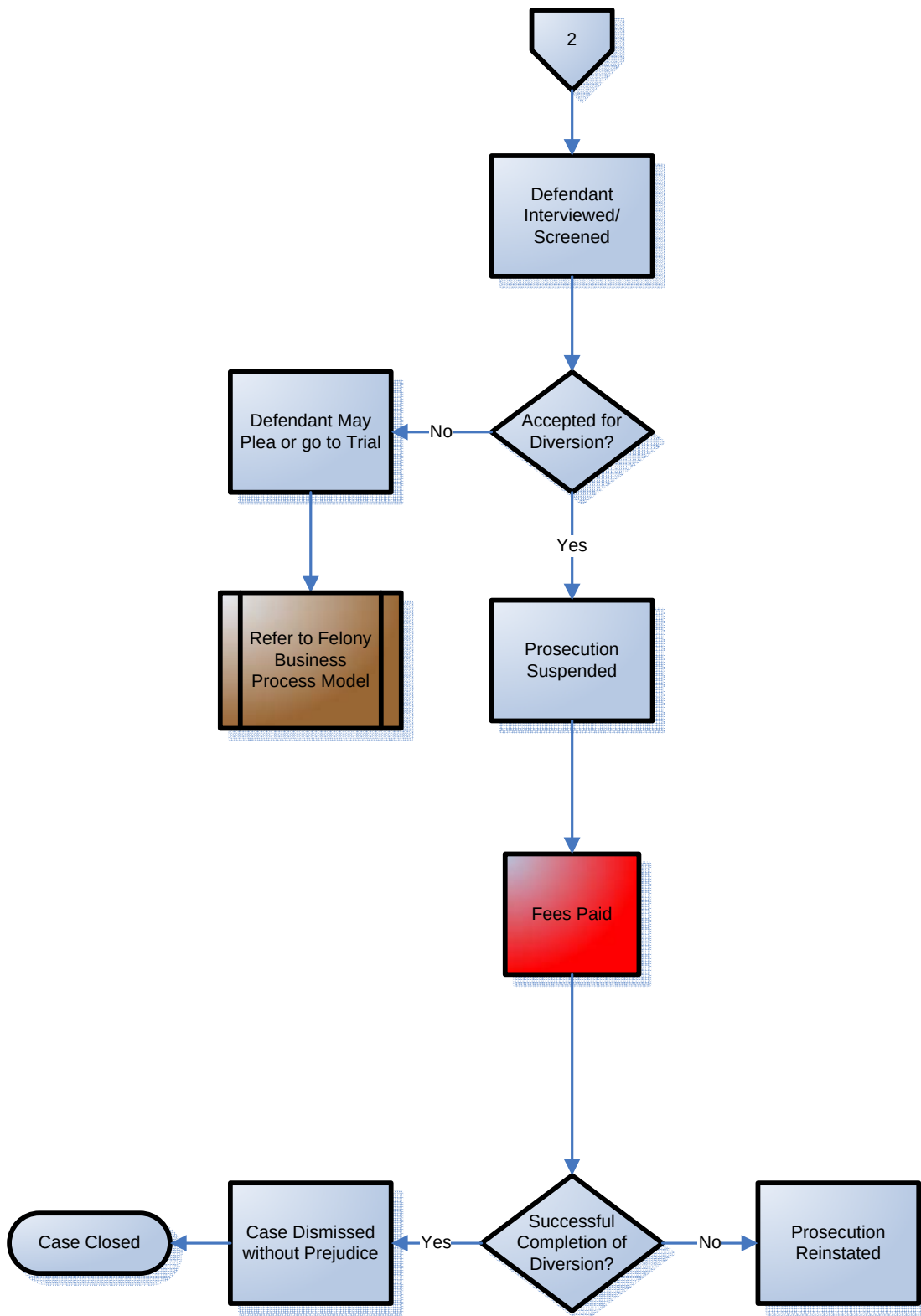
DUI Court



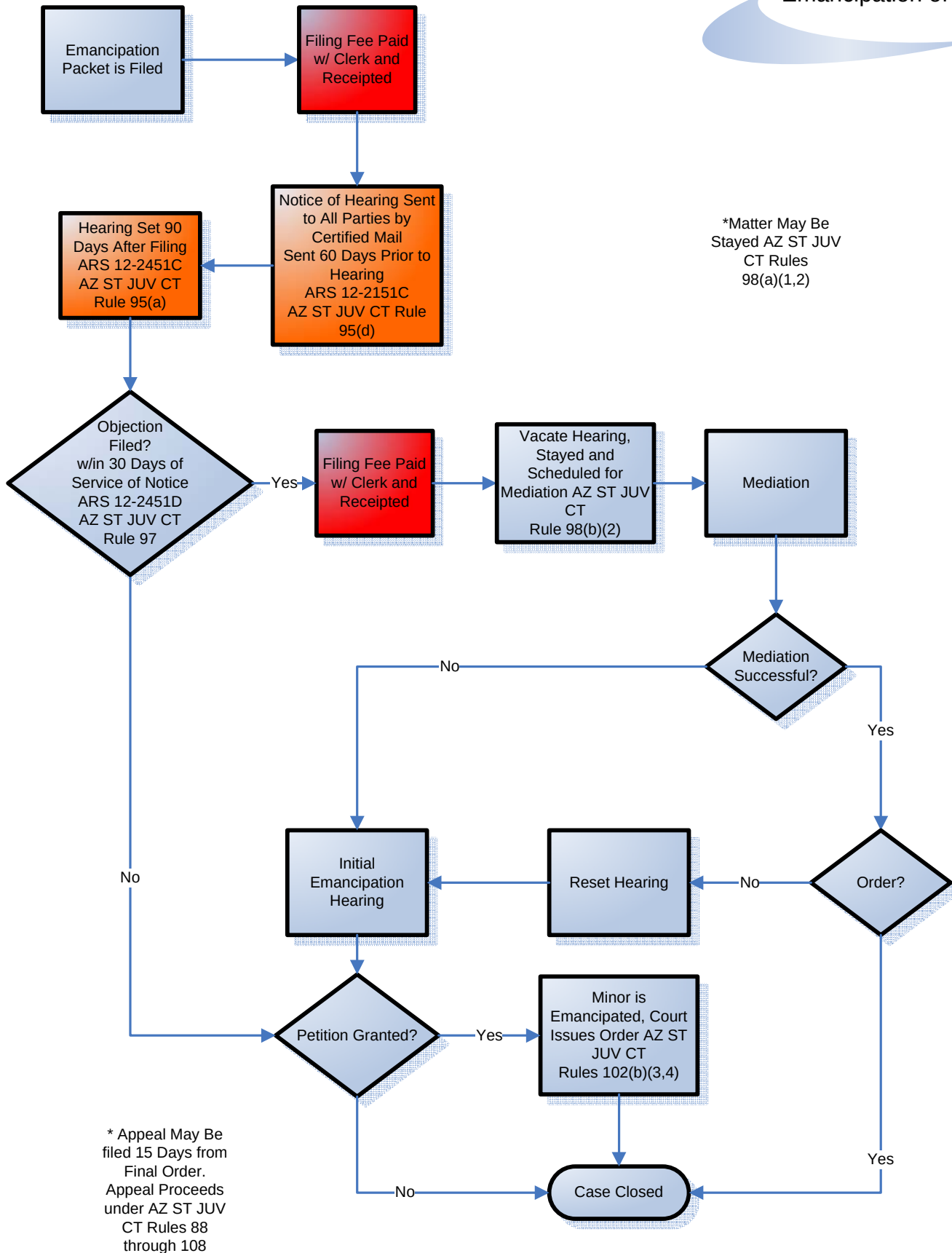
Early Disposition Court (EDC)



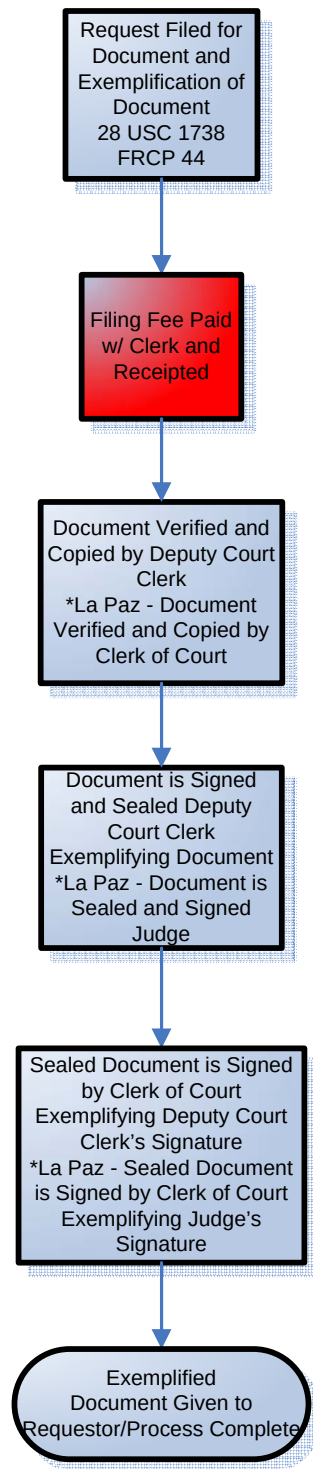
Early Disposition Court (EDC)

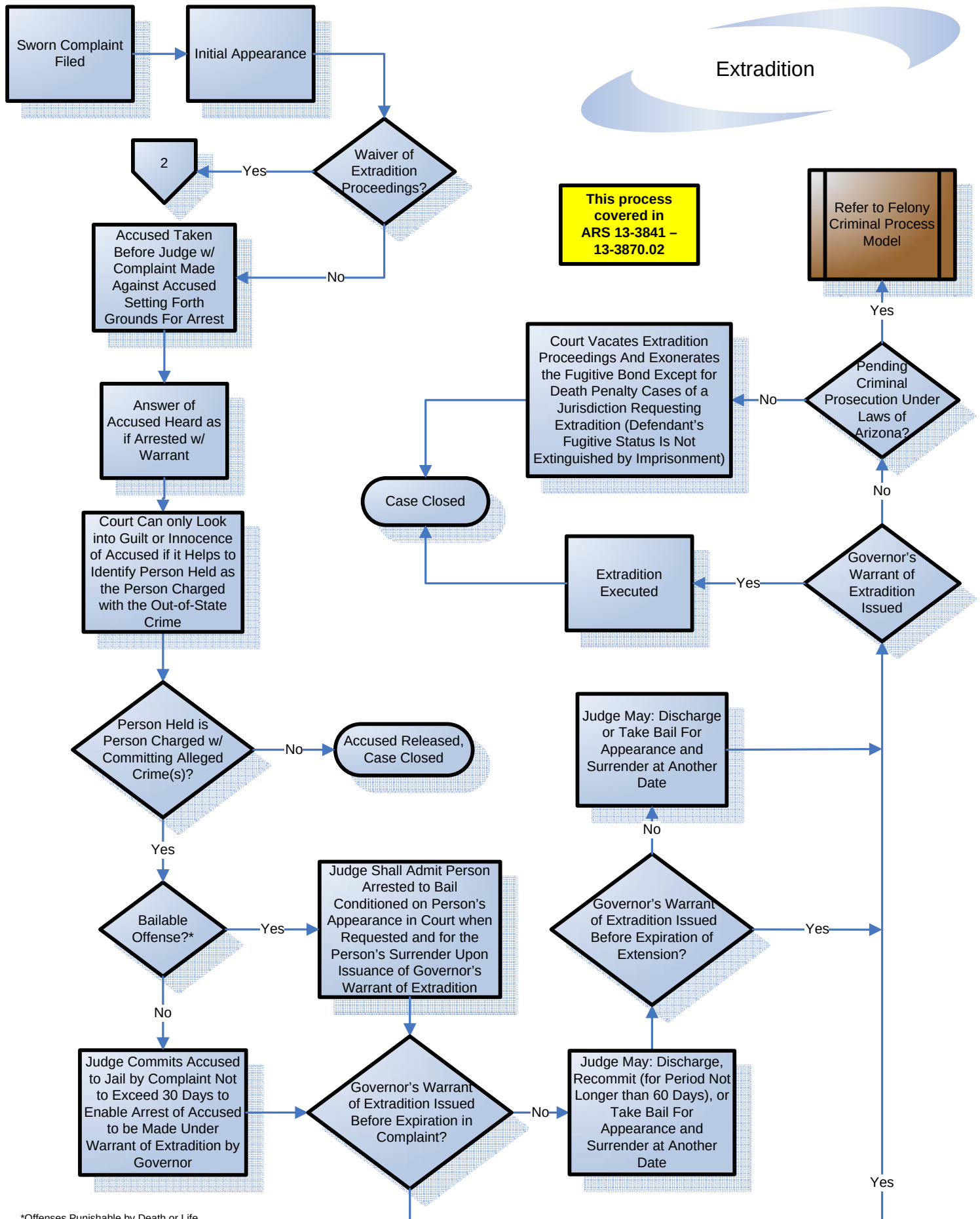


Emancipation of a Minor



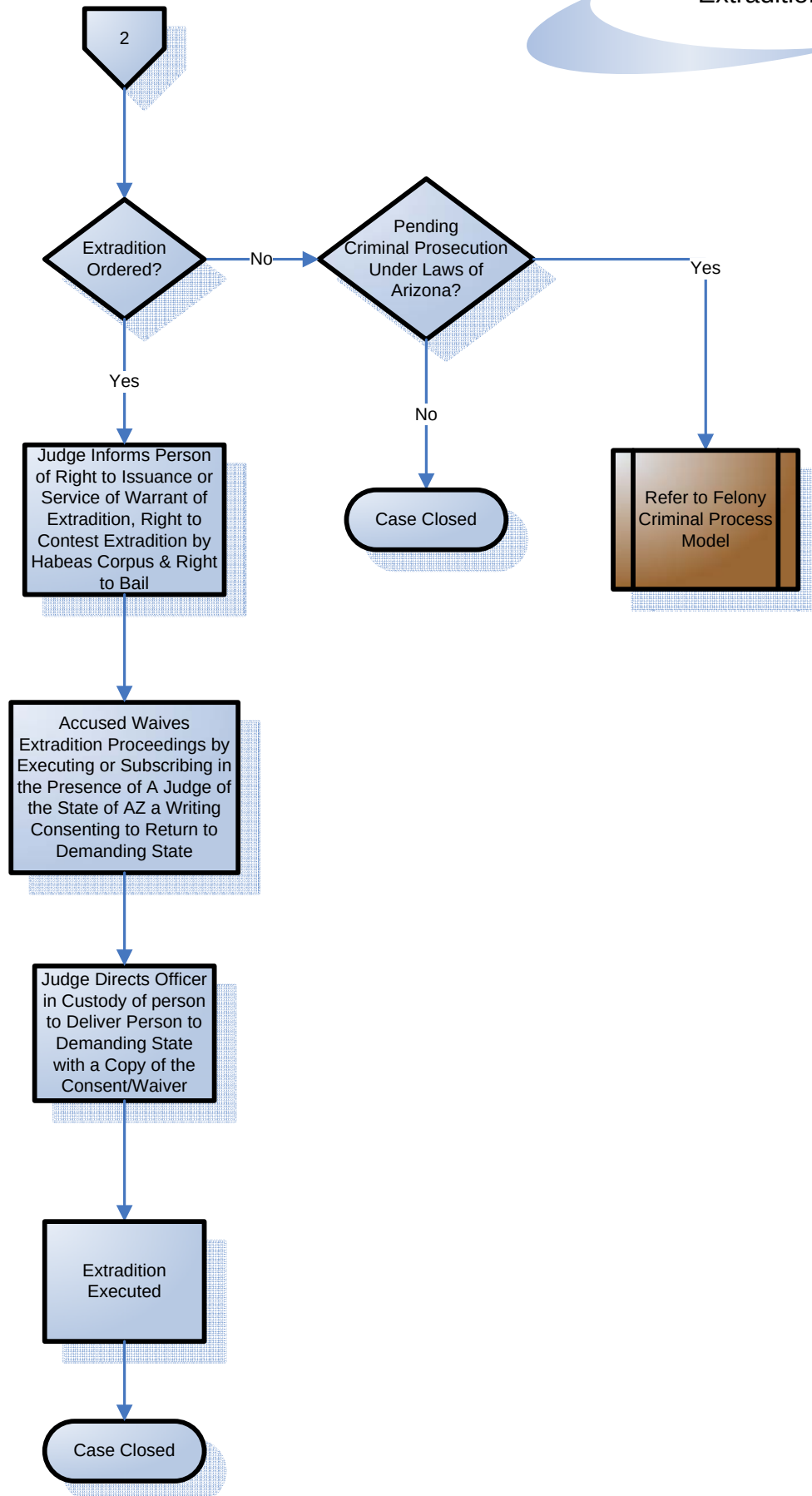
Exemplification



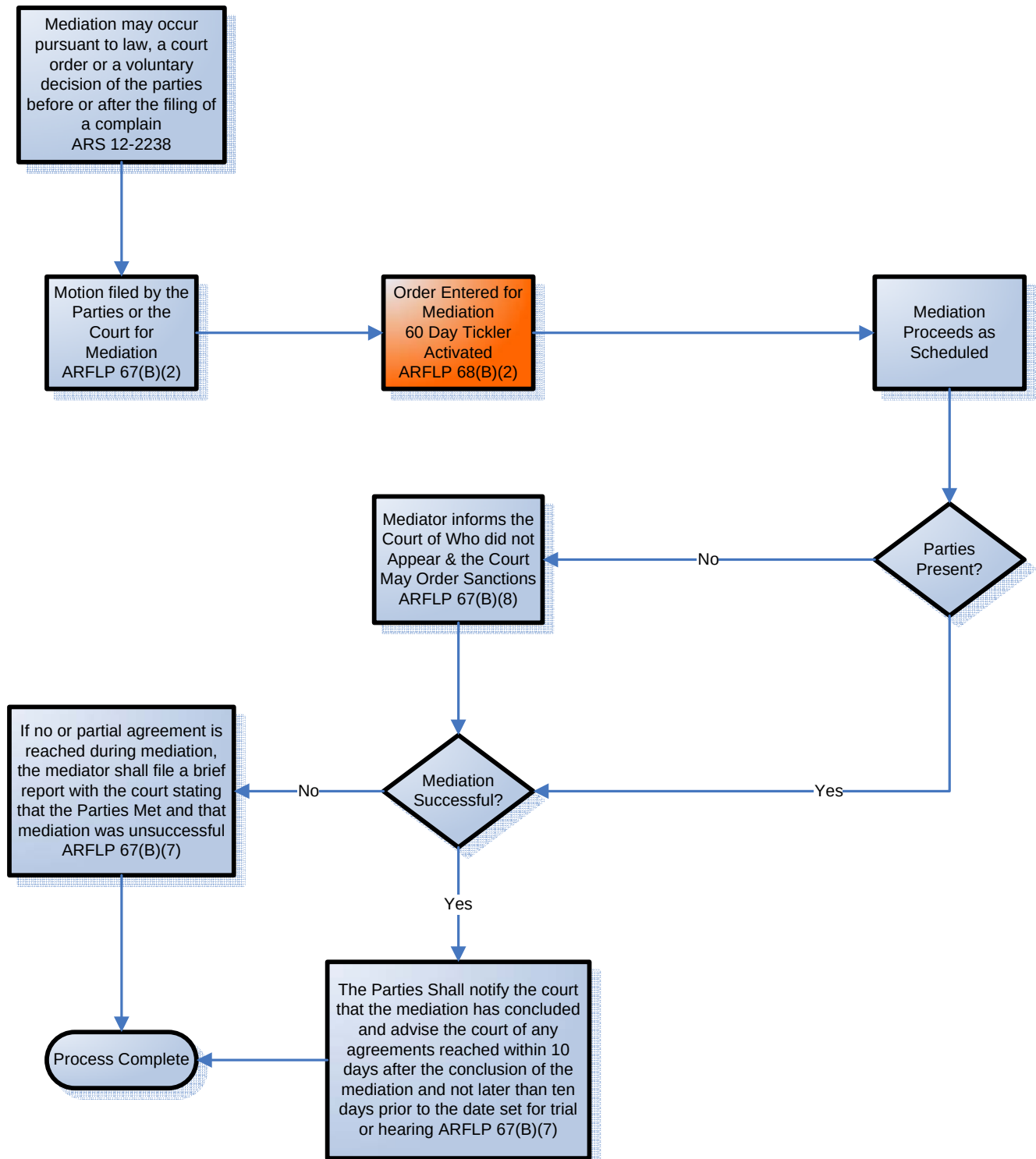


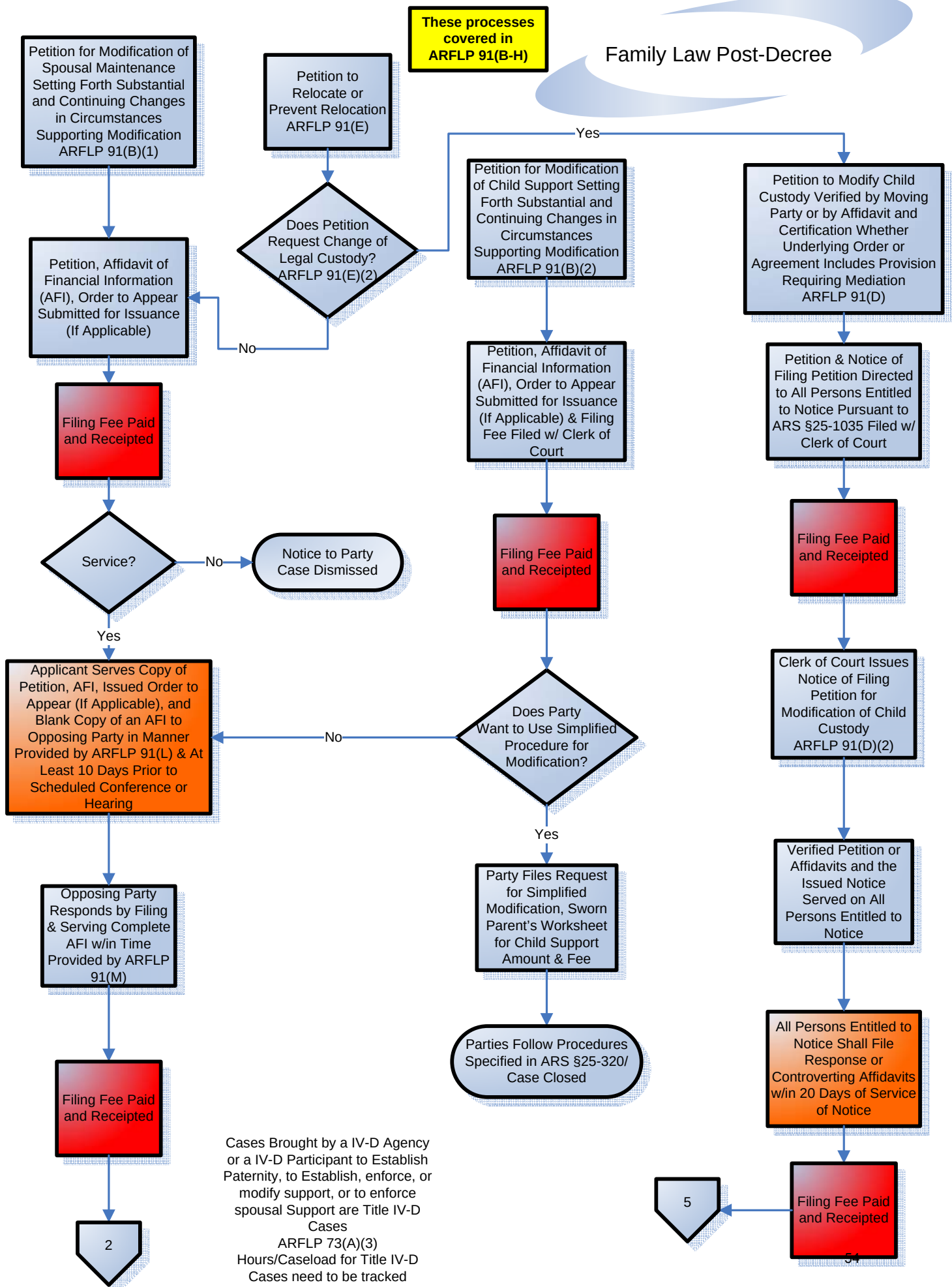
*Offenses Punishable by Death or Life Imprisonment, Violation of Terms of Release Following Conviction of Crime Punishable by Term Exceeding 1 year of Imprisonment, or Person is Alleged to have Escaped from Jail/Prison are Not Bailable

Extradition

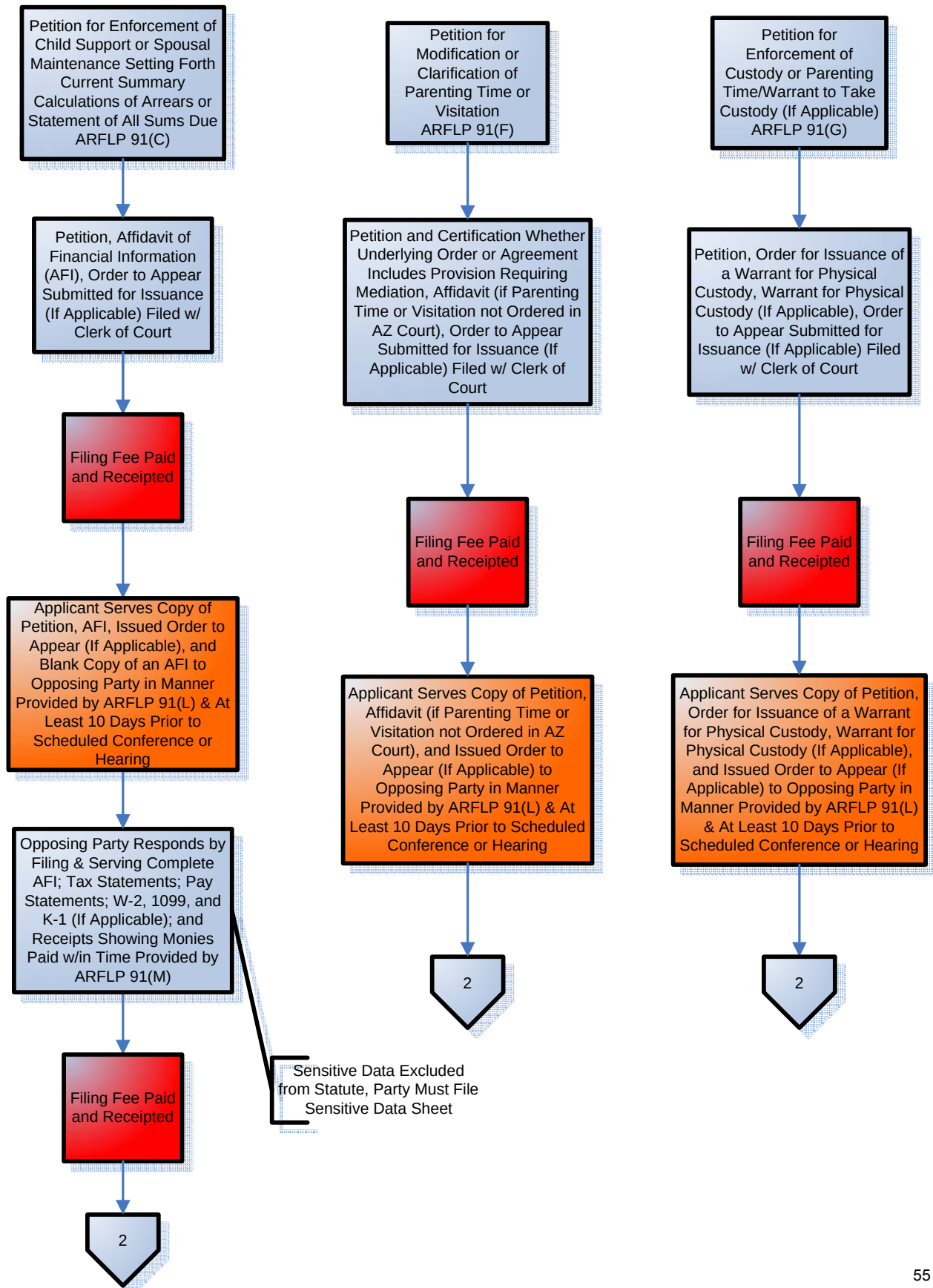


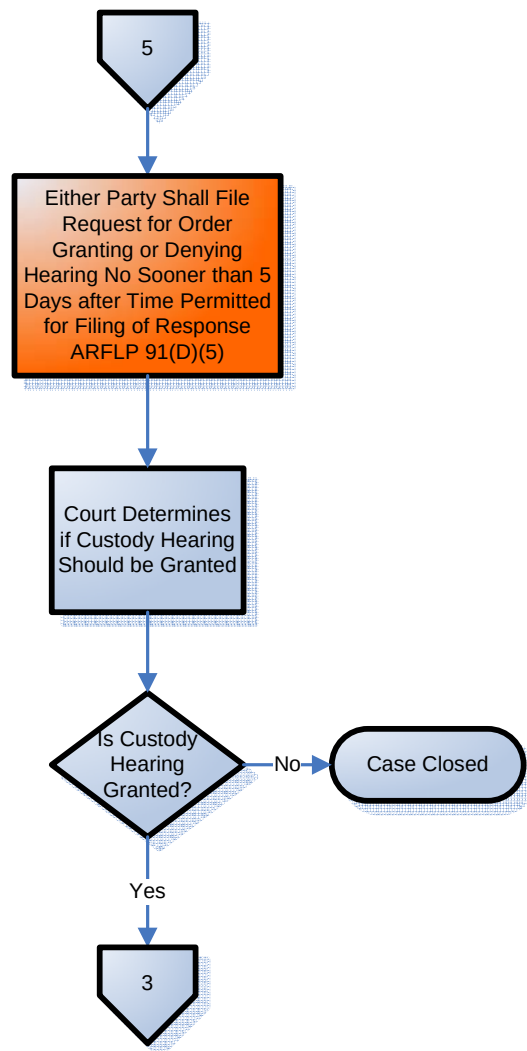
Family Law Mediation



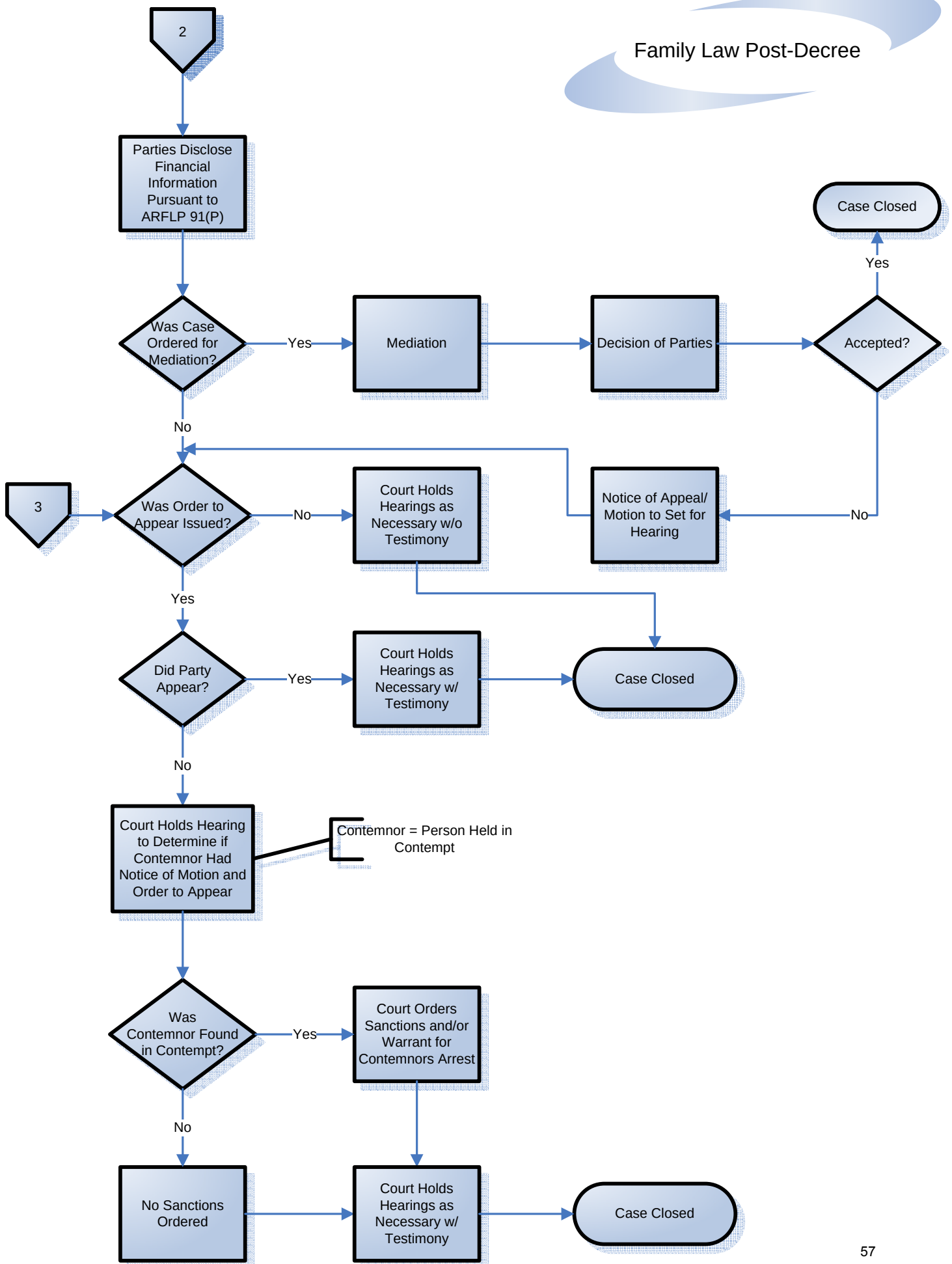


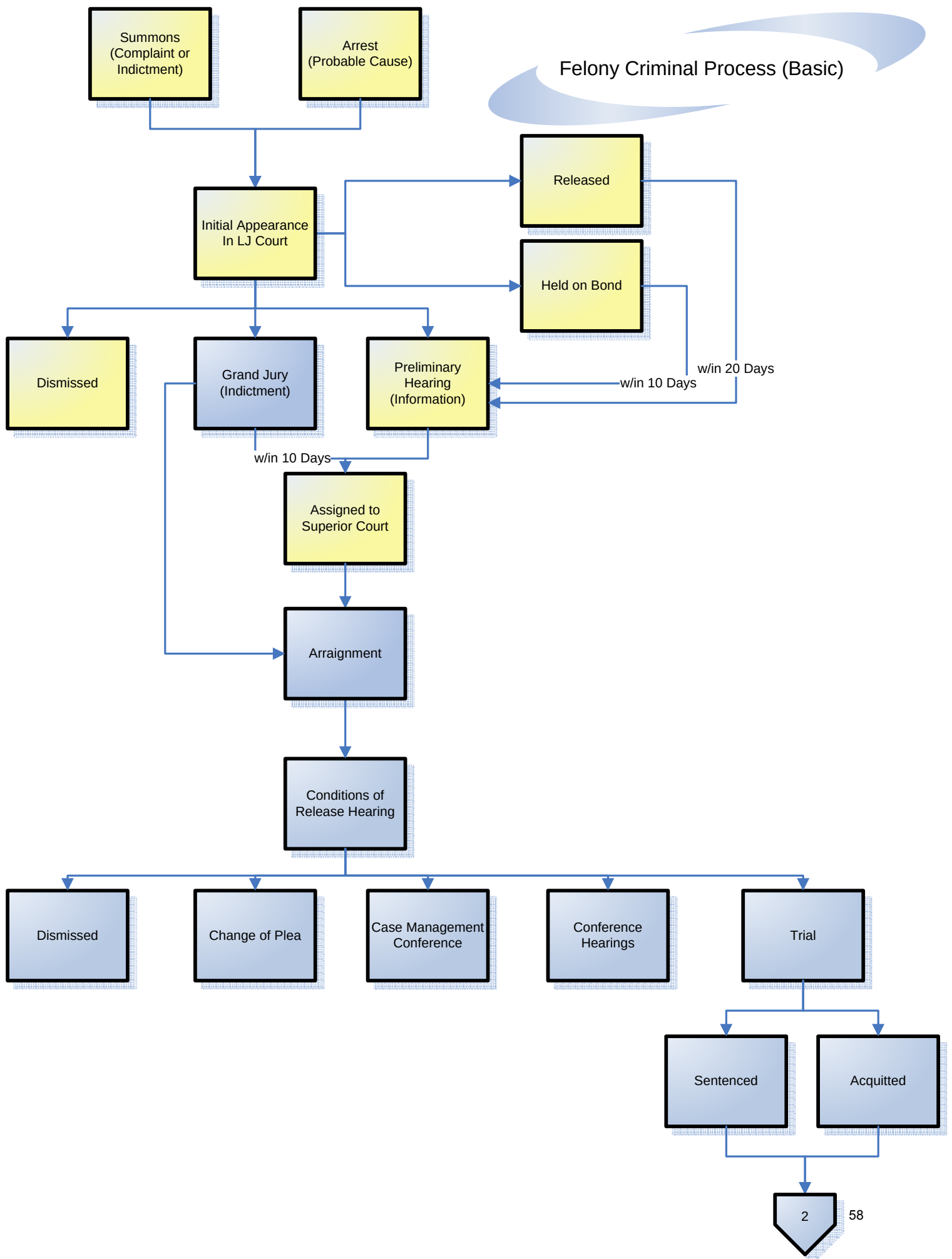
Family Law Post-Decree

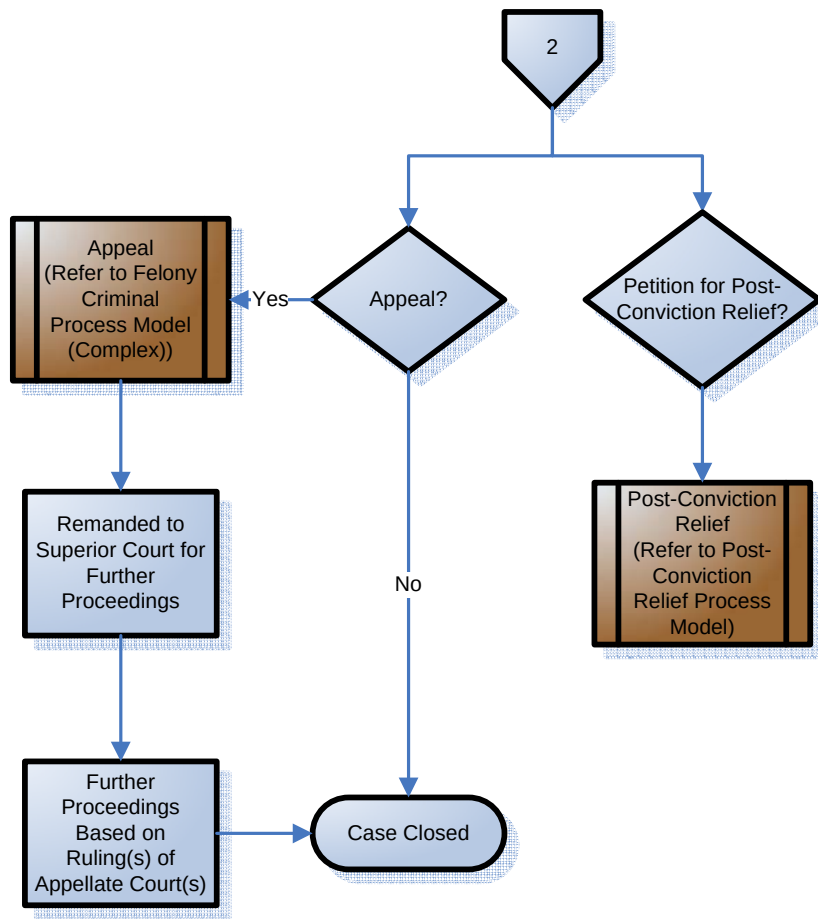




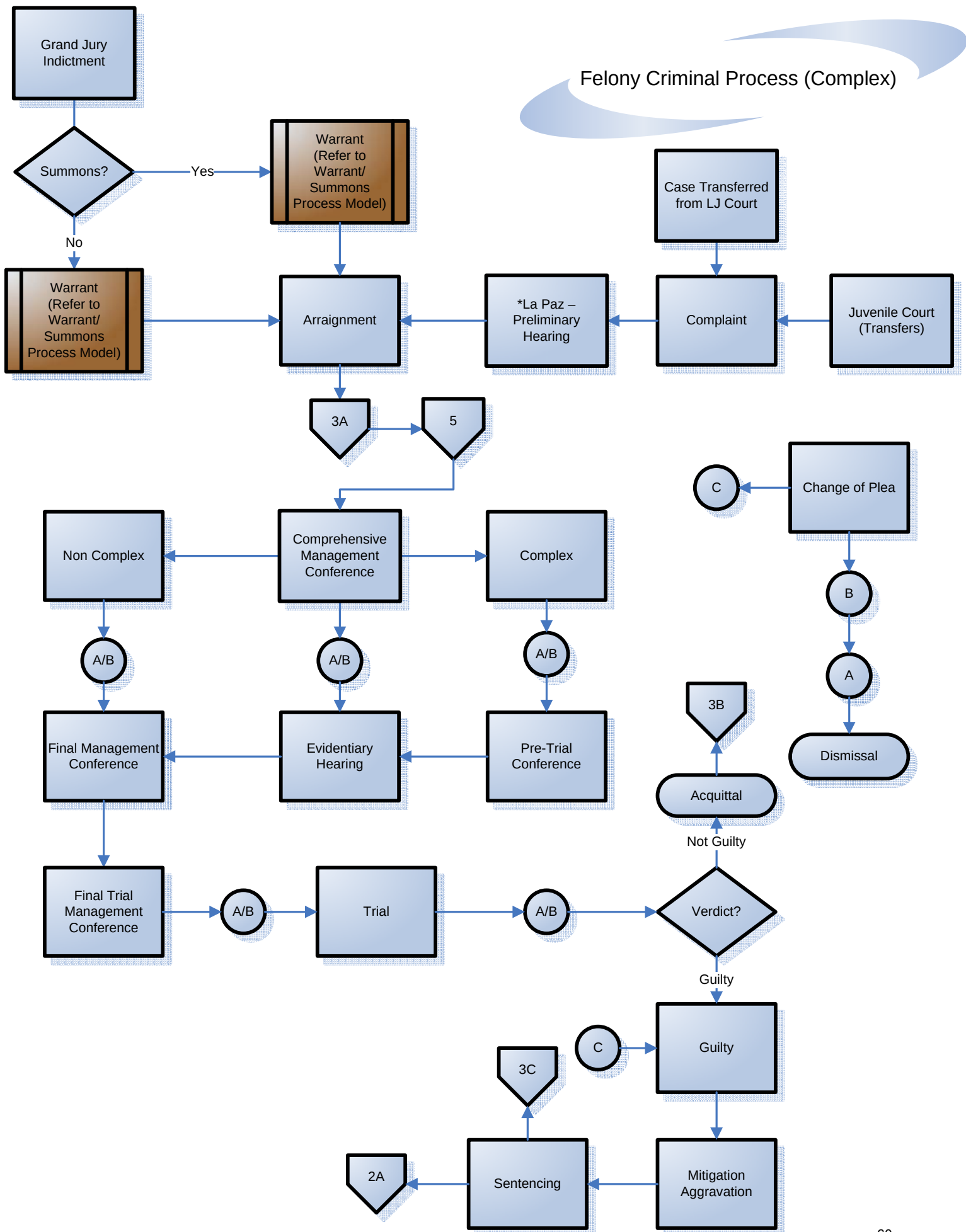
Family Law Post-Decree



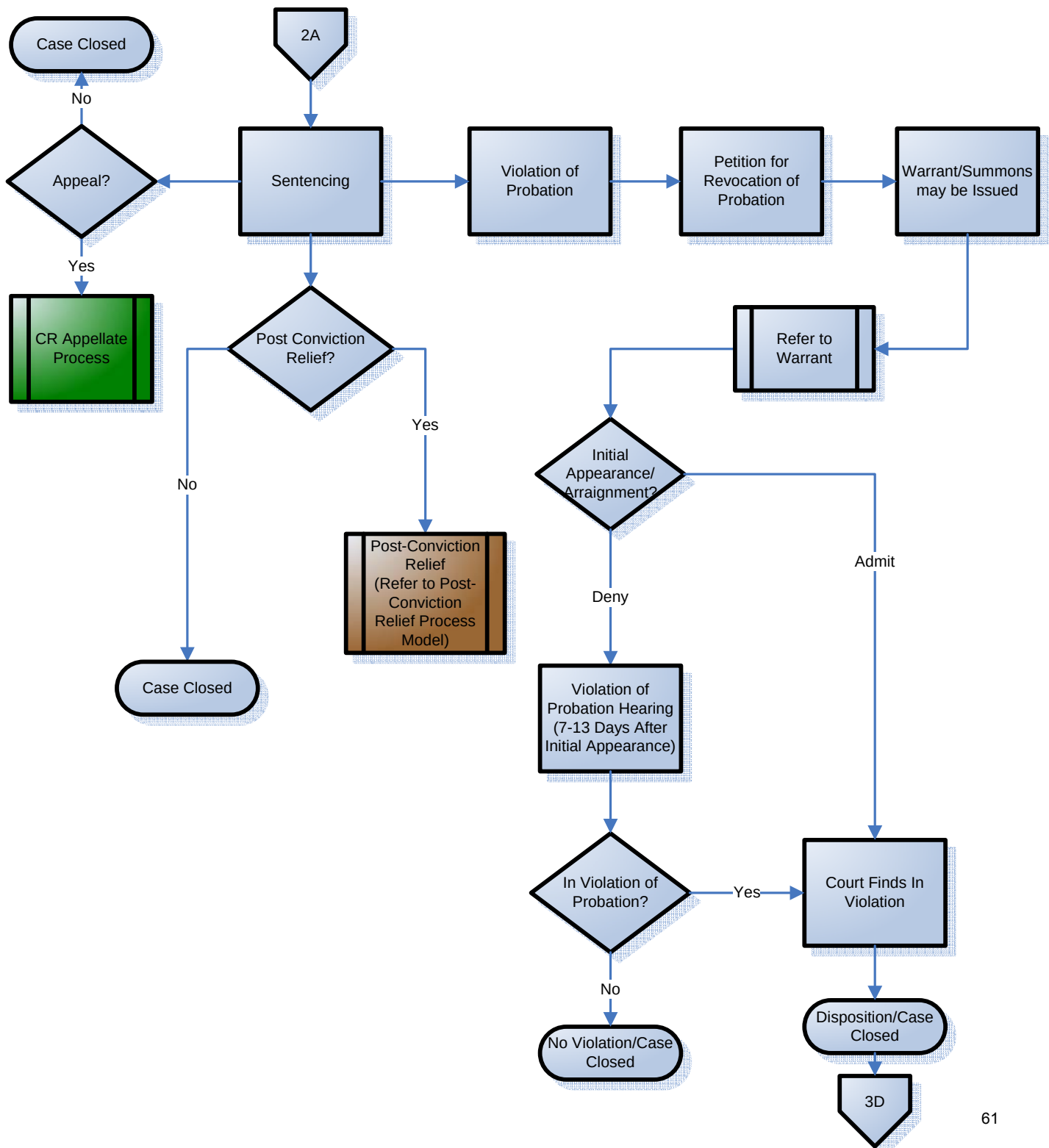




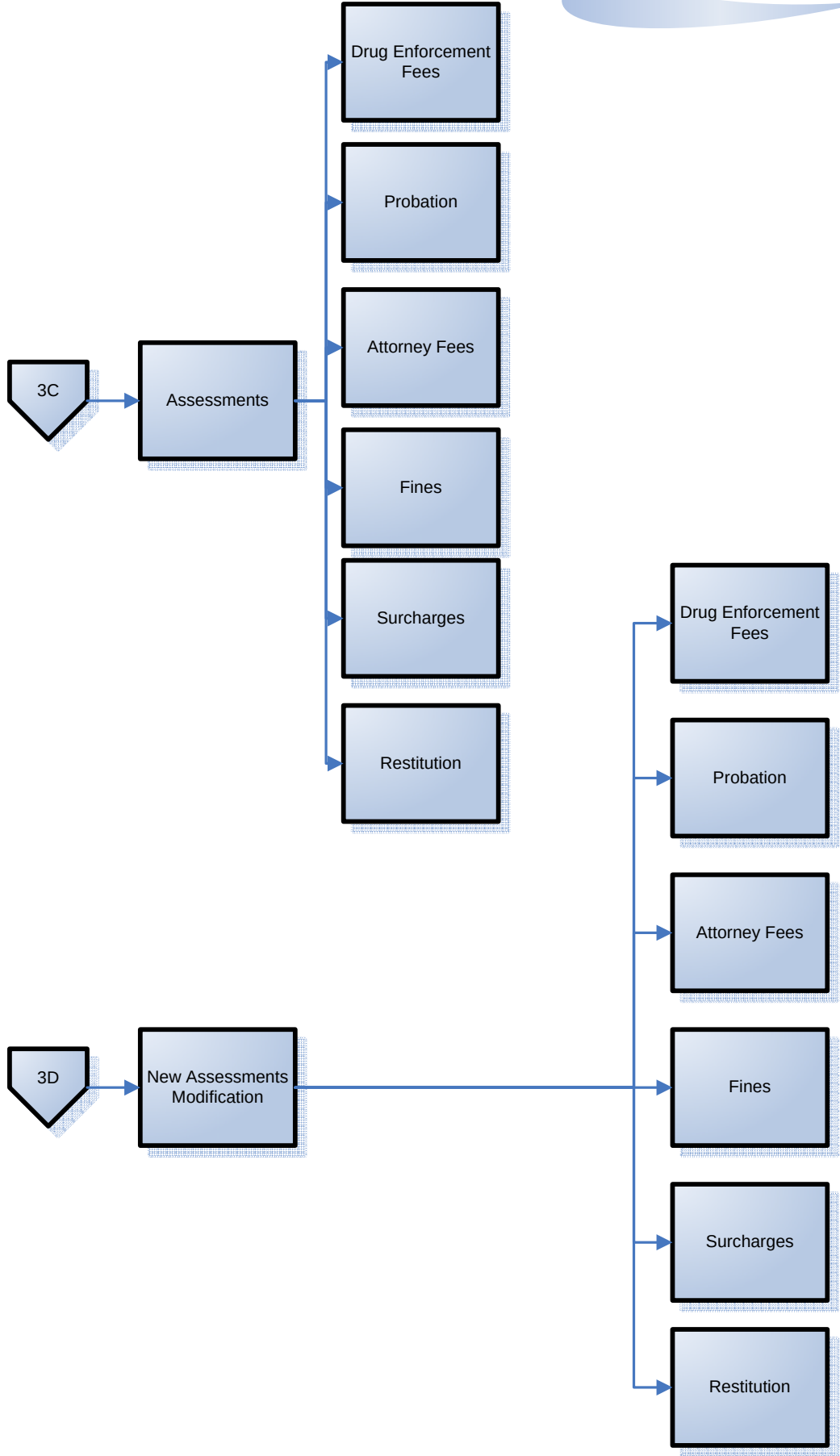
Felony Criminal Process (Complex)



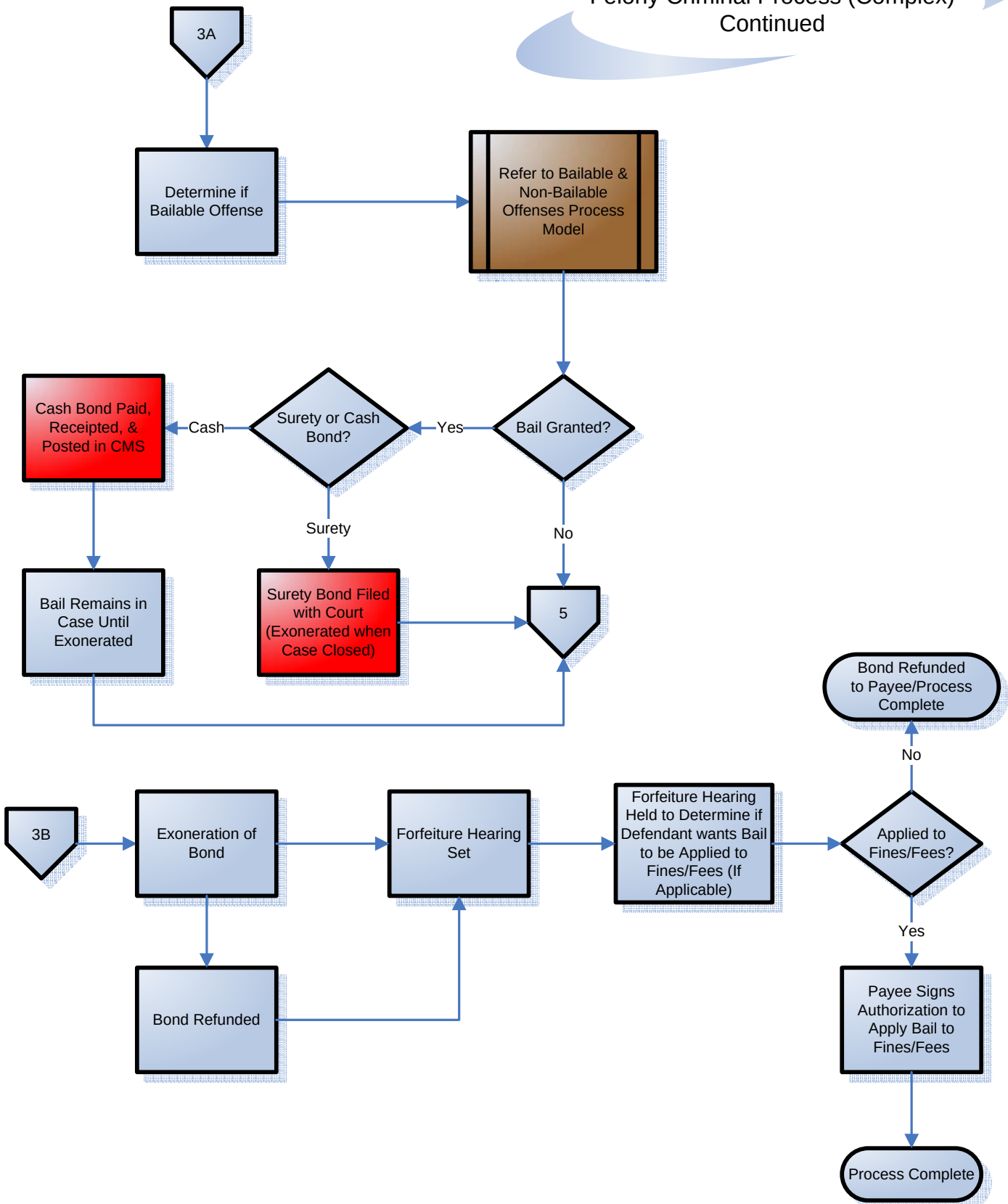
Felony Criminal Process (Complex) Continued



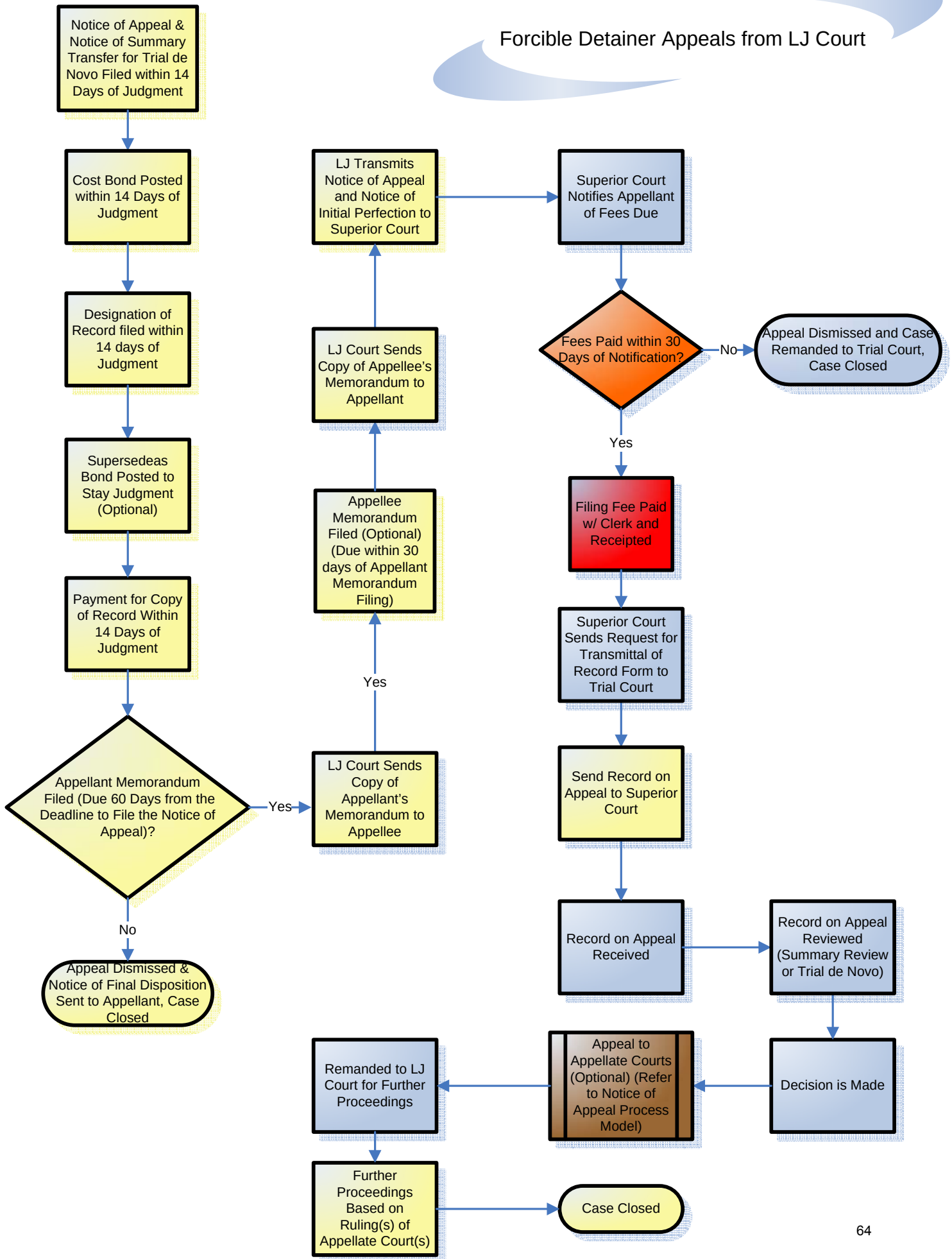
Felony Criminal Process (Complex)
Continued

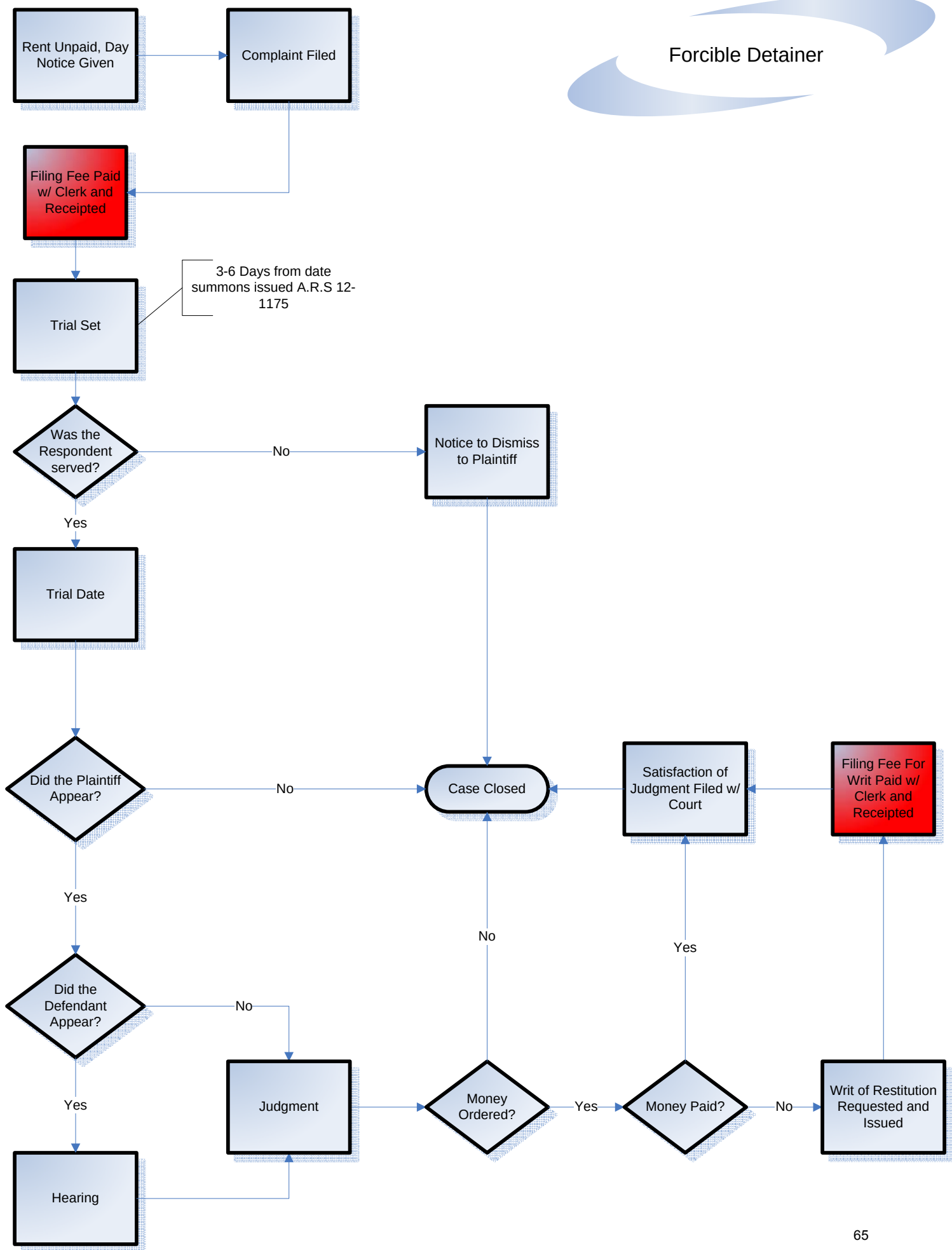
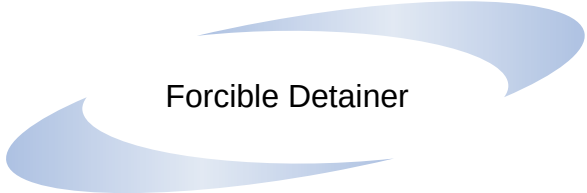


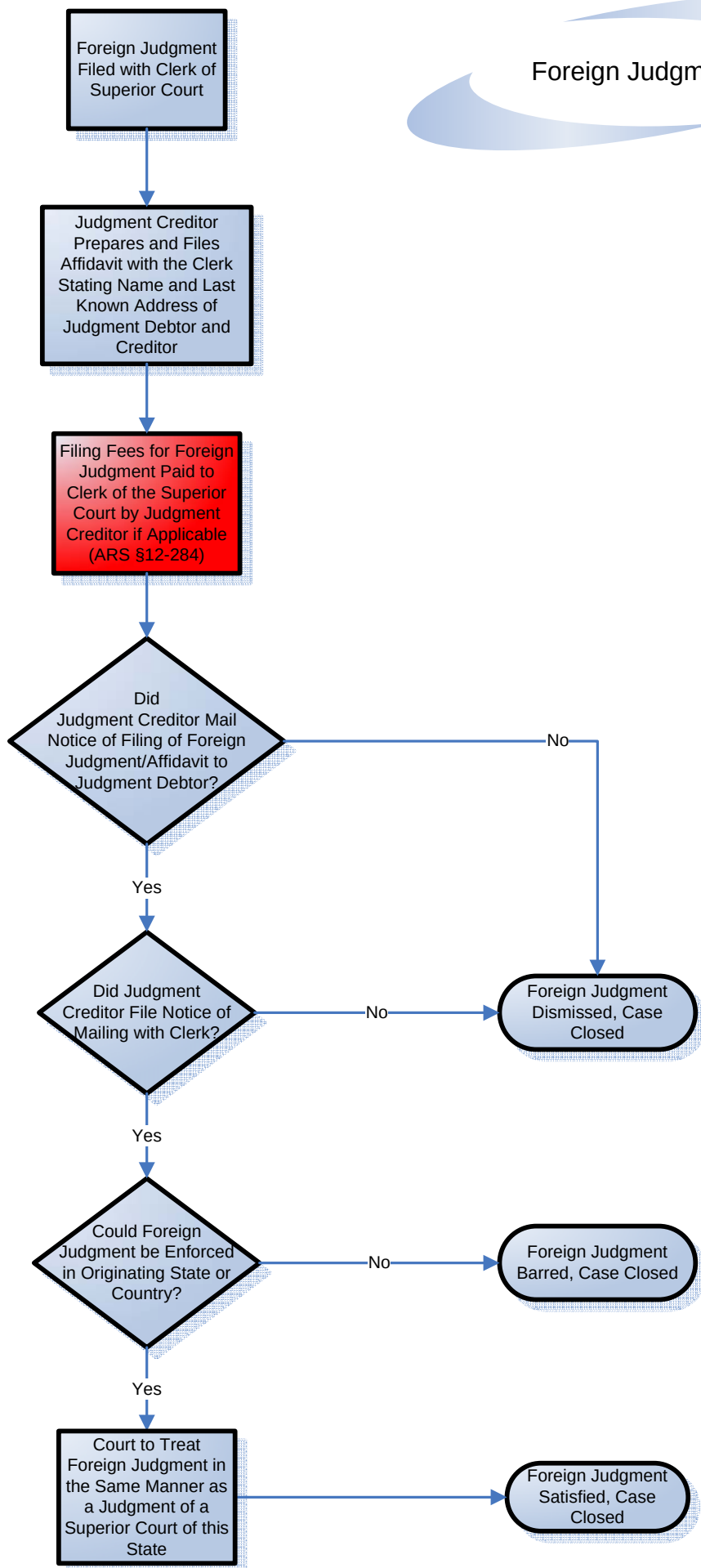
Felony Criminal Process (Complex) Continued



Forcible Detainer Appeals from LJ Court

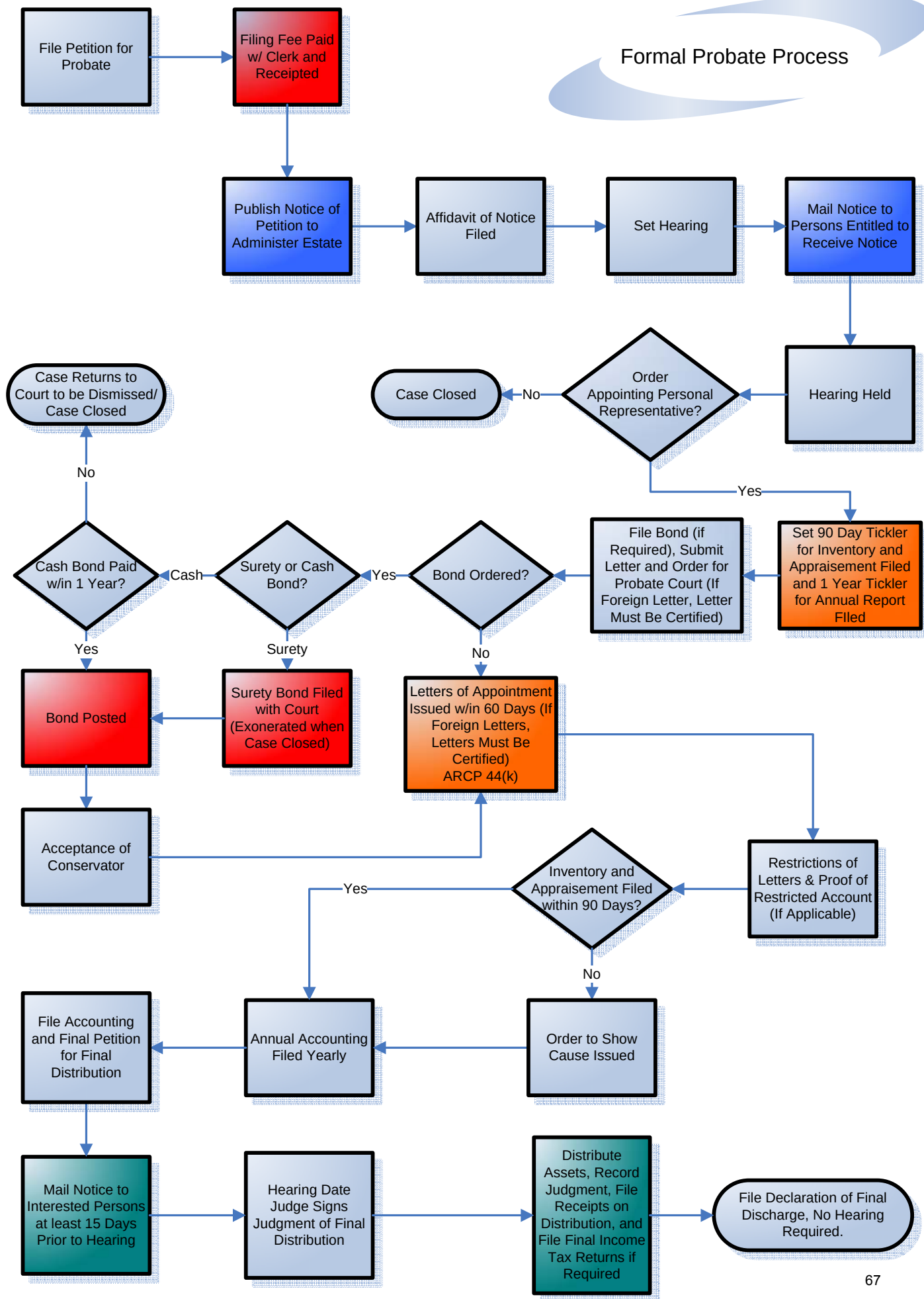


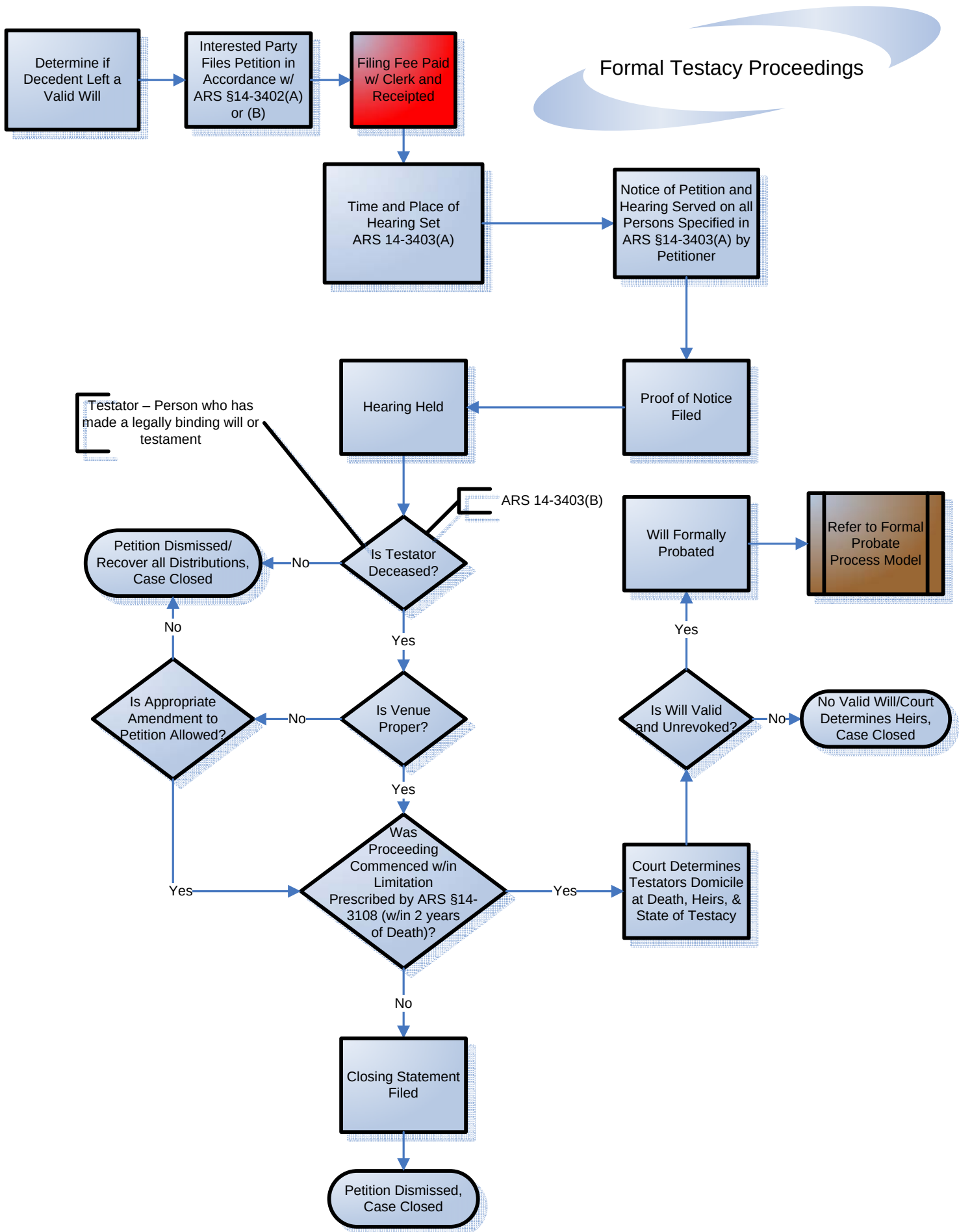




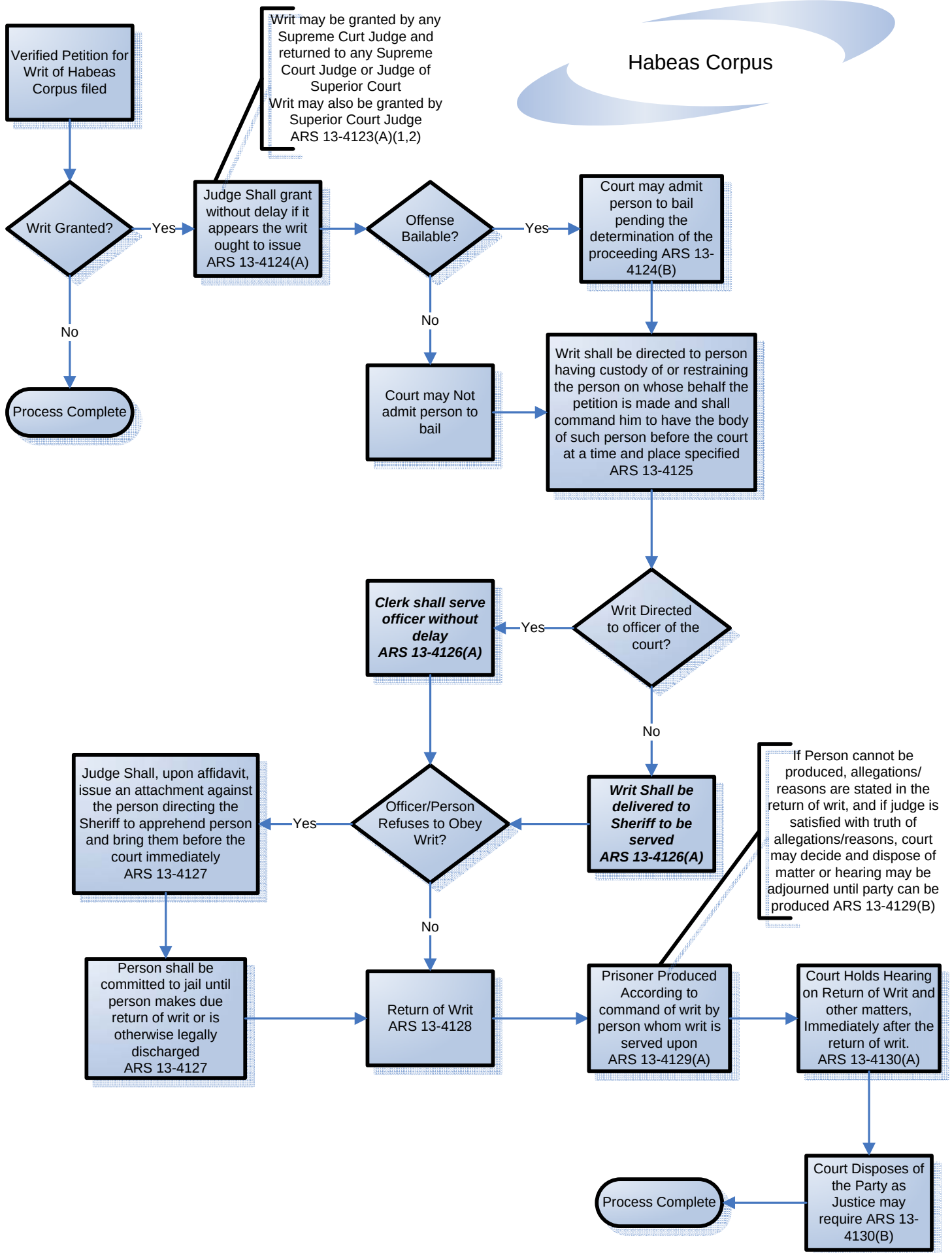
Foreign Judgment

Formal Probate Process

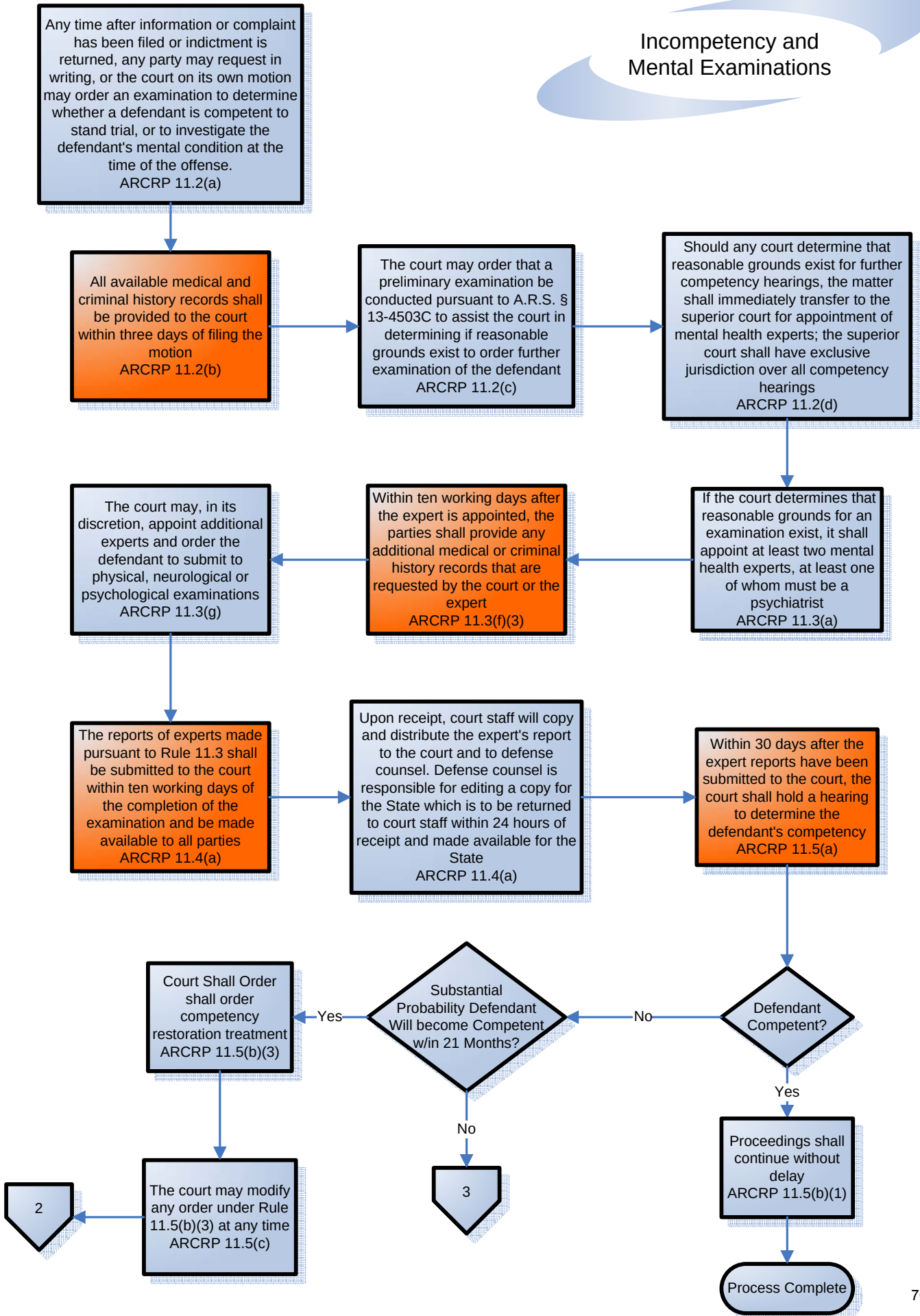




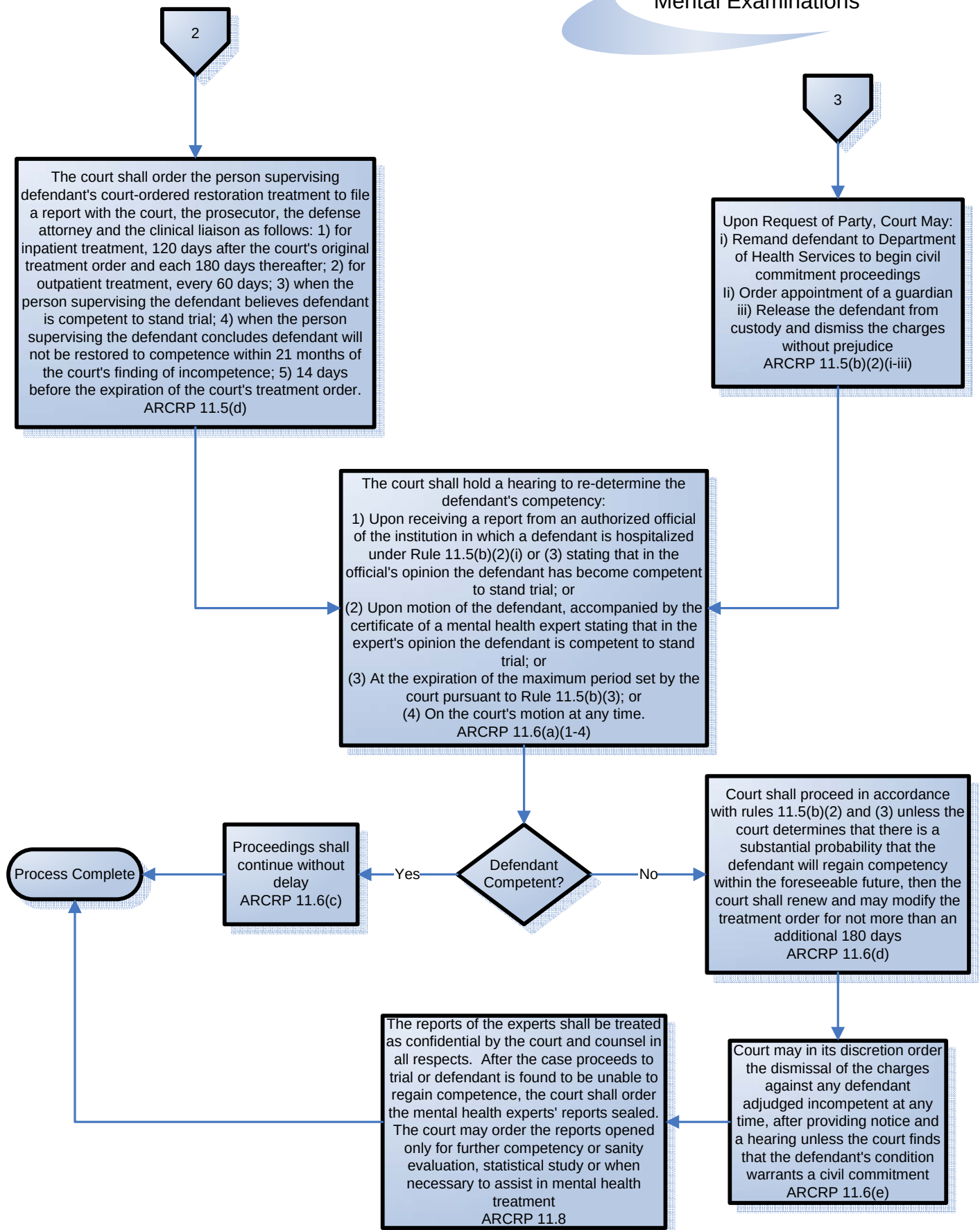
Habeas Corpus



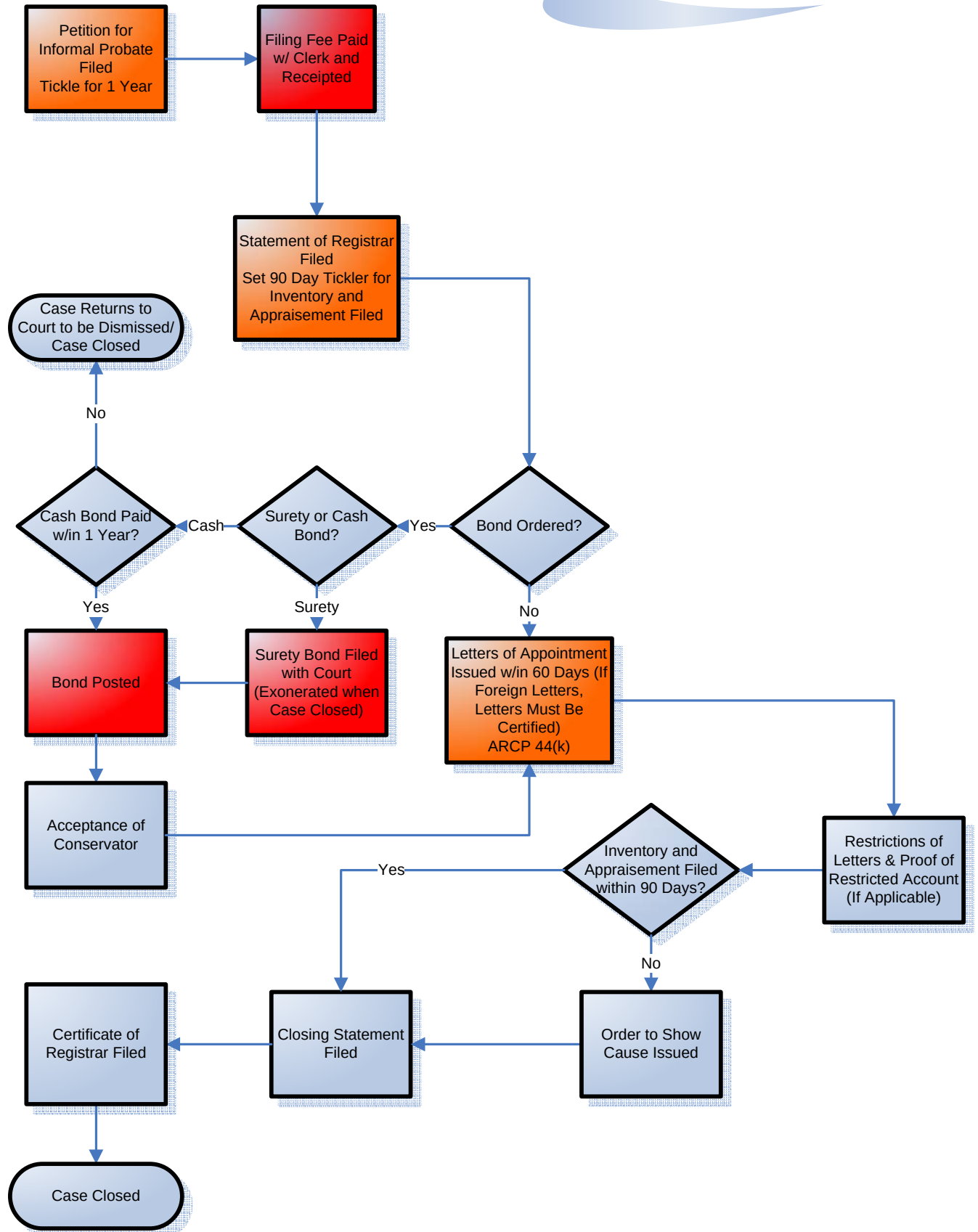
Incompetency and Mental Examinations



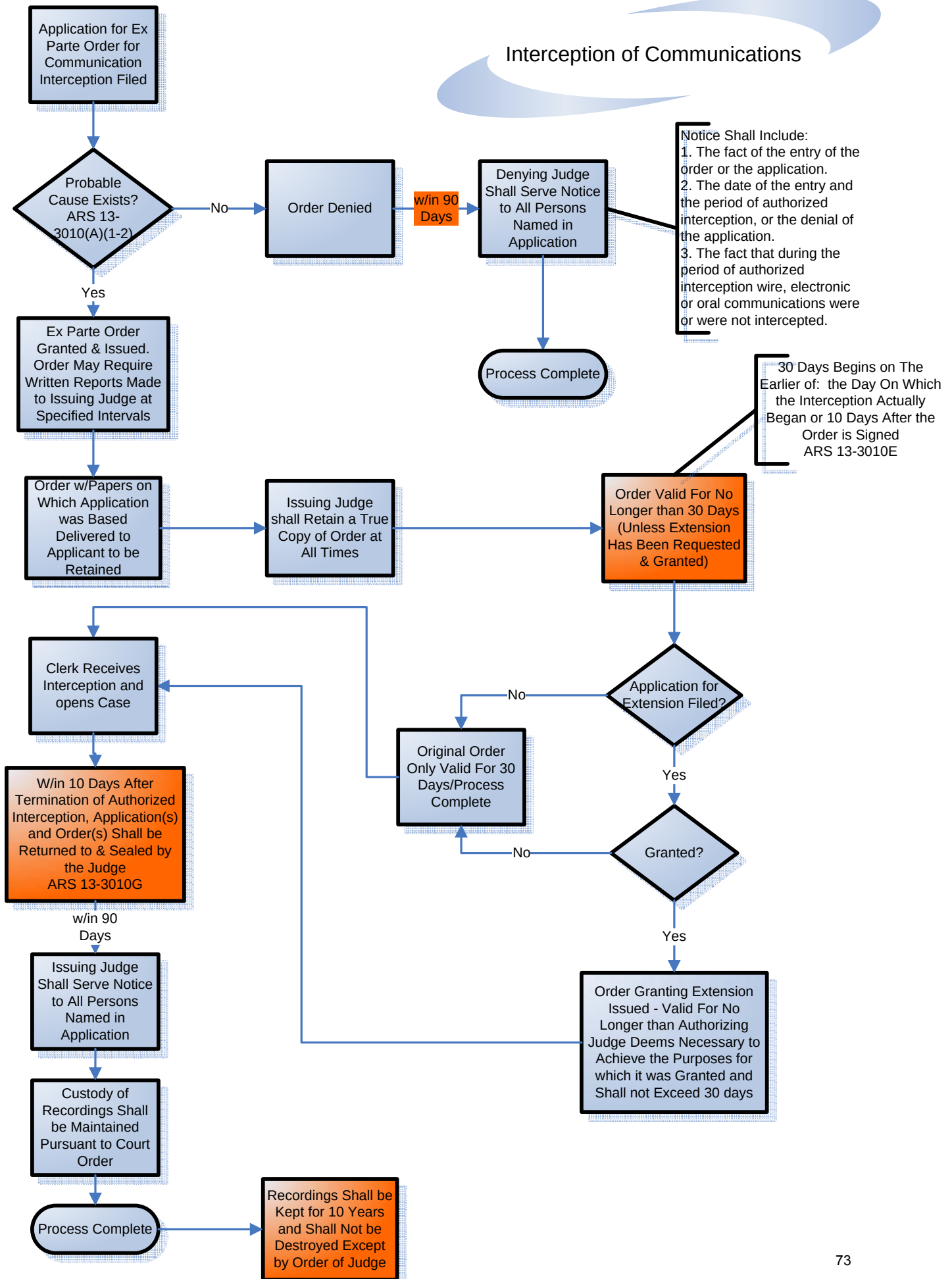
Incompetency and Mental Examinations



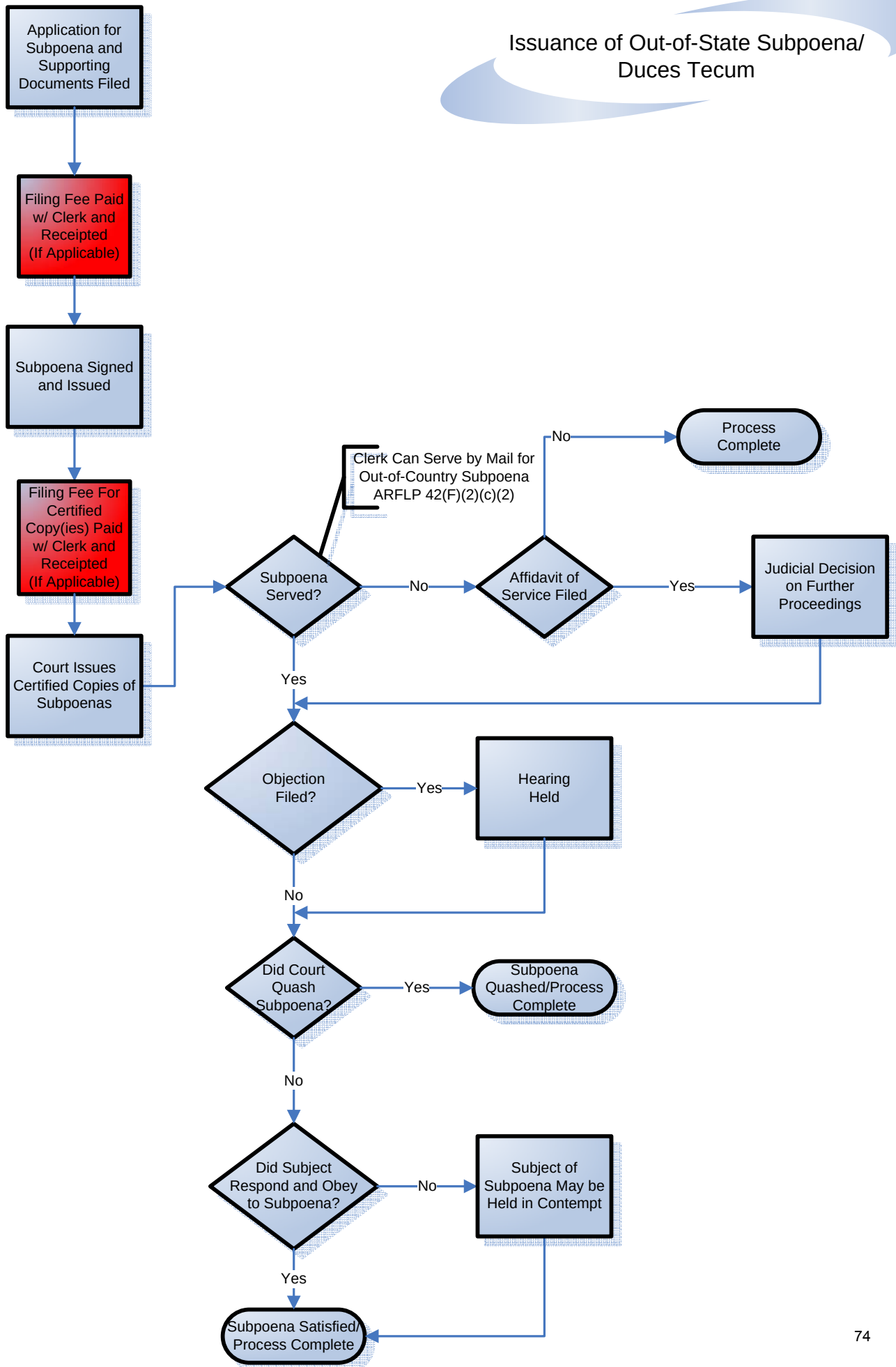
Informal Probate Process



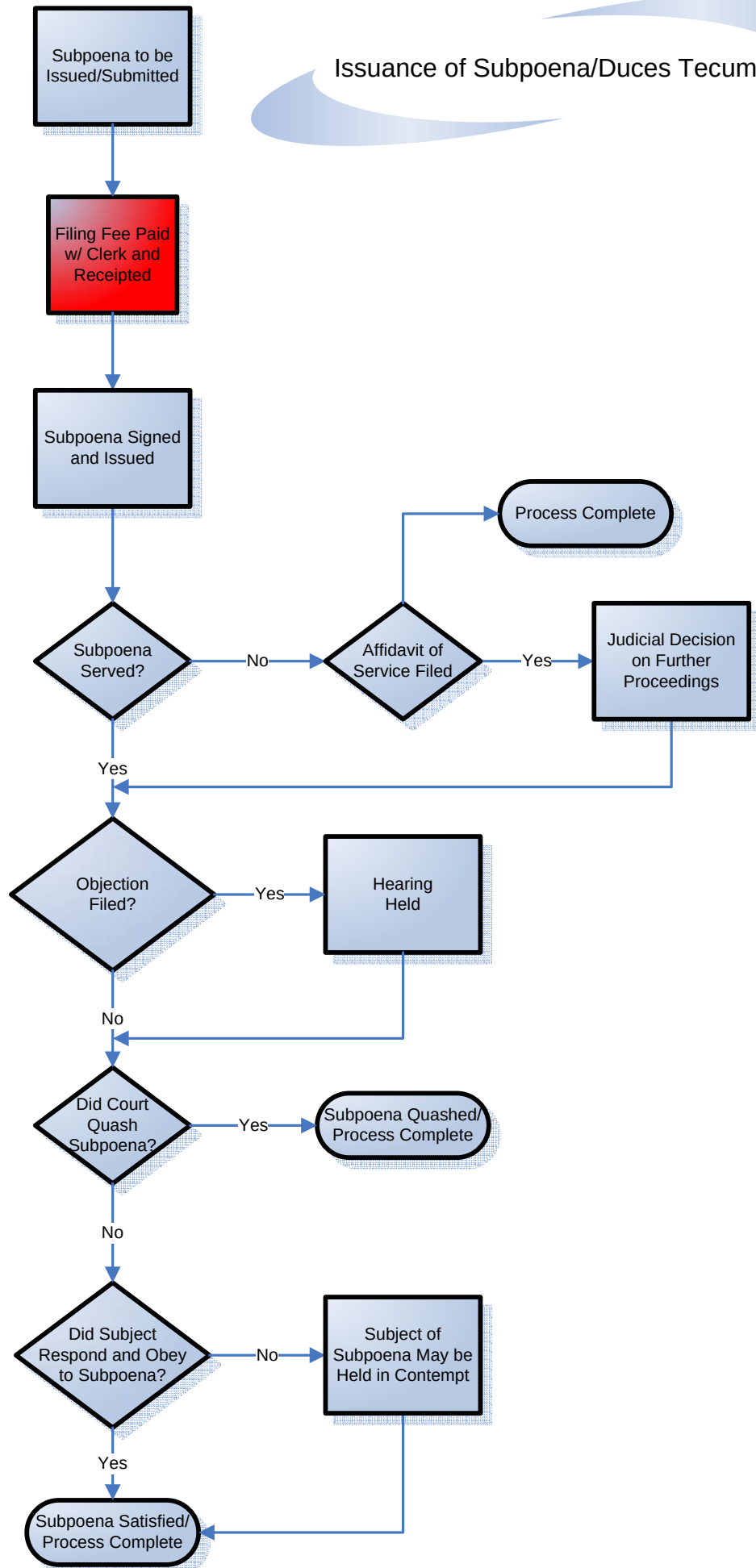
Interception of Communications

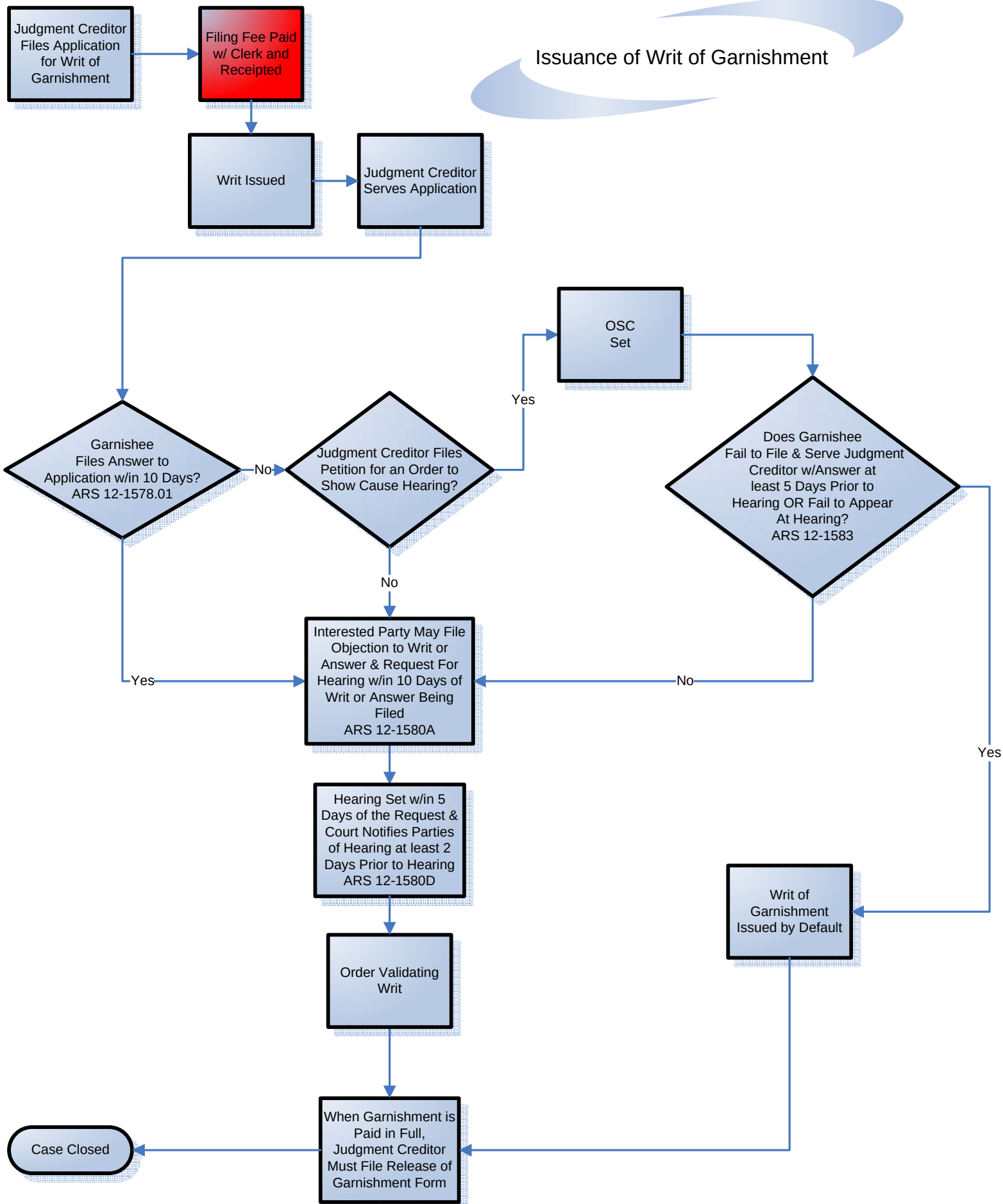


Issuance of Out-of-State Subpoena/ Duces Tecum

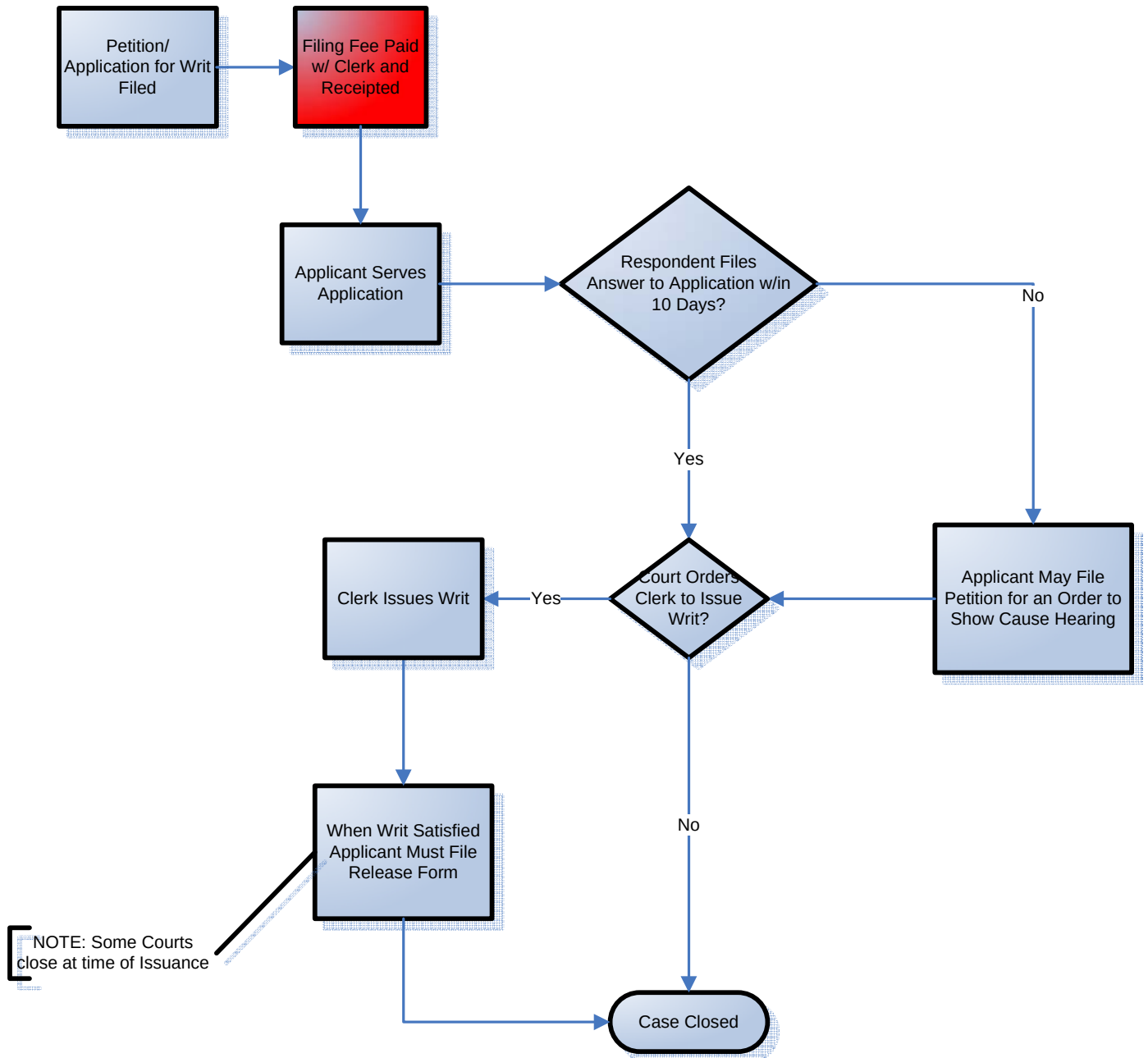


Issuance of Subpoena/Duces Tecum

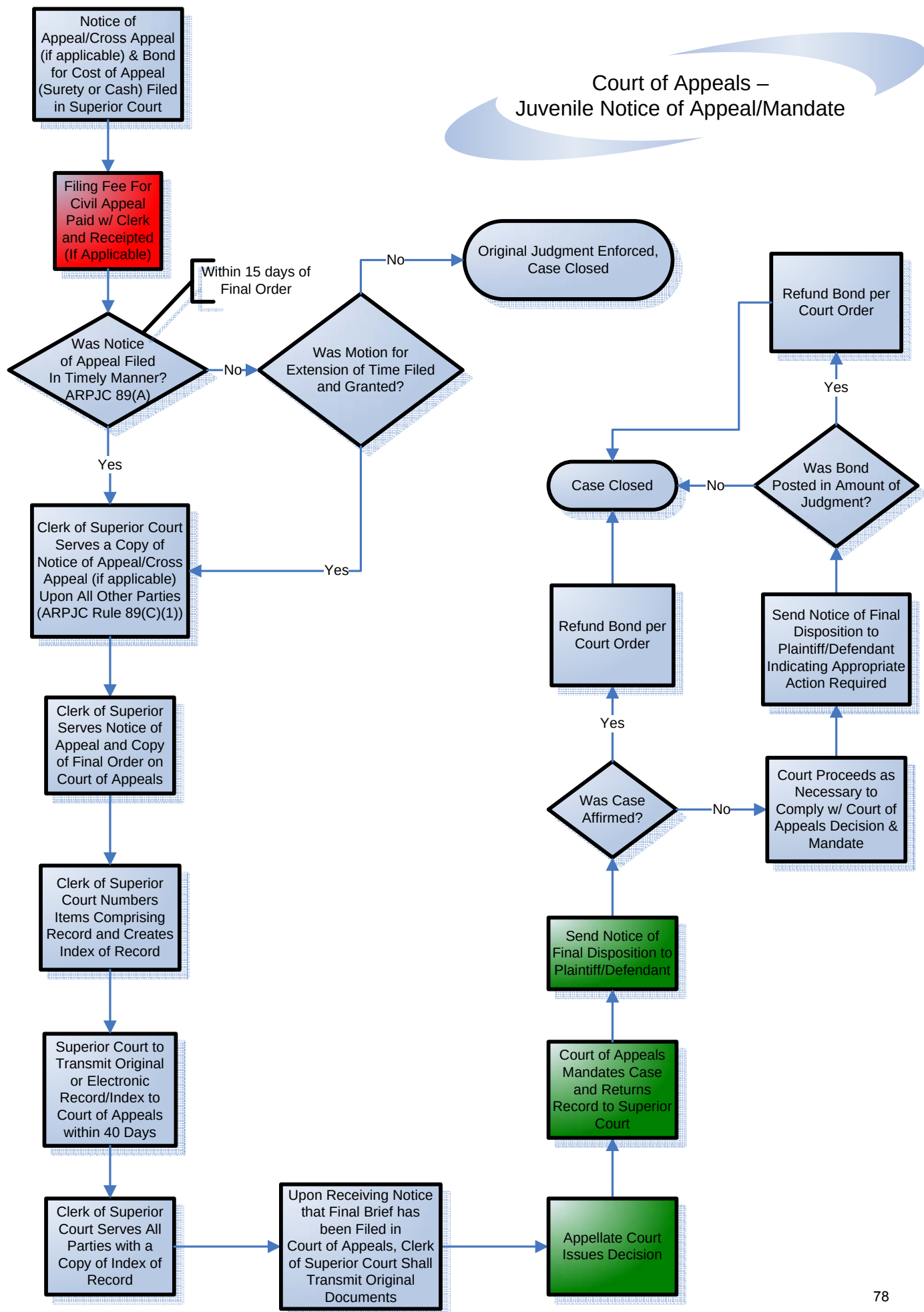




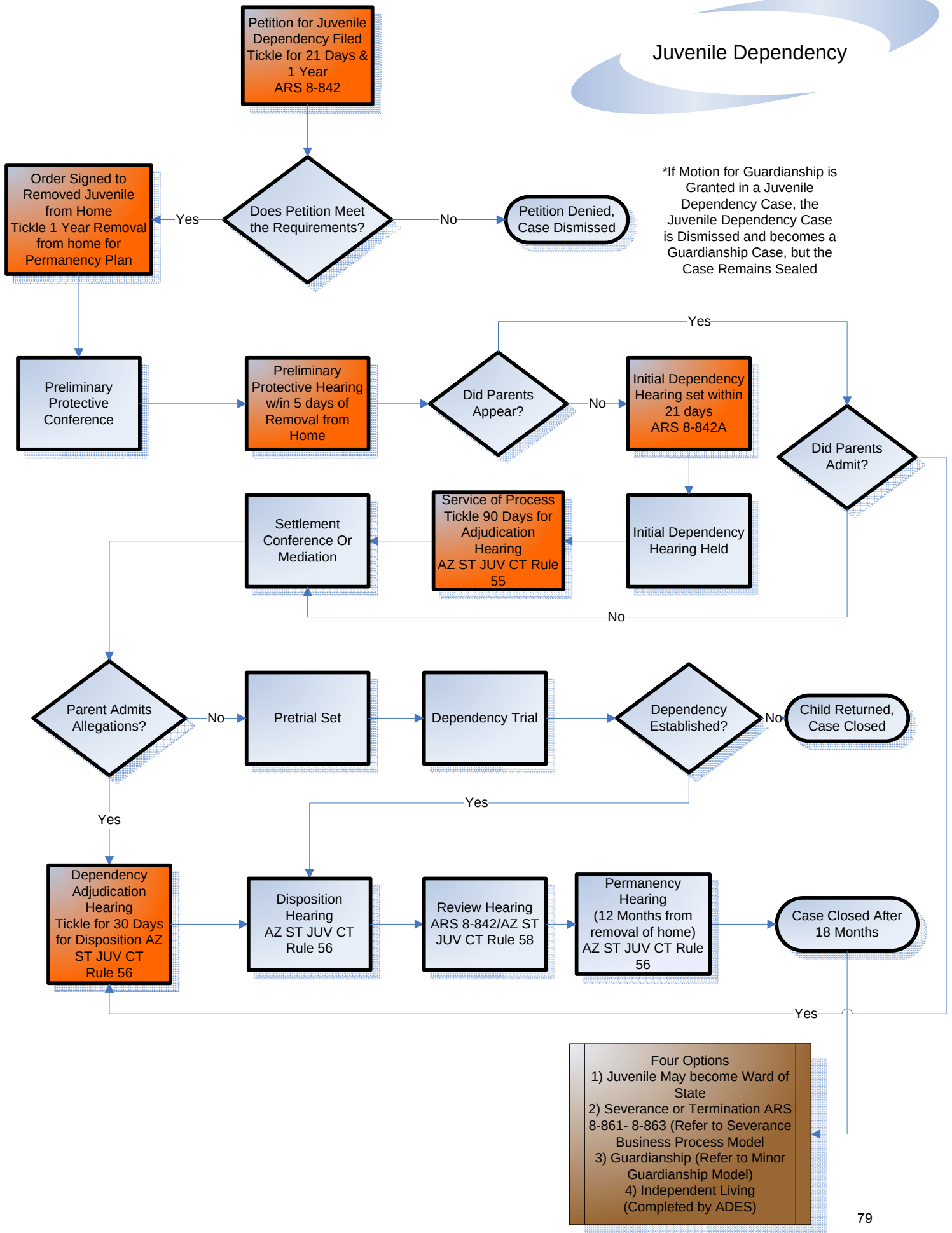
Issuance of Writs



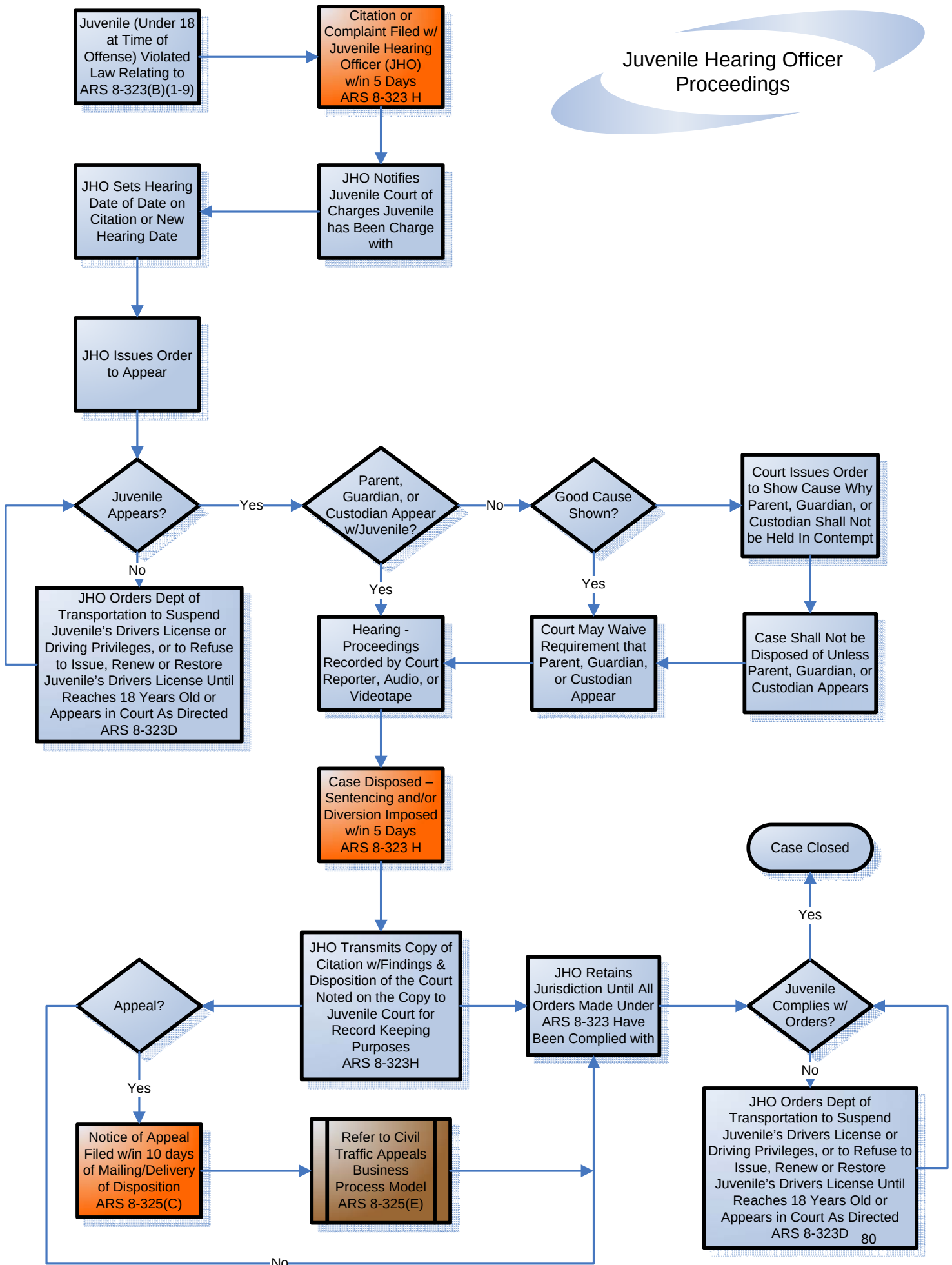
Court of Appeals – Juvenile Notice of Appeal/Mandate



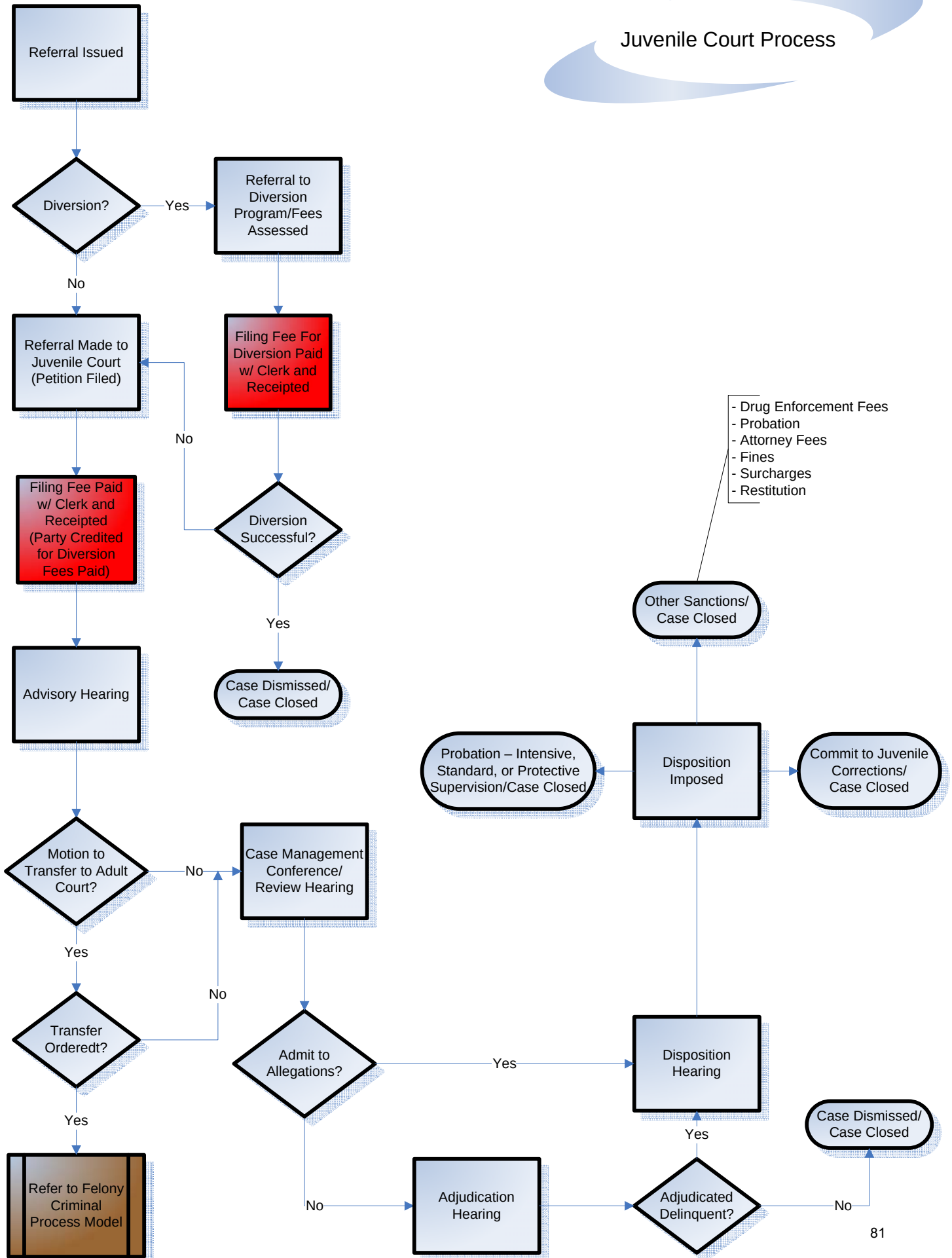
Juvenile Dependency



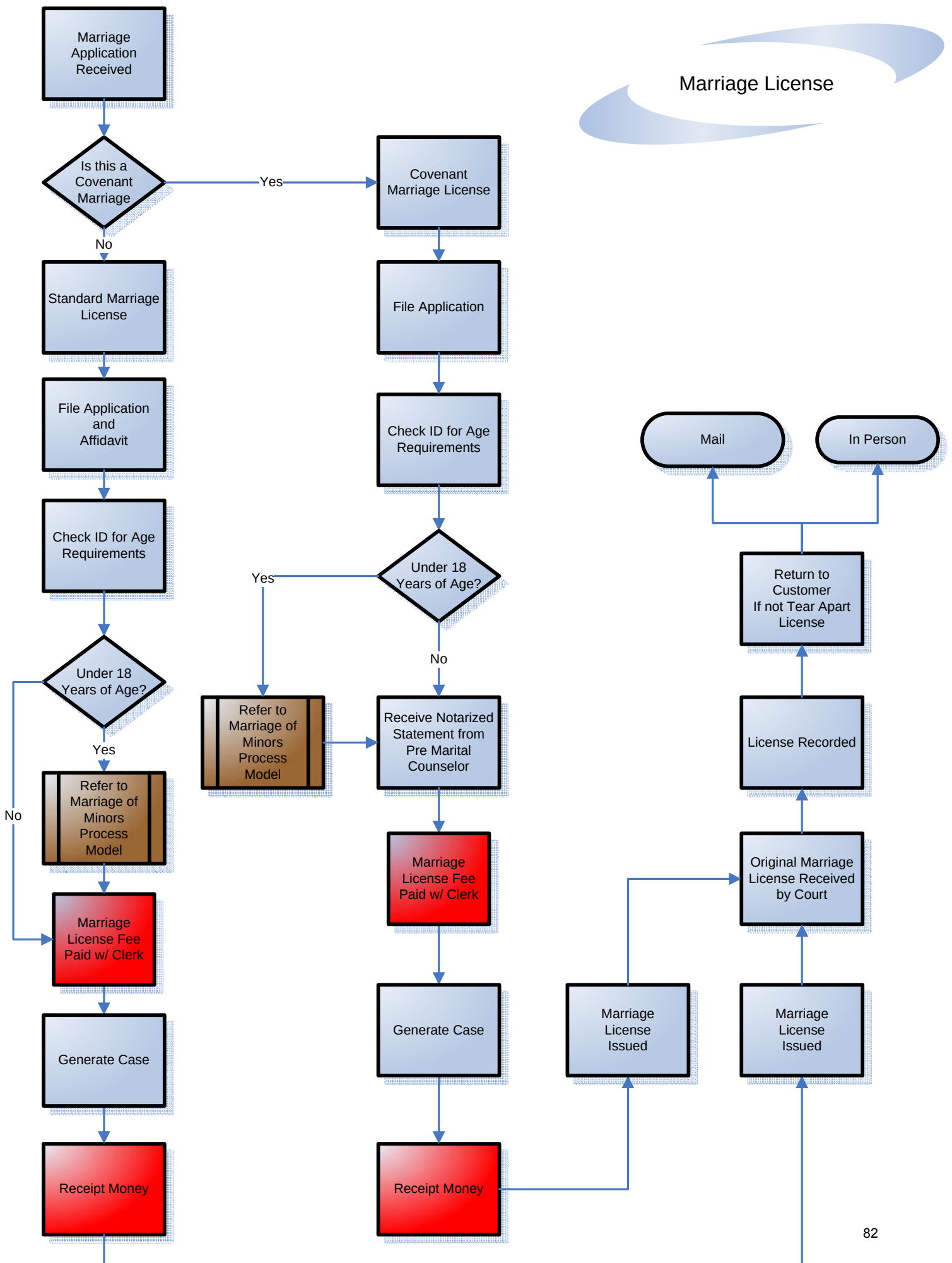
Juvenile Hearing Officer Proceedings



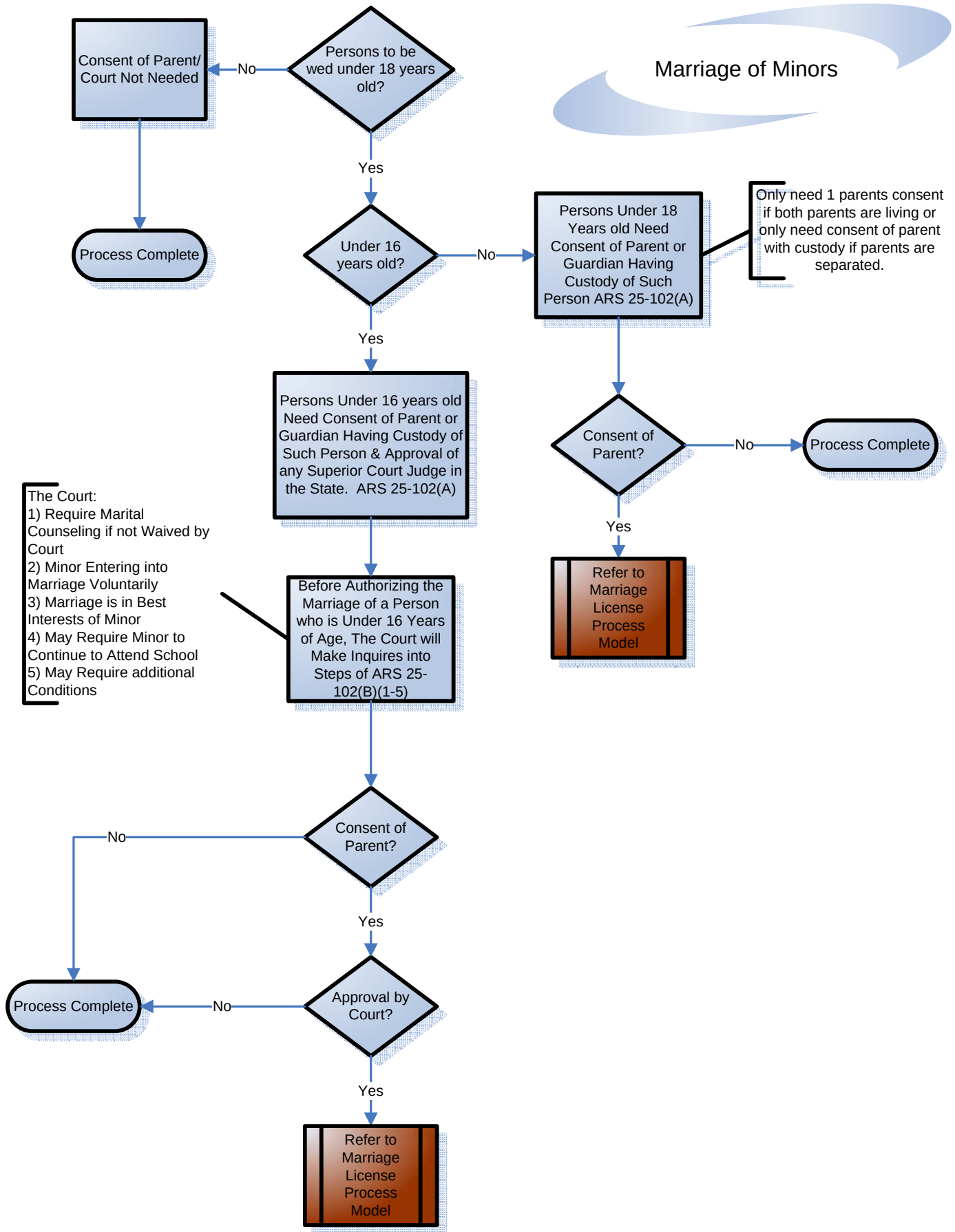
Juvenile Court Process

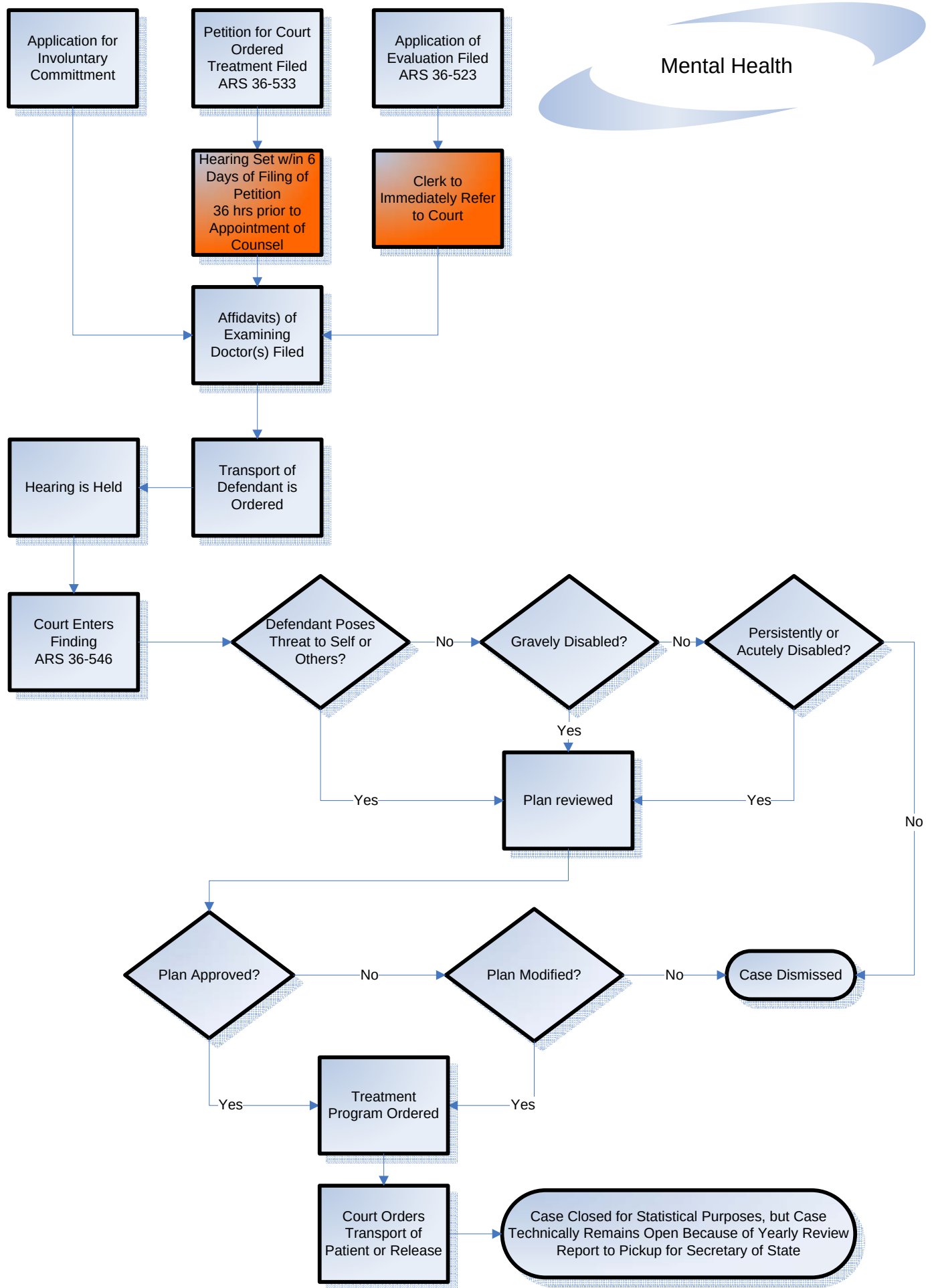


Marriage License



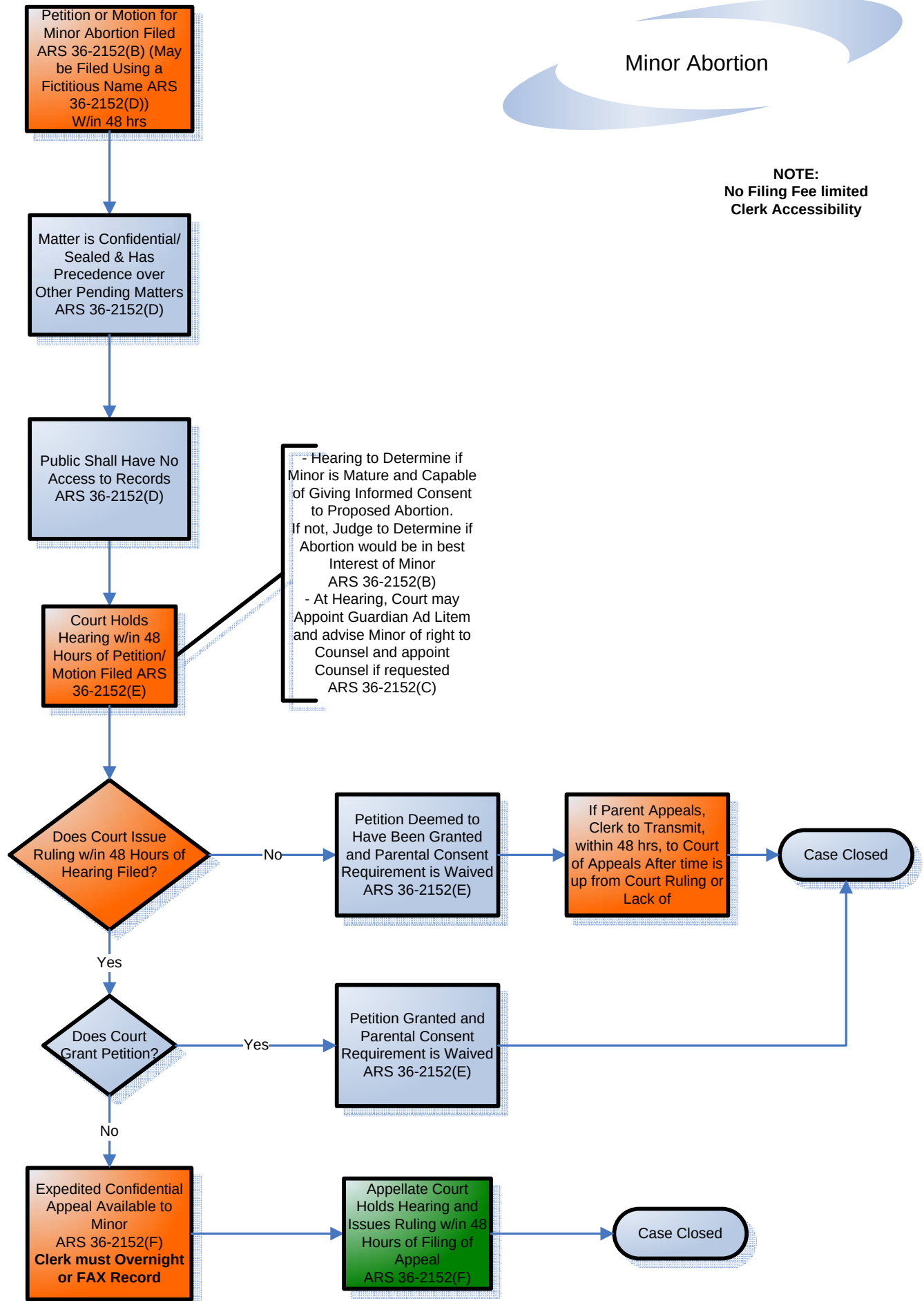
Marriage of Minors

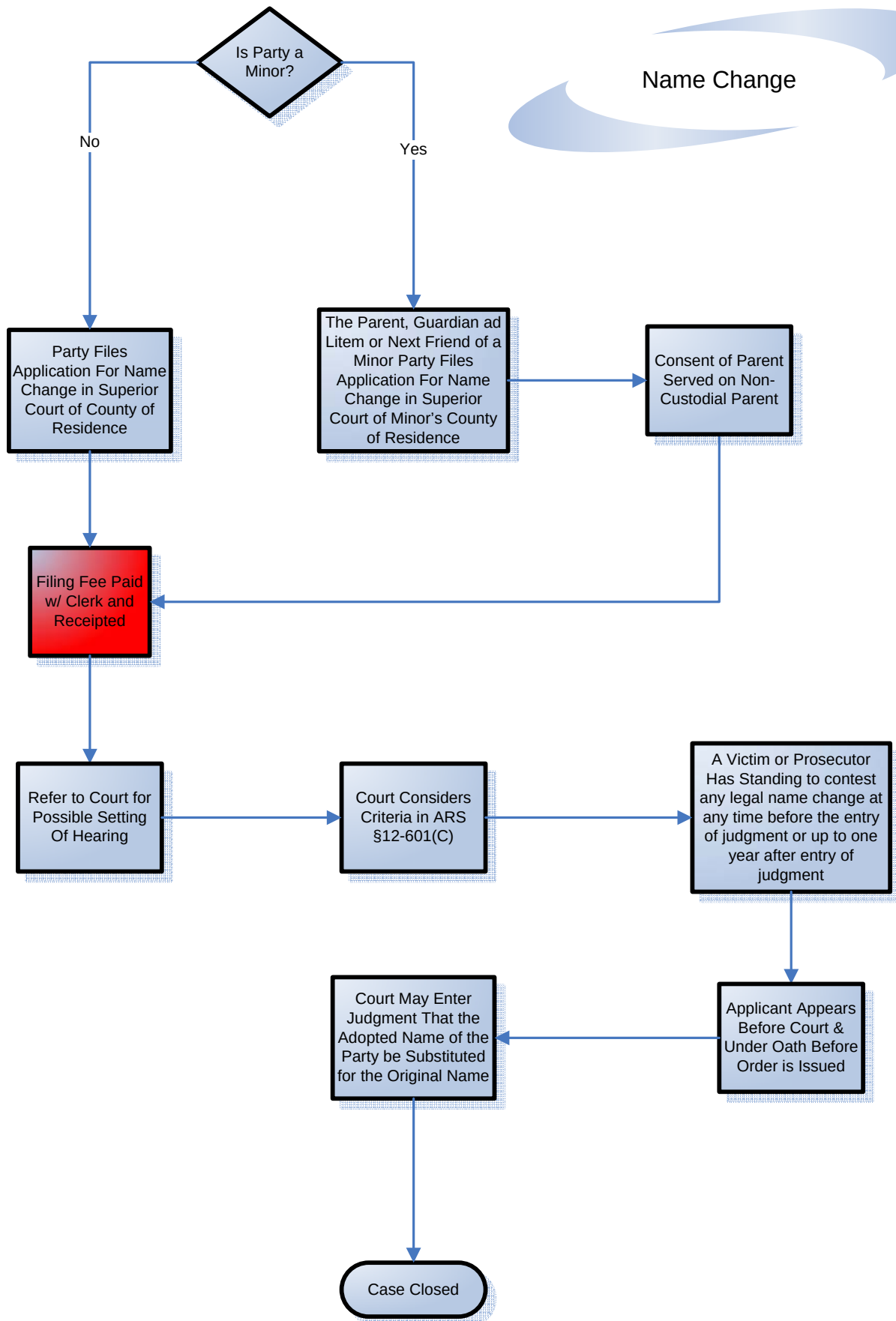




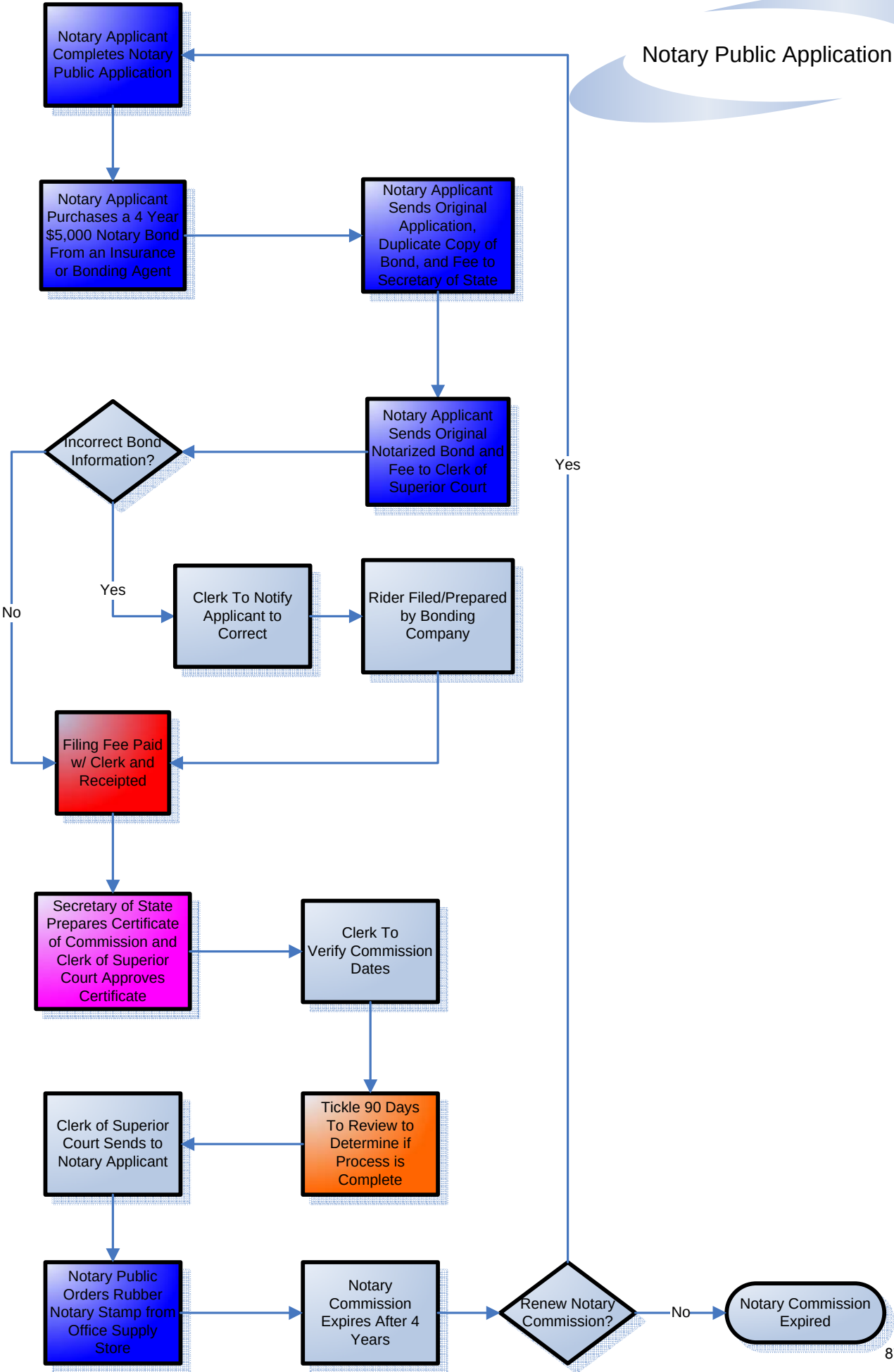
Minor Abortion

NOTE:
No Filing Fee limited
Clerk Accessibility

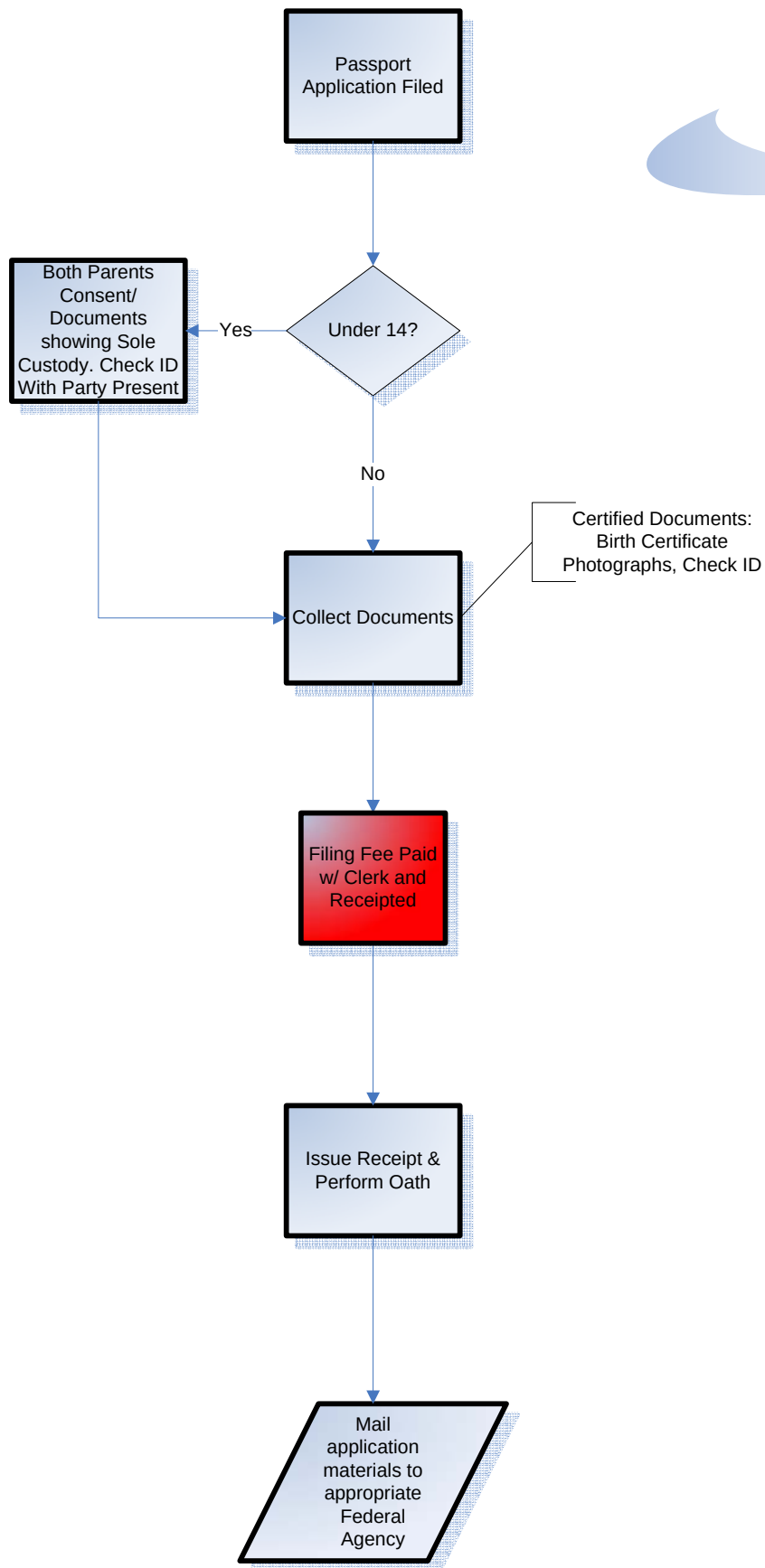




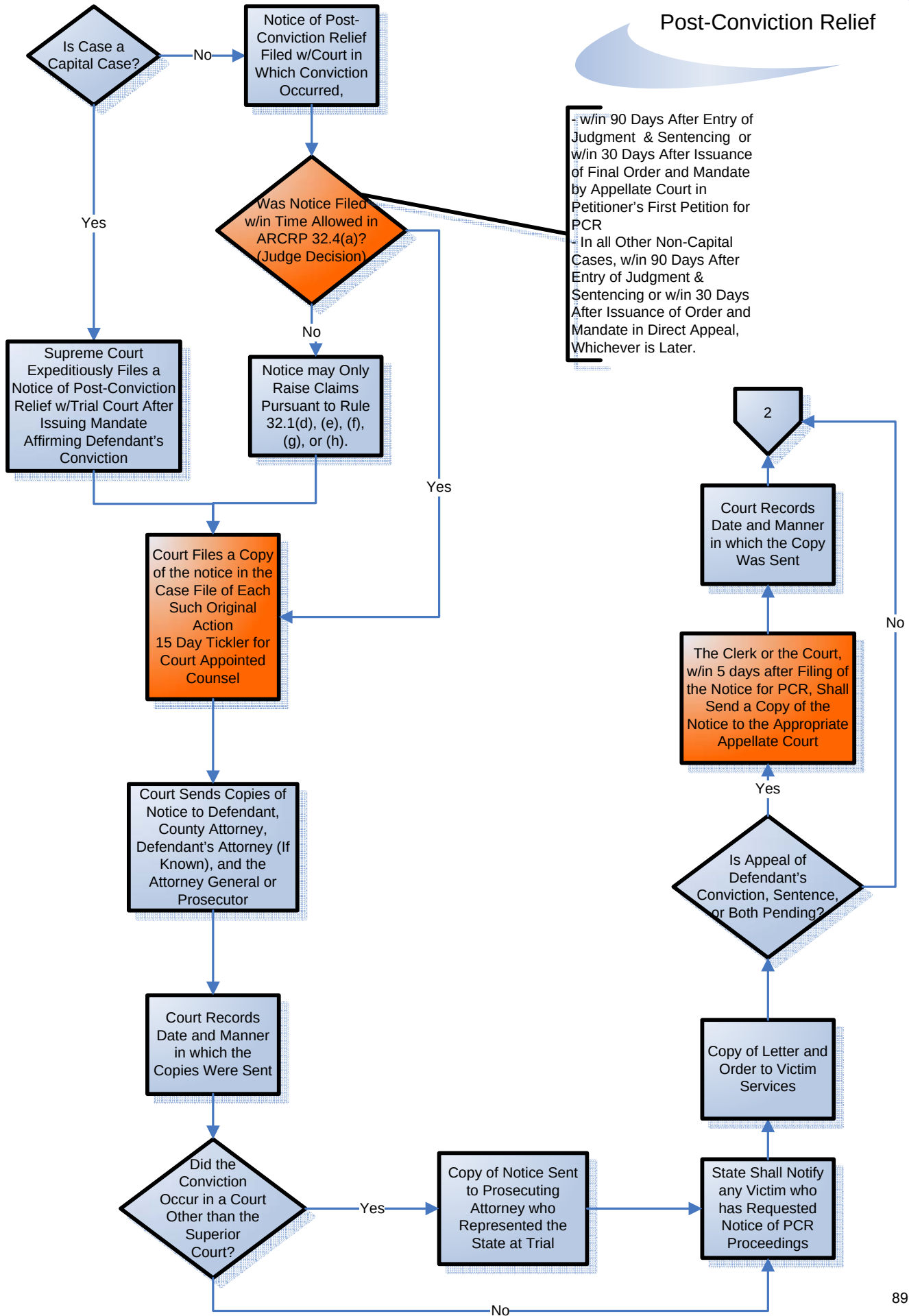
Notary Public Application



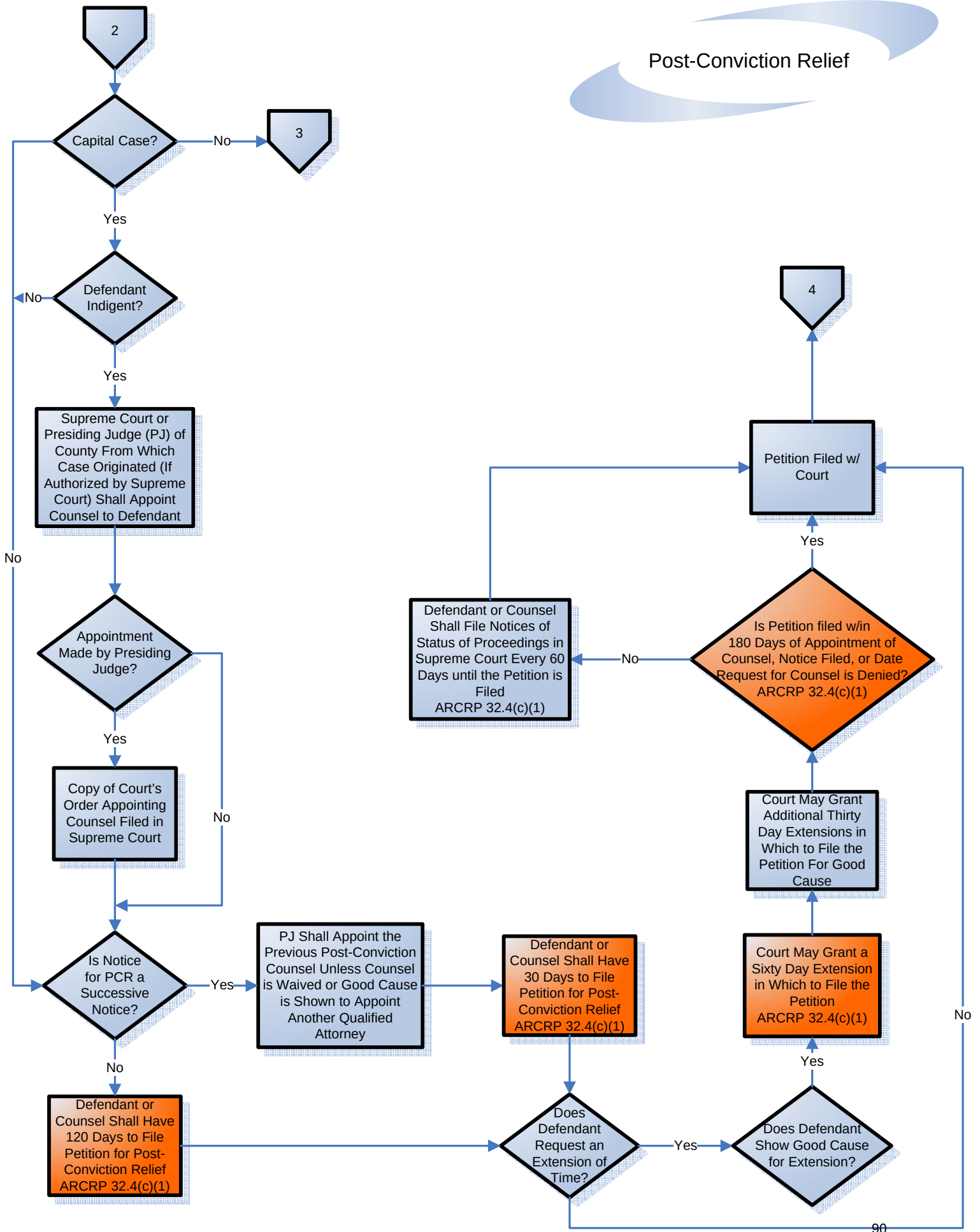
Passport Process



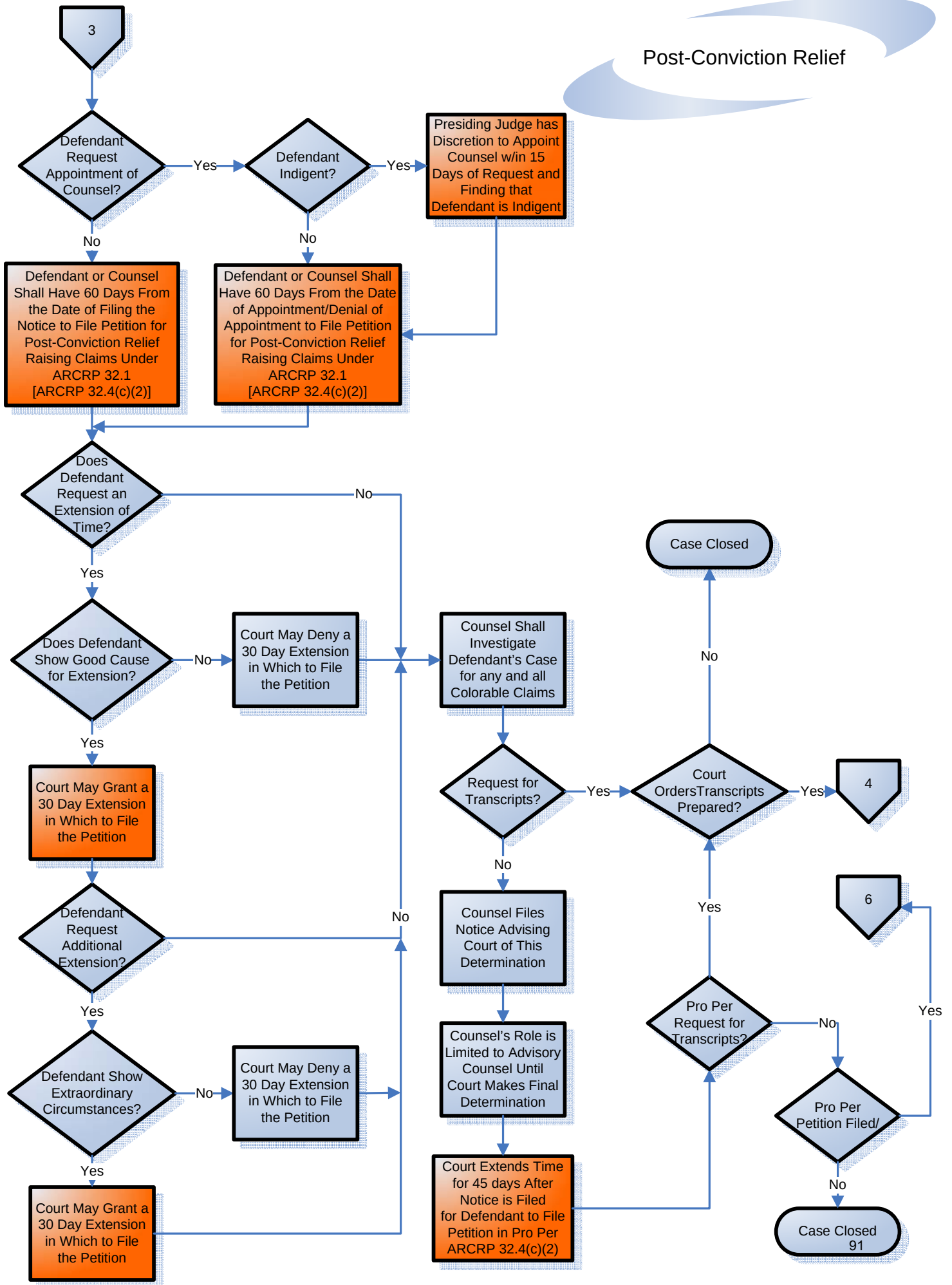
Post-Conviction Relief



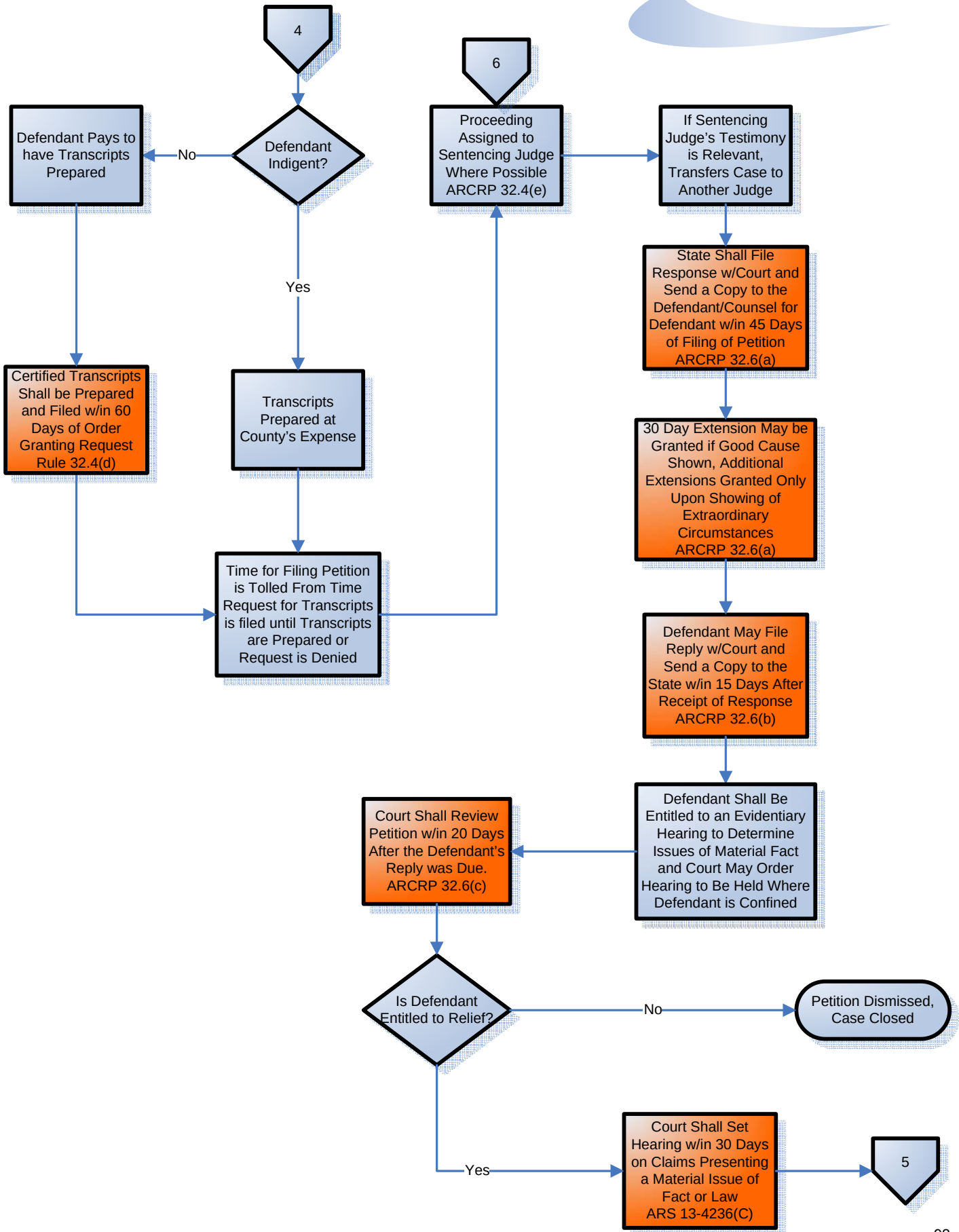
Post-Conviction Relief

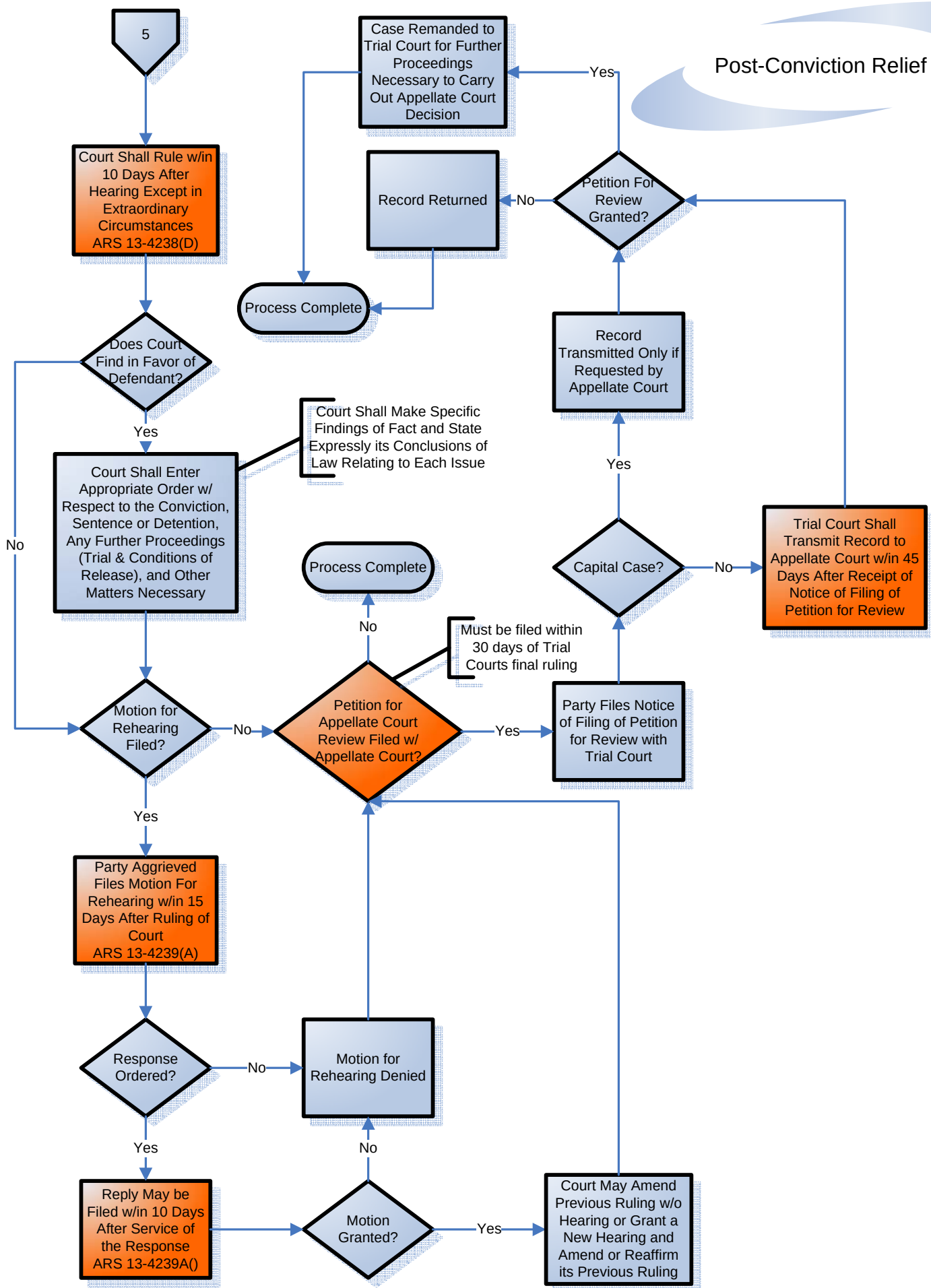


Post-Conviction Relief



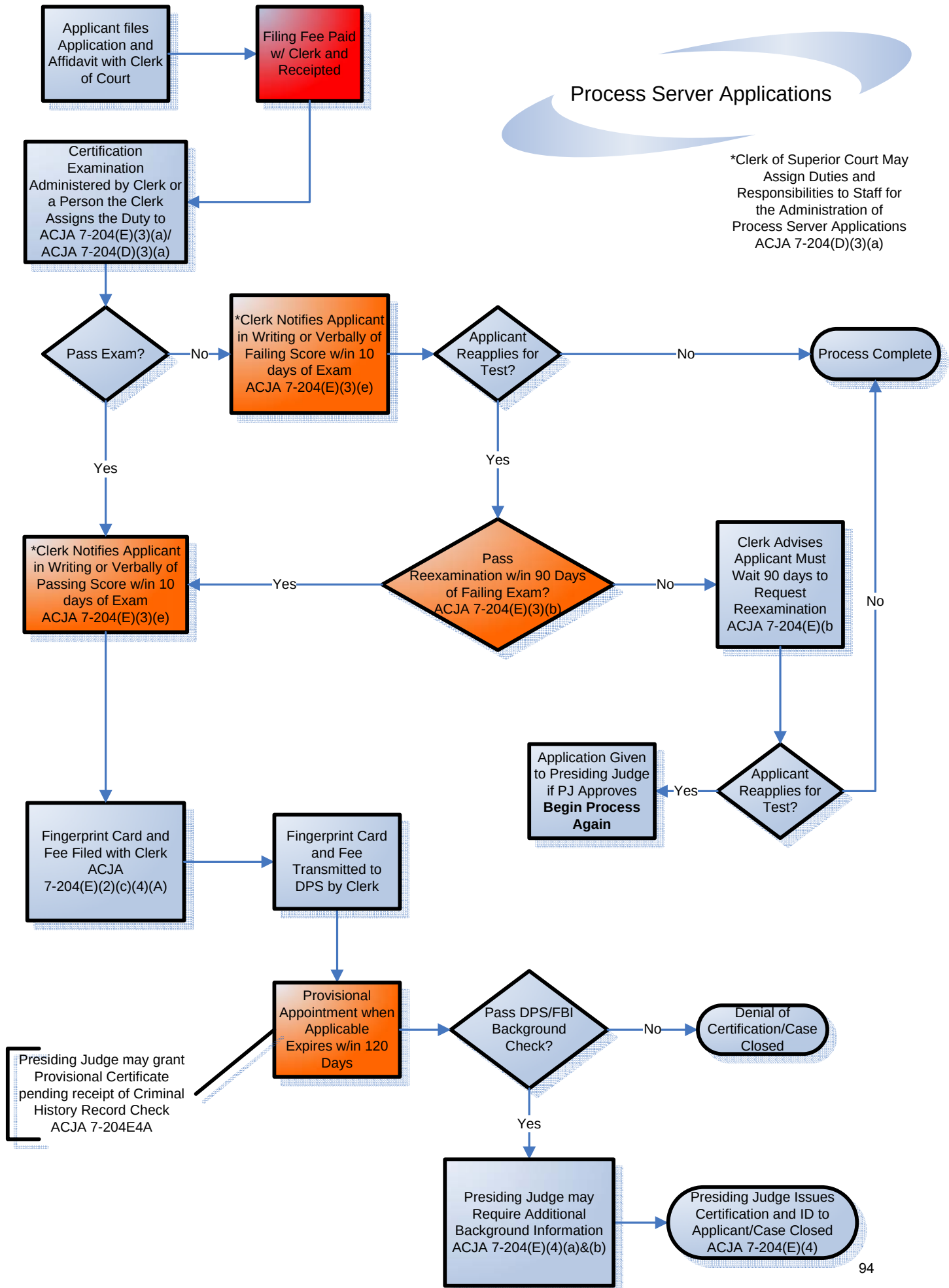
Post-Conviction Relief

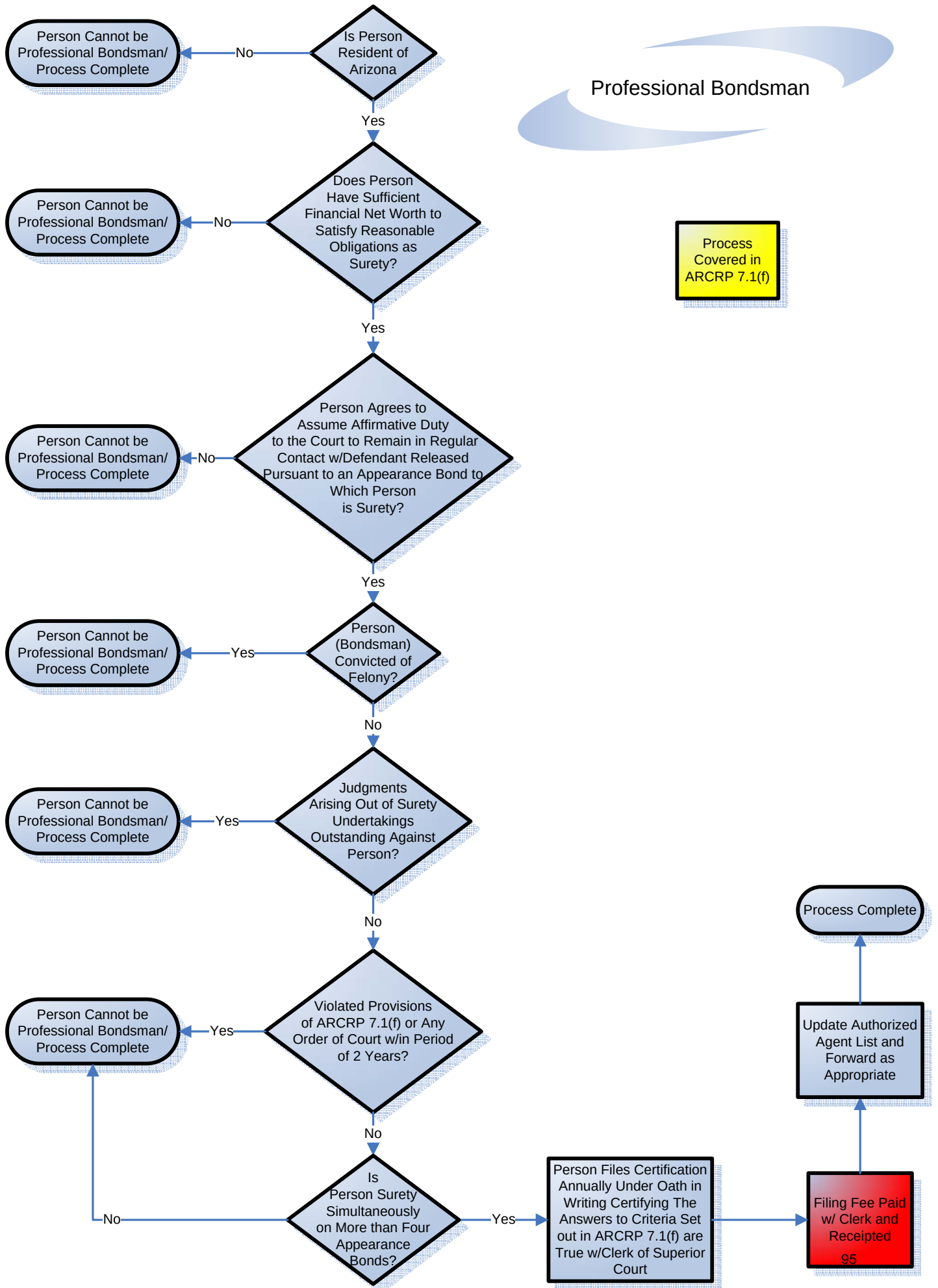




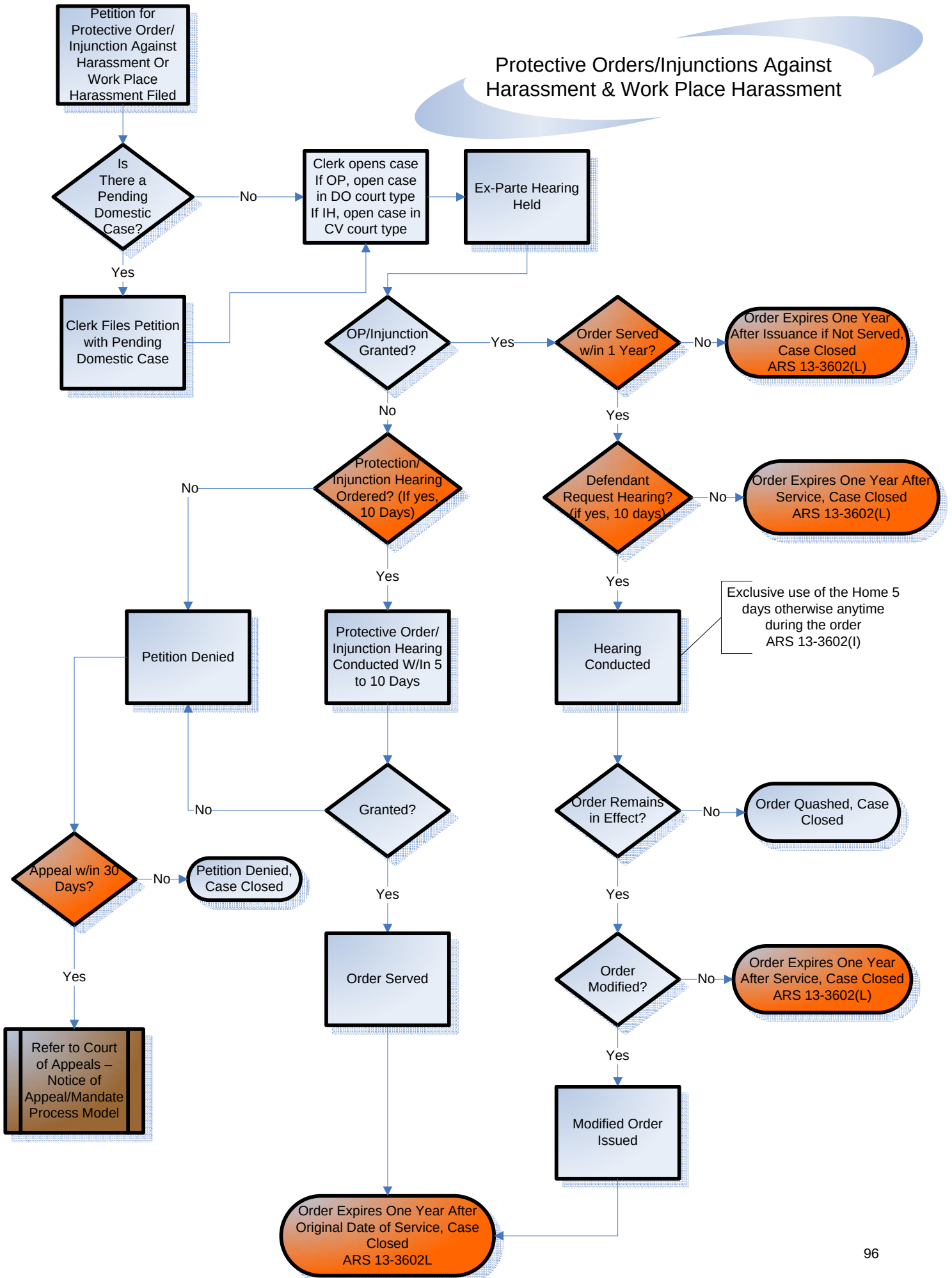
Process Server Applications

*Clerk of Superior Court May Assign Duties and Responsibilities to Staff for the Administration of Process Server Applications
ACJA 7-204(D)(3)(a)





Protective Orders/Injunctions Against Harassment & Work Place Harassment

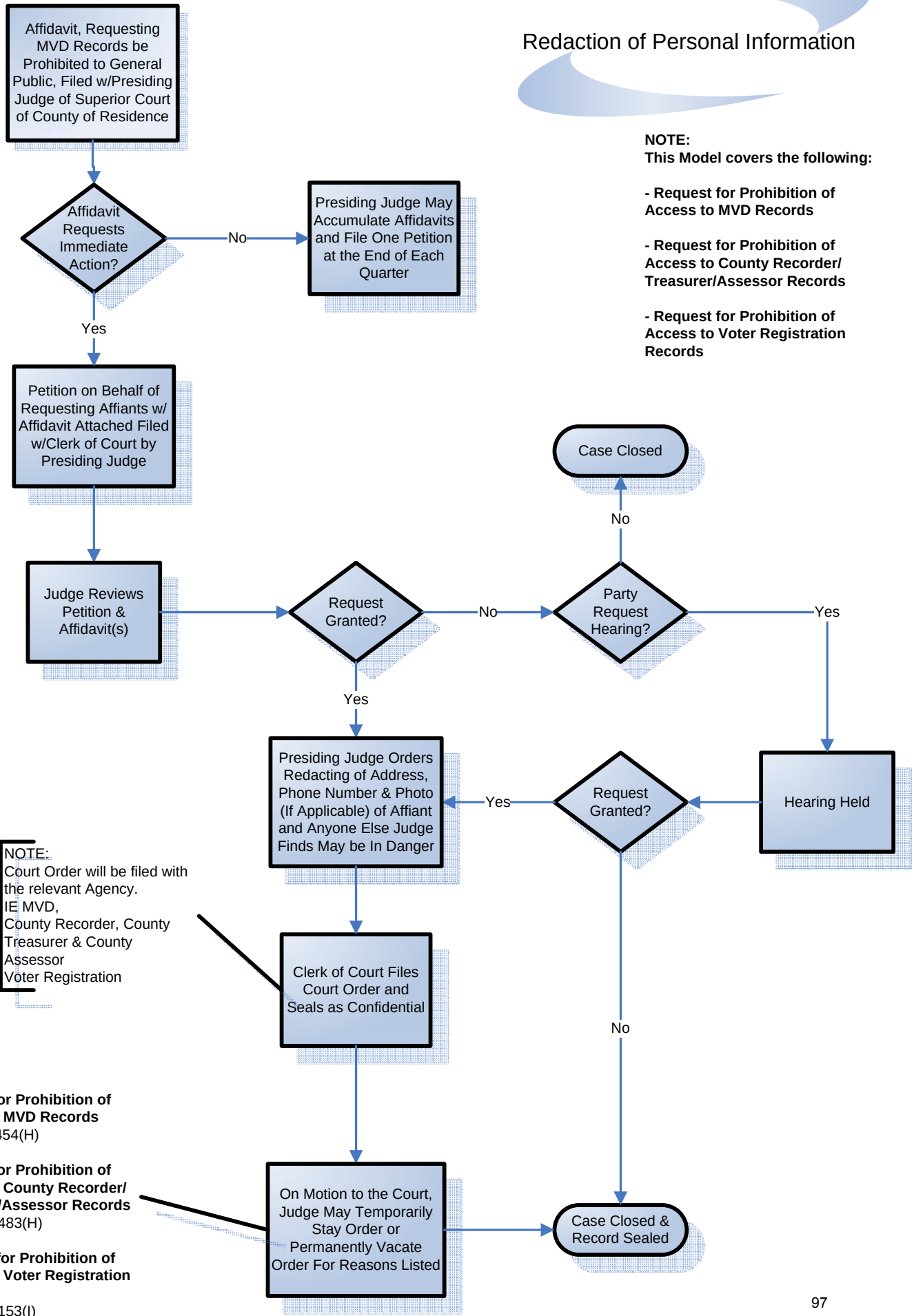


Redaction of Personal Information

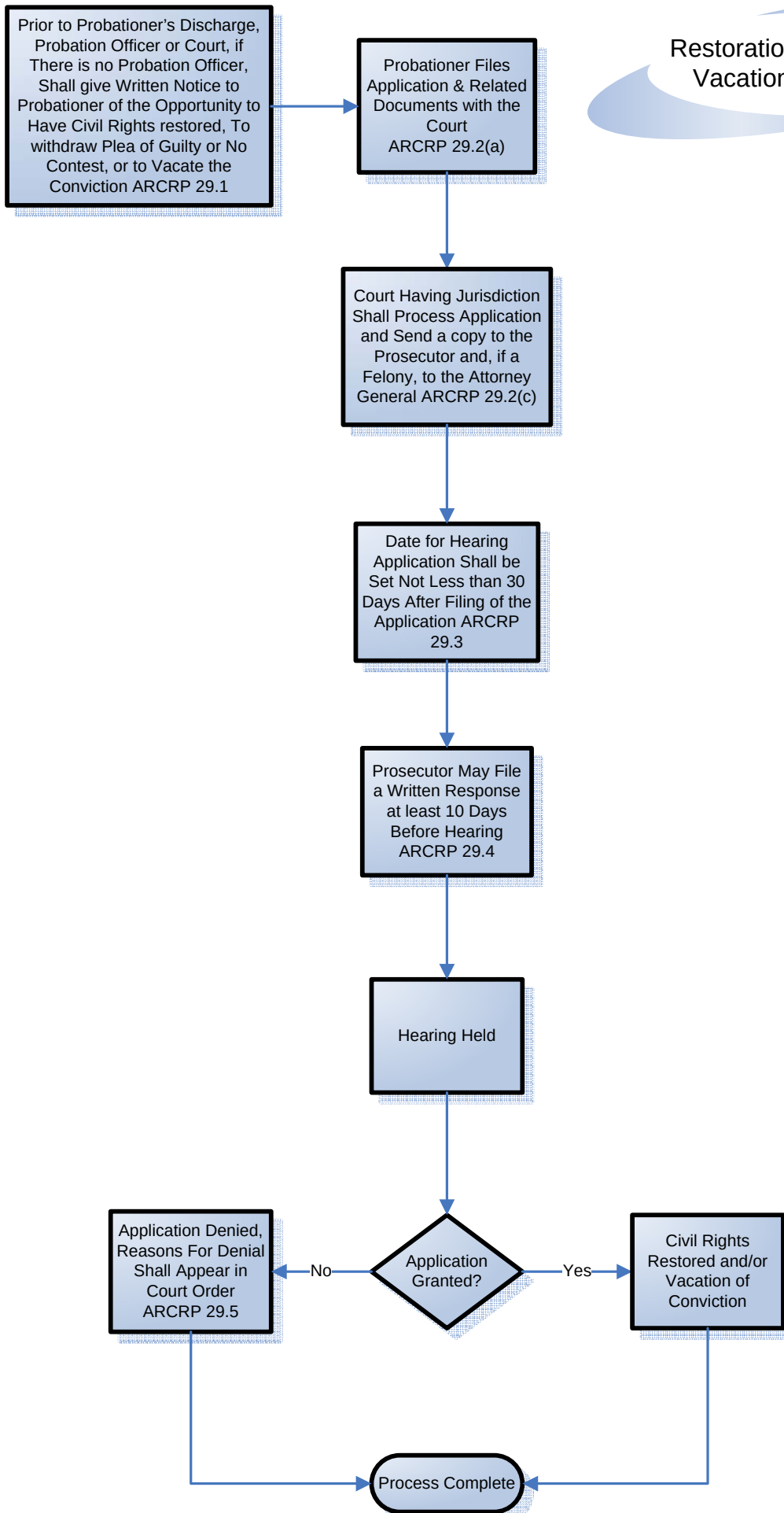
NOTE:

This Model covers the following:

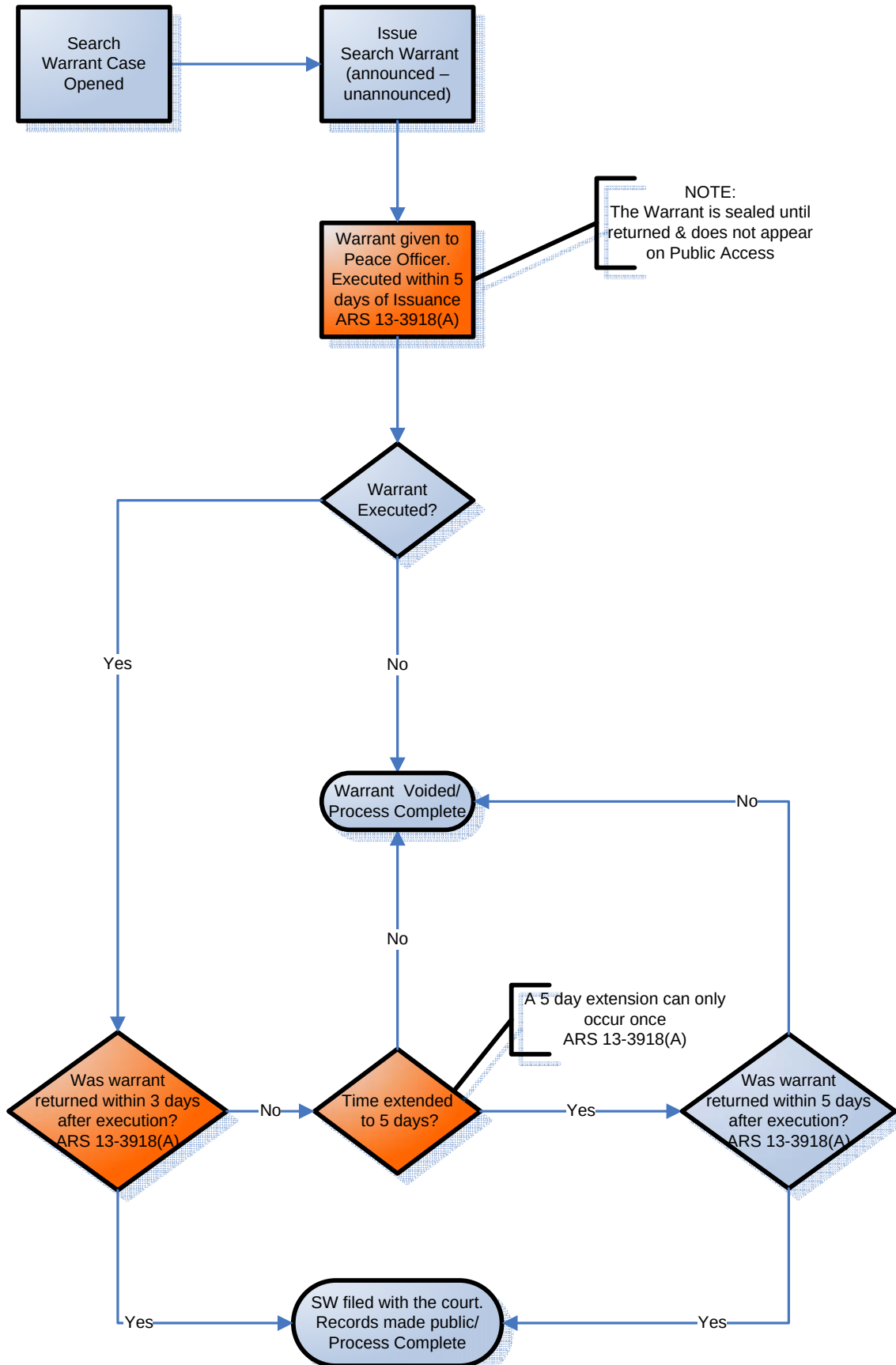
- Request for Prohibition of Access to MVD Records
- Request for Prohibition of Access to County Recorder/Treasurer/Assessor Records
- Request for Prohibition of Access to Voter Registration Records



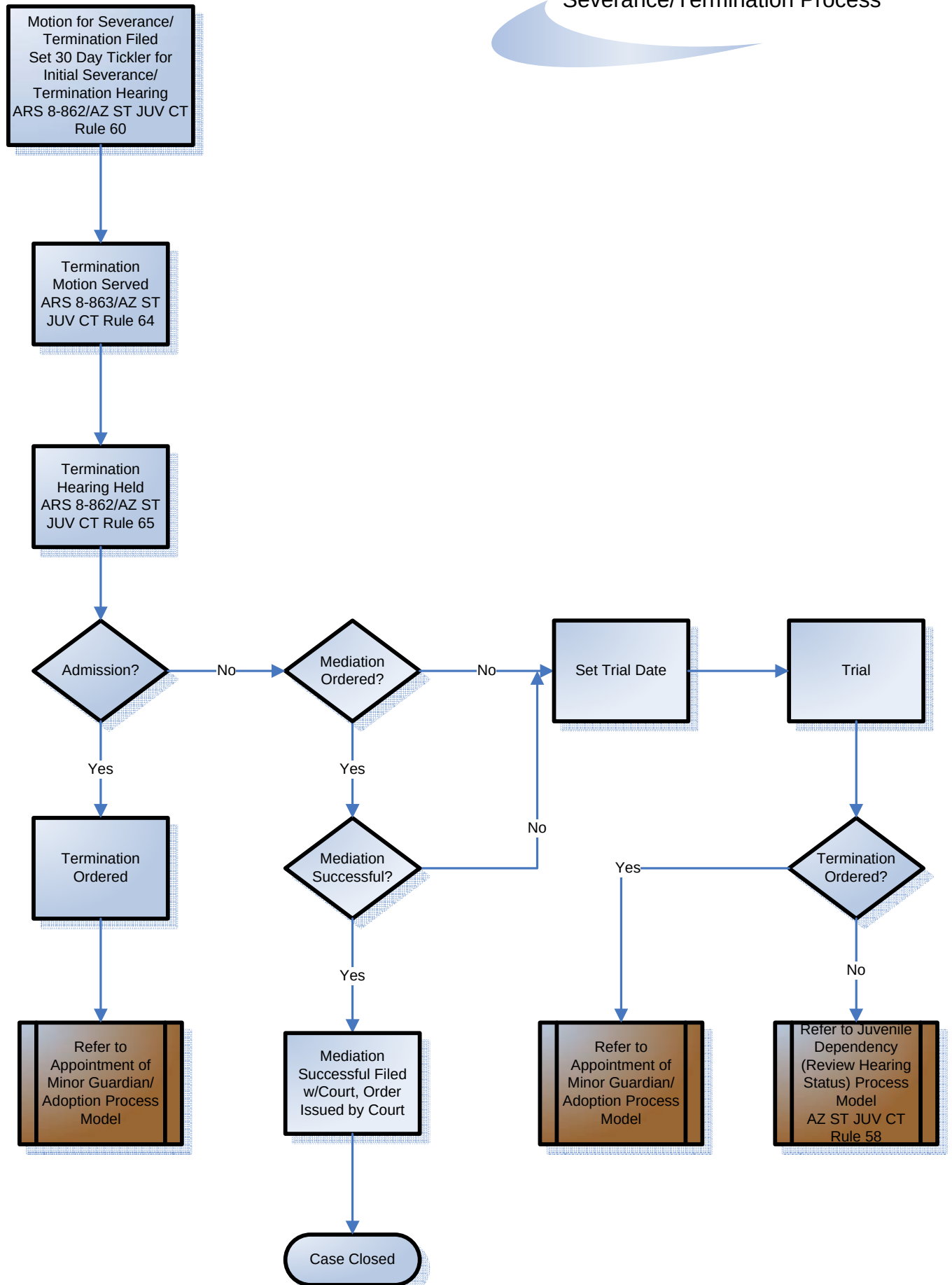
Restoration of Civil Rights/ Vacation of Conviction

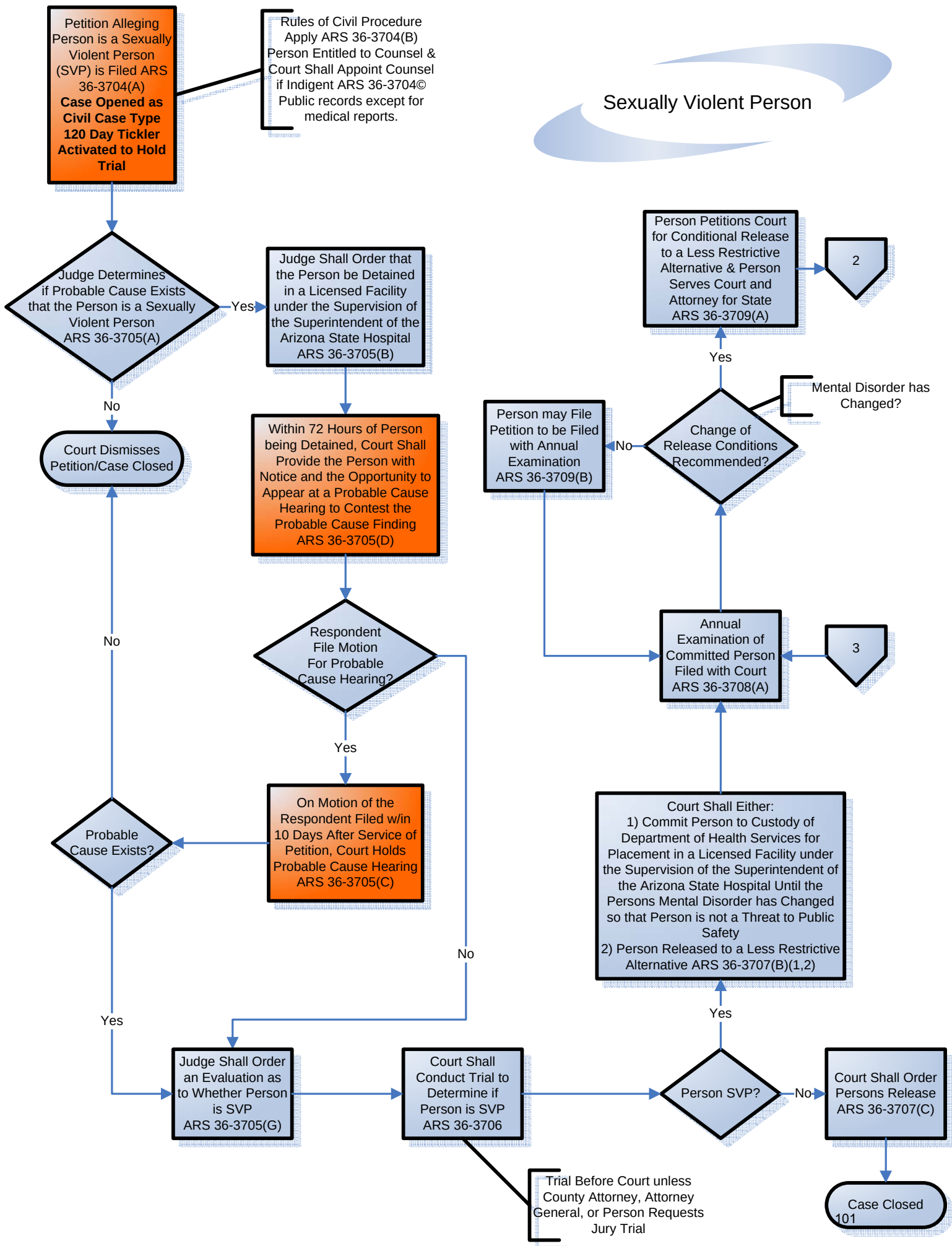


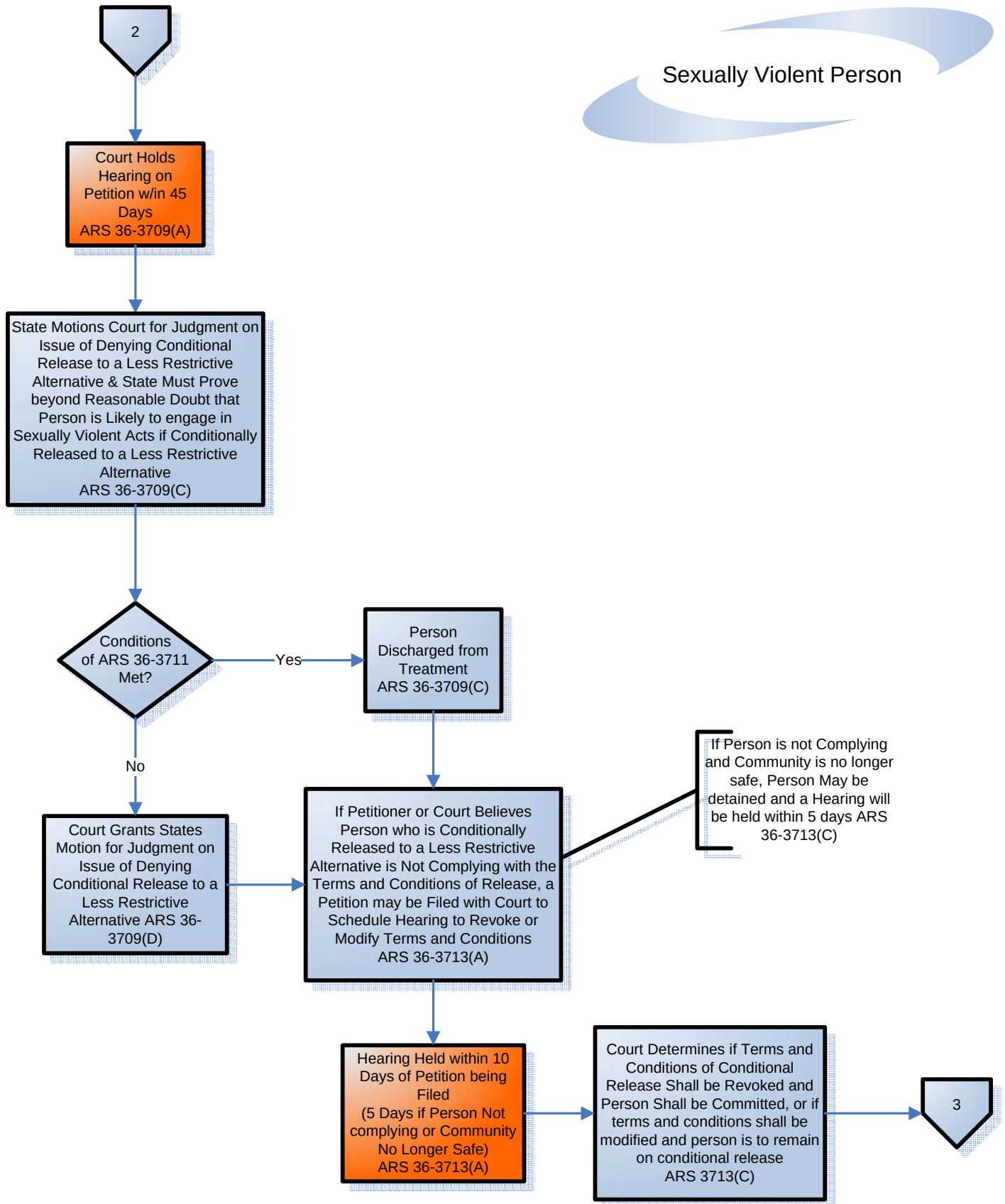
Search Warrant

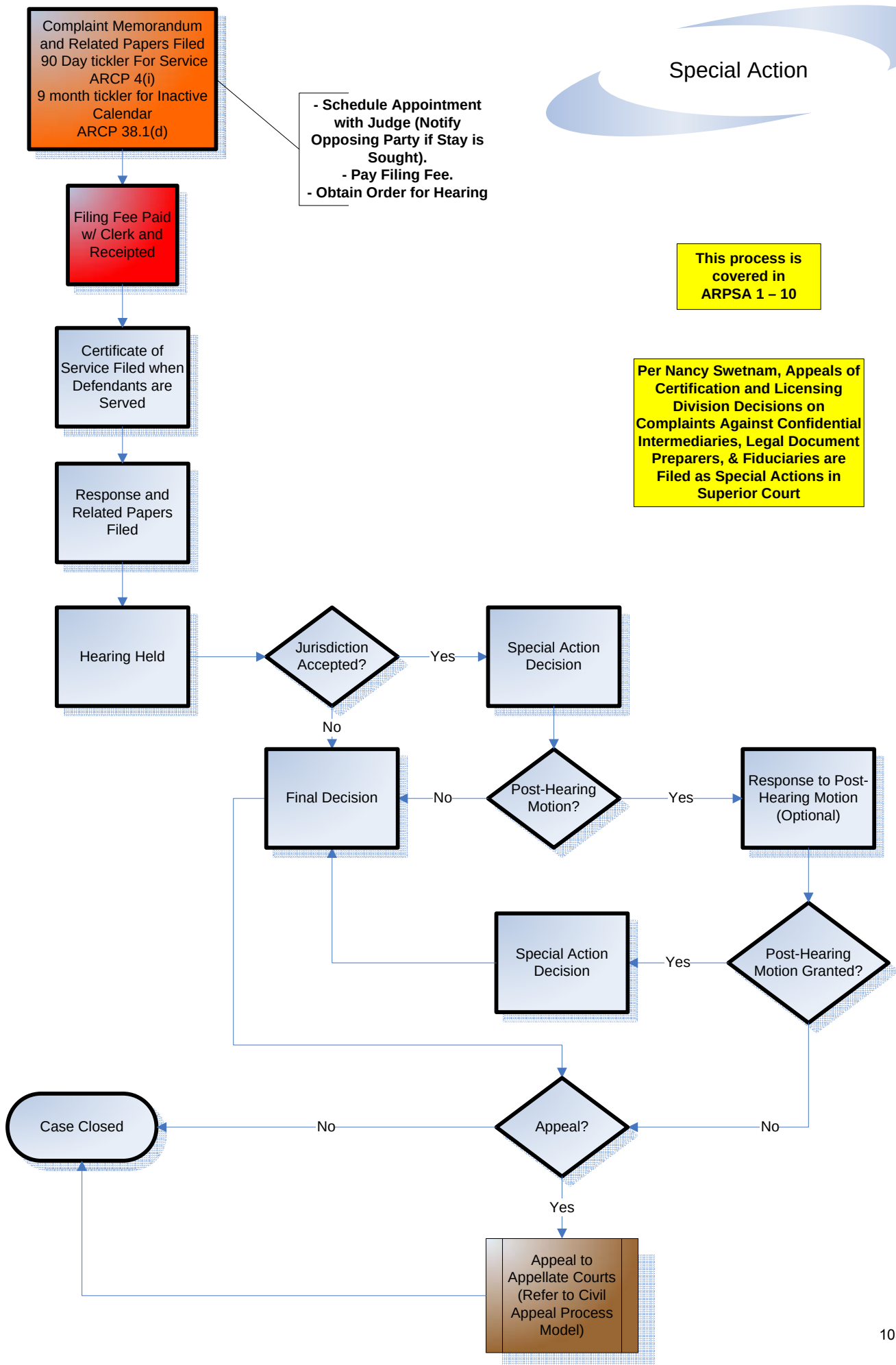


Severance/Termination Process

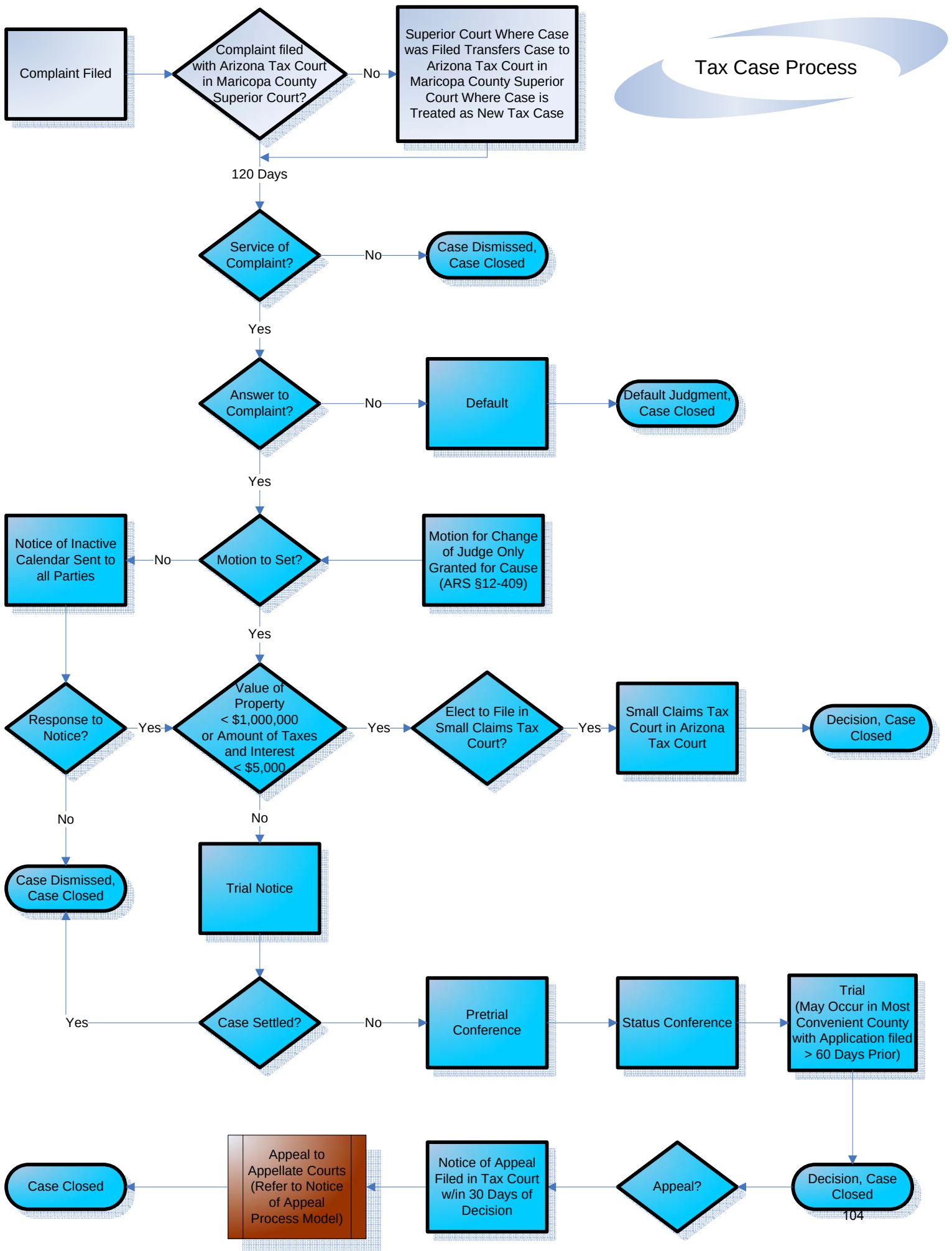




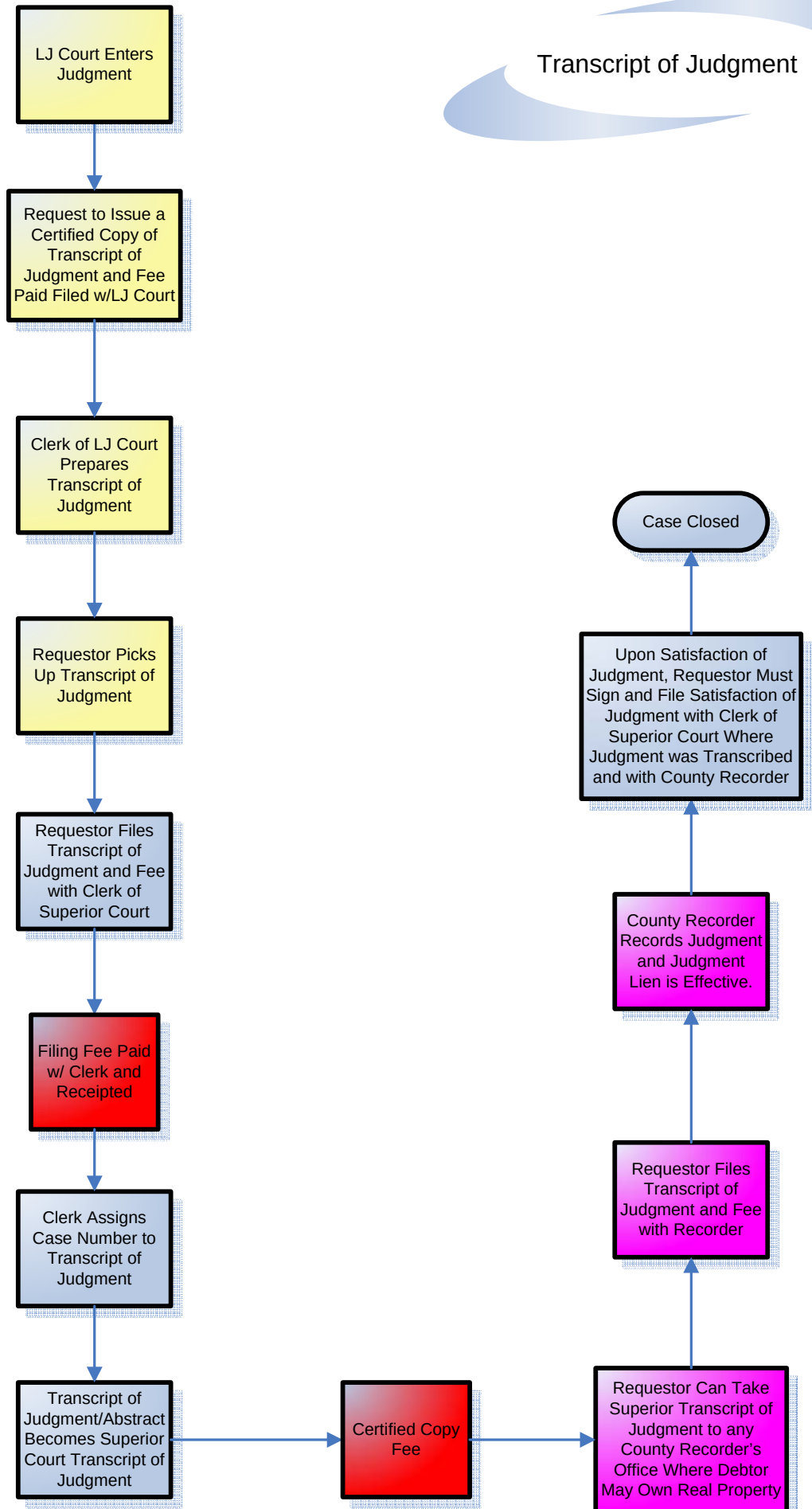




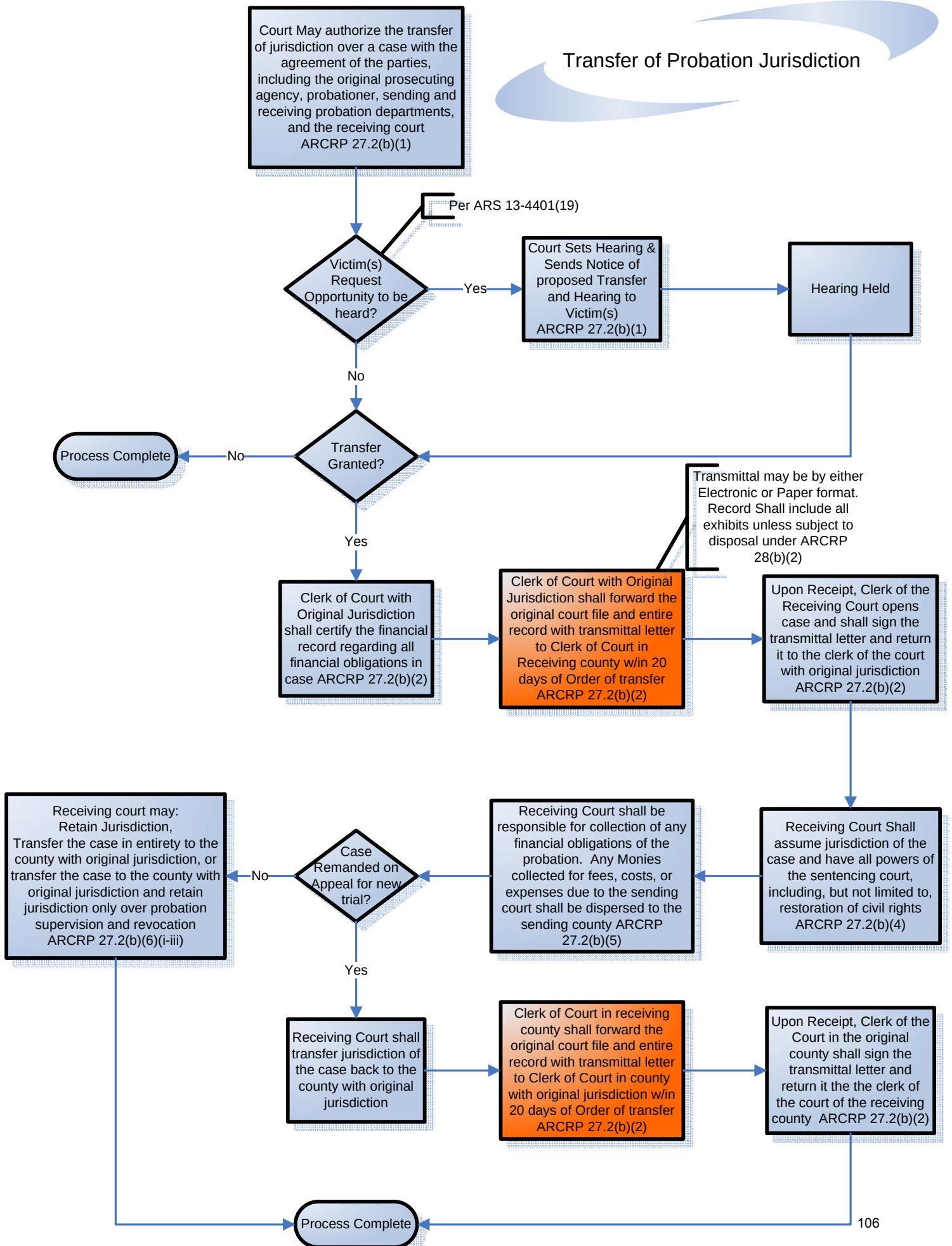
Tax Case Process



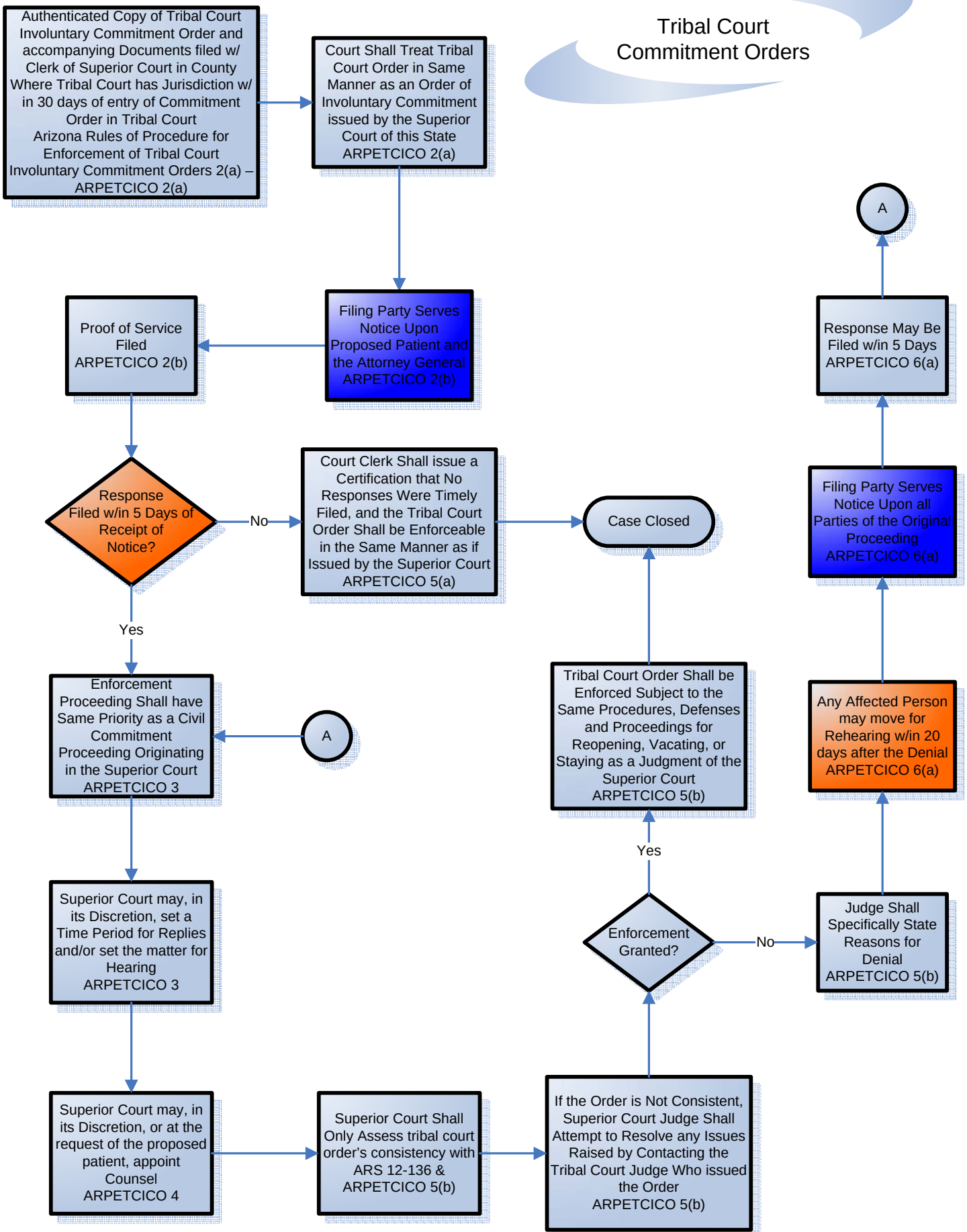
Transcript of Judgment

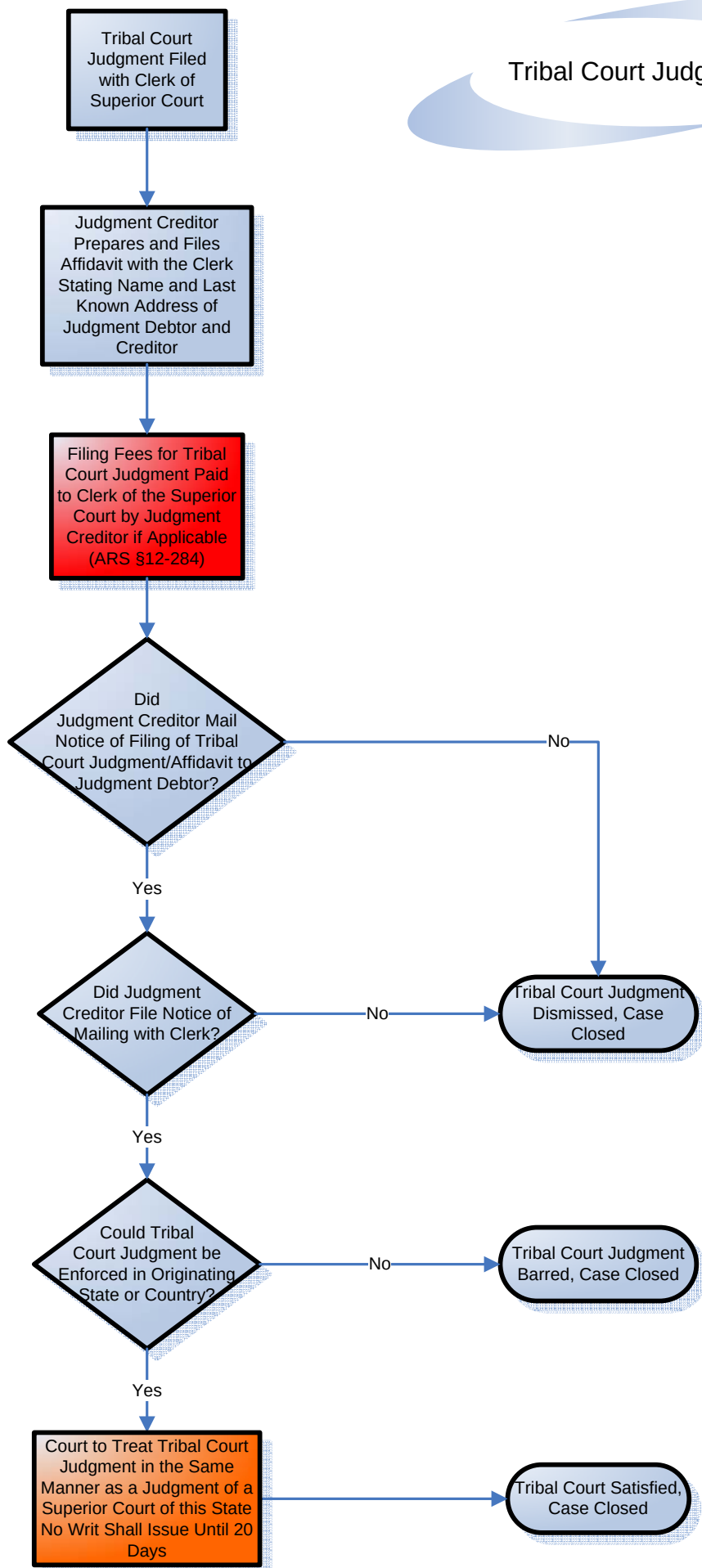


Transfer of Probation Jurisdiction

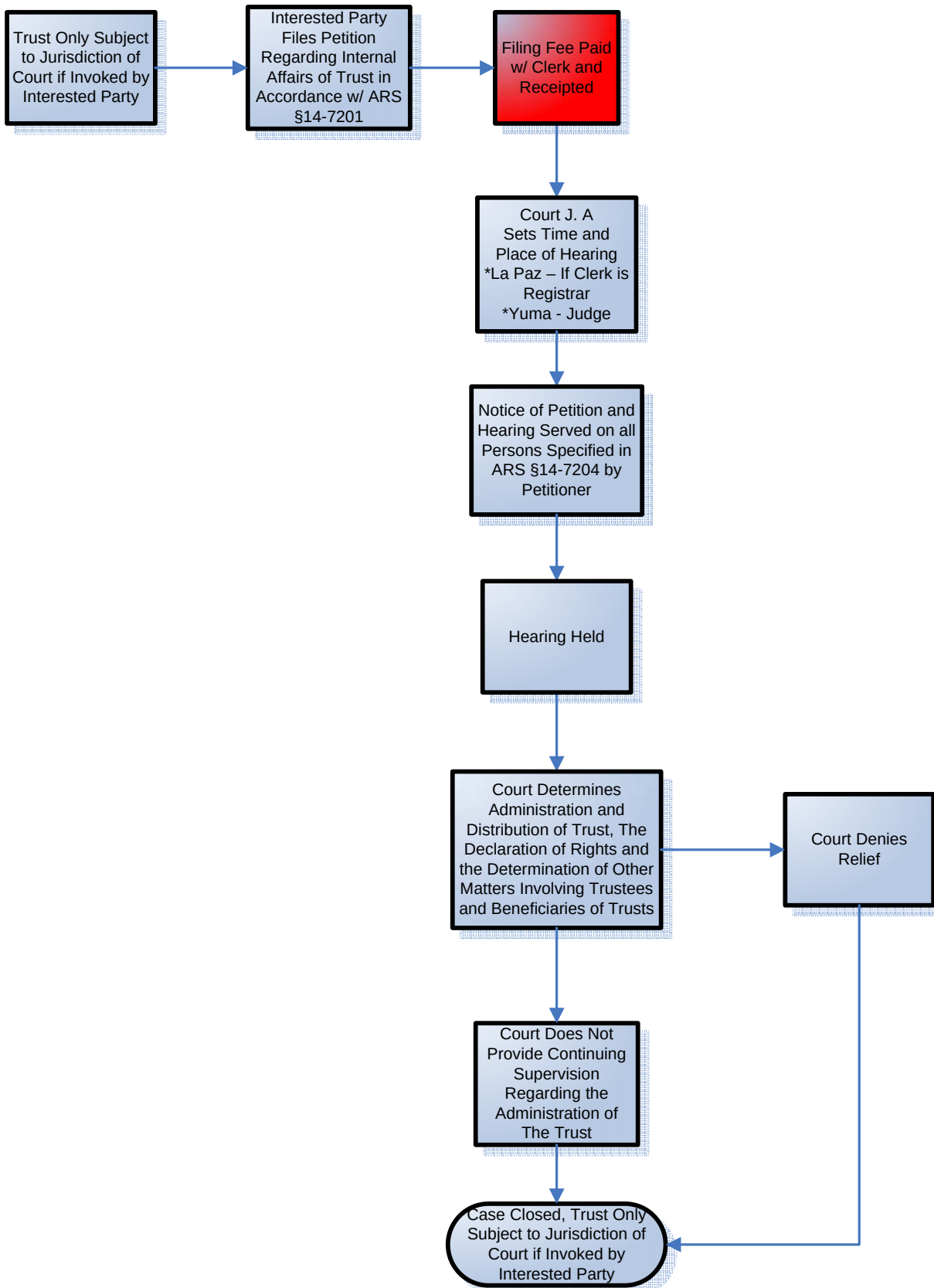


Tribal Court Commitment Orders

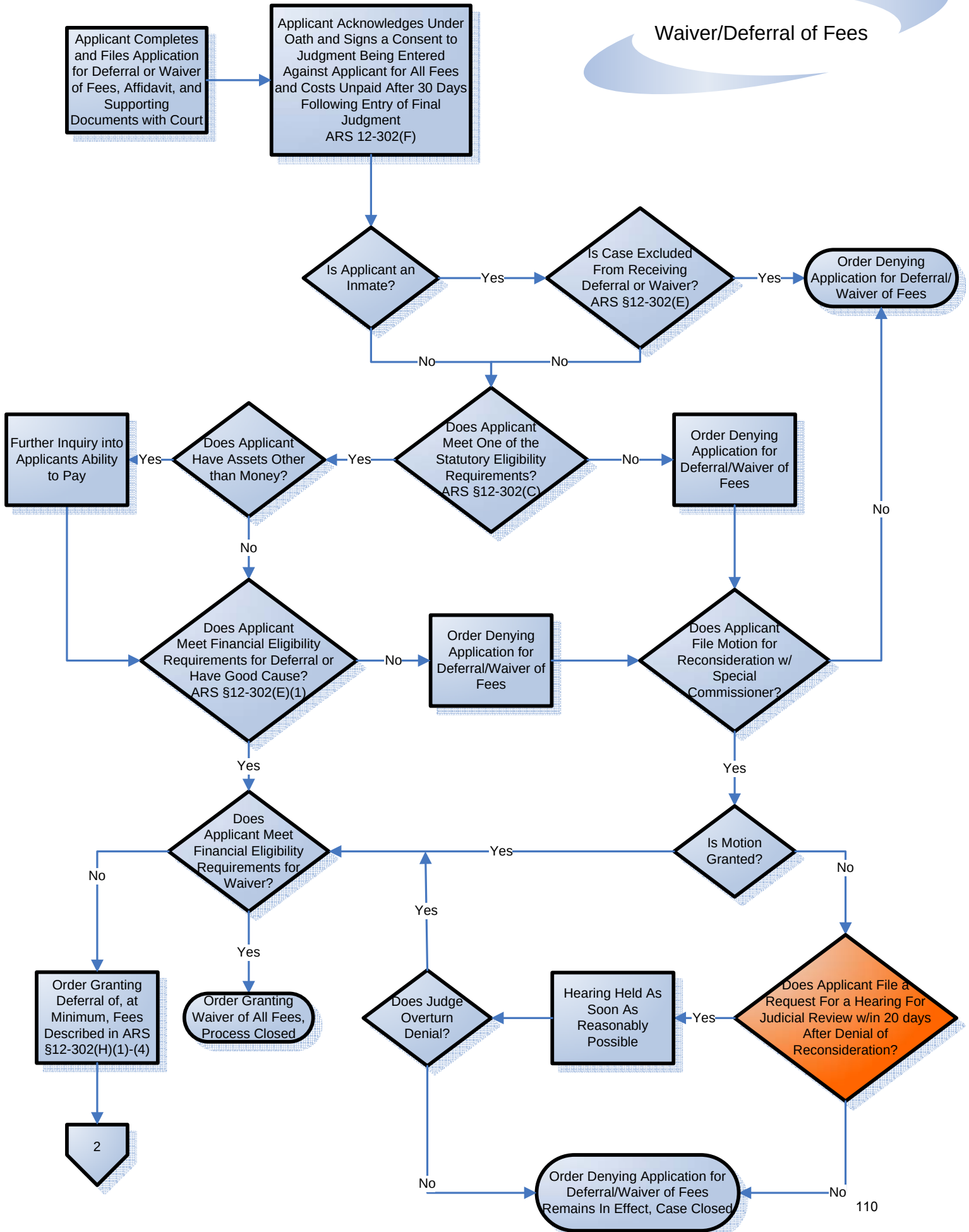


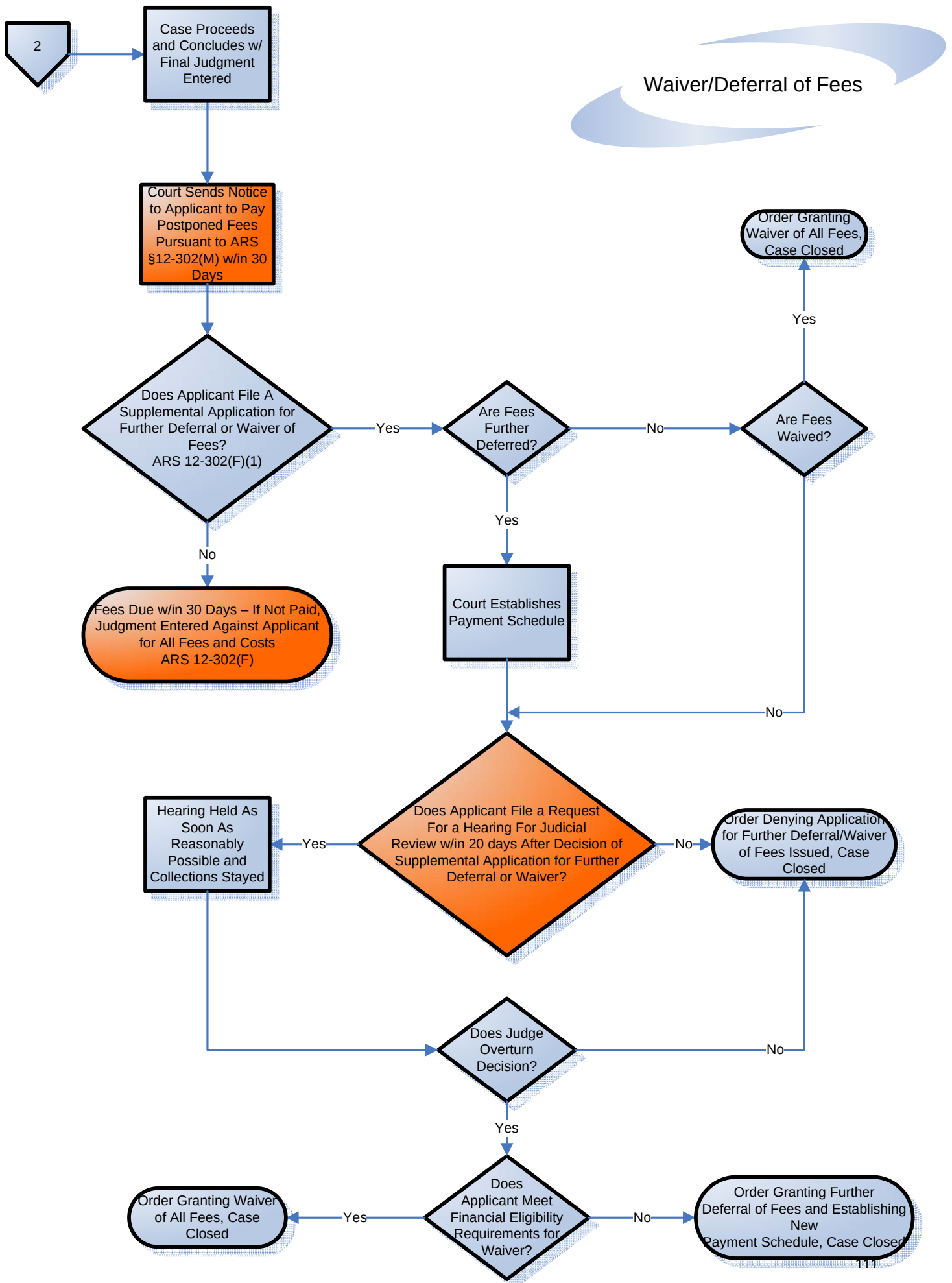


Trust Administration

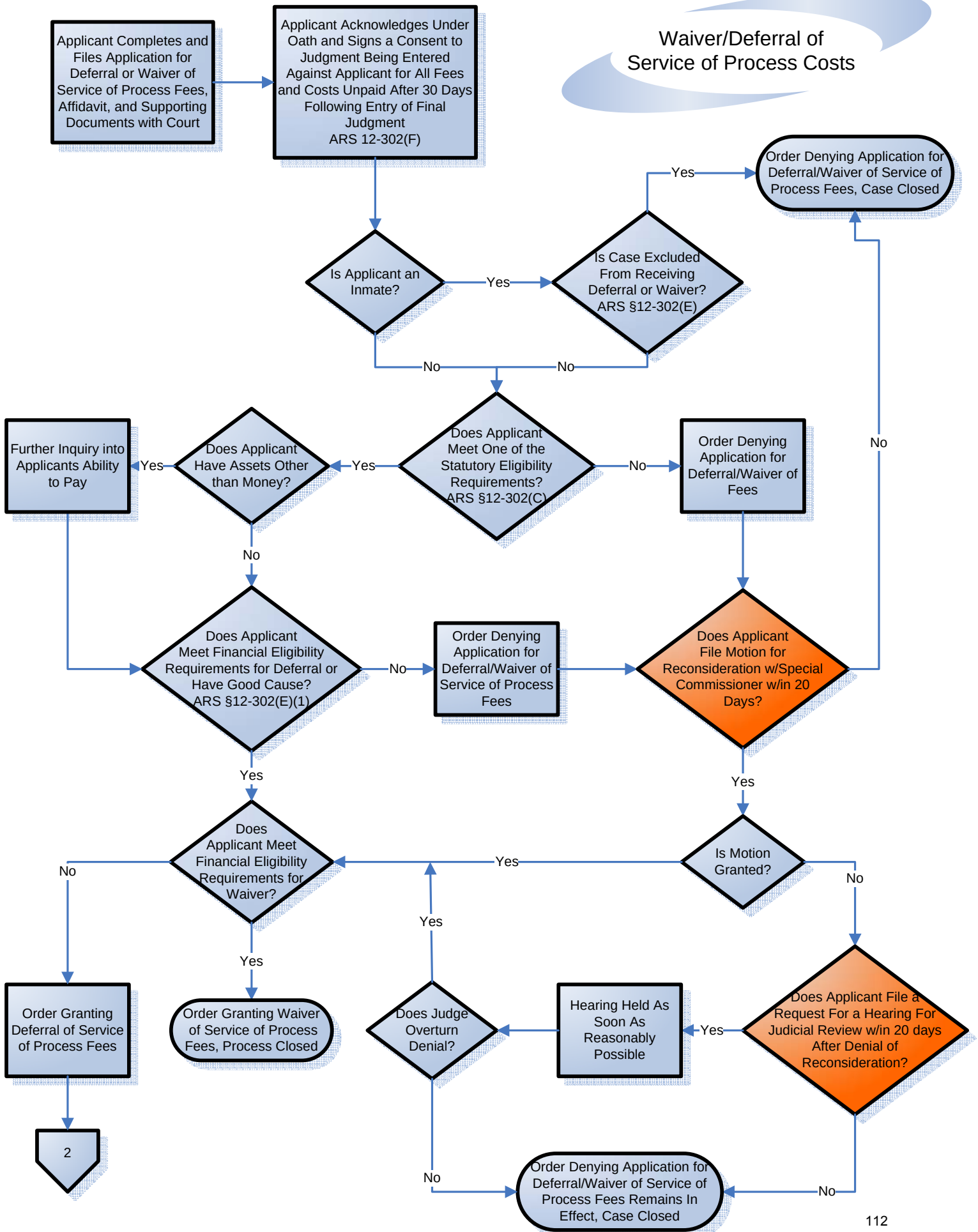


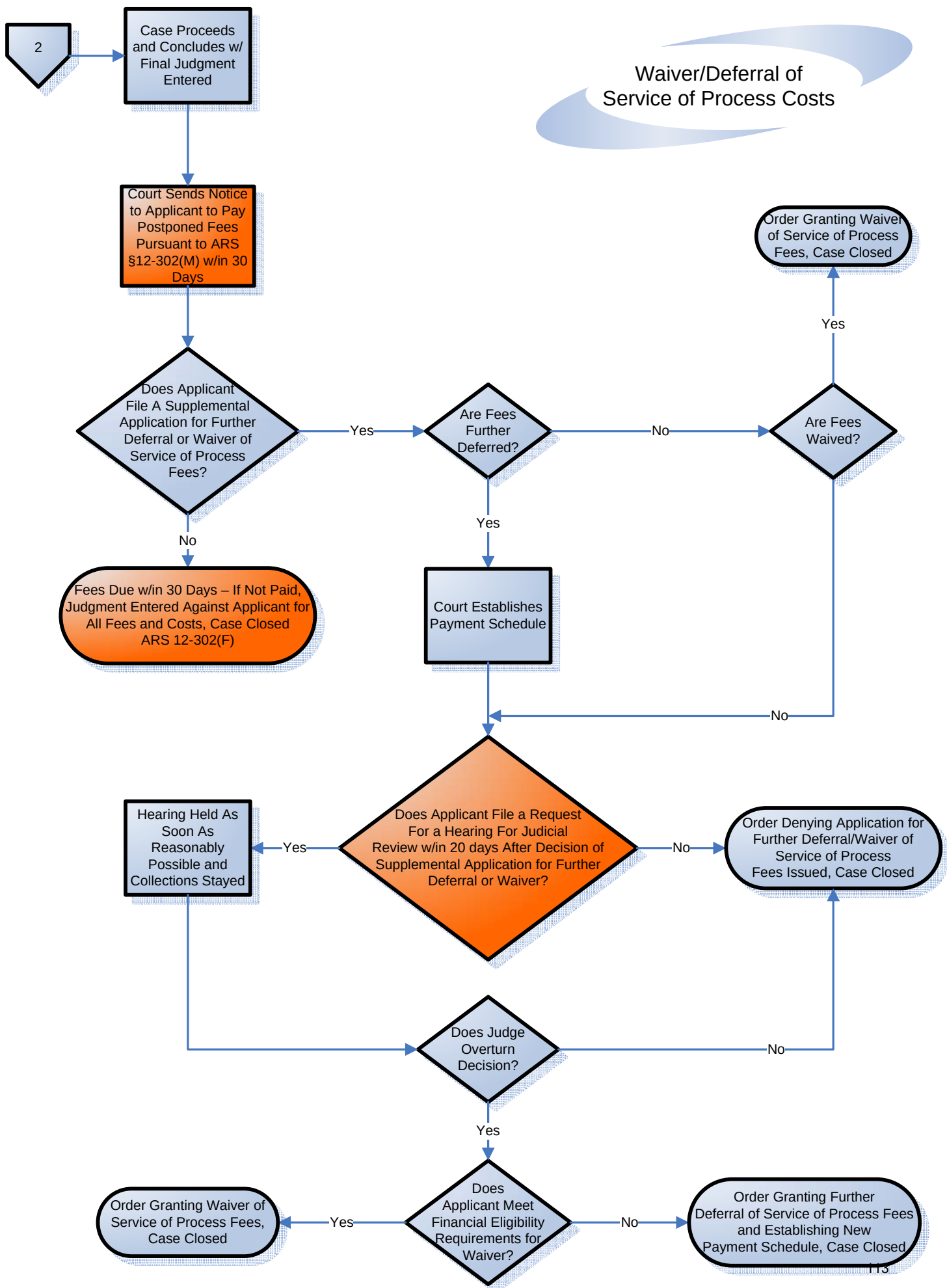
Waiver/Deferral of Fees



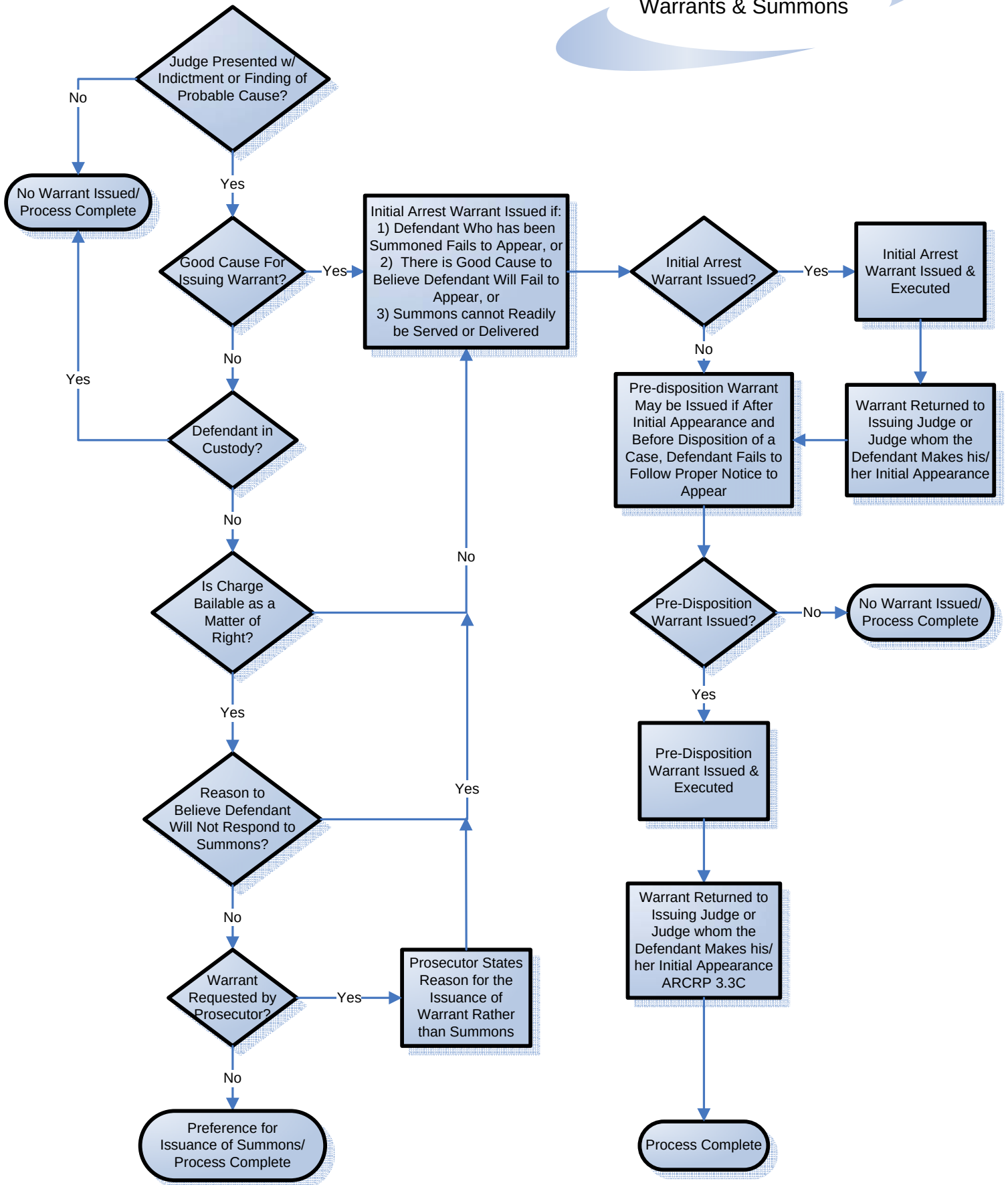


Waiver/Deferral of Service of Process Costs





Warrants & Summons



Warrant to Take Physical Custody of Child

