

AZTEC Change of Judge Event Reporting

The following procedure should be completed for Event Codes

Event Code	Description
6920	9C MOTION FOR CHANGE OF JUDGE
6921	9C ORDER CHANGE OF JUDGE
6922	9C DENIED MOTION CHG OF JUDGE

Navigation: Main Menu > Retrieval > Event Index

Enter the Event Code and the Date Range, tab through the remaining fields. (If your court shares a database with other courts you will need to enter your court information in the Court and Location fields). The total number of times the event was used during the specified date range appears at the bottom of the screen. Manually tally the number of events for each party type (Prosecutor, Defense).

The screenshot shows the 'Event Index' window in the AZTEC software. The search criteria are: Event Code: 6920 (9C MOTION FOR CHANGE OF JUDGE), Date Range: 01-01-2015 To 12-07-2016. The table below shows the results:

R	Event Date	Crt	Loc	Cat	Case No.	Adj. Amount	Receipt No	V	Party No.	Fee Amount
	12-06-2016	M	6591	CV	2016000001				D 001	
	12-07-2016	M	6591	CV	2016000002				P 001	

Total items: 2

AJACS Change of Judge Event Reporting

The following procedure should be completed for Event Code

Event Category	Event Type
MOTION	REASSIGN JUDGE AS OF RIGHT REQUESTED

Adding a Motion

Click on **Register of Actions** tab (left tree tab)
Click on **Add** icon
Click on **Category Description: MOTION**
Select **Reassign Judge as Right Requested**
Locate the **Parties** tab to the right of the screen
Choose the party whom requested the motion
Locate the **Comments** tab
Add comment: **RULE 9C MOTION FOR CHANGE OF JUDGE**
Click **Save and Close**

Adding an Order

Click on **Register of Actions** tab (left tree tab)
Click on **Add** icon
Click on **Category Description: ORDER**
Select **Motion Denied or Motion Granted**
Locate the **Judge** tab to the right of the screen
Choose the Judge
Locate the **Comments** tab
Add comment: **RULE 9C DENIED or RULE 9C GRANTED**
Click **Save and Close**

❖ The above motion and order should show as linked events.

Searching an Event

Click on **Manage** Tab
Click **Search**
Click **Event** Tab
Locate **Event Category** drop down arrow
Use arrow to locate **MOTION**
Locate **Event Type** drop down arrow
Use arrow to select **REASSIGN JUDGE AS OF RIGHT REQUESTED**
Click **Search**
Locate the **Civil Cases (CV)**
Open each Civil Case to verify **Case Type: EVICTION ACTION**
Tally each **Eviiction Action** case to your report