

Arizona Supreme Court
Steering Committee on Data-Based Court Performance and Data Standards
AGENDA

December 6, 2023, 1:30 – 3:30 p.m., Meeting in Room 331
Arizona State Court Building, 1501 W. Washington, Phoenix, AZ 85007

[Zoom Webinar Link](#)

Conference Call Line 888-788-0099, Webinar ID 925 4662 3272, Passcode 062181

Meeting Room is open at 1:15 p.m.

Meeting Materials located at [Meeting Information \(azcourts.gov\)](#)

1:15 pm	Zoom Webinar and Room 331 Open for Members, Attendees and Presenters		Laura Ritenour
1:30 pm	Call to Order - Welcome, Roll Call, Opening Remarks		Hon. James Beene, Chair
1:32 pm	Approval	Draft Minutes from September 2023 Meeting	Hon. James Beene
1:35 pm	Review	Effective Criminal Case Management – National Research on Criminal Time Standards	Dr. Brian Ostrom, NCSC
2:35 pm	Update	Update on Proposed DUI Case Processing Training for Judicial Officers	Cathy Clarich
2:45 pm	Review	Draft Post-Conviction Relief Notice and Petition Filings Instructions	Mary Bellefeuille
2:55 pm	Approval	Data Standardization Advisory Committee Update and Recommendations on Required Data Elements	Michael Malone and Laura Ritenour
3:00 pm	Update	Required Data Elements – 2024 Checklist Process and Administrative Directive 2023-10	Laura Ritenour
3:10 pm	Approval	Family Law Time Standards Workgroup – Collaboration with Family Court Improvement Committee (FCIC)	Hon. Greg Sakall and Susan Pickard
3:20 pm	Approval	2024 Meeting Schedule	Hon. James Beene
3:25 pm	Call to the Public		Hon. James Beene
	Next Meeting (tentatively scheduled until approved): Wednesday, March 6, 2024, 1:30 p.m. – 3:30 p.m. Hybrid format – Zoom Webinar and Room 331		Hon. James Beene
3:30 pm	Adjournment		Hon. James Beene

All times are approximate. The Chair reserves the right to set the order of the agenda. For any item on the agenda, the Committee may vote to go into executive session as permitted by Arizona Code of Judicial Administration §1-202. Please contact Laura Ritenour at (602) 452-3675 with any questions concerning this agenda. Persons with a disability may request a reasonable accommodation by contacting Laura Ritenour at (602) 452-3675. Requests should be made as early as possible to allow time to arrange for the accommodation.

STEERING COMMITTEE ON DATA-BASED COURT PERFORMANCE AND DATA STANDARDS

September 6, 2023

12:00 p.m. – 3:30 p.m., Hybrid Meeting

DRAFT MINUTES

Present: Hon. James Beene, Ms. Shelly Bacon, Hon. Thomas L. Chotena, Ms. Jennifer Curtiss, Hon. Pamela Frasher-Gates, Ms. Shawn Friend, Hon. Ken Lee, Ms. Tina Mattison, Ms. Donna McQuality, Hon. Heidi Owens, Hon. Michael Peterson, Ms. Nancy Rodriguez, and Hon. Don Taylor

Absent: Mr. Marcus Reinkensmeyer, Hon. Trevor Ward

Administrative Office of the Courts (AOC) and Guests: Ms. Britani Bearup (Superior Court for Maricopa County); Ms. Mary Bellefeuille (AOC), Ms. Cathy Clarich (AOC), Ms. Melanie Cluff (AOC), Ms. Summer Dalton (AOC), Ms. Jennifer Ferguson (Superior Court for Maricopa County), Mr. Brian Gay (Superior Court for Maricopa County), Ms. Michele Gillich (AOC), Ms. Victoria Murray (Superior Court for Maricopa County), and Ms. Laura Ritenour (AOC)

I. CALL TO ORDER

A. Welcome and Opening Remarks

The September 6, 2023, meeting of the Steering Committee on Data-Based Court Performance and Data Standards was called to order by the Chair, Justice James Beene, at 12:01 p.m. The Chair conducted member roll call and members were thanked for their attendance and service. Justice Beene officially welcomed two new members to the committee: Nancy Rodriguez and Tina Mattison. Nancy Rodriguez is the Chief Deputy for the Office of the Clerk of the Superior Court for Maricopa County and Tina Mattison is the Court Administrator for Pima County Consolidated Justice Court. Justice Beene announced that member Charisse Richards recently ended her term with the committee. The recruitment process for her replacement will begin later this fall.

B. Approval of the June 7, 2023, Minutes

The draft minutes from the June 7, 2023, meeting of the Steering Committee on Data-Based Court Performance and Data Standards were presented for approval. The Chair called for any omissions or corrections to the minutes, and none were made. A motion was made by Shelly Bacon and seconded by Judge Peterson to approve the minutes. The motion passed unanimously.

II. REGULAR BUSINESS

A. Data Standardization Workgroup Update

Michael Malone, chair of the Data Standardization Workgroup, was unable to attend the meeting but a written update on the workgroup's progress was provided in the meeting materials. The Data Standardization Workgroup meets monthly to discuss and recommend standardized docket codes and data element definitions. The goal of their work is to improve court data, by making data more consistent and accurate, for court leadership decision-making and for sharing with our justice system partners. Members had no questions about the workgroup summary provided.

B. Draft FY23 Time Standards Statewide Report

During July, courts submitted to the AOC their time to disposition reports for fiscal year 2023 (July 1, 2022 – June 30, 2023). These reports were collated into the draft annual report which was emailed to members last week. Because the report is in draft status, it is not to be shared with those outside the Arizona Judicial Branch per Supreme Court Rule 123(e)(6). Laura Ritenour provided an overview of the results and pointed out trends for each case type, including which reports general jurisdiction and limited jurisdiction courts were exceeding or meeting the Arizona standards. Laura Ritenour shared with the non-AJACS courts that an additional stop code, the Re-Adjudicated case status, was added to the Post-Conviction Relief report in AJACS. The change led to a slight change in the data, but not enough to warrant redoing that section of the report. Laura Ritenour also mentioned that about a dozen limited jurisdiction AJACS courts were not able to submit their civil traffic time to disposition data due to a time-out error. When the issue is resolved, the report will be updated for those courts. Members were advised to send feedback on the report to Laura Ritenour by early October so edits can be included when the report is shared with the Presiding Judges at their October meeting. Cathy Clarich informed the committee that the AOC Court Operations Team will begin reviewing and discussing a court's time standard report data as part of the operational review process starting in January 2024.

C. 2020 Report and Recommendations of the DUI Case Processing Workgroup

Justice Beene reminded the members that at the committee's June meeting, the committee reviewed the results from the FY22 limited jurisdiction courts' time standards data. DUI case processing continues to be an issue for most limited jurisdiction courts. Cathy Clarich reviewed with the committee a 2020 report from the DUI Case Processing Workgroup. The committee discussed Recommendation 14 in detail – "The AOC should develop mandated case management training for judicial officers on the recommendations presented by this workgroup." The committee discussed the idea of requesting AOC Education Services make caseflow management part of judicial training. Cathy Clarich will reach out to AOC Education Services and request if caseflow management training could be presented at the Governor's Office of Highway Safety (GOHS)

conference and the yearly Judicial Conference. She will also look into the possibility of creating a caseload management computer-based training for judicial officers. Judge Owens suggested contacting Judge Charles Adornetto for more judicial officer training information. Shelly Bacon mentioned that the Superior Court of Coconino County has some administrative training for judges that she will share with Cathy Clarich.

D. Data and Reports for Decision-Making Purposes

Justice Beene reminded the committee that Goal 3 of the current Chief Justice's Strategic Agenda lists an objective of determining the data that judicial and court leadership managers need to manage cases effectively and efficiently. To meet this goal, Laura Ritenour conducted a short anonymous, online survey of committee members on data and reports that courts currently use to make decisions and what data courts wish they had. Laura Ritenour presented the report results, and the committee discussed the findings and topics that might be helpful for future statewide reports.

E. Maricopa County – Data Analysis and Observations

Justice Beene thanked Judge Gates for offering to present on the “deep dive” Maricopa County is performing on their data. Judge Gates reviewed the observations and changes that Maricopa County has completed as part of their data and process review. She also discussed with the committee proposed ideas for altering the time standards. Some committee members echoed Judge Gate's recommendations. Justice Beene will meet with AOC staff to review Judge Gate's proposals in more detail and will report back his findings at the December committee meeting.

F. Call to the Public

Justice Beene made a call to the public for comments. There was no answer.

G. Adjournment

The meeting was adjourned at 1:40 p.m. with a motion by Judge Peterson.

E. NEXT COMMITTEE MEETING DATE

December 6, 2023, 1:30 – 3:30 p.m., Hybrid - State Courts Building Room 331 & Zoom Webinar

**STEERING COMMITTEE ON DATA-BASED COURT PERFORMANCE
AND DATA STANDARDS**

Date of Meeting:	Type of Action Required:	Subject:
December 6, 2023	<input type="checkbox"/> Formal Action/Request <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Effective Criminal Case Management (ECCM)

PRESENTER(S):

Dr. Brian Ostrom, Consultant and Principal Court Research Associate, National Center for State Courts

DISCUSSION:

Dr. Ostrom will present on the Effective Criminal Case Management project (ECCM). ECCM was a national initiative designed to discover and document effective practices that drive high performance in handling felony and misdemeanor cases in the state courts. Based on felony and misdemeanor case data gathered from over 130 state courts in 21 states, ECCM analyzed key factors thought to shape criminal case flow and time to disposition. The products of this multiyear project are a detailed empirical profile of felony and misdemeanor case processing across the country and a results-based set of principles and practices for modern caseload management.

RECOMMENDED ACTION OR REQUEST (IF ANY):

For Information Only

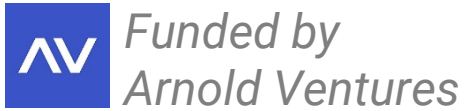


What Does—and Does Not—Explain Success in Criminal Case Management

Brian J. Ostrom, Ph.D.

National Center for State Courts

Effective Criminal Case Management Project (ECCM)



Diagnosing and improving criminal case processing

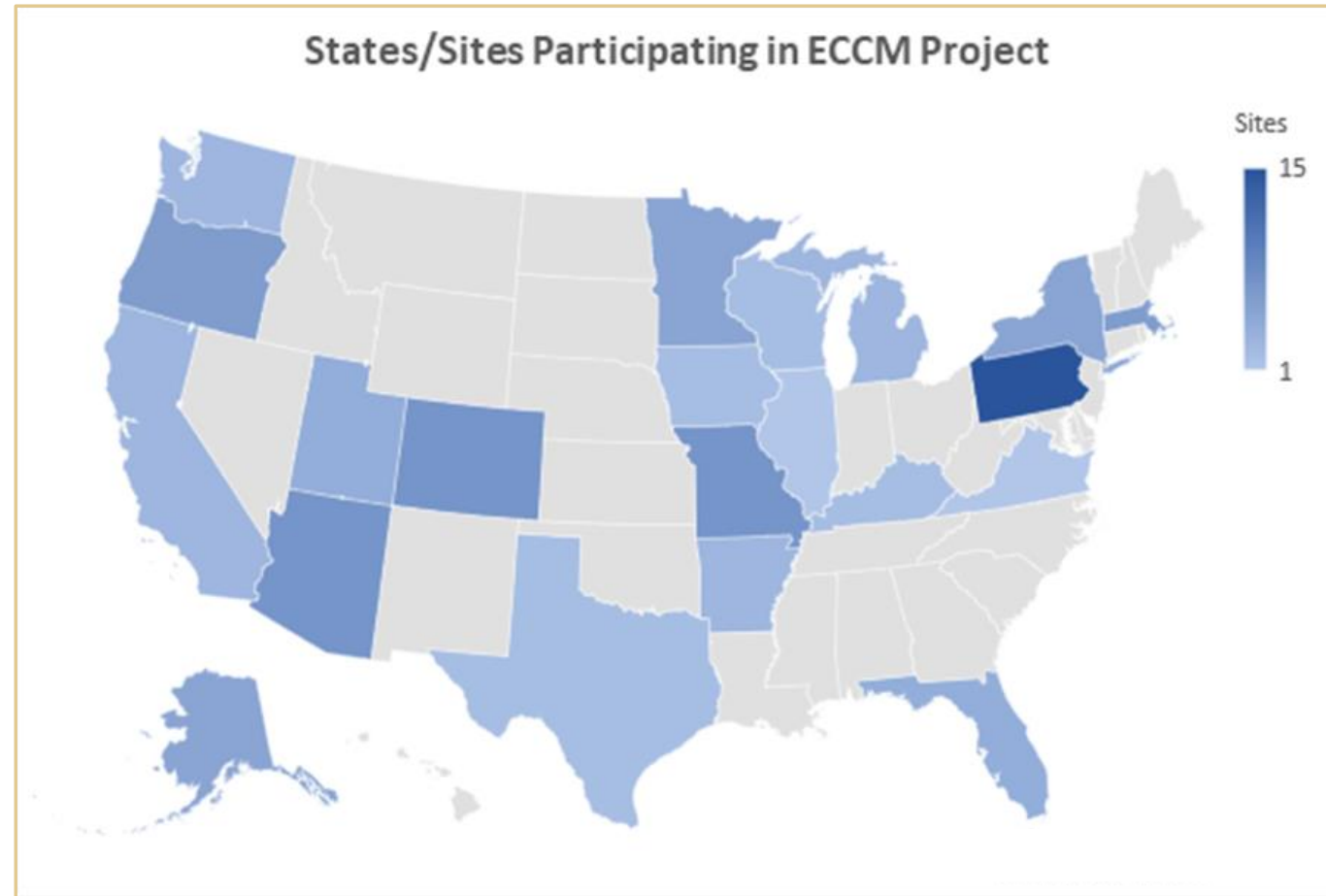
- 130+ state trial courts in 21 states
- Multiple types of court structure (e.g., one and two tier)
- 350,000 felony cases and 1,000,000 misdemeanor cases
- Recent 12-month period of dispositions
- Standard set of data elements and definitions

Structured framework for comparative cross-court analyses



ECCM Participating Sites

- Alaska - 5 Counties
- Arkansas - 3 Counties
- Arizona - 5 Counties
- California - 3 Counties
- Colorado - 7 Counties
- Florida - 2 Counties
- Iowa - 2 Counties
- Illinois - 1 County
- Kentucky - 2 Counties
- Massachusetts - 6 Counties
- Michigan - 3 Counties
- Minnesota - 5 Counties
- Missouri - 6 Counties (+ St. Louis)
- New York - 5 Counties
- Oregon - 6 Counties
- Pennsylvania - 15 Counties
- Texas – 2 Counties
- Utah - 4 Counties
- Virginia - 1 County
- Washington - 3 Counties
- Wisconsin - 2 Counties



18,000,000 Criminal Cases Resolved Nationwide Each Year*



* Effective Criminal Case Management Project (2020)

What Do We Mean by Backlog?

Cases pending beyond a reasonable timeframe

What is a reasonable timeframe?

- The creation of time standards defines backlog and sets a benchmark.
- The National Model Time Standards:
 - 98% of felony cases should be resolved within 365 days
 - 98% of misdemeanor should be resolved within 180 days.
- The Arizona Time Standards:
 - 96% of felony cases should be resolved within 365 days
 - 98% of misdemeanor should be resolved within 180 days

Backlog and Model Time Standards*

Backlog: number of cases in the inventory that are older than the time standard set by the Court

Felony
75% within 90 days
90% within 180 days
98% within 365 days

Misdemeanor
75% within 60 days
90% within 90 days
98% within 180 days

	<u>Percent of Cases Disposed Within:</u>			<u>Mean # days</u>	<u>Median # days</u>
	<u>90 days</u>	<u>180 days</u>	<u>365 days</u>		
Felony	30%	57%	83%	256	153
Misdemeanor	55%	77%	91%	193	85

Nationally, the average time to disposition is 256 days for felony cases and 193 days for misdemeanor cases, with wide variation among courts.

* Approved in 2011 by: COSCA, CCJ, ABA, NACM

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Arizona and Model Time Standards

Model

Felony
 75% within 90 days
 90% within 180 days
 98% within 365 days

Misdemeanor
 75% within 60 days
 90% within 90 days
 98% within 180 days

Percent of Cases Disposed Within:

	90 days	180 days	365 days
Felony	30%	57%	83%
Misdemeanor	55%	77%	91%

Arizona

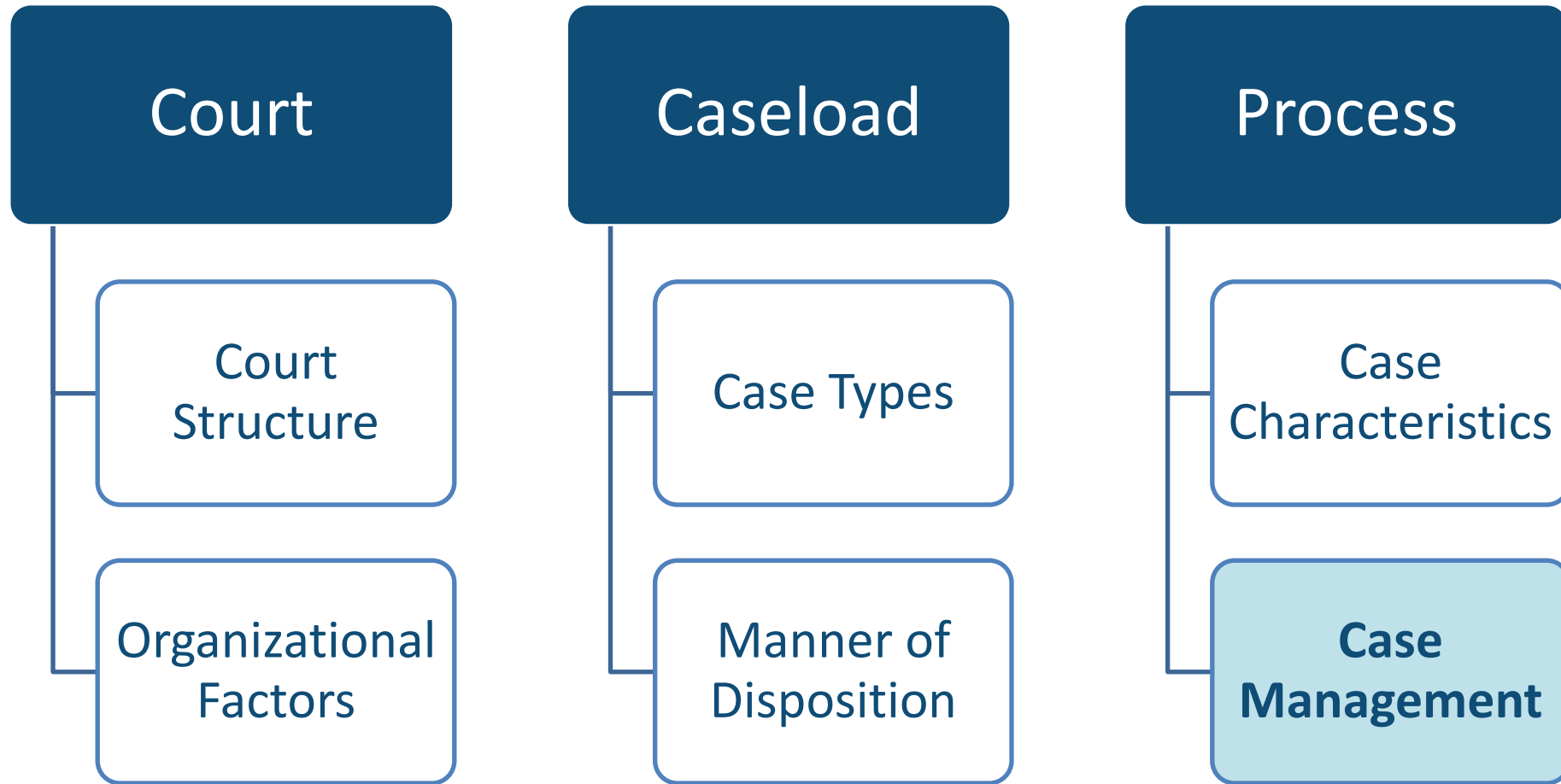
Felony
 65% within 90 days
 85% within 180 days
 96% within 365 days

Misdemeanor
 75% within 90 days
 90% within 180 days
 98% within 365 days

Percent of Cases Disposed Within:

	90 days	180 days	365 days
Felony	32%	59%	84%
Misdemeanor	47%	60%	81%

What Explains Timeliness?



Court Structure and Organizational Factors Considered

Structure and Population

State & court

Court Structure

- Single tier
- Two-tier with direct felony filing in upper court
- Two-tier with few felonies resolved in lower court
- Two-tier with more felonies resolved in lower court
- Two-tier where all cases resolved in upper court

Total Felony/Misdemeanor Dispositions

2016 Population

Judges

of Judges

Filings/dispositions per judge

Judge term lengths

Method of Judicial Selection

Court Administration

Employs Court Administrator?

Court Administrator years in office

Method of Clerk selection (appt'd, elected, ct empl)

Clerk years in office

Caseflow Policy & Procedure

Hearings set by? (Judge/Cal., Jdg w/Couns., Ct Adm.)

Continuance policy (Free, Agreement, Cause, Mixed)

Case Assignment

Felony specialization?

Calendar type (Individual, Master, Hybrid)

Problem Solving Courts? (MH, DUI, DV, etc.)

Leadership Selection

Method of PJ selection (appt'd, ct selection/peer vote, nom comm)

Presiding Judge term

Method of Chief Criminal Division selection (appt'd, cs/pv)

Chief Criminal Division term

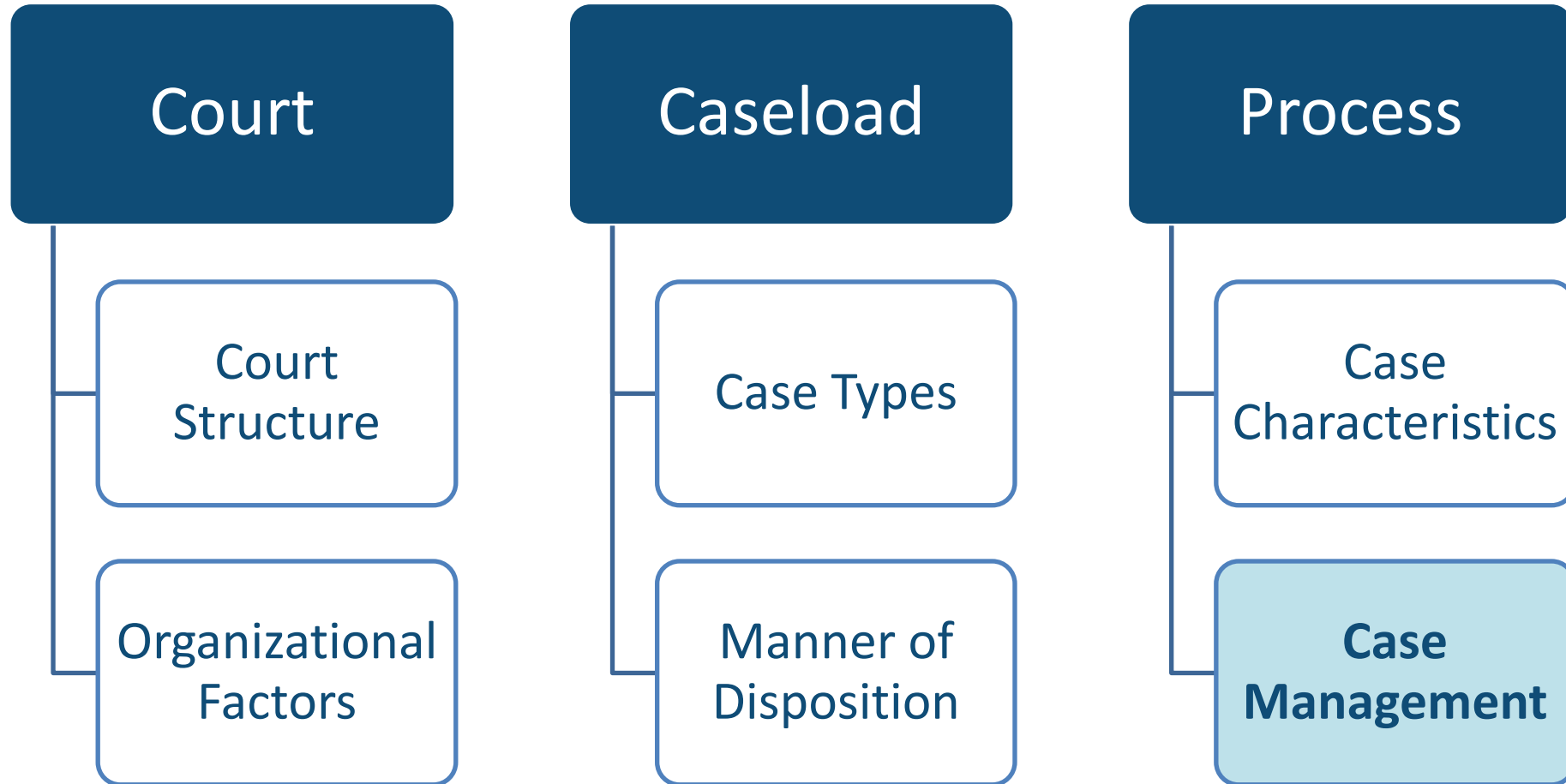
Information Sharing

Frequency of:

- Individual Case Reports (month, quarter, annual, on req., never)
- Bench Case Reports (month, quarter, annual, on req., never)
- Court Leaders Discuss CM with Ct. admin/clerks (reg, occasional, never)
- Court Leaders Discuss CM judges, PD, DA (reg, occasional, never)

Has Court Coordinating Council?

What Explains Timeliness?



Major Findings

- Primary drivers of CPT are number of continuances and number of hearings
- More timely courts better maintain control over scheduling
 - Reduce number of continuances and resolve cases with fewer hearings
 - Reduce time an additional continuance or hearing add to schedule
- *Why* some courts are able to resolve cases in tighter timeframes relates to case management practices

Caseflow Difficulties in General

PROBLEMS

Discovery delays
Unprepared lawyers
Numerous continuances
Complicated scheduling
Meaningless hearings
Little analytical capacity
Limited staff involvement

CAUSES

- Lax pretrial practices
- Minimal lawyer accountability
- No firm continuance policy
- No early triage of cases
- Focus is case status, not resolution
- Minimal useful caseflow data
- No appropriate decision-making

Set Expectations

Set overall case-processing time target

- 85% within 180 days
- 96% within 365 days

Another way to look at the target goal

- Expectation to resolve 85% of cases 100% of time within 180 days
- Have implicitly established two-tracks
 - Normal cases: 85% that can all be resolved within 180 days
 - Flying pigs: 15% that are complicated and require more time

Understanding Your Situation

Set expectations.

- Targets for discovery completion, Days to trial, etc.
- Are they being met?
- If no expectations, how do you measure improvement & success?

Assess resources/needs of court.

- Is there currently capacity for all scheduled/held events?

Identify any bottlenecks (conflicts, lack of courtroom, etc).

- Can you overcome these, and incorporate system with minimal scheduling friction?

Create flexibility to adjust dates and still meet expectations



*Funded by
Arnold Ventures*



Brian J. Ostrom, Ph.D.
Principal Research Consultant
bostrom@ncsc.org



STEERING COMMITTEE ON DATA-BASED COURT PERFORMANCE AND DATA STANDARDS

Date of Meeting:	Type of Action Required:	Subject:
December 6, 2023	<input type="checkbox"/> Formal Action/Request <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Update on Proposed DUI Case Processing Training for Judicial Officers

PRESENTER(S):

Cathy Clarich, Manager, AOC Court Operations Unit

DISCUSSION:

At the September 2023 committee meeting, members discussed the misdemeanor DUI case processing time standards and possible solutions regarding training of judicial officers. Ms. Clarich will update the committee members on current and future plans.

RECOMMENDED ACTION OR REQUEST (IF ANY):

For information only

STEERING COMMITTEE ON DATA-BASED COURT PERFORMANCE AND DATA STANDARDS

Date of Meeting: December 6, 2023	Type of Action Required: [] Formal Action/Request [x] Information Only [] Other	Subject: Draft Post-Conviction Relief Notice and Petition Filing Instructions
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PRESENTER(S):

Mary Bellefeuille, Data Standards Analyst, AOC Court Operations Unit

DISCUSSION:

Felony Post-Conviction Relief time standards start with the filing of the Petition for post-conviction relief. Analysis by AOC staff revealed that self-represented litigants often file the Notice (which does not start case aging) and the Petition simultaneously, or only file the Petition, which results in a case's age starting prematurely. These defendants are typically appointed an attorney, who often request and are granted, an extension to file the Petition. This scenario, which was found in many of the cases reviewed, leads to increased case ages because the Petition was filed in lieu of, or at the same time as, the Notice. AOC staff is recommending the creation of Post-Conviction Relief Notice and Petition filing instructions for publication on the Self-Service Center website. By making these instructions readily available, the goal is to reduce the number of post-conviction relief cases from aging prematurely.

RECOMMENDED ACTION OR REQUEST (IF ANY):

For information only

SELF SERVICE CENTER

INSTRUCTIONS: HOW TO COMPLETE THE FORMS AND STEPS IN THE POST-CONVICTION RELIEF PROCESS

POST CONVICTION RELIEF: A defendant who requests post-conviction relief asks the court to vacate or modify a judgment of conviction, or to reduce or modify a sentence. The process for requesting post-conviction relief is contained in Rules 32 and 33 of the Arizona Rules of Criminal Procedure (ARCRP).

ALL FORMS: Type or print in black ink.

STEP 1: Complete the NOTICE REQUESTING POST-CONVICTION RELIEF form (Form 24(b), ARCRP)

**This form must be completed and filed with the trial court that imposed the judgment or sentence before filing the petition*

HEADING

- At the top of the form, please fill in your name, street address (if not protected), city, state, zip code, telephone number, and email address.
- Put a check mark in the box to the left of “Self” if you are representing yourself.
- If you have an attorney representing you, place a check mark in the box to the left of “Attorney for”.
- Write the attorney bar number if you are represented by an attorney.
- Write your first and last name on the line above “Defendant.”
- Write in your case number on the line labeled “Case/Complaint No”.

ITEMS A & B

- Complete the personal information requested.
- Complete the sentence information requested. Information about your sentence may be obtained by contacting the court at which you were sentenced.
- Place a check mark in the boxes that apply to you.
- Enter your case number on the top right side of each page.

ITEM C

- Read the Rules in the box about Post-Conviction Relief and understand the difference between a claim under Rule 32.1(a) and a claim under Rule 33.1(a) before moving on.
- Place a check mark in the boxes that apply to you.
- If you need more space to state your facts and reasons, write “Continued on attached sheet” and label the attached sheet with the item number from the form and attach it to the Notice.

- Enter your case number on the top right side of each page.

REQUEST FOR POST CONVICTION RELIEF

- Verify the information entered is true and accurate.
- Sign and date

REQUEST FOR AN ATTORNEY AND DECLARATION OF INDIGENCY

- If you are unable to pay for an attorney and would like for the court to appoint one to represent you, sign and date this section.

***STOP HERE IF YOU ARE REQUESTING THE COURT APPOINT AN ATTORNEY TO REPRESENT YOU AND WAIT FOR THE COURT TO NOTIFY YOU ABOUT THE NEXT STEP IN THE PROCESS.**

STEP 2: Complete the PETITION FOR POST-CONVICTION RELIEF form (Form 25, ARCRP)

****For this Petition to be considered by the court, you must first file form 24(b), NOTICE REQUESTING POST-CONVICTION RELIEF with the court.***

GENERAL

- Each numbered item in the Petition must be answered fully in legible handwriting or by typing.
- When necessary, you may use additional blank pages for completing your answers, but write on only one side of the page and make clear which question the continued answer refers.
- Any false statement of fact made and sworn to under oath in this Petition could serve as the basis for prosecution and a perjury conviction. Therefore, ensure that all answers are true and correct.
- For this Petition, you may not use an issue which has already been raised and decided on appeal or in a previous Petition.
- Be sure to 1) to include every new reason for relief you know of, and 2) that the new reason being used in the Petition has not been raised and decided before this Petition.

HEADING

- At the top of the form, please fill in your name, street address (if not protected), city, state, zip code, telephone number, and email address.
- Put a check mark in the box to the left of “Self” if you are representing yourself.
- If you have an attorney representing you, place a check mark in the box to the left of “Attorney for”.
- Write the attorney bar number if you are represented by an attorney.
- Write your first and last name on the line above “Defendant.”

- Write in your case number on the line labeled “Case/Complaint No”.

ITEM 1 – INFORMATION ABOUT THE DEFENDANT

- Complete the personal information requested.
- Complete the sentence information requested. Information about your sentence may be obtained by contacting the court at which you were sentenced.
- Place a check mark in the boxes that apply to you.
- Enter your case number on the top right side of each page.

ITEM 2 – RULE 32 GROUNDS FOR RELIEF

- Carefully read the list of reasons for Rule 32 post-conviction relief.
- Then go back to the top of the list and place a check mark in the box(es) that apply to you.
- Enter your case number on the top right side of each page.

ITEM 3 – RULE 33 GROUNDS FOR RELIEF

- Carefully read the list of reasons for Rule 33 post-conviction relief.
- Then go back to the top of the list and place a check mark in the box(es) that apply to you.
- Enter your case number on the top right side of each page.

ITEM 4 – SUPPORTING FACTS AND DOCUMENTS

- Write the facts that support the reasons you believe you should be granted post-conviction relief. Supplement the facts with relevant statutory authority (state law) in support of your request.
- If you need more space than the lines provide:
 - Write “I attached a sheet labeled Petition - #4A – Attachment”
 - Continue the facts on an attached sheet, clearly marked “Petition – #4A – Attachment.”
- Part B: Follow the instruction on the form concerning newly discovered material.
- Part C: On the lines provided, note the exhibit numbers of all affidavits, transcripts, documents, and other supporting evidence you are attaching as exhibits in support of this Petition.
- Part D: Briefly list the reasons why you have no affidavits, transcripts, documents, or other evidence supporting your claim for post-conviction relief.
- Enter your case number on the top right side of each page.

ITEM 5 – ACTIONS TAKEN

- Place a check mark in the appropriate box(es) to tell the court the other actions you have taken to get post-conviction relief. If you have not taken any of these actions, leave the boxes blank.
- Enter your case number on the top right side of each page.

ITEM 6 – RELIEF REQUESTED

- Place a check mark in the box that describes the kind of post-conviction relief you want the court to order.
- Enter your case number on the top right side of each page.

DECLARATION

- If everything you wrote in the Petition form is true, sign and date on the lines provided for the Defendant.

STEP 3: Complete the DEFENDANT’S REQUEST FOR THE COURT RECORD form (Form 26, ARCRP)

HEADING

- At the top of the form, please fill in your name, street address (if not protected), city, state, zip code, telephone number, and email address.
- Put a check mark in the box to the left of “Self” if you are representing yourself.
- If you have an attorney representing you, place a check mark in the box to the left of “Attorney for”.
- Write the attorney bar number if you are represented by an attorney.
- Write your first and last name on the line above “Defendant.”
- Write in your case number on the line labeled “Case/Complaint No”.

THE DEFENDANT REQUESTS DOCUMENTS FILED WITH THE CLERK

- If you want the Clerk of Superior Court to produce documents for your post-conviction case, place a mark in the box on the left.
- If the Defendant wants to omit items in the presumptive record, list the specific documents on the lines provided.
- If the Defendant requests specific items in the presumptive record, list the specific documents on the lines provided
- Enter your case number on the top right side of each page.

THE DEFENDANT REQUESTS TRANSCRIPTS OF COURT PROCEEDING

- Be aware of the difference between Number 1 and Number 2 of this item:
 - Number 1 involves Defendant’s Notice under Rule 32: Mark the box(es) that show which transcripts you request.
 - Number 2 involves Defendant’s Notice under Rule 33: Mark the box(es) that show which transcripts you request under Rule 33.
- Number 3 – you must check the box for each proceeding you would like a transcript for.
- NOTE: Rules 32.8(b) and 33.8(b) permit the court to order the preparation of only those transcripts deemed necessary for resolving issues you specified in the Notice Requesting Post-Conviction Relief. You must explain why you believe the requested transcripts are necessary.

- Enter your case number on the top right side of each page.

SIGNATURE

- Verify the information entered is true and accurate.
- Sign and date

STEP 5: DELIVER

- Take your forms to the Clerk of Superior Court in the county where the conviction occurred.

STEP 6: WAIT FOR THE COURT TO NOTIFY YOU ABOUT THE NEXT STEP IN THE PROCESS.

DRAFT

Required Data Elements – Recommendation from the Data Standardization Advisory Committee

As of 11/15/2023

Elements Recommended for Title Changes

Category	Data Element	Definition and Examples	Recommendation
Charges	Record transmitted to SDLA	Date the abstract sent to MVD	Recommend this data element be renamed “Record transmitted to MVD” to make this more Arizona-specific
Pre-Trial Intake	Bond Amount	The dollar amount imposed at the hearing	Recommend this data element be renamed “Bond Amount Ordered” so it is clear this is the Bond Amount Ordered and not the Bond Amount Paid
Sanctions	Payment Plan	Indication there was a payment plan established for outstanding balance	Recommend this data element be renamed “Payment Plan Flag” so it is clear what the element is
Pre-Trial Intake	Bond Ordered/Set	Date bond was ordered or set	Recommend this data element be renamed “Bond Ordered/Set Date” so it is clear what the element is
Orders	Evaluation Ordered	The date that one or more parties were ordered to participate in an evaluation	Recommend this data element be renamed “Competency Evaluation Ordered” to focus specifically on mental health evaluations (psychological, competency, Rule 11, etc.)
Orders	Evaluation Party	The party that was ordered to participate in evaluation	Recommend this data element be renamed “Competency Evaluation Party” to focus specifically on mental health evaluations (psychological, competency, Rule 11, etc.)
Orders	Evaluation Type	The evaluation ordered	Recommend this data element be renamed “Competency Evaluation Type” to focus specifically on mental health evaluations (psychological, competency, Rule 11, etc.)

New Elements Recommended

Category	Data Element	Definition and Examples	Recommendation
Case	Filing Type	Manner of filing or status of the case when filed with the court	Data element accidentally left off the initial Administrative Order for this initiative
Pre-Trial Intake	Bond Amount Posted	The dollar amount posted for the bond ordered	Recommend this data element be created so that both the bond amount ordered and posted can be obtained as separate elements

Case	Rule 11 Flag	Indication an Order for Rule 11 evaluation exists in the case	Recommend this data element be created to identify cases to be included in the future Mental Health Repository currently being developed
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Proposed Motion: Move to approve the Required Data Element recommendations as listed.

STEERING COMMITTEE ON DATA-BASED COURT PERFORMANCE AND DATA STANDARDS

Date of Meeting: December 6, 2023	Type of Action Required: <input type="checkbox"/> Formal Action/Request <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Subject: Required Data Elements – 2024 Checklist Process and Administrative Directive 2023-10
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PRESENTER(S):

Laura Ritenour, Caseflow Management Specialist, AOC Court Operations Unit

DISCUSSION:

The Required Data Elements Initiative is guided by ACJA § 1-508 and the first phase is outlined by Administrative Directive 2022-12. The goal for Required Data Elements is for all court case management systems to have a common set of data elements for improved data collection and reporting.

Ms. Ritenour will provide an overview on the Phase One Implementation in regard to the 2024 Required Data Elements Checklists. She will also provide an overview on Administrative Directive 2023-10, which will outline the second phase of the project.

RECOMMENDED ACTION OR REQUEST (IF ANY):

For Information Only

STEERING COMMITTEE ON DATA-BASED COURT PERFORMANCE AND DATA STANDARDS

Date of Meeting:	Type of Action Required:	Subject:
December 6, 2023	<input checked="" type="checkbox"/> Formal Action/Request <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Data Standardization Advisory Committee Recommendations re: Required Data Elements

PRESENTER(S):

Laura Ritenour, Caseflow Management Specialist, AOC Court Operations Unit

DISCUSSION:

During 2023, as the Data Standardization Advisory Committee reviewed and defined the required data elements listed in Administrative Directive 2022-12 appendices, title changes to current required data elements and new required data elements were discussed. The Data Standardization Advisory Committee recommends the Steering Committee review and approve the required data elements recommendations as listed in the attachment.

RECOMMENDED ACTION OR REQUEST (IF ANY):

Proposed Motion: Move to approve the Required Data Element recommendations as listed.

*REQUIRED DATA
ELEMENTS –
JANUARY 2024
CHECKLIST
PROCESS*

Laura Ritenour,
AOC Court Services Division

Updated 11/3/2023



AGENDA

Background

Process

Q&A





BACKGROUND

In 2018, NCSC published NODS

In 2020-21, Data Standards Steering Committee developed a list of ~250 RDE for Arizona courts

ACJA § 1-508 adopted by AJC in April 2022

Administrative Directive 2022-12 signed in October 2022

Goal - Work towards all case management systems having a common set of data elements for improved data collection and reporting



PHASE ONE - APPENDIX A – JANUARY 2023

- First 20 Required Data Elements (RDEs)
- All Superior Courts and Clerks of Court, and all non-AJACS limited jurisdiction courts completed online checklists regarding the source/s of data for each RDE before January 31, 2023
- AOC completed the checklist for the LJ AJACS courts
- Presiding Judges then signed off on their court's report
- AOC compiled answers for each court into county-wide report which was reviewed and approved by County Superior Court Presiding Judges before March 1, 2023



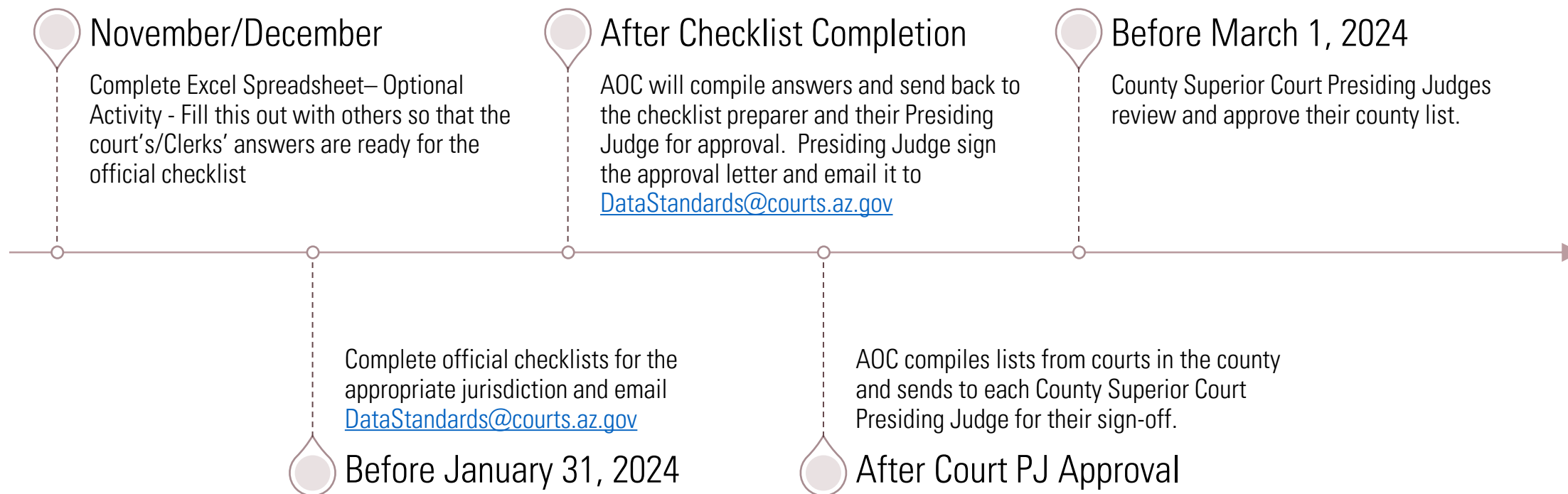
*FALL 23/WINTER 24
PROCESS*



PHASE ONE - APPENDIX B AND C – JANUARY 2024

- Next 64 Required Data Elements (RDEs)
- All Superior Courts and Clerks of Court, and all non-AJACS limited jurisdiction courts will complete their online checklists regarding the source/s of data for each RDE before January 31, 2024
- AOC will complete the checklists for the LJ AJACS courts
- Presiding Judges will sign off on their court's report
- AOC will compile answers for each court into county-wide report which will be reviewed and approved by County Superior Court Presiding Judges before March 1, 2024



TIMELINE



DATA ELEMENTS AND CODE STANDARDIZATION (AZCOURTS.GOV)

Data Elements Resources

[Excel Checklists for Appendix B and C Required Data Elements](#) 

- [Example Completed Excel Checklists with notes](#) 
- [Source Definitions for Checklists](#) - separate tables for LJ and GJ courts 
- [Case Type Definitions \(07/31/2023\)](#) - for both LJ and GJ courts
- [Administrative Directive 2022-12: Arizona Required Data Elements - Phase One](#)
- [ACJA §1-508 Required Data Elements](#)
- [Administrative Order 2022-35](#)
- [Court Role Type Category Definitions](#) (updated file name 10/16/2023)

Checklists

For Appendix B and C Required Data Elements - Checklists should be completed for appropriate case types and jurisdiction (Superior Court, Municipal Court or Justice Court) before January 31, 2024.

Please contact Laura Ritenour (lritenou@courts.az.gov) or Mary Bellefeuille (mbellefeuille@courts.az.gov) for more information.

[Superior Court Probate Case Type Checklist](#)

[Superior Court Criminal Case Type Checklist](#)

[Superior Court Family Case Type Checklist](#)

[Superior Court Civil Case Type Checklist](#)

[Municipal Court/Justice Court Criminal Case Type Checklist](#)

[Municipal Court/Justice Court Traffic Case Type Checklist](#)

[Municipal Court Civil Case Type Checklist](#)

[Justice Court Civil Case Type Checklist](#)

2024 GJ Probate RDE Checklist

* Required

GJ Probate Case Type

Please select one or more sources for each required data element. **If Not in System, please enter the month and year the element will exist in case management system in Other field.**

6. Probate: Primary Case Category *

Clerk of Court

Judicial/Court

Interface

System Generated

Not in System - enter date element will be added to CMS in Other field below

Other

2024 JP/MC Criminal RDE Checklist

* Required

JP/MC Criminal Case Type

Please select one or more sources for each required data element. **If Not in System, please enter the month and year the element will exist in case management system in Other field.**

6. Criminal: Primary Case Category *

- Court Staff
- Interface
- System Generated
- Not in System - enter date element will be added to CMS in Other field below**
- Other



THANK YOU

Laura Ritenour, Court Services Division

lritenou@courts.az.gov

Mary Bellefeuille, Court Services Division

mbellefeuille@courts.az.gov

[Data Elements and Code Standardization \(azcourts.gov\)](http://azcourts.gov)

Phase Two - Appendix A
Required Data Elements to be accounted for by January 31, 2025

Data Element	Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic
Specialty Court Assignment	X			X	X	X	
Case Manner of Disposition	X	X	X	X	X	X	X
Filing Type	X	X	X	X	X	X	X
Race	X	X	X	X	X	X	X
Ethnicity	X	X	X	X	X	X	X
Gender	X	X	X	X	X	X	X
Driver License Country					X	X	X
License Class Code							X
Answer/Response	X	X	X				
Cross-Claim	X						
Counterclaim	X						
Interpreter Language	X	X	X	X	X	X	X
With Prejudice	X					X	X
Record transmitted to MVD					X	X	X
Bond Hearing Type						X	X
Bond Type						X	X
Bond Amount Ordered						X	X
Bond Amount Posted						X	X
Summons Issued						X	X
Sentence Conditions						X	X
Concurrent/Consecutive Sentence Flag						X	X
Payment Plan Flag					X	X	X
Community Restitution Hours					X	X	X
Inventory Filed Date			X				
Accounting Filed Date			X				
Bond Ordered/Set Date			X				
Bond Type			X				
Bond Filed Date			X				
Offense location							X
Court	X	X	X	X	X	X	X
Court Case Identifier	X	X	X	X	X	X	X

Phase Two - Appendix B
Required Data Elements to be accounted for by January 31, 2026

Data Element	Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic
Procedural Track	X						
Relationship to Action - Civil	X						
FBI Number					X	X	X
Endorsement Code							X
License Restriction Code							X
Pro Hac Vice	X	X	X			X	
3rd-Party Claim	X						
Answer to Cross Claim	X						
Answer to Counter Claim	X						
Answer to 3rd-Party Claim	X						
Intervenor Claim	X			X			
Answer to Intervenor claim	X						
Amended	X	X	X	X	X	X	X
Amount in Controversy	X						
Subsequent Probate Pleading Type			X				
Motion/Filing Type (Future-grouping)	X	X	X	X	X	X	X
Pleading/Motion Outcome	X	X	X	X	X	X	X
Agreed/Stipulated	X	X	X	X	X	X	X
Competency Evaluation ordered		X	X	X		X	
Competency Evaluation party		X	X	X		X	
Competency Evaluation type		X	X	X		X	
Charge Dismissal Actor					X	X	X
Diversion Entry					X	X	X
Diversion Exit					X	X	X
Diversion Exit Type					X	X	X
Rule 11 Flag						X	
Arrest Date					X		X
Disposition NCIC Code					X	X	X
Case Disposition Category	X	X	X	X	X	X	X

**STEERING COMMITTEE ON DATA-BASED COURT PERFORMANCE
AND DATA STANDARDS**

Date of Meeting:	Type of Action Required:	Subject:
December 6, 2023	<input checked="" type="checkbox"/> Formal Action/Request <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Request for Support for Collaboration with Family Court Improvement Committee

PRESENTER(S):

- Hon. Greg Sakall, Judge, Superior Court for Pima County, and Chair, Family Court Improvement Committee
- Susan Pickard, Staff to Family Court Improvement Committee

DISCUSSION:

Arizona’s Judicial Branch continually strives to strengthen the administration of justice. Timely justice promotes public trust and confidence in the courts. Administrative Order 2019-115 established the Family Court Improvement Committee (FCIC) as a standing committee of the Arizona Judicial Council. Its purpose is to advise the council and the Supreme Court in development and implementation of policies designed to improve the quality of justice, access to the family court, and efficiency in court operations, specifically to recommend improvements and enhancements to family law statutes, rules, and court processes and procedures.

FCIC is currently researching ideas to help expedite the resolution of temporary orders. Family Law Motions for Temporary Orders is one of three family law time standards. The other two are Dissolution and Parental Responsibility and Post-Judgment Motions.

The Steering Committee on Data-Based Court Performance and Data Standards currently has about 5 years of data on the Family Law time standards. This agenda item would be to gauge interest in the creation of a collaborative FCIC-DSSC workgroup to develop recommendations for process improvements and time standard changes. The workgroup would consider statutory requirements, court rules, court data, and any other relevant factors in developing their recommendations. Please note, the time standards data are not yet publicly available as all reports are still in draft form (per Administrative Order 2014-81).

If this proposed collaboration is supported by the Steering Committee on Data-Based Court Performance and Data Standards, the same proposal will be brought to the first 2024 FCIC meeting for their consideration.

RECOMMENDED ACTION OR REQUEST (IF ANY):

Proposed Motion: Support the creation of a collaborative workgroup, comprising of Family Court Improvement Committee and Steering Committee on Data-Based Court Performance and Data Standards members, or their designees, to develop recommendations for process improvements and time standard updates.

STEERING COMMITTEE ON DATA-BASED COURT PERFORMANCE AND DATA STANDARDS

Date of Meeting:	Type of Action Required:	Subject:
December 6, 2023	<input checked="" type="checkbox"/> Formal Action/Request <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Proposed 2024 Meeting Scheduled

PRESENTER(S):

- Hon. James P. Beene, Justice, Arizona Supreme Court, and Steering Committee Chair
- Laura Ritenour, Staff to Steering Committee

DISCUSSION:

Every fall, the Steering Committee reviews and votes on the next year’s schedule. Below are the proposed meeting dates, times, and formats for member discussion.

- Wednesday, March 6, 2024, Hybrid meeting, 1:30 p.m. – 3:30 p.m.
- Wednesday, June 5, 2024, Hybrid meeting, 1:30 p.m. – 3:30 p.m.
- Wednesday, September 4, 2024, Annual Meeting, In-Person* ~~at State Courts Building, 12 noon – 3:00 p.m.~~ **updated to Arizona Connected Workspaces building, 1400 W Washington Street, Phoenix, AZ 85007.**
- Wednesday, December 4, 2024, Hybrid meeting, 1:30 p.m. – 3:30 p.m.

*Zoom to be available for members unable to attend in person

RECOMMENDED ACTION OR REQUEST (IF ANY):

Proposed Motion: Motion to approve the proposed meeting dates for the year 2024