

# Court Operations Quick Reference

## Court Security

- Has a security assessment been conducted for the court within the last three years?
  - Yes, last conducted on: \_\_\_\_\_
  - No. If no, please see the [Court Security Assessment Checklist](#) or contact Mike Dzezinski with Education Services for information on a no cost assessment for your court. Mike can be reached via email at: [mdzezinski@courts.az.gov](mailto:mdzezinski@courts.az.gov) for more information.
- Does the court have on-site security staff?
  - Yes, if so, have all staff completed Court Security Certification Academy?
  - No, please review [ACJA § 5-304](#) for training requirements.
- Does the court have a security manual in place?
  - Yes. Does it meet requirements outlined in [ACJA § 5-301](#)?
  - No. If no, please review the available [Court Security Manual Template](#) for more information as well as [ACJA § 5-301](#) for requirements.
- Is the following signage posted at the court entrance?
  - Restricted or prohibited items and materials posted at public entrance. (ACJA § 5-301)
  - If applicable, a notice that all court visitors are subject to screening posted at public entrance. (ACJA § 5-301)

## AV Certification Checklist

- Has an audio-visual certification checklist been completed within the last year?
  - Yes, last completed on: \_\_\_\_\_
  - No. If no, please complete an [AV Certification Checklist](#) as soon as possible.

## Language Access Plan (LAP) – AO 2011-96

- Does the court have a Language Access Plan in place?
  - Yes, the plan is AOC approved and up to date.
  - No. If no, an AOC approved template is available here: [LAP Template](#) along with [instructions](#).

## ADA Accommodations

- Has the court developed and published an ADA policy on the court website?
  - Yes. Does it meet the requirements outlined in [ACJA 1-203: Access to Court Services by Individuals with Disabilities](#).

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No. If no, please review [ACJA § 1-203](#) for requirements outlined and contact AOC with any questions.

- Does the court have 50 or more employees?

Yes. If yes, does the court a designated ADA coordinator to coordinate access to services, programs, and activities by individuals with disabilities? Note: the employee’s name, email address, office address, and telephone number should be included on the court’s website.

### **Local Court Fees**

- Does the court impose any local fees?

Yes. If yes, ensure that the following has been confirmed:

1. A local authority is in place for each local fee assessed.
2. The court has a reference for the amount to be assessed either within the local authority or as a predetermined “fee schedule.”
3. The court has confirmed if state surcharges apply and that the fee is correctly being assessed in the case management system.

No

### **Disposition of Civil Traffic Violations by Court Clerks (AD 2021-20)**

- Does the court allow court clerks to disposition civil traffic cases?

Yes. If yes, the court should have an Administrative Order issued by the Presiding Judge of the court in place. The newest template for this can be found under [AD 2021-20](#).

No

### **Required Signage or Information**

- Notice of Victim Rights prominently posted ([ARS § 13-4438](#))
- Legal Information vs Legal Advice Administrative Order ([AO 2007-28](#))
- Safety Plan provided for all parties of an Order of Protection
- Notice of Interpreter Services
- ADA Policy posted prominently on the court’s website as required by [ACJA § 1-203](#). Additionally, if the court has more than 50 employees, the contact information for the employee that has been designated as the ADA Coordinator should be posted on the court’s website

### **Time Standards**

- Process in place to ensure time standard reports are being run and reviewed regularly.

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- Annual reporting is due to the AOC by July 31<sup>st</sup>. Instructions for submitting reports can be found on the [Time Standards webpage](#) of AZ Courts.
- [Information for running time standard reports in AJACS](#).

## Required Reporting

- Per [ACJA § 1-701](#) – Statistical Reporting
- [Revenue report](#) – due every 25<sup>th</sup> working day following the end of month.
- Monthly statistical report – due the 20<sup>th</sup> working day following the end of month.
- [Annual expenditure survey](#) – due 30 working day past the end of the fiscal year.
- [Annual personnel survey](#) – due 30 working days past the end of the fiscal year.
- Annual Education Compliance Report – due January 31<sup>st</sup> of each year for prior calendar year.

## Remote Hearings Administrative Order

- [AO 2022-88](#) outlines the requirement for a local administrative order for LJ courts as it relates to remote appearances. The AO also provides guidance regarding the recommended information that a local order should include.
- [ACJA § 5-208](#) outlines the Operational Standards for Interactive Audiovisual Proceedings in Criminal Cases.

## Records Management

- Retention Schedule for limited jurisdiction courts:
  - Outlined in [ACJA § 4-302](#)
  - Access to Judicial Records is guided by [Rules of the Supreme Court of Arizona, Rule 123](#):
    - Juvenile records
    - Mental health and health related records
    - Bulk data requests as outlined in [ACJA § 1-605](#).
  - Case filing and tracking system tools:
    - [CourTools Measure 6: Reliability and Integrity of Case Files](#)
    - [AJACS Folder Tracking Documentation](#)

## Disposition Reporting and Fingerprint Requirements

- Process in place to ensure fingerprints are ordered timely if not completed at time of arrest.
- Process in place to ensure reporting to Department of Public Safety (DPS) can be done manually or electronically within 10 days of the final disposition per Rule 37.1 of Arizona Rules of Criminal Procedure.

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- Process in place to ensure any necessary DPS corrections or rejected disposition reports are regularly reviewed and corrections are handled timely.
- Fingerprinting requirements expanded to now include:
  - A felony offense or an offense involving domestic violence as defined in section Arizona Revised Statutes 13-3601.
  - A violation of title 13, chapter 14 or title 28, chapter 4.
  - An offense listed in:
    - Section 32-2422, subsection A, paragraph 4.
    - Section 32-2441, paragraph 4.
    - Section 32-2612, subsection A, paragraph 4.
    - Section 32-2622, subsection A, paragraph 4.
    - Section 41-1758.03, subsections B and C.
    - Section 41-1758.07, subsections B and C.
- Process in place to ensure MVD reporting is completed electronically or manually.
- Process in place to ensure that any necessary MVD corrections are reviewed and completed timely.

### **Specialty Courts**

- General provisions are outlined in [ARS § 22-601](#).
- Court must have appropriate Administrative Orders authorizing the programs. Policies and procedures should be in place to address eligibility, monitoring, and program discharge and completion. A suggested resource that provides guidance is the [Adult Treatment Courts Best Practice Standards](#).

### **Contracts, Intergovernmental Agreements, and Memos of Understanding**

- Public defender contracts, if applicable.
- Service provider contracts for home detention services.
- Intergovernmental Agreements and Memos of Understanding.

## **Case Management Resources**

[Arizona Rules of Criminal Procedure](#)

[Bench Books](#)

[Judicial Training Videos](#)

[Misdemeanor Sentencing Requirements](#)

[DUI Sentencing Requirements](#)

[AOC Approved Forms](#)

[Criminal Case Processing in AJACS](#)

[Small Claims Flowchart](#)

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