

Time Standards Reports - Submission Instructions

Courts must submit their Fiscal Year 2026 Time to Disposition Summary reports for the case types listed below. FY 2026 is July 1, 2025 – June 30, 2026. All reports are due to the AOC by July 31, 2026. Please email any questions to TimeStandards@courts.az.gov.

1. Run the Time to Disposition Summary report for each case type.
2. Export the results to an Excel file and save each Time to Disposition (TTD) Summary Report for the court (not individual judges) 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: ADJ0400FY26.
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