

Arizona Supreme Court Data Standardization Advisory Committee

AGENDA

February 27, 2024, 10:00 am – 12 noon, Zoom Webinar

9:50 am	Zoom Webinar Open for Members, Attendees and Presenters		Mary Bellefeuille
Meeting Opening			
10:00 am	<ul style="list-style-type: none"> - Welcome and Roll Call - Review and Approval of January 30, 2024 Meeting Minutes 		Cathy Clarich filling in as Chair for Michael Malone
Items from Previous Meeting/s			
10:10 am	Review/Approval	Statewide Standardization of: <ul style="list-style-type: none"> - Constable Codes - Warrant Reasons 	Mary Bellefeuille and Michele Gillich
10:20 am	Review	Data Translation Integration Project Update	Michele Gillich
New Items			
10:30 am	Review/Discuss	Statewide Standardization of: <ul style="list-style-type: none"> - Advocate Type 	Cathy Clarich and Mary Bellefeuille
Ongoing Business			
11:05 am	Update	Updates, Comments and Questions from Members	All Members
11:15 am		Call to the Public	Cathy Clarich
	Reminder	Next Meeting: Tuesday, March 26, 2024, 10 a.m. – 12 noon, via Zoom Webinar – Michael Malone to chair	
11:20 am	Adjournment (motion needed)		Cathy Clarich

DATA STANDARDS ADVISORY COMMITTEE

January 30, 2024

10:00 a.m. – 12:00 p.m., Zoom Meeting

DRAFT MINUTES

Present: Mike Albers, Odette Apodaca, Gil Bensinger, Daniel Bowman, Summer Dalton, Niltza Flores, Ralph Garcia, Todd Herrera-Ridenhour, Susann Holland, Randy Kennedy, Adele May, Laura Navarro-Cobos (proxy for Jeanette Wiesenhofer), Mike Nimitz, Ester Reeves, Ginger Rodas, Marcos Romero, Danica Sanchez, Katrina Solis, Adam Walterson

Not Present: Laurie Allen (Excused)

Administrative Office of the Courts (AOC) and Guests: Mary Bellefeuille (AOC), Cathy Clarich (AOC), Melanie Cluff (AOC), Michele Gillich (AOC), Michael Malone (AOC), Anirban Mitra (AOC), Laura Ritenour (AOC), Kristie Wooley (AOC)

I. CALL TO ORDER

A. Welcome and Opening Remarks

The January 30, 2024, meeting of the Data Standards Advisory Committee was called to order by the Chair, Michael Malone, at 10:02 a.m.

B. November 28, 2023, Meeting Minutes

Laura Ritenour, staff for the committee, displayed the November 28, 2023, draft meeting minutes for review and the members had no comments or concerns. A motion to approve the November 28, 2023, meeting minutes was made by Summer Dalton and seconded by Niltza Flores. The committee voted and the motion passed unanimously.

II. ITEMS FROM PREVIOUS MEETINGS

A. Attorney Type Definitions

Laura Ritenour displayed the proposed Attorney Type definitions that were sent to the committee members for review the previous week. There was discussion regarding the similarity between Conflict/Court Appointed and Legal Defender and members were reminded that if the court does not have a need for a code, they do not have to add it to their case management system. Attorney Type Definitions are informational only and do not require approval.

B. Code and Statewide Table Standardization Requests

Attorney Types: Laura Ritenour reported that the AOC Court Services Division is requesting that Attorney Type Codes and Descriptions be standardized for all courts statewide. Attorney Type is a required data element in the Appendix C list and standardization will ensure the data reported is more accurate and consistent. A motion to approve the statewide standardization of the Attorney Type Codes and Descriptions was made by Ester Reeves and seconded by Niltza Flores. The committee voted and the motion passed unanimously.

PO Party Role Types (Update): Laura Ritenour reported that the AOC Court Services Division is requesting the addition of five PO Party Role Types that were overlooked when the Court Role Types were reviewed and approved by the workgroup and steering committee in March and June, respectively. For courts that separate the Court Role Types from the PO Party Role Types, this designation is important to ensure that the complete list of approved PO Party Role Types codes is present in the table. A motion to approve the statewide standardization of the additional PO Party Role type codes and descriptions was made by Katrina Solis and seconded by Danica Sanchez. The committee voted and the motion passed unanimously.

C. SB 1197 (Juvenile Sanctions, Monetary Obligations)

Laura Ritenour provided an update on SB 1197 which pertains to juvenile offenders' monetary sanctions and had a general effective date of October 30, 2023. Laura provided an overview of the tasks that have been completed and the next steps and future milestones. The committee members were reminded of the requirement to post any local administrative orders to their court's website.

D. Required Data Elements (RDE) Initiative

Laura Ritenour reported that she has received a little over half of the 2024 checklists. She reminded members that the checklists are due by January 31, 2024 and are to be signed off on by the superior court presiding judge by March 1, 2024. Members were instructed to contact Laura if an extension is needed to complete the 2024 RDE checklist. The committee members had no questions.

III. NEW ITEMS

A. Code and Statewide Table Standardization Requests

Constable Codes: Michele Gillich reported that the AOC Information Technology Division is requesting that Constable Codes and Descriptions be standardized for all courts statewide. Constables are permitted to serve Protective Orders; however, they do not have an ORI number. To solve for this, AZPOINT created unique IDs, that when implemented will allow for the Declaration of Service to be electronically transmitted back to the court. Michele informed the members that the automation for this functionality is being set up for non-AJACS courts and they will be notified when it is available. She also informed the members that if

their court prefers to manually process the Declaration of Service form they may continue to do so. This item will be brought up to vote at the February 27, 2024, meeting.

Warrant Reason Definitions: Laura Ritenour displayed the Warrant Reason Definitions that have been drafted by the AOC. These definitions are informational and will not be voted on. Members were asked to review the definitions prior to the February 27, 2024 meeting and come prepared for discussion.

Warrant Reason Codes and Descriptions: Laura Ritenour reported that the AOC Court Services Division is requesting that Warrant Reason Codes and Descriptions be standardized for all court statewide. Warrant Reason is an element in the Appendix B list. Standardizing the codes related to this data element would allow for more consistent reporting regarding elements associated with warrant reasons for future data requests. Having warrant reasons will also be helpful for the Public Safety Assessment (PSA) project for courts (a future project). This item will be brought up to vote at the February 27, 2024, meeting.

B. Data Standards Steering Committee Meeting Summary

Laura Ritenour provided a top-level overview of the items discussed at the December 6, 2023, Data Standards Steering Committee meeting. The members had no comments or questions.

IV. ONGOING BUSINESS

A. Updates, Comments and Questions from Members

A question was raised regarding the use of alpha codes instead of numeric codes. Mary Bellefeuille informed the committee that the existing AJACS codes are the starting point for the suggested codes thus far and they are often alpha. Susann Holland indicated that the alpha codes were initially selected as they were easier to recognize for those codes that display on the front end. The use of numeric codes will be considered for future codes.

B. Call to the Public

Michael Malone made a call to the public for comments. There was no answer.

C. Adjournment

A motion was made to adjourn the meeting by Summer Dalton. The meeting was adjourned at 11:01 a.m.

D. Next Committee Meeting Date

Tuesday, February 27, 2024, 10:00 a.m. – 12:00 p.m., Zoom Webinar

Code Request

Code Request and Requestor

Standardize Constable Description and Code, Requested by: AOC Information Technology Integration Team

Background and Issue

Constables are permitted to serve Protective Orders; however, they do not have an ORI number. To solve for this, AZPOINT created unique IDs, that when implemented will allow for the Declaration of Service to be electronically transmitted back to the court. Standardizing the constable codes would allow for electronic service back to the court.

Plaintiff has been advised of service. Yes No

Declarant is a: registered process server peace/correction/detention officer authorized by the court

Print: Name	Agency	Identification No.
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Public Access and eAccess Display

Should this data be displayed on Public Access? No

Should be this document be displayed in eAccess? No

Possible Interfaces Affected: AZPOINT

Tentative Implementation Timeline

If approved, AJACS will pilot sending the declaration of service document back to the courts electronically via AZPOINT. Future court will be implemented following the AJACS courts so long as they transmit the approved constable codes.

Motion

Move to recommend the Constable codes and standard descriptions listed below as statewide standards.

Constable Code/Description

Agency Code	Agency Description
4126	Apache County - North Star Constable

4127	Apache County - Round Valley Constable
4128	Apache County - St. Johns Constable
4129	Cochise County - Sierra Vista Constable (JP 5)
4130	Coconino County - Flagstaff Constable
4131	Gila County - Globe Regional Constable
4132	Gila County - Payson Regional Constable
4133	Greenlee County - JP 1 Constable
4134	Greenlee County - JP 2 Constable
4135	Maricopa County - East Mesa Constable
4136	Maricopa County - San Tan Constable
4137	Maricopa County - Hassayampa Constable
4138	Maricopa County - Arrowhead Constable
4139	Maricopa County - Maryvale Constable
4140	Maricopa County - Agua Fria Constable
4141	Maricopa County - Moon Valley Constable
4142	Maricopa County - Highland Constable
4143	Maricopa County - West Mesa Constable
4144	Maricopa County - Kyrene Constable
4145	Maricopa County - South Mountain Constable
4146	Maricopa County - Arcadia Biltmore Constable
4147	Maricopa County - University Lakes Constable
4148	Maricopa County - McDowell Mountain Constable
4149	Maricopa County - Encanto Constable
4150	Maricopa County – Downtown Constable
4151	Maricopa County - Manistee Constable
4152	Maricopa County - Dreamy Draw Constable
4153	Maricopa County - Desert Ridge Constable
4154	Maricopa County - North Valley Constable
4155	Maricopa County - West McDowell Constable
4156	Maricopa County - White Tank Constable
4157	Maricopa County - Ironwood Constable
4158	Maricopa County - Country Meadows Constable
4159	Maricopa County - San Marcos Constable
4160	Maricopa County - North Mesa Constable
4161	Mohave County - Kingman Constable
4162	Mohave County - Cerbat Constable
4163	Mohave County - Bullhead City Constable
4164	Mohave County - North Canyon Constable
4165	Mohave County - Lake Havasu Constable
4166	Navajo County - Snowflake Constable (JP 3)
4167	Navajo County - Holbrook Constable (JP 1)
4168	Navajo County - Pinetop-Lakeside Constable (JP 6)
4169	Navajo County - Show Low Constable (JP 5)

4170	Navajo County - Kayenta Constable (JP 4)
4171	Pima County - JP 6 Constable
4172	JP 5 Pima County Consolidated Justice Court
4173	Pima County - JP 8 Constable
4174	Pima County - JP 3 Constable
4175	Pima County - JP 2 Constable
4176	Pima County - JP 9 Constable
4177	Pima County - JP 1 Constable
4178	Pima County - JP 7 Constable
4179	Pima County - JP 10 Constable
4180	Pima County - JP 4 Constable
4181	Pinal County - Casa Grande Constable (JP 2)
4182	Pinal County - Apache Junction Constable (JP 6)
4183	Pinal County - Central Pinal Constable (JP 3)
4184	Pinal County - Western Pinal Constable (JP 4)
4185	Pinal County - Pioneer Constable (JP 1)
4186	Pinal County - Copper Corridor Constable (JP 5)
4187	Yavapai County - Seligman Constable
4188	Yavapai County - Verde Valley Constable
4189	Yavapai County - Mayer Constable
4190	Yavapai County - Bagdad-Yarnell Constable
4191	Yavapai County - Prescott Constable
4192	Yuma County - JP 1 Constable
4193	Yuma County - JP 2 Constable
4197	Coconino County - Williams Constable
4198	Navajo County - Winslow Constable (JP 2)
4199	Santa Cruz County - Nogales Constable (JP 1)
5001	La Paz County Constable

Code Request

Code Request and Requestor

Standardize Warrant Reason Description and Code, Requested by: AOC Court Services

Background and Issue

Administrative Directive 2022-12 directs the implementation of Phase One of the Required Data Elements initiative. Warrant Reason is an element in the Appendix B list. Standardizing the codes related to this data element would allow for more consistent reporting regarding elements associated with warrant reasons for future data requests. Having warrant reasons would also be helpful for the Public Safety Assessment (PSA) project for courts (future project).

Public Access and eAccess Display

Should this data be displayed on Public Access? No

Should be this document be displayed in eAccess? No

Possible Interfaces Affected: eWarrant, CCR

Tentative Implementation Timeline

If approved, the codes would be added to the AOC's FME Data Translation Server and courts would need to either transmit these codes or use their FME Data Translation Tool for transactions starting June 2024.

Motion

Move to recommend the Warrant Reason code and standard description listed below as statewide standards.

Warrant Reason Code/Description

Proposed Standard Code	Proposed Standard Description
CAW	CIVIL ARREST WARRANT
FTA	FAILURE TO APPEAR
FTC	FAILURE TO COMPLY
IAW	INITIAL ARREST WARRANT
MWF	MATERIAL WITNESS (Felony case)

MWM	MATERIAL WITNESS (Misdemeanor case)
PTR	PETITION TO REVOKE
VRC	VIOLATION OF RELEASE CONDITIONS
GRJ	GRAND JURY
PCW	PROBABLE CAUSE WARRANT
PVW	PAROLE VIOLATION WARRANT
FAW	FIDUCIARY ARREST WARRANT
CAA	CHILD SUPPORT ARREST WARRANT

Code Request

Code Request and Requestor

Standardize Advocate Type Description and Code, Requested by: AOC Court Services

Background and Issue

Administrative Directive 2022-12 directs the implementation of Phase One of the Required Data Elements initiative. Advocate Type is an element in the Appendix C list. Standardizing the codes related to this data element would allow for more consistent reporting regarding elements associated with advocate types for future data requests.

Public Access and eAccess Display

- Should this data be displayed on Public Access? No
- Should be this element be displayed in eAccess? n/a

Possible Interfaces Affected: eFiling, CCR

Tentative Implementation Timeline

If approved, the codes would be added to the AOC's FME Data Translation Server and courts would need to either transmit these codes or use their FME Data Translation Tool for transactions starting June 2024.

Motion

Move to recommend the Advocate Type code and standard description listed below as statewide standards.

Advocate Type Code/Description

Proposed Standard Code	Proposed Standard Description
CA	Child Advocate
SA	Court Appointed Special Advocate
LA	Legal Advocate
VA	Victim Advocate

Code Request

Code Request and Requestor

Standardize Warrant Disposed Description and Code, Requested by: AOC Court Services

Background and Issue

Administrative Directive 2022-12 directs the implementation of Phase One of the Required Data Elements initiative. Warrant Disposed is an element in the Appendix B list. Standardizing the codes related to this data element would allow for more consistent reporting regarding elements associated with warrant disposition for future data requests.

Public Access and eAccess Display

- Should this data be displayed on Public Access? No
- Should be this element be displayed in eAccess? n/a

Possible Interfaces Affected: eWarrant, CCR

Tentative Implementation Timeline

If approved, the codes would be added to the AOC's FME Data Translation Server and courts would need to either transmit these codes or use their FME Data Translation Tool for transactions starting June 2024.

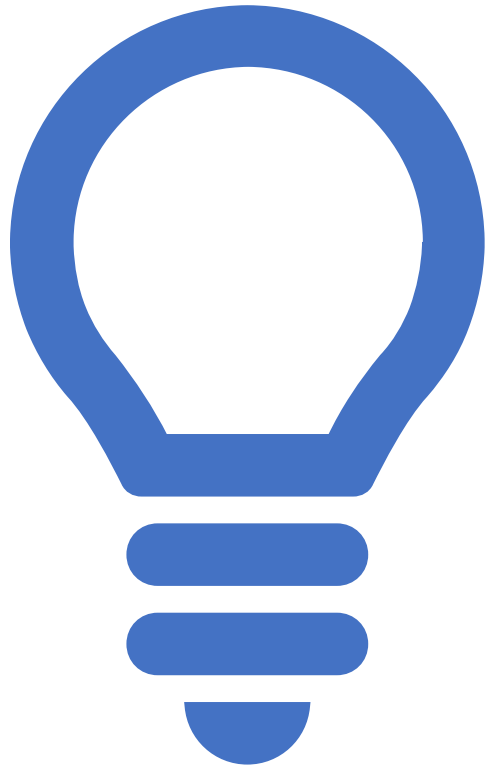
Motion

Move to recommend the Warrant Disposed code and standard description listed below as statewide standards.

Warrant Disposed Code/Description

Proposed Standard Code	Proposed Standard Description
EX	Expired
QA	Quashed
RE	Recalled
RD	Returned Due to Error

SV	Served
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The Importance of Event Usage and the Future of Public Access & eAccess

Event Category	Event Entry	Public Access Display Data	eAccess Display Data Y/N	eAccess Display Image CIVIL (CV) Y/N	eAccess Display Image CRIMINL Y/N
JUDGMENT	AMENDED JUDGMENT AND SENTENCE	Y	Y	Y	Y
JUDGMENT	JUDGMENT AND SENTENCE	Y	Y	Y	Y
JUDGMENT	JUDGMENT AND SENTENCE - PARTIAL	Y	Y	Y	Y
MINUTE ENTRY	PRE-SENTENCE HEARING	Y	Y	Y	Y
MISCELLANEOUS	PRESENTENCE MEMORANDUM	Y	Y	N	N
REPORT	PRESENTENCE REPORT	Y	Y	N	N
ORDER	SETTING PRE-SENTENCE HEARING	Y	Y	Y	Y
REPORT	SUPPLEMENTAL PRESENTENCE REPORT	Y	Y	N	N

Administrative – Provides No Public Value

Event Category	Event Entry	Public Access Display (DATA)	eAccess Display decision DATA Y/N	eAccess Display Image CIVIL (CV) Y/N	eAccess Display Image CRIMINL Y/N
NICS	FINDING OF INCOMPETENCY – NICS TRANSMISSION	N	N	N	N
PAYMENT	FINGERPRINT FEE	N	N	N	N
PAYMENT	FINGERPRINT FEE JUVENILE	N	N	N	N
MISCELLANEOUS	FINGERPRINT ORDER NON-COMPLIANT	N	N	N	N
ORDER	FINGERPRINT TICKLER	N	N	N	N
SERVICE	FOLDER CHECK IN/OUT EVENT	N	N	N	N
SERVICE	FOLDER CREATED EVENT	N	N	N	N
ADMINISTRATIVE	FOLDER DETAILS	N	N	N	N

Case Information								
Case Number	Filing Date	Case Title	Case Category	Case Type Code	Case Status	Court	Judicial Officer Name	
S8015CR201000605	07/01/2010	STATE OF ARIZONA PLAINTIFFVS WALTON FRANKLIN MUSSELMAN	CRIMINAL	CF1	CLOSED	Mohave County Superior	DEREK CARLISLE	

Party Information							
First Name	Middle Name	Last Name	Date of Birth	Role	City	State	Vehicle Registration Hold
WALTON	FRANKLIN	MUSSELMAN	10/1955	DEFENDANT			N
ALEXANDER		BOLOBONOFF		Attorney			N
		STATE OF ARIZONA		PLAINTIFF			N
		STATE OF ARIZONA	02/1984	PLAINTIFF			N
		MOHAVE COUNTY PROBATION		INTERESTED PARTY	KINGMAN	AZ	N
		MOHAVE COUNTY PROBATION	09/1977	INTERESTED PARTY			N

Charge Information				
Charge Code	Charge Description	Charge Class	Disposition	Disposition Date
13-1803	UNLAWFUL USE OF MEANS OF TRANSPORTATION	F3	GUILTY	09/23/2010

Event Information				
Docket Description	Date	Preview Document	Add To Cart	Remove From Cart
CHARGING DOCUMENT: Information	07/01/2010		Document Not Available Online	Remove Item
NOTICE: Appearance	07/14/2010		Add to Cart	Remove Item
MISCELLANEOUS: Disclosure / Supplemental Disclosure	07/14/2010		Add to Cart	Remove Item
CERTIFICATE: TRANSMITTAL CERTIFICATE	07/20/2010		Document Not Available Online	Remove Item
BOND: Posted (Surety) for the amount of \$ 4000.00	07/23/2010		Document Not Available Online	Remove Item
MINUTE ENTRY: ARRAIGNMENT	07/29/2010		Add to Cart	Remove Item
PLEA AGREEMENT: PLEA AGREEMENT	08/23/2010		Add to Cart	Remove Item
ORDER: Court Order/Ruling	09/09/2010		Add to Cart	Remove Item
REPORT: Confidential Criminal History	09/23/2010		Document Not Available Online	Remove Item
REPORT: Pre-sentence Report	09/23/2010		Document Not Available Online	Remove Item

11/10/2020	MISCELLANEOUS
11/10/2020	FOLDER CHECKED IN / OUT
11/10/2020	TELEPHONE
11/7/2020	FAILURE TO PAY COMPLIANCE ISSUE
11/7/2020	CRIMINAL CASE DELINQUENCY NOTICE GENERATED
11/7/2020	FAILURE TO PAY
11/7/2020	CRIMINAL CASE DELINQUENCY NOTICE REQUESTED
11/2/2020	PLEA - GUILTY/RESPONSIBLE WITH A PLEA DATE 10/27/2020 8:43:4
11/2/2020	PLEA - GUILTY/RESPONSIBLE WITH A PLEA DATE 10/27/2020 8:44:0
11/2/2020	DISPOSITION SET: 11-PLEA GUILTY/RESP SENT IMPOSED. DATE: 11/
11/2/2020	OLCP POST DISPOSITION AUTO SEND
11/2/2020	Fees/Fines Receivable# 236102 generated for amount \$53.4
11/2/2020	Fees/Fines Receivable# 236101 generated for amount \$1563.6
11/2/2020	DISPOSITION SET: 10-PLEA GUILTY/RESP SENT SUSPEND. DATE: 11/
11/2/2020	TPF Assessed
10/27/2020	PLEA - GUILTY
10/27/2020	FOLDER CHECKED IN / OUT
10/22/2020	TELEPHONE
10/20/2020	CORRESPONDENCE
10/20/2020	FOLDER CHECKED IN / OUT

3/8/2017	PROBATION
3/8/2017	FUND: BASE FINE
1/20/2017	PLEA AGREEMENT SUBMITTED
1/20/2017	WAIVER OF COUNSEL
1/20/2017	PLEA PROCEEDING
1/20/2017	CAL: PRETRIAL-PRO PER/PA
1/10/2017	ADDRESS/PHONE UPDATED
12/28/2016	TEXT MSG PHONE
12/28/2016	MOTION DENIED
12/28/2016	REQUEST FOR CT APPTD COUNSEL
12/28/2016	EMAIL ADDRESS
12/7/2016	COMPLAINT FILED-UNIFORM CITATN

Key Take Aways!

- We need **one-to-one** association between your docket events and document images
- Analysis will need to be done to identify the following
 - Which docket events (data) should be shown on public access and eAccess?
 - For those docket events that are displayed publicly, should the associated image be made available?
- Please notify me of any docket events you believe are missing to be able to do a one-to-one association
- Please notify me of any docket event description that exists that will not be easily identifiable by the public. (e.g.: JOS Form Generated)