

Arizona Supreme Court Data Standardization Advisory Committee

AGENDA

July 30, 2024, 10:00 am – 12 noon, Zoom Webinar

9:50 a.m.	Zoom Webinar Open for Members, Attendees and Presenters	Laura Ritenour, AOC Staff
Meeting Opening		
10:00 a.m.	<ul style="list-style-type: none"> - Welcome to Members and Roll Call of Attendees <ul style="list-style-type: none"> o Danielle Wellborn as proxy for Ginger Rodas, Maricopa County Justice Courts o Cynthia Navarro as proxy for Niltza Flores, Pinal County o Staff Update - Mary Bellefeuille now working for the City of Mesa - Review and Vote June 25, 2024, Meeting Minutes 	Michael Malone, Chair
Items from Previous Meeting/s		
10:10 a.m.	<p>Review/Discuss (Michele Gillich and Laura Ritenour) - Implementation for Integration, Required Data Elements, Legislation, Code Standardization and Data Translation</p> <ul style="list-style-type: none"> - Review Admin Order 2024-123 - Discuss Draft Administrative Directive 2024-XX - Discuss Draft Deliverable Timelines - Review - FME Set-Up – next steps for courts involved 	
10:30 a.m.	<p>Review/Discuss/Vote (Michele Gillich and Laura Ritenour) – Standardizing Warrant Codes</p> <ul style="list-style-type: none"> - Warrant Reason (need to discuss additional items on list from other courts) - Warrant Authority (need to discuss additional items on list from other courts) - Bond Type on Warrant - Extradition - FYI - Warrant Type codes have been changed from Required to Desirable based in CCR Integration Design Specification documentation 	
10:50 a.m.	<p>Update (Laura Ritenour) - Counting Continuances – Courts’ Perspectives and Information</p> <ul style="list-style-type: none"> - Details at bottom of the agenda* 	
10:55 a.m.	<p>Review/Discuss/Vote (Laura Ritenour) –Standardization Requests</p> <ul style="list-style-type: none"> - Request to Standardize Contact Status Definitions 	
New Items		
11:00 a.m.	Review/Discuss (Randy Kennedy) - Case #3/Case Category – Clarification Requested	

11:15 a.m. (Not before 11 a.m.)	Review/Discuss (Stewart Bruner) - Business Deliverables for COT Priority Projects		
11:30 a.m.	Review/Discuss/Vote (Laura Ritenour) – Request for Disposition Descriptions for six codes to be Modified to be under 60 characters		
Ongoing Business			
11:45 am	Update (All Members)	Updates, Comments and Questions from Members	
11:55 am		Call to the Public	Michael Malone, Chair
	Reminder	Next Meeting: Tuesday, August 27, 2024, 10 a.m. – 12 noon, via Zoom Webinar – Michael Malone to chair	Cathy Clarich, Chair, substituting for Michael Malone
12:00 p.m.	Adjournment (motion needed)		Michael Malone, Chair

Link to OneDrive folder with all DS Advisory Committee meeting videos (July 2023 – present): [DS Advisory Committee Recordings](#)

* The Counting Continuances Workgroup is a working group for the Advisory Committee and the plan is to meet several times over the next 3 months to learn about different court’s hearing/trial continuance practices and develop ideas for a statewide, standard operating practice for counting continuances and a continuance report. The ideas generated by the workgroup would then be presented to the Data Standardization Advisory Committee (October or November meeting) and the Steering Committee on Data-Based Court Performance and Data Standards (December or March meeting) for their feedback and input. The ultimate goal is to develop a statewide continuance report to aid court leadership and judicial officers with managing their caseloads and meeting the statewide case processing time standards.

DATA STANDARDS ADVISORY COMMITTEE

June 25, 2024

10:00 a.m. – 12:00 p.m., via Zoom Webinar

DRAFT MINUTES

Present: Laurie Allen, Odette Apodaca, Gil Bensinger, Daniel Bowman, Ralph Garcia, Todd Herrera-Ridenhour, Joe Hamilton (as proxy for Ester Reeves), Susann Holland, Roopa Kalidindi, Randy Kennedy, , Cynthia Navarro (as proxy for Niltza Flores), Ginger Rodas, Marcos Romero, Danica Sanchez, Tony Sita (as proxy for Adele May), Katrina Solis, Adam Walterson, Jeanette Wiesenhofer

Not Present: Summer Dalton, Michael Malone, Mike Nimitz

Administrative Office of the Courts (AOC) and Guests: Lorri Behunin (Chandler Municipal Court), Mary Bellefeuille (AOC), Christine Chu (Mesa Municipal Court), Cathy Clarich (AOC), Melanie Cluff (AOC), Michele Gillich (AOC), Faith Hager (Mesa Municipal Court), Leon Li (AOC), Anirban Mitra (AOC), Chris Phelps (Scottsdale Municipal Court), and Laura Ritenour (AOC)

I. CALL TO ORDER

A. Welcome and Opening Remarks

The June 25, 2024, meeting of the Data Standards Advisory Committee was called to order by Cathy Clarich, chair in Mike Malone's stead, at 10:02 a.m.

B. May 28, 2024, Meeting Minutes

Laura Ritenour, staff for the committee, displayed the May 28, 2024, draft meeting minutes and the members had no comments or concerns. Ginger Rodas moved to approve the minutes and Odette Apodaca seconded the motion. The committee voted and the motion passed unanimously.

II. ITEMS FROM PREVIOUS MEETINGS

A. Proposed Implementation for Integration, Required Data Elements, and Code Standardization and Draft Administrative Order

Laura Ritenour presented the latest draft administrative order, presented and recommended by the Commission on Technology (COT) on June 6th. The final draft will go to Chief Justice Brutinel for his review and approval within the next week. Cathy Clarich reported that the administrative order provides the authority regarding how the Central Case Repository (CCR) is populated with the standardized case related data. Administrative directives will be issued on an ongoing basis to direct the courts on when they will be required to submit the data in the manner that has been approved. Laura reported that AOC staff will continue to meet internally to review the master plan and

identify which components the courts will be required to submit and when. More information will be presented at the July meeting.

B. Warrant Code Standardization

Michele Gillich reported that the standardized warrant codes, once approved, would initially be used in the Public Safety Assessment (PSA) project and in the eWarrant project in the future. Questions were raised regarding the need for all of the warrant codes and several members reported that their case management systems don't currently track the requested warrant data. AOC staff will review the requested data and codes to determine which are necessary for CCR. This item will be on the July agenda.

C. SB1197 Updates

Laura Ritenour provided updates on the automation for vacating eligible unpaid monetary obligations for juveniles, their parents, and guardians. Once all participating courts have completed their automation, manual case processing, or both, an administrative directive will be sent out with timelines for data collection and submission. Data collection is required by this legislation.

D. New Event Standardization

- i. **Request to add Bail Eligibility to the Case Type code set** - Laura Ritenour presented on the request to add this code and description to the Case Type code set. Some superior courts are initiating a Bail Eligibility case when a Bail Eligibility Hearing is scheduled in a superior court for a case in which the Initial Appearance was held in the justice court, but the case has not yet been filed in the superior court. Bail Eligibility Hearings are required per AZ Rules of Criminal Procedure, Rule 7.2(b). Odette Apodaca moved to approve the Bail Eligibility case type and Laurie Allen seconded the motion. The committee voted and the motion passed unanimously.
- ii. **Request to standardize Contact Status Definitions** - Laura Ritenour presented on the request to standardize contact status definitions to increase clarity for this code set. Members asked questions specifically regarding the Primary and Protected contact statuses and what takes precedence, the status code or the record security indicator that is sent to CCR, e.g., IsMailingAddress. AOC staff will discuss and bring more information to the next meeting. This item will be added to the July agenda.
- iii. **Required Data Elements for Law Enforcement Agency and Driver License/ID State** - Laura Ritenour proposed that since these two elements are officially standardized by other organizations (ORIs by DPS and state abbreviations by the United States Postal Service) that AOC staff would not maintain the code sets, and instead the committee approve DPS and USPS as the official standards authorities. Marcos Romero moved to approve DPS and

USPS as the official standards authorities and Joe Hamilton seconded the motion. The committee voted and the motion passed unanimously.

III. NEW ITEMS

A. Update Previously Approved Case Type table to reflect correct Case Category Association

Mary Bellefeuille reported that the Case Type spreadsheet on the Code Standardization website inaccurately reflected case categories that were not approved by the committee. The spreadsheet has been updated to reflect the approved Case Category. The spreadsheet has also been updated to include the previously approved Case Type code.

B. Data Standards Steering Committee Meeting Summary

Laura Ritenour provided a top-level overview of the items discussed at the June 5, 2024, Data Standards Steering Committee meeting. The members had no comments or questions.

C. Continuance Data

Laura Ritenour reviewed the responses that were provided by the courts regarding how they track and count continuances and any challenges they experience in accurately capturing continuance data. Cathy Clarich suggested the creation of a work group to develop a standard operating practice for continuances. Members were instructed to contact Laura if they, or someone from their court, would like to participate in this work group.

IV. ONGOING BUSINESS

A. Updates, Comments and Questions from Members

Cathy Clarich reported that the Committee on Technology (COT) approved Tyler Technologies as a state standard case management system, in addition to AJACS. Members were informed that if their court plans to move to a new case management system that they must use Tyler Technologies or AJACS.

B. Call to the Public

Cathy Clarich made a call to the public for comments. There was no answer.

C. Adjournment

A motion to adjourn the meeting was made by Marcos Romero and seconded by Joe Hamilton. The meeting was adjourned at 11:50 a.m.

D. Next Committee Meeting Date

Tuesday, July 30, 2024, 10:00 a.m. – 12:00 p.m., Zoom Webinar

IN THE SUPREME COURT OF THE STATE OF ARIZONA

In the Matter of:)
)
SUBMISSION OF STANDARDIZED) Administrative Order
CASE-RELATED DATA TO THE) No. 2024 - 123
CENTRAL CASE REPOSITORY (CCR))
)
)
_____)

Accurate court case data is crucial for timely case resolution and efficient allocation of judicial resources. Additionally, court digital data is shared with various government agencies, impacting driving, criminal, and voting records. It can also influence warrant issuance, credit reporting, prison terms, gun ownership, employment, officer safety, military service, and other critical activities. Data standards play a vital role in measuring and analyzing case processing times achieved in Arizona courts. Defining what data to collect and who collects it is essential for staff training and accuracy monitoring.

Arizona Code of Judicial Administration (ACJA) § 1-501: Court Automation Standards requires that courts use state sponsored and authorized automation systems except where a local exception has been granted. The success of system integration projects depends on common code sets statewide, regardless of the automation system used. All courts' case management systems, including local exception systems, must be able to submit and accept standard data elements when populating statewide data repositories or participating in statewide technology projects.

To these ends, ACJA § 1-508: Required Data Elements seeks to ensure the quality, completeness, and consistency of Arizona court data across the judicial branch by ensuring that all courts collect and report certain standard data elements.

Therefore, pursuant to Article VI, Section 3, of the Arizona Constitution,

IT IS ORDERED that all general and limited jurisdiction courts shall submit data to the Administrative Office of the Court's (AOC) Central Case Repository (CCR) as specified in the CCR Integration Design Specification documentation.

IT IS FURTHER ORDERED that the Administrative Director shall promulgate a phased implementation schedule that shall be developed in coordination with the Data Standardization Advisory Committee.

Dated this 26th day of June, 2024.

ROBERT BRUTINEL
Chief Justice

IN THE SUPREME COURT OF THE STATE OF ARIZONA
ADMINISTRATIVE OFFICE OF THE COURTS

In the Matter of:)
)
SUBMISSION OF STANDARDIZED) Administrative Directive
CASE-RELATED DATA TO) No. 2024 – XX)
CENTRAL CASE REPOSITORY)
- PHASE ONE)

On June 26, 2024, the Supreme Court issued Administrative Order 2024-123 which ordered that all general and limited jurisdiction courts, including those that do not utilize the state sponsored case management system, submit data to the Administrative Office of the Court’s (AOC) Central Case Repository (CCR) as specified in the CCR Integration Design Specification documentation (“the CCR Specifications”. It was further ordered that the Director would provide a phased implementation schedule developed in coordination with the Data Standardization Advisory Committee.

IT IS DIRECTED that all courts transmit data using the “core_XXX” transactions identified within the FARE, NICS, and Public Access Repository sections of the CCR Specifications by February 28, 2025. Maricopa County Superior Court will not be required to transmit FARE data until such time they are participating in the FARE program. All data transmitted to CCR must include the proper Security Indicators and align with code standards.

IT IS FURTHER DIRECTED that all courts transmit either the “pm_XXX” or “core_XXX” transactions as required by Administrative Order 2019-143 and identified within the Protection Order section of the CCR Specifications by February 28, 2025. All data transmitted to CCR must include the proper Security Indicators and align with code standards.

IT IS FURTHER DIRECTED that all courts transmit case data starting at the time a case is initiated using the “core_XXX” transactions identified in the Stage Data Feeds section of the CCR Specifications by September 30, 2025. All data transmitted to CCR must include the proper Security Indicators and align with code standards.

IT IS FURTHER DIRECTED that all courts will provide a bulk load of existing case data from cases filed on or after July 1, 2010 using the “core_XXX” transactions identified in the Stage Data Feeds section of the CCR Specifications by September 30, 2025. All data transmitted to CCR must include the proper Security Indicators and align with code standards.

Dated this ____ day of _____, 2024.

DAVID K. BYERS
Administrative Director of the Courts

DRAFT

#	Deliverable	Start Date	Deadline
1	AOC Data Translation FME Test System ready	June 1, 2024	June 28, 2024
2	Courts using FME given access to test system	July 2, 2024	n/a
3	Courts using FME provided training videos and access to classes with "live" trainers	July 2, 2024	n/a
4	Courts transmit "core_xxx" transactions for FARE, NICS, and Public Access Repository, with correct Security Indicators and following code standards, per the Specs (NOTE: Maricopa County Superior will not send FARE transactions)	July 2, 2024	February 28, 2025
5	Courts transmit either the "pm_xxx" or "core_xxx" transactions and code standards for Protection Order section, with correct Security Indicators and following code standards, per the Specs	July 2, 2024	February 28, 2025
6	Courts will transmit data starting at case initiation using the "core_xxx" transactions for Stage Data Feeds section, with correct Security Indicators and following code standards, per the Specs	July 2, 2024	September 30, 2025
7	Courts will provide a bulk data load of existing case data from cases filed on or after July 1, 2020, using the "core_xxx" transactions for Stage Data Feeds section, with correct Security Indicators and following code standards, per the Specs	July 2, 2024	September 30, 2025
8	AOC Data Translation Test Production ready	August 31, 2024	August 30, 2024
9	Administrative Directive 2024-XX Phase One signed, to contain items 4, 5, 6, and 7 above	September 1, 2024	October 1, 2024
10	Courts given access to FME production system	September 1, 2024	September 1, 2024
11	AOC draft business needs and standard codes for the required data elements not included in AD-Phase One	September 1, 2024	June 30, 2026
12	Data Standardization Advisory Committee provide recommendations and approval on items in 11 above	September 1, 2024	June 30, 2026
13	AOC Integration team draft transaction specifications for item 11 above	September 1, 2024	June 30, 2026

14	Technical Advisory Council (TAC) provide recommendations and approval for item 11 above	September 1, 2024	June 30, 2026
15	AOC draft business needs and standard codes for legislation requiring statewide code standards and reporting	September 1, 2024	June 30, 2026
16	Data Standardization Advisory Committee provide recommendations and approval on item 15 above	September 1, 2024	June 30, 2026
17	AOC Integration team draft transaction specifications for item 15 above	September 1, 2024	June 30, 2026
18	Technical Advisory Council (TAC) provide recommendations and approval for item 15 above	September 1, 2024	June 30, 2026
19	Administrative Directive 2024-XX Phase Two issued, to contain first sets of required data elements and legislation	October 1, 2025	December 1, 2025
20	Administrative Directive 2024-XX Phase Three issued, to contain next sets of required data elements and legislation	July 1, 2026	August 1, 2026

From: [Gillich, Michele](#)
To: [Paulson, Daniel](#); [Smith, Vance](#); [CCR - Mesa Municipal Court](#); [CCR - Chandler Municipal Court](#); [Kung, Ken](#); [CCR - Tempe Municipal Court](#); [Romero, Marcos](#); [CCR - Paradise Valley Municipal Court](#); [CCR - Gilbert Municipal Court](#); [Bergan, Laura](#); [Hammel, Dean](#); [Brooks, K](#); [Wheeler, Allen](#); [Marchetti, Joseph](#)
Cc: [ITD - Integration Team](#); [Bruner, Stewart](#); [Ritenour, Laura](#); [Bellefeuille, Mary](#)
Subject: FME Set-up - Next Steps (License Server is Ready)
Date: Tuesday, July 2, 2024 11:13:56 AM
Attachments: [image001.png](#)
Importance: High

To all,

FME test server is ready. The following are the next steps:

- **Getting started with FME:**

- Must attend FME training classes, offered for free:
 - **Link to FME Case Codes Demo – Presented on 3/12/2024**
 - [Microsoft Teams Meeting-20240312_100402-Meeting Recording.mp4](#)

[FME Academy Full Catalog Training](#)

[FME Accelerator Course](#) - Live Instructor Lead 90 Minutes Covers FME Form & FME Flow Basics (Free to register for & attend)

[FME Form Basic Training](#)

[FME Flow Authoring Training](#)

[Live Training Online for FME Form & Flow Free](#)

- Safe Software the FME vendor is requesting for Arizona courts to first attend their training classes. After training is completed, if there are questions will schedule a meeting for all courts to attend to ask questions to the Safe software.
 - **Please note:** Safe Software help is limited to utilizing their product.

- **Licensing:**

- A total of 12 licenses have been purchased:
 - One license has been purchased for your courts CMS system.
- 12 people can access the FME server at a time.
- Your court **must** install FME Form:
 - AOC has created the following document to help your court with FME Form installation & Setup:
[FME_Form_Setup.docx](#)
- The following groups have been set-up, this is the group name to access the license once FME Form is installed:
 - fmetest -Mesa

- fmetest-Chandler
- fmetest-Tempe
- fmetest-ParadiseValley
- fmetest-Gilbert
- fmetest-PimaSuperior
- fmetest-PimaConsolidated
- Please create a Remedy ticket with the names of the users from your court who will need access to FME:
 - Each user will be added to the licensing group that has been created for your court.
 - Each user will be added and granted READ access to the Code Standards Database.
- Licensing will be accessed once you have installed FME form and users have been added to your courts group.
- **Next steps:**
 - Open Remedy: help@courts.az.gov for your court with the users who will need access:
 - Full name of the user
 - Court email address for the user
 - FME Test Server is ready, please install FME Form and attend the FME training classes.
 - Work created in test can be saved and published for the FME Production Server.
 - FME Production Server will be available by August 30, 2024.
 - If you need help, please reach out.

Thanks,

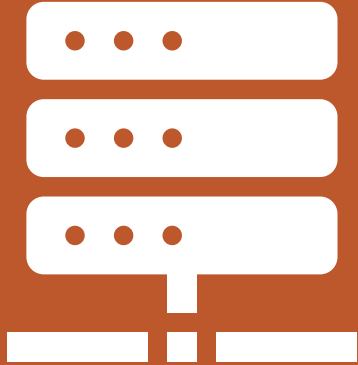
Michele Gillich
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“A life is not important except in the impact it has on other lives..” – Jackie Robinson

Warrant Data Standardization Request from AOC Integration Team

MICHELE GILLICH





REASON FOR THE REQUEST:

- FOR CCR (CENTRAL CASE REPOSITORY) TO BE ABLE TO RECEIVE THE SAME CODE SETS FROM ALL COURT CMS SYSTEMS.
- THE PROJECTS AFFECTED
 - PSA (Public Safety Assessment Project)
 - NCIC – Adult Wanted Person File: [Wanted and Arrested Person Records | Office of Justice Programs \(ojp.gov\)](#) - Appendix 1

- JWJ requirements were determined from NCIC 'Adult Wanted Person File':
 - ✓ Required to provide the Warrant Reason Description

<psa:WarrantIssueDate>

<nc:Date>2017-09-18</nc:Date>

</psa:WarrantIssueDate>

<psa:WarrantReasonDescription>Failure To Appear</psa:WarrantReasonDescription>

<psa:WarrantReasonCode>FTA</psa:WarrantReasonCode>

- This requirement will be added to CCR Specifications document.

- NCIC – Adult Wanted Person File

- Chief Justice Robert Brutinel established the Pretrial Risk Assessment and Form IV Task Force through Administrative Order [2023-20](#).
- Recommendation 6 from the task force's report was regarding data collection. It stated that warrant data collection in Arizona is not consistent and therefore not reliable.
- Standardizing warrant data will assist in fulfilling this recommendation and in meeting 2024-2029 Strategic Agenda Goal 3.1.
- Data necessary for this project is already included in the CCR Specifications in the Stage Warrant Section

- Public Safety Assessment (PSA) Project

31.StageWarrant

Purpose:

- 1) This is ~~an optional~~ **a required** data feed to provide data related to warrants on cases from Case Management system

Mapping Requested for AZ State Standard Codes:

- Court Code
- Statute
- Default Case Category Code
- Default Class Offense

- Excerpts from CCR Specifications Documentation

31.Stage Warrant

Field Name	Field Type Max Length	Primary Key	Required/ Desired	Domain Values	Description
PurgeDate	DateTime		D		This indicates as to when the Warrant is no longer active and quashed. (Warrant Purge date designated by the court)
IsActive	bit		REQ	0 = No 1 = Yes	Indicates if the warrant is still active This field will have a value '0' when the warrant is Served and Quashed. Once warrant is served, no more action is pending on it and so it will be marked as IsActive = 0
WarrantTypeCode	[Varchar][20]		D*		Indicates the code for the type of warrant e.g. 'AW' – for Arrest warrant BW – for Bench warrant *Changed to Desired as Warrant Authority is so similar
WarrantReasonCode	[Varchar][20]		REQ		Indicates the code for reason of the warrant e.g., "FTA" – Failure to Appear "FTC" – Failure to Comply "LFC" – Long Form
WarrantAuthority	[Varchar][20]		D		AJACS defined Authority Code. See
IsDefEligforRelease	Bit		0 = No 1= Yes		Indicates if the Defendant is eligible for release on Bond. This will be used by the Law Enforcement.
BondType	Varchar[20]		D		Indicates the code value for Bond Type e.g., "CASH", "DEPOSIT", "SECURED", "UNSECURE"

31.Stage Warrant					
Field Name	Field Type Max Length	Primary Key	Required/ Desired	Domain Values	Description
					<p>The agency that initiated the case (associated with the ORI code provided by DPS)</p> <p>Originating Agency Identification (ORI)</p> <p>Value is the ORI code for the Law Enforcement Agency</p>
ExtraditionCode	Char [2]		D		<p>Indicates the code value for extradition</p> <p>ACIC ONLY EXL Values: (NEX = N) AZ = STATEWIDE AJ = ADJACENT COUNTIES ONLY CO = WITHIN COUNTY LM = LIMITED (requires additional info in MIS) BLANK = NO EXTRADITION</p> <p>NCIC EXL Values: (NEX = Y) (A-F = MISD / 1-6 = FELONY) A / 1 = FULL EXTRADITION B / 2 = LIMITED (requires additional info in MIS) C / 3 = SURROUNDING STATE ONLY D / 4 = NO EXTRADITION - IN-STATE PICK UP ONLY (requires additional info in MIS) E / 5 = PENDING (requires additional info in MIS) F / 6 = PENDING DETERMINATION</p> <p>NOTE: Older NCIC EXL value may contain 2 char values 01-06 for FELONY</p>

CCR Master

Data Integration Design

CMS Core Transactions to CCR Stage

COPY WITH STAGE WARRANT ONLY
FOR DS AC DISCUSSION

WITH UPDATES AS OF 7/15/2024

31.StageWarrant

Purpose:

- 1) This is ~~an optional~~ **a required** data feed to provide data related to warrants on cases from Case Management system

Mapping Requested for AZ State Standard Codes:

- Court Code
- Statute
- Default Case Category Code
- Default Class Offense

Sample Transaction:

core_warrant|U|0|9251882|8015|2021-02-13 09:54:42.100|S|8015|CR|2021028546|D|1|1005963|BW074720210003|2021-02-13|3661756|||02-18-2021|3961770|02-17-2026|0|BW|FTA|13-2507A|0|||13-3405A1, 13-3415A|JRT|AZ0070157|AZ||1|0|0|0|2021-02-13 09:51:12.121|2021-02-13 09:51:12.121|0

The fields highlighted in yellow are part of message header.

31.Stage Warrant					
Field Name	Field Type Max Length	Primary Key	Required/ Desired	Domain Values	Description
TransactionIdentifier	[char](20)		REQ	core_warrant	AOC defined name indicating the data feed. This is part of the header information. e.g., core_warrant
TransactionType	[char](1)		REQ	U = Add or Update D = Delete	Defines what action needs to be taken on the data
ErrorCode	[smallint]		REQ	0	Used to indicate the errors encountered during load of transaction. Set to '0' by default Codes will be maintained by the AOC.
TransactionNumber	[int]		REQ		A unique sequence number assigned by the source system for each record that comes in the data feed.
CourtCode	[char](4)	Yes	REQ		Standard Statewide four-digit Court code. Each Court has been assigned a Court Number. E.g., 0700 – Maricopa Superior court, 1007 – Green Valley Justice court

31.Stage Warrant

Field Name	Field Type Max Length	Primary Key	Required/ Desired	Domain Values	Description
					Prefix the court code with a '0' if the court code is not 4 chars long. e.g., 700 should be sent as '0700'
TransactionDateTime	[datetime]		REQ		Date time stamp indicating when the data was submitted
CaseNumber1	[char](1)	Yes	REQ	A = Appellate C = Court of Appeals S = Superior Court M = Municipal Courts J = Justice of the Peace	Identifies the Court type to which the case belongs. Court type defines the court jurisdiction based on how Arizona courts are organized. Court Types are: A = Appellate, C = Court of Appeals S = Superior, M = Municipal, J = Justice of Peace
CaseNumber2	[smallint]	Yes	REQ	Court Code	This is the Unique Number assigned to each court by AOC/DPS. E.g., Phoenix Municipal Court is 745, Yavapai Superior is 1300 etc.
CaseNumber3	[char](2)	Yes	REQ	State defined case type: See Case Category Codes	Identifies the Category to which the case belongs e.g CR- Criminal, CV- Civil, JV – Juvenile, etc. This is the starting point in the hierarchy of a Court System (Level 1) that classifies the Case Type (i.e., Civil,

31.Stage Warrant					
Field Name	Field Type Max Length	Primary Key	Required/ Desired	Domain Values	Description
					Criminal, Family Court, Probate).
CaseNumber4	[bigint]		REQ		This is the Unique case number assigned by the source system
PartyRoleTypeCode	[Varchar](20)		REQ	Party RoleType Codes	Identifies the Party Role Type e.g., D- Defendant, P- Plaintiff, A- Appellant
PartySequence	[int]		REQ		This is a sequential number used to identify each party in the case, grouped by Party type. P1 , D1 etc For E.g if a Civil Case has 8 Plaintiff's and 1 Defendant, then we can expect to see P1, P2..P8 and D1
SourceUniqueWarrantID	[bigint]		REQ		This is the unique ID assigned for a warrant by the source CMS system
WarrantNumber	[Varchar][30]		D		Unique number for the warrant as assigned by the source CMS system.
IssueDate	DateTime		REQ		Indicates the date on which the warrant was issued
WarrantIssueSourceUniqueAssociatedEventID	[bigint]		REQ		This indicates the SourceUniqueEventID (which is an unique ID assigned for an event) associated with the warrant issue
QuashedDate	DateTime		D		Indicates the date on which the warrant was quashed
WarrantQuashSourceUniqueAssociatedEventID	[bigint]		D		This indicates the SourceUniqueEventID (which is an unique ID assigned for an event) associated with the warrant quash
ServedDate	DateTime		D		Indicates the date on which the warrant was served
WarrantServedSourceUniqueAssociatedEventID	[bigint]		D		This indicates the SourceUniqueEventID (which is an unique ID assigned for an event) associated with the warrant serve

31.Stage Warrant					
Field Name	Field Type Max Length	Primary Key	Required/ Desired	Domain Values	Description
PurgeDate	DateTime		D		This indicates as to when the Warrant is no longer active and quashed. (Warrant Purge date designated by the court)
IsActive	bit		REQ	0 = No 1 = Yes	Indicates if the warrant is still active This field will have a value '0' when the warrant is Served and Quashed. Once warrant is served, no more action is pending on it and so it will be marked as IsActive = 0
WarrantTypeCode	[Varchar][20]		D*		Indicates the code for the type of warrant e.g. 'AW' – for Arrest warrant BW – for Bench warrant *Changed to Desired as Warrant Authority is so similar
WarrantReasonCode	[Varchar][20]		REQ		Indicates the code for reason of the warrant e.g., "FTA" – Failure to Appear "FTC" – Failure to Comply "LFC" – Long Form
WarrantAuthority	[Varchar][20]		D		AJACS defined Authority Code. See
IsDefEligforRelease	Bit		0 = No 1= Yes		Indicates if the Defendant is eligible for release on Bond. This will be used by the Law Enforcement.
BondType	Varchar[20]		D		Indicates the code value for Bond Type e.g., "CASH", "DEPOSIT", "SECURED", "UNSECURE"

31.Stage Warrant

Field Name	Field Type Max Length	Primary Key	Required/ Desired	Domain Values	Description
					Code Standard [BOND_TYP_CD] CASH SURETY PROPERTY UNKNOWN DEPOSIT SECURED UNSECURE
BondAmount	[decimal] (19,2)		D		Indicates the Total Set Bond Amount
DepositAmount	[decimal] (19,2)		D		Indicates the amount that need to be posted for release (Release Amount)
Charges	Varchar [225]		D		If the warrant has charges associated to it, then this field indicates SourceUniqueChargeID of the charges. Incase of multiple charges, the court has to submit multiple ID's using comma (,) as the separator. e.g. E.g. for a warrant that has multiple charges associated to it, the value in charge needs to be sent as 1000518, 1008038, 5194
JudicialOfficerCode	Varchar [20]		D		Indicates the code value of the Judicial officer that issued the warrant
OriginatingAgencyORI	Varchar [20]		REQ		NODS: Field Law Enforcement Agency

31.Stage Warrant

Field Name	Field Type Max Length	Primary Key	Required/ Desired	Domain Values	Description
					<p>The agency that initiated the case (associated with the ORI code provided by DPS)</p> <p>Originating Agency Identification (ORI)</p> <p>Value is the ORI code for the Law Enforcement Agency</p>
ExtraditionCode	Char [2]		D		<p>Indicates the code value for extradition</p> <p>ACIC ONLY EXL Values: (NEX = N) AZ = STATEWIDE AJ = ADJACENT COUNTIES ONLY CO = WITHIN COUNTY LM = LIMITED (requires additional info in MIS) BLANK = NO EXTRADITION</p> <p>NCIC EXL Values: (NEX = Y) (A-F = MISD / 1-6 = FELONY) A / 1 = FULL EXTRADITION B / 2 = LIMITED (requires additional info in MIS) C / 3 = SURROUNDING STATE ONLY D / 4 = NO EXTRADITION - IN-STATE PICK UP ONLY (requires additional info in MIS) E / 5 = PENDING (requires additional info in MIS) F / 6 = PENDING DETERMINATION</p> <p>NOTE: Older NCIC EXL value may contain 2 char values 01-06 for FELONY</p>
ExtraditionComment	Varchar (225)		D		Indicates any comments that were provided by the LE during extradition

31.Stage Warrant

Field Name	Field Type Max Length	Primary Key	Required/ Desired	Domain Values	Description
IsVictimsRights	Bit		D	0 = No 1= Yes	Indicates if there is a warrant is related to victim right flag. 0 = No 1 = Yes
IsSealed	[bit]		REQ	0 = No 1= Yes	Indicates if the record is sealed
IsRestricted	[bit]		REQ	0 = Not Restricted 1 = Restricted	Indicates if the record is restricted
IsRemovedFromPublicAccess	[bit]		REQ	0 = No 1 = Yes	Indicates if the record must be removed from Public access
[SourceAddDateTime]	[datetime]		REQ		Indicates when the data was added/created in the source system
[SourceModDateTime]	[datetime]		REQ		Indicates when the data was modified in the source system
[IsDeleted]	[bit]		REQ	0 = No 1 = Yes	Indicates if the record needs to be deleted

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 the NCIC for the Adult Wanted Person File and future data requests.

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

Requested Implementation Timeline

When approved, the codes would be added to the AOC's FME Data Translation Server and courts would need to transmit these codes per the CCR Integration Design Specification documentation by February 28, 2025, per Administrative Directive 2024-XX (still in draft as of 07/15/2024).

Motion

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

Warrant Reason Code/Description **(THOSE IN RED WERE ADDED BY PHOENIX)**

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
VPA	VIOLATION OF PROMISE TO APPEAR
FTP	FAILURE TO PAY
AW	ARREST WARRANT

Code Request

Code Request and Requestor

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

Background and Issue

The AOC Information Technology Team is requesting the standardization of the warrant authority codes and descriptions. Standardizing the codes related to this data element would allow for more consistent reporting and for the Public Safety Assessment (PSA) project for courts, data requests and other future projects.

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

Requested Implementation Timeline

When approved, the codes would be added to the AOC's FME Data Translation Server and courts would need to transmit these codes per the CCR Integration Design Specification documentation by February 28, 2025, per Administrative Directive 2024-XX (still in draft as of 07/15/2024).

Motion

Move to approve the Warrant Authority code and standard description listed below as statewide standards.

Warrant Authority Code/Description **(THOSE IN RED WERE ADDED BY OTHER COURTS)**

Proposed Standard Code	Proposed Standard Description
4000000	ARS 13-2506A1 Failure to Appear
4000001	ARS 13-2506A2 Vio of Written Promise/Notice to
4000002	ARS 13-2507A Failure to Appear Warrant
4000003	Failure to Appear Warrant (no prosecutor charge)
4000004	ARS 13-2810A2 Failure to Comply Warrant
4000005	ARS 13-3812 INITIAL ARREST WARRANT
4000006	ARS 13-4083A Material Witness Warrant

4000007	ARS 13-810A Failure to Pay Warrant
4000008	ARS 13-901C Probation Violation Warrant
4000009	JUVENILE WARRANT
4000010	Rule 3.1A1 Grand Jury Warrant
4000011	Rule 3.1D Pre-Adjudication Warrant
4000012	Rule 64.1B Civil Arrest Warrant
4000013	Rule 7.5B Breach of Condition of Release Warrant
4000014	Rule 94.2 Child Support Arrest Warrant
4000015	Rule 26.12C Post-Adjudication Warrant
4000016	Rule 3.1(e) Criminal ATTC
4000017	Rule 3.13C Long form pre-adjudication
4000018	Body Attachment (witness FTA warrant)

Code Request

Code Request and Requestor

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

Background and Issue

Administrative Directive 2023-10 directs the implementation of Phase One of the Required Data Elements initiative. Bond Type is an element in the Appendix A list. The AOC Information Technology Team is requesting the standardization of the bond type codes and descriptions to allow for more consistent reporting regarding this element for the Public Safety Assessment (PSA) project for courts, data requests, and future projects.

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

Requested Implementation Timeline

When approved, the codes would be added to the AOC's FME Data Translation Server and courts would need to transmit these codes per the CCR Integration Design Specification documentation by February 28, 2025, per Administrative Directive 2024-XX (still in draft as of 07/15/2024).

Motion

Move to approve the Bond Type code and standard descriptions listed below as statewide standards.

Bond Type Code/Description **(THOSE IN RED WERE ADDED BY OTHER COURTS)**

Proposed Standard Code	Proposed Standard Description
4000000	CASH
4000001	SURETY
4000002	PROPERTY
4000003	DEPOSIT
4000004	SECURED
4000005	UNSECURE
4000006	Current Balance

4000007	No Release
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Code Request

Code Request and Requestor

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

Background and Issue

The AOC Information Technology Team is requesting the standardization of the warrant extradition codes and descriptions to comply with the codes accepted by the Arizona Crime Information Center (ACIC) and the National Crime Information Center (NCIC). Standardizing the codes related to this data element would allow for more consistent reporting regarding elements associated with warrant extradition for the Public Safety Assessment (PSA) project for courts, data requests, and future projects.

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

Requested Implementation Timeline

When approved, the codes would be added to the AOC's FME Data Translation Server and courts would need to transmit these codes per the CCR Integration Design Specification documentation by February 28, 2025 per Administrative Directive 2024-XX (still in draft as of 07/15/2024).

Motion

Move to approve the Warrant Extradition code and standard descriptions listed below as statewide standards.

Warrant Extradition Code/Description

Standard Code	Standard Description
AZ	STATEWIDE
AJ	ADJACENT COUNTIES ONLY
CO	WITHIN COUNTY
LM	LIMITED (requires additional info in MIS)
BLANK	NO EXTRADITION
A	FULL EXTRADITION
B	LIMITED (requires additional info in MIS)

C	SURROUNDING STATE ONLY
D	NO EXTRADITION - IN-STATE PICK UP ONLY (requires additional info in MIS)
E	PENDING (requires additional info in MIS)
F	PENDING DETERMINATION
1	FULL EXTRADITION
2	LIMITED (requires additional info in MIS)
3	SURROUNDING STATE ONLY
4	NO EXTRADITION - IN-STATE PICK UP ONLY (requires additional info in MIS)
5	PENDING (requires additional info in MIS)
6	PENDING DETERMINATION

Code Request

Code Request and Requestor

Standardize Contact Status Definitions, Requested by: AOC Information Technology Integration Team

Background, Summary, and Intended Use

- The Contact Status codes and descriptions were approved by this committee on September 26, 2023. The AOC Information Technology Integration team is requesting the approval of definitions for each Contact Status to ensure that courts use each status for its intended purpose.
- NOTE: The statuses below do not replace the Record Security Indicators on each transaction submitted to the CCR. See CCR Integration Design Specification documentation for more information. For example, data feeds to CCR for Stage Address transactions still require flags set to 0=No and 1=Yes for IsMailingAddress, IsPrimaryAddress, etc.
- NOTE: Reporting of a data contact status of Primary or Protected is not required as a data contact status for CCR/CORE reporting since courts are required to also report as a separate indicator.

Public Access and eAccess Display – not applicable

Requested Implementation Timeline

When approved, the codes would be added to the AOC’s FME Data Translation Server and courts would need to transmit these codes per the CCR Integration Design Specification documentation by February 28, 2025, per Administrative Directive 2024-XX (still in draft as of 07/15/2024).

Proposed Motion

Motion to approve the Contact Status definitions below.

Approved Contact Status Code	Approved Contact Status Description	Proposed Definition	Examples
ACT	Active	Refers to an address, phone number, and email address that a party identifies as being in a working or valid status. A party may have multiple addresses, phone numbers, and email addresses that are active.	Residential and employment mailing address; numbers for a cell phone and land line; multiple email addresses
FUT	Future	Refers to an address, phone number, and email address that will become valid or operational at a future date. A way of indicating where a party will be reachable once the transition occurs. A party may designate a date on which	The party plans to move to a new residence or a obtain a new phone number in the future.

		the contact will change from a future status to an active status.	
PRI	Prior	Refers to an address, phone number, and email address that was valid or in use by a party before a change occurred	A previous residence where someone lived, a phone number used prior to switching to a new one.
PRM	Primary	Refers to the contact information that a party identifies as being the main address, phone number, or email address. A party may have multiple Active address, phone number, and email address; however, only one may be marked primary for the contact type. A primary mailing address is where someone wants to receive their mail.	The party has both an active residential and employment address, but their primary mailing address would be the address they want to receive their mail at.
PRO	Protected	Refers to an address, phone number, and email address that a party has had officially designated as needing to be shielded or safeguarded from public disclosure or access which typically granted to those with safety concerns.	Victims of domestic violence, law enforcement officers
BAD	Bad/Undeliverable	Refers to an address, phone number, and email address to which mail, phone calls and email information cannot be successfully delivered and is no longer valid.	Incomplete or inaccurate address details, the party having moved without updating their address, the address provided being nonexistent or invalid

Excerpt from Stage Address section (Page 30) of current CCR Specifications as an example:

IsBadAddress	[bit]		D		If Address is NOT VALID then this flag should be set to TRUE. 0 = Not bad 1 = Bad
IsCollectionAddressBad	[bit]		D		Note: Applicable only for FARE cases. ACS has determined that the address is bad
IsCollectionAddressNew	[bit]		D		Note: Applicable only for FARE cases. ACS has provided a new address determined by skip tracing
IsPOContactAddress	[bit]		D		Note: Used only when the case is a PO case Indicates if this address can be used to contact about ProtectionOrder
IsMailingAddress	[bit]		REQ	0 = No (Not Mailing) 1 = Yes (Mailing)	Indicates if the address is a Mailing address
IsPrimaryAddress	[bit]		REQ	0 = Not Primary 1 = Primary	Indicates if the address is a Primary address
IsRestricted	[bit]		REQ	0 = Not Restricted 1 = Restricted	Indicates if the address record is restricted
IsRemovedFromPublicAccess	[bit]		REQ	0 = No 1 = Yes	Indicates if the record must be removed from public access
IsSealed	[bit]		REQ	0 = No 1 = Yes	Indicates if the address record is sealed

Actual Scottsdale case # R-0751-PR-2024019027 (photo enforcement/PE case) Parking is also impacted as we use P-0751-PK-xxx for those.

Partial Core spec for case.

CaseNumber1	[char](1)	Yes	REQ	A,C,S,M,J	Court type defines the court jurisdiction based on how Arizona courts are organized.
CaseNumber2	[smallint]	Yes	REQ	Court Code	This is the Unique Number assigned to each court by AOC/DPS. E.g., Phoenix Municipal Court is 745, Yavapai Superior is 1300 etc.
CaseNumber3	[char](2)	Yes	REQ	State defined case type: See Case Category Codes	e.g CR- Criminal, CV- Civil, JV – Juvenile, etc. This is the starting point in the hierarchy of a Court System (Level 1) that classifies the Case Type (i.e., Civil, Criminal, Family Court, Probate).
CaseNumber4	[bigint]	Yes	REQ		This is the Unique case number assigned by the source system Ex: 20010003949
FullCaseNumber	[varchar](50)		REQ		This is the display case number, how case number appears on courts issued document

What I believe we voted for last meeting. Case #'s 1-4 could be state standard without those values being used for any external display/usage. FullCaseNumber would be court's actual case # if different than state standard 4 parts of case #'s 1-4

So our core case record should be:

Case #1: M

#2: 0751

#3: CT

#4: 2024019027

FullCaseNumber: R-0751-PR-2024019027

Upon thinking about it further, it brought me to question how PA would work with the disconnect between Case #'s 1-4 fields and the FullCaseNumber.

Current PA case search screen:

Search by Case Number

Case Number = (example: TR = 19010111)

Court ▼

Results

Case Number	Name	Party Type	Birth Date	Address	Court
R-0751-PR-2024019027	ANTHONY MICHAEL BISCIAIO	DEFENDANT	07/1993	MESA, AZ 852122096	Scottsdale City Court

When I inquired if the PA search would be based on parsed FullCaseNumber, was told no, it is case #'s 3 & 4.

Current PA name search screen:

Search by Name

Last/Business Name (required)

First Name

Date of Birth

Court

Limit search to Cases with Vehicle Registration hold

Same results

Issues:

- If defendant searches for what they know their case # as, it won't return anything since CT was sent as case #3 which is being used for first box of case # search.
- If defendant searches by their name, it will return M-0751-CT- 2024019027 which isn't their case.
 - We also already use M/CT for non-PE cases so it could be a duplicate of another case.
 - If they call the court with the case # from PA, we wouldn't find it or we would find the non-PE causing even more confusion.
- Even if we migrated to use state standard M/CT and M/PK moving forward, there are 20+ years of R/PR and P/PK cases that are still pending.

Code Request

Code Request and Requestor

Modify the Disposition Descriptions for six (6) Disposition Codes already standardized Requested by:
AOC Information Technology Integration Team

Background and Issue

At its September 14, 2022 meeting, the Data Standards Steering Committee approved a list of Disposition Codes and Descriptions. As the AJACS and AOC Integration Teams were moving forwarding with updating their applications, it was discovered that the Public Access can only accommodate descriptions of less than 60 characters.

Public Access and eAccess Display

Should this data be displayed on Public Access? Yes

Should be this document be displayed in eAccess? N/A

Possible Interfaces Affected: n/a

Requested Implementation Timeline

When approved, the codes would be added to the AOC's FME Data Translation Server and courts would need to transmit these codes per the CCR Integration Design Specification documentation by February 28, 2025, per Administrative Directive 2024-XX (still in draft as of 07/15/2024).

Motion

Move to approve the modification of the Disposition descriptions listed below listed below as statewide standards.

Disposition Type Code/Description

Proposed Standard Code	Proposed Standard Description
22	JDGMT GUILTY/RESP, BAIL/DEPOSIT APPLIED TO FINE/SANCTION
56	FAIL TO APPEAR, WARRANT ISSUED, LICENSE SUSPENSION ORDER
57	FAIL TO APPEAR, NO WARRANT ISSUED, LICENSE SUSPENSION ORDER
58	FAILURE TO APPEAR, DEFAULT JUDGMENT ENTERED
63	DEF RELEASED/REMANDED/TRANSFERRED TO ANOTHER JURISDICTION
13	JDGMT GUILTY/RESP, COMPLETION OF DDS FOR CDL/CLP DRIVERS