

Time Standards Reporting Submission Instructions

Courts must submit their Fiscal Year 2025 Time to Disposition Summary reports for the case types listed below. FY 2025 is July 1, 2024 – June 30, 2025. All reports are due to the AOC by July 31, 2025. Please email any questions to lritenou@courts.az.gov.

1. Run the Time to Disposition Summary report for each case type. [Review the Summary Chart for FY25 standards.](#)
2. Export the results to an Excel file and save each Time to Disposition (TTD) Summary Report with a file name that contains the case type prefix which can be found in the table below, followed by the 4-digit court ID, and year.
EXAMPLE: ADJ0400FY25.
3. Create an email for TimeStandards@courts.az.gov with the subject line “Time Standards Reports” and the 4-digit Court ID. EXAMPLE: Time Standards Reports 0703. The Steering Committee on Data-Based Court Performance and Data Standards recommends the local presiding judge is copied on this email.
4. Attach all Excel files to this email and send.

Case Type	Case Type Prefix
Superior Courts	
Civil	CV
Felony*	CR
Family Law Dissolution and Allocation of Parental Responsibilities	DIS
Family Law Temporary Orders	TO
Family Law Post-Judgment Motions	FPM
Probate Guardianship/Conservatorship	GUA
Probate Mental Health	MH
Criminal Post-Conviction Relief	PCR
Limited Jurisdiction Court Appeals	LJA
Protection Orders Ex Parte Hearings	POE
Protection Orders Contested Hearings Held	POC
Protection Orders First Hearing Set	POF
Juvenile Courts	
Delinquency and Status Offense**	DEL
Dependency Permanency Hearings	DEP
Dependency Termination of Parental Rights**	TPR
Dependency Adjudication Hearings**	ADJ
Justice and Municipal Courts	
Misdemeanor DUI***	DUI
Civil Traffic	CT
Justice Court Civil (<i>Justice Courts only</i>)	CIV
Criminal Misdemeanor	CM
Eviction Actions (<i>Justice Courts only</i>)	EA
Civil Local Ordinance	CO
Small Claims (<i>Justice Courts only</i>)	SC
Protection Orders Ex Parte Hearings	POE
Protection Orders Contested Hearings Held	POC
Protection Orders First Hearing Set	POF

[Review the Summary Chart for FY25 standards.](#)

*Report Felony data per Administrative Order 2014-108

** Report Juvenile data per Administrative Orders 2014-108 and 2016-50

*** Report DUI Time Standards data per Administrative Order 2025-67