

COURT SERVICES DIVISION: COURT OPERATIONS UNIT

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COURT ADMINISTRATOR CONFERENCE

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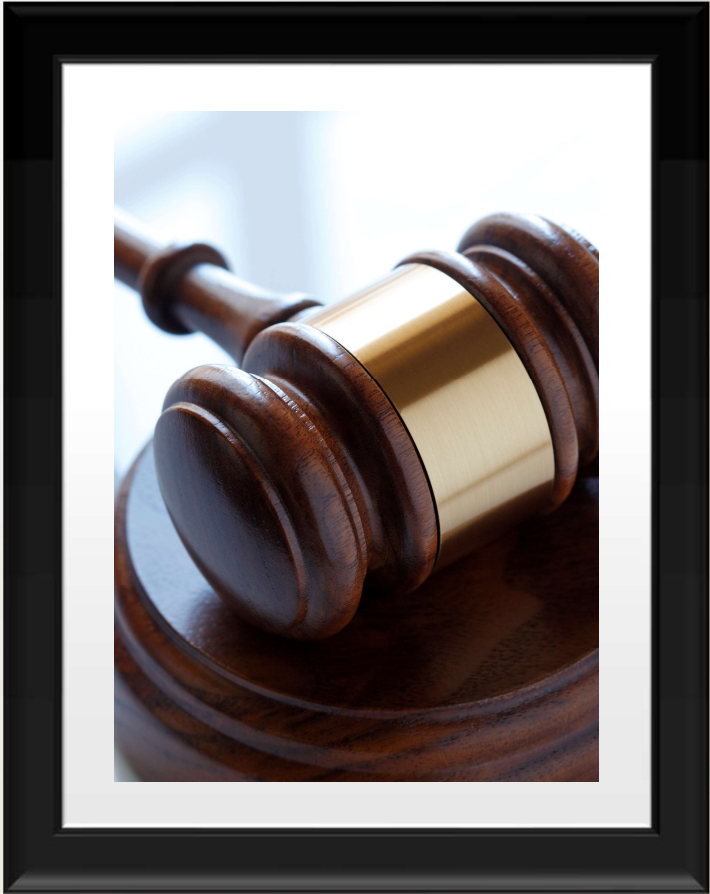




LEARNING OBJECTIVES

- Operational Reviews
- Purpose
- General Administration
- Case Management
- Warrants
- Court Order Enforcement
- Diversion/Deferred Prosecution
- Records Management
- Time Standards
- Resources

OPERATIONAL REVIEWS – WHY?



GENERAL REQUIREMENTS

- Language Access
 - Up to date
 - Proper template
- Website Requirements
 - ADA
 - Current fine amounts to match bond card
- Security
 - Assessment
 - Manual
 - Screening requirements
- Signage
 - Victims Rights
 - Legal Information vs. Legal Advice
 - “Way Finding”
- Local Fees
 - Authorities in place
 - Applicable surcharges
- Tasking vs. Cross Training
 - Failsafe in place

CASE MANAGEMENT

CRIMINAL CASE PROCESSING

- Mandatory advisements
- Fingerprinting
- Disposition reporting
 - Open disposition report
- Mandatory sentencing requirements
- Forms: Compliant with statute AND completed entirely

CIVIL CASE PROCESSING

- Orders of Protection
 - Safety plan given to *all* parties
 - Available during court hours (no cut off time)
- Hearings set timely
- Timely case management notices (ex. Notice of Pending Dismissal)

WARRANTS

- Policies & Procedures
 - Warrant issuance (staff trained on correct warrant type)
 - Disposition reporting for Title 28
 - Warrant quash
 - Notifying MVD & law enforcement
 - Documenting in CMS

COURT ORDER ENFORCEMENT

Policies & Procedures

- Outline enforcement action(s) to be taken

Timely referral to collections

Timely docketing compliance when received and resulting events in CMS

DIVERSION/DEFERRED PROSECUTION

Consult with prosecuting agency to have a clear logistical plan for these programs

Municipal Courts	Justice Courts
<ul style="list-style-type: none">• Authorities: ARS § 9-500.22 or Rule 38• Statute allows for a guilty plea to be accepted• If defendant fails to complete the program the court must set a sentencing hearing	<ul style="list-style-type: none">• Authorities: Rule 38• State files Motion to Defer Prosecution outlining eligibility, consent agreement• Suspension not to exceed two years• If defendant fails to complete the program the defendant must be tried <u>no later than 90 days</u> after order to resume issued

RECORDS MANAGEMENT

Retention schedule ACJA § 4-302

Public Records Requests (Rule 123)

- What is subject to Rule 123
- Are all staff trained – especially for First Amendment Auditors

Reliability & Integrity of Case Files

- Discontinue use of white out and sticky notes
- Discontinue scanning one document for entire file (E-Filing is coming!)
- Chronological order
- Secured papers within the file
- Identification of what is **CONFIDENTIAL**

TIME STANDARDS

1

Report of Civil Traffic cases over 70 days

2

Report captures state standard, county and court performance for last two years

3

Communicate with justice partners to identify potential causes for delay

RESOURCES

- Remedy
- Wendell
- AOC trainings available!
 - In-person
 - Virtual
 - Live & pre-recorded
- Checklist
- ACJA
- Arizona rules (criminal, justice court civil, protection order, civil traffic, eviction action & small claims)
- Statutes

Court Operations Checklist and Resources

Court Security Assessment Checklist

- 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 Dzeziński with Education Services for information on a no cost assessment for your court. Mike can be reached via email at: mdzeziński@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 § 5-301 for training requirements.

Court Security Manual

- 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.

AV Certification Checklist

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

QUESTIONS



THANK YOU!

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