

# Arizona Supreme Court Data Standardization Advisory Committee

## AGENDA

March 26, 2024, 10:00 am – 12 noon, Zoom Webinar

9:50 am	Zoom Webinar Open for Members, Attendees and Presenters		Mary Bellefeuille
<b>Meeting Opening</b>			
10:00 am	<ul style="list-style-type: none"> <li>- Welcome and Roll Call</li> <li>- Review and Approval of February 27, 2024 Meeting Minutes</li> </ul>		Cathy Clarich, Chair (for Michael Malone)
<b>Items from Previous Meeting/s</b>			
10:05 am	Review/Discuss	Data Translation Integration Project and Court Automation Coordinating Council (CACC) Updates	Michele Gillich
<b>New Items</b>			
10:15 am	Review/Discuss	Reformatted Code Standardization Webpage <sup>i</sup>	Laura Ritenour and Mary Bellefeuille
10:20 am	Review/Discuss	Statewide Standardization of: - PCO Codes and Descriptions*  *For possible vote at April 2024 meeting	Michele Gillich, Laura Ritenour, and Mary Bellefeuille
10:30 am	Review/Discuss	2024-2029 DRAFT Strategic Agenda Goal 4.1 Court Data Accuracy and Case Management	Laura Ritenour, Cathy Clarich, and Mary Bellefeuille
10:45 am	Review/Discuss	Arizona Time Standards Trainings Update <sup>ii</sup>	Laura Ritenour
<b>Ongoing Business</b>			
10:55 am	Update	Required Data Elements - Update on 2024 Checklists - Next steps on 2025 Checklists	Laura Ritenour
11:00 am	Update	SB1197 Juvenile Offenders Monetary Sanctions	Laura Ritenour
11:10 am	Update	Steering Committee on Data-Based Court Performance and Data Standards' March 6 <sup>th</sup> meeting	Laura Ritenour

11:20 am	Update	Updates, Comments and Questions from Members	All Members
11:30 am		Call to the Public	Cathy Clarich, Chair
	Reminder	Next Meeting: Tuesday, April 30, 2024, 10 a.m. – 12 noon, via Zoom Webinar – Michael Malone to chair	Cathy Clarich, Chair
11:35 am	Adjournment (motion needed)		Cathy Clarich, Chair

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<sup>i</sup> [Data Elements and Code Standardization \(azcourts.gov\)](https://www.azcourts.gov/Data-Elements-and-Code-Standardization)

<sup>ii</sup> Time Standards Training Bookings Page:  
<https://outlook.office365.com/owa/calendar/AZTimeStandardsTraining@AZCourts.onmicrosoft.com/bookings/>

# DATA STANDARDS ADVISORY COMMITTEE

February 27, 2024

10:00 a.m. – 12:00 p.m., Zoom Meeting

**DRAFT MINUTES**

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**Present:** Mike Albers, Laurie Allen, Odette Apodaca, Gil Bensinger, Daniel Bowman, Summer Dalton, Niltza Flores, Ralph Garcia, Susann Holland, Randy Kennedy, Adele May, Mike Nimtz, Ester Reeves, Ginger Rodas, Marcos Romero, Danica Sanchez, Adam Walterson, Jeanette Wiesenhofer

**Not Present:** Michael Malone, Chair, Todd Herrera-Ridenhour, Katrina Solis

**Administrative Office of the Courts (AOC) and Guests:** Lorri Behunin (Chandler Municipal Court), Mary Bellefeuille (AOC), Cathy Clarich (AOC), Melanie Cluff (AOC), Michele Gillich (AOC), Anirban Mitra (AOC)

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## I. CALL TO ORDER

### A. Welcome and Opening Remarks

The February 27, 2024, meeting of the Data Standards Advisory Committee was called to order by Cathy Clarich, Chair in Mike Malone's stead, at 10:00 a.m.

### B. January 30, 2024, Meeting Minutes

Mary Bellefeuille, staff for the committee, displayed the January 30, 2024, draft meeting minutes for review and the members had no comments or concerns. A motion to approve the January 30, 2024, meeting minutes was made by Ginger Rodas and seconded by Marcos Romero. The committee voted and the motion passed unanimously.

## II. ITEMS FROM PREVIOUS MEETINGS

### 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 (AJACS and non-AJACS). Michele clarified that in addition to protective orders, the constable codes could be used/transmitted for additional business needs as well, e.g., eviction actions. A motion to approve the statewide standardization of the Constable Codes and

Descriptions was made by Marcos Romero and seconded by Niltza Flores. The committee voted and the motion passed unanimously.

Warrant Reason Codes: Mary Bellefeuille reported that the AOC Court Services Division is requesting that Warrant Reason Codes and Descriptions be standardized for all court statewide. Standardizing the codes related to this data element would be helpful when completing bail evaluations on defendants which is a primary focus of the Public Safety Assessment (PSA) project which is currently in development. One of the requirements of this project is to identify whether a person has had any failure to appear warrants within the past 2 years which will assist when setting bail. The committee agreed to defer standardizing the warrant reason, warrant disposed, and any other related warrant codes until there is a clearer understanding of what information is needed for the PSA project.

#### **B. Data Translation Integration Project Update**

Michele Gillich reported that Safe Software will be conducting a demo presentation of FME on March 12, 2024, at 10 a.m. This demo will include an overview of how FME works and information on what the courts need to do to utilize the product. The courts that attend will also receive their licensing key. Michele instructed members to email her directly if they did not receive the invite and would like to attend the presentation.

### **III. NEW ITEMS**

#### **A. Code and Statewide Table Standardization Requests**

Advocate Type: Mary Bellefeuille reported that the AOC Court Services Division is considering the standardization of Advocate Type as it is an element in the Appendix C list. The committee voted to remove this element as an RDE and does not recommend standardization as this information is not tracked in the case management systems.

### **IV. ONGOING BUSINESS**

#### **A. Updates, Comments and Questions from Members**

Summer Dalton provided an update on a project underway which focuses on the event codes used in LJ Courts and how this data is displayed on Public Access and eAccess. The committee was informed that data with no public value will be filtered out and will not display on Public Access or eAccess. The committee was reminded of the importance of 1:1 document to event associations, i.e., only one document should be attached to an event. Summer requested that members inform her of any event descriptions that wouldn't be clear to the public, e.g., JSO Form Generated, so that the event descriptions can be updated. Randy Kennedy

requested clarification on how Motions are to be processed. He explained that there can be multiple requests in one motion, e.g., Notice of Appearance, Waiver of Arraignment, Set for Pre-Trial, and which requires the same document attached to multiple events. Summer indicated that she would review the issue and follow up with the committee.

**B. Call to the Public**

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

**C. Adjournment**

A motion was made to adjourn the meeting by Ester Reeves and seconded by Niltza Flores. The meeting was adjourned at 11:15 a.m.

**D. Next Committee Meeting Date**

Tuesday, March 26, 2024, 10:00 a.m. – 12:00 p.m., Zoom Webinar

DRAFT

# Standardization Request

## Standardization Request and Requestor

Standardize Arizona-specific reference PCO Codes and Descriptions, Requested by: AOC Information Technology Division, Integration Team

## Background and Issue

AOC Information Technology Integration Team is requesting standardized codes and descriptions for Arizona-specific reference PCO (Protective Order Conditions) codes that will be displayed in CCR, AZPOINT, and by running inquiry query Wanted Person (ACQW) thru the Arizona Criminal Justice Information System (ACJIS) network. These codes and descriptions will cover all protective order case types - Orders of Protection (OOP), Injunctions Against Harassment (IAH) and Injunctions Against Workplace Harassment (IAW). The Arizona-specific reference PCO Codes and Descriptions are what appear on the order issued from the court.

## Additional Information

**FBI PCO Codes - Arizona Reports the following to the NCIC POF file:**

FBI PCO Code	FBI Description
PCO 1	01 - THE SUBJECT IS RESTRAINED FROM ASSAULTING, THREATENING, ABUSING, HARASSING, FOLLOWING, INTERFERING, OR STALKING THE PROTECTED PERSON AND/OR THE CHILD OF THE PROTECTED PERSON.
PCO 3	03 - PROTECTED PERSON IS GRANTED EXCLUSIVE POSSESSION OF THE RESIDENCE OR HOUSEHOLD.
PCO 4	04 - THE SUBJECT IS REQUIRED TO STAY AWAY FROM THE RESIDENCE, PROPERTY, SCHOOL, OR PLACE OF EMPLOYMENT OF THE PROTECTED PERSON OR OTHER FAMILY OR HOUSEHOLD MEMBER.
PCO 5	05 - THE SUBJECT IS RESTRAINED FROM MAKING ANY COMMUNICATION WITH THE PROTECTED PERSON INCLUDING BUT NOT LIMITED TO, PERSONAL, WRITTEN, OR TELEPHONE CONTACT, OR THEIR EMPLOYERS, EMPLOYEES OR FELLOW WORKERS, OR OTHERS WITH WHOM THE COMMUNICATION WOULD BE LIKELY TO CAUSE ANNOYANCE OR ALARM THE VICTIM.
PCO 7	07 - THE SUBJECT IS PROHIBITED FROM POSSESSING AND/OR PURCHASING A FIREARM OR OTHER WEAPONS AS IDENTIFIED IN THE MISCELLANEOUS FIELD.
PCO 8	08 - SEE THE MISCELLANEOUS FIELD FOR COMMENTS REGARDING THE TERMS AND CONDITIONS OF THE ORDER.

**FBI PCO Codes Mapping to the Arizona-specific codes**

<b>FBI PCO Code</b>	<b>Arizona-specific reference Code</b>	<b>Arizona-specific reference Description</b>
PCO 1	1	PCO 1 NOT THREATEN, ASSAULT PLAINTIFF OR TRESPASS
PCO 1	2	PCO 1 NOT THREATEN, ASSAULT OTHER PROTECTED PARTY OR TRSPASS
PCO 3	12	PCO 3 EXCLUSIVE USE OF RESIDENCE
PCO 4	13	PCO 4 NOT TO GO ON OR NEAR PLAINTIFF/PROTECTIVE PARTY RESIDE
PCO 4	14	PCO 4 NOT TO GO ON OR NEAR PLAINTIFF/PROTECTIVE PARTY EMPLOY
PCO 4	15	PCO 4 NOT TO GO ON OR NEAR PLAINTIFF/PROTECTIVE PARTY SCHOOL
PCO 4	16	PCO 4 NOT TO GO ON OR NEAR PLAINTIFF/PROTECTIVE PARTY OTHER
PCO 5	46	PCO 5 NO CONTACT W/PARTIES LISTED IN ORDER
PCO 5	43 or 53	PCO 5 TO HAVE NO CONTACT EXCEPT BY EMAIL/FAX
PCO 5	44 or 54	PCO 5 TO HAVE NO CONTACT EXCEPT BY MAIL
PCO 5	42 or 52	PCO 5 TO HAVE NO CONTACT EXCEPT BY PHONE
PCO 5	45	PCO 5 TO HAVE NO CONTACT OTHER EXCEPT
PCO 5	48	PCO 5 TO HAVE NO CONTACT W/PARTIES EXCEPT BY EMAIL/FAX
PCO 5	49	PCO 5 TO HAVE NO CONTACT W/PARTIES EXCEPT BY MAIL
PCO 5	47	PCO 5 TO HAVE NO CONTACT W/PARTIES EXCEPT BY PHONE
PCO 5	50	PCO 5 TO HAVE NO CONTACT W/PARTIES OTHER EXCEPT
PCO 5	41	PCO 5 TO HAVE NO CONTACT WITH PLAINTIFF
PCO 7	17	PCO 7 NOT TO POSSESS AND/OR PURCHASE FIREARMS (AZ Statute)
PCO 7	18	PCO 7 NOT TO POSSESS AND/OR PURCHASE AMMUNITION (AZ Statute)
PCO 8	20	PCO 8 COMPLETE APPROVED DV OFFENDER TREATMENT PROGRAM
PCO 8	19	PCO 8 TRANSFER FIREARMS TO LAW ENFORCEMENT
PCO 8	21	PCO 8 COMPLETE SCREENING/RECOMMENDED PROGRAM
PCO 8	22	PCO 8 PROVIDE COURT WRITTEN PROOF OF COMPLETION BEFORE
PCO 8	23	PCO 8 OTHER ORDER

PCO 8	24	PCO 8 SHALL APPEAR FOR A HEARING
PCO 8	51	PCO 8 LAW ENFORCEMENT
PCO 8	57	PCO 8 NOT TO GO NEAR ANIMALS IN MY HOUSEHOLD MINOR CHILD HOUSEHOLD OR DEFENDANT HOUSEHOLD



**THE COURT FURTHER ORDERS:**

**PCO 03**  **RESIDENCE.** Plaintiff is granted exclusive use and possession of the residence currently shared with Defendant.

**PCO 08**  **LAW ENFORCEMENT STANDBY.** Defendant may return once with a law enforcement officer to obtain necessary personal belongings. Neither law enforcement nor this protective order can resolve conflicts over property, title, furniture, finances, real estate, or other ownership issues.

**PROTECTED LOCATIONS.** Defendant shall not go to or near Plaintiff's or Protected Person's:

- Residence ( confidential) **PCO 04**
- Workplace (leave blank if confidential): **PCO 04**
- School/other: **PCO 04**

**ARIZONA FIREARMS LAW.** Under A.R.S. § 13-3602(G)(4), the court finds that Defendant poses a credible threat to the physical safety of Plaintiff or Protected Persons. Therefore, Defendant shall not possess, receive, or purchase firearms and shall surrender same within 24 hours of service to: **PCO 07**

**PCO 08**  **ANIMALS.** Plaintiff is granted the exclusive care, custody, or control of any animal that is owned, possessed, leased, kept, or held by the plaintiff, the defendant, or a minor child residing in the residence or household of the plaintiff or the defendant. Defendant is ordered to stay away from the animal and shall not take, transfer, encumber, conceal, commit an act of cruelty or neglect in violation of section 13-2910, or otherwise dispose of the animal.

**OTHER ORDERS:** **PCO 08**

\_\_\_\_\_  
Date    Judicial Officer    Printed Name

**WARNING:** This is an official court order. If you disobey this order, you will be subject to arrest and prosecution for the crime of interfering with judicial proceedings and any other crime you may have committed in disobeying this order.

**NOTICE:** If you disagree with this order, you have the right to request a hearing, which will be held within 5 to 10 business days after your written request has been filed in the court that issued this order. Violations of this order should be reported to a law enforcement agency, not the court. Each party must notify this court if an action for dissolution (divorce), separation, annulment or paternity/maternity is filed. This is NOT a parenting time (visitation) or custody (legal decision-making) order. You must file those requests separately in Superior Court.

**ADDITIONAL WARNINGS TO DEFENDANT:** Nothing the plaintiff does can stop, change, or undo this order without the court's written approval. You must appear in court to ask a judge to change (modify) or dismiss (quash) this order. **You can be arrested and prosecuted for violating this order, even if the plaintiff contacts you. If you do not want the plaintiff to contact you, you have the right to request a protective order against the plaintiff. But orders are not automatically granted upon request. Legal requirements must be met.**

**ACQW (Inquiry Query Wanted Person) – AZ Response example:**

- ❖ Descriptions shown below map back to the Arizona-specific reference PCO Codes and Descriptions
- ❖ These are the codes provided to CCR:
  - Transaction PM, data feed 'pm\_pco'
  - Transaction CORE, data feed "Stage Protections Order Protections Association"
- ❖ Data provided to CCR maps back to the Order that has been issued from the court

PCO/01 PCO 1 NOT THREATEN, ASSAULT PLAINTIFF OR TRESPASS

PCO/04 PCO 4 NOT TO GO ON OR NEAR PLAINTIFF/PROTECTIVE PARTY EMPLO

PCO/04 PCO 4 NOT TO GO ON OR NEAR PLAINTIFF/PROTECTIVE PARTY RESID

PCO/05 PCO 5 TO HAVE NO CONTACT EXCEPT BY MAIL

PCO/05 PCO 5 TO HAVE NO CONTACT EXCEPT BY PHONE

PCO/05 PCO 5 TO HAVE NO CONTACT OTHER EXCEPT

EMAIL ONLY-LIMITED TO ISSUES REGARDING THE CHILD

PCO/05 PCO 5 TO HAVE NO CONTACT WITH PLAINTIFF

PCO/08 PCO 8 PROVIDE COURT WRITTEN PROOF OF COMPLETION BEFORE

\*\*\*\* WARNING - THIS IS A COURT PROTECTION ORDER RECORD. \*\*\*\*  
DO NOT SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS RECORD.  
CONTACT ENTERING AGENCY TO CONFIRM STATUS AND TERMS OF PROTECTION ORDER.

### Public Access and eAccess Display

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

**Interfaces Affected:** AZPOINT, CCR and all court CMS systems

### Tentative Implementation Timeline

If approved, the codes and descriptions 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 Arizona Protection Type Codes and Descriptions listed below as statewide standards.

### PCO Codes

<b>AZ Protection Type Code</b>	<b>Protection Type Description</b>
1	PCO 1 NOT THREATEN, ASSAULT PLAINTIFF OR TRESPASS
2	PCO 1 NOT THREATEN, ASSAULT OTHER PROTECTED PARTY OR TRSPASS
12	PCO 3 EXCLUSIVE USE OF RESIDENCE
13	PCO 4 NOT TO GO ON OR NEAR PLAINTIFF/PROTECTIVE PARTY RESIDE
14	PCO 4 NOT TO GO ON OR NEAR PLAINTIFF/PROTECTIVE PARTY EMPLOY
15	PCO 4 NOT TO GO ON OR NEAR PLAINTIFF/PROTECTIVE PARTY SCHOOL
16	PCO 4 NOT TO GO ON OR NEAR PLAINTIFF/PROTECTIVE PARTY OTHER
41	PCO 5 TO HAVE NO CONTACT WITH PLAINTIFF
42	PCO 5 TO HAVE NO CONTACT EXCEPT BY PHONE
43	PCO 5 TO HAVE NO CONTACT EXCEPT BY EMAIL/FAX
44	PCO 5 TO HAVE NO CONTACT EXCEPT BY MAIL
45	PCO 5 TO HAVE NO CONTACT OTHER EXCEPT
46	PCO 5 NO CONTACT W/PARTIES LISTED IN ORDER
47	PCO 5 TO HAVE NO CONTACT W/PARTIES EXCEPT BY PHONE
48	PCO 5 TO HAVE NO CONTACT W/PARTIES EXCEPT BY EMAIL/FAX
49	PCO 5 TO HAVE NO CONTACT W/PARTIES EXCEPT BY MAIL
50	PCO 5 TO HAVE NO CONTACT W/PARTIES OTHER EXCEPT
52	PCO 5 TO HAVE NO CONTACT EXCEPT BY PHONE
53	PCO 5 TO HAVE NO CONTACT EXCEPT BY EMAIL/FAX
54	PCO 5 TO HAVE NO CONTACT EXCEPT BY MAIL

<b>AZ Protection Type Code</b>	<b>Protection Type Description</b>
17	PCO 7 NOT TO POSSESS AND/OR PURCHASE FIREARMS (AZ Statute)
18	PCO 7 NOT TO POSSESS AND/OR PURCHASE AMMUNITION (AZ Statute)
20	PCO 8 COMPLETE APPROVED DV OFFENDER TREATMENT PROGRAM
19	PCO 8 TRANSFER FIREARMS TO LAW ENFORCEMENT
21	PCO 8 COMPLETE SCREENING/RECOMMENDED PROGRAM
22	PCO 8 PROVIDE COURT WRITTEN PROOF OF COMPLETION BEFORE
23	PCO 8 OTHER ORDER
24	PCO 8 SHALL APPEAR FOR A HEARING
51	PCO 8 LAW ENFORCEMENT
57	PCO 8 – NOT TO GO NEAR ANIMALS IN PLAINTIFF HOUSEHOLD MINOR CHILD HOUSEHOLD OR DEFENDANT HOUSEHOLD

# ARIZONA JUDICIAL BRANCH

2024 – 2029 Strategic Agenda

Recommendations of the Strategic  
Agenda Subcommittee, Arizona Judicial  
Council



Final Draft for Arizona Judicial Council Approval  
December 14, 2023

## Goal 4: Advancing Judicial Branch Excellence and Innovation

Remote court hearings and other online services significantly expanded during the COVID 19 Public Health Emergency which enhanced the public's access to our courts. These recent technology enhancements provide a robust foundation upon which the Arizona courts can continue to expand the suite of integrated e-court services, using technology solutions to maintain quality services and programs even as economic factors may limit the size of the judicial branch workforce. Capitalizing on the Arizona judicial branch's spirit of innovation, we will explore how artificial intelligence (AI) and similar technologies may improve the legal system without sacrificing the human element.

Maintaining a record of proceedings is a fundamental responsibility of our courts, and timely and accurate data is crucial so judges and court professionals can efficiently manage court cases to a quick and fair resolution. Additionally, innovations in civil justice reform, judicial performance review, and judicial conduct complaint processing will strengthen the administration of justice in Arizona. It is also essential to attract, train and retain the best among us to serve as judges and court staff so the excellence and innovation of our courts may be sustained well into the next generation.

### 4.1 Court Data Accuracy and Case Management

With ongoing efforts to address data quality and accuracy, it is essential for court leaders to use the available data to manage cases efficiently and effectively and to develop means of assisting court leadership with managing case flow. In tandem, we must ensure that court staff who manage the case files are properly trained and that mechanisms are in place to continually improve data quality.

- a) Under the ongoing work of the Steering Committee on Data-Based Court Performance and Data Standards, continue efforts to improve the quality, accuracy, and completeness of court data to provide meaningful case management information.
- b) Increase the utilization of data dashboards, data analytics tools, and time standard reports that already exist, by:
  - Requiring presiding judges to establish a process for individual judges to review compliance with case processing standards,
  - Striving to assure that courts adopt and follow case management practices and processes that constitute best practices for particular court types, such as appellate, general jurisdiction, or limited jurisdiction courts,
  - Improving the accuracy of court case management data by training court deputy clerks and staff, auditing data accuracy, and identifying data needs for effective court management, and
  - Investigating the availability and applicable use of business intelligence tools to measure and enhance court and caseflow performance.
- c) Develop training and guidelines for court staff regarding courts' use of sensitive case information, with an emphasis on the distinction between restricted/sealed documents and confidential documents.

November 29, 2023 DRAFT

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

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In the Matter of:	)	
	)	
REQUIRED DATA ELEMENTS	)	Administrative Directive
COLLECTION: PHASE TWO	)	No. 2023 - <u>10</u>
	)	
	)	
	)	

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The Arizona Code of Judicial Administration § 1-508: Required Data Elements seeks to ensure the quality, completeness, and consistency of Arizona court data across the judicial branch by ensuring that courts collect certain data elements and requires the Administrative Director to promulgate a phased implementation schedule for the data elements that courts are required to collect in their case management systems. This administrative directive establishes Phase Two. Therefore,

IT IS DIRECTED that all courts account for the required data elements listed in Appendix A and submit the associated required data elements checklist to the Administrative Office of the Courts (AOC) on or before January 31, 2025. The AOC will compile the data elements checklists for each county and forward the compiled checklists to the presiding judge of the superior court in the respective county (“county presiding judge”). The county presiding judge, or their designee, shall review and sign their approval on or before March 1, 2025.

IT IS FURTHER DIRECTED that all courts account for the required data elements listed in Appendix B and submit the associated required data elements checklists to the AOC on or before January 31, 2026. The AOC will compile the data elements checklists for each county and forward the compiled checklists to the county presiding judge. The county presiding judge, or their designee, shall review and sign their approval on or before March 1, 2026.

Dated this 13th day of November, 2023.

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DAVID K. BYERS  
Administrative Director of the Courts

**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

# DO YOU OWE MONEY ON A JUVENILE CASE IN ARIZONA?



SB1197 (2023 Leg. Session) – Updates as of 3/15/2024

# Senate Bill 1197 - Overview

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- SB1197 can be found online at <https://www.azleg.gov/legtext/56leg/1R/laws/0162.pdf>
- Passed Legislature with bipartisan support and signed by Governor Katie Hobbs in May 2023
- Became effective October 30, 2023
- Primarily impacts the imposition of past and future monetary obligations on juveniles and their parents/guardians

# Impact re: Past Juvenile Monetary Obligations

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- Allows eligible unpaid monetary obligations ordered before October 30th to be vacated by the court.
  - Either through petition or on the court's own motion
  - Court's Own Motion = judge in court or local admin order
  - Eligible = attorney fees, detention fees, etc.
- NOTE: Base fines ("monetary assessments") and victim restitution will remain.
- NOTE: Courts are not required to refund payments already made.

# What was ready by October 30th

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- Updated and New Forms - [Court Forms SharePoint](#)
- [Vacating Juvenile Monetary Obligations](#) webpage
- Statewide Memos for Implementation and FARE/DSO
- AJACS Release Overview lunch-time trainings
- [Wendell page for Judges](#)
- [Automation Services and Training Unit webpage info](#) and [Quick Tips](#) for new process in AJACS

# Additional tasks completed

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- SB1197 Poster
- Statewide Memo on Imposition of Local Fees Guidance
- Forms and [Vacating Fees webpage in Spanish](#)
- SB1197 information on AZCourtHelp.org and LawForKids.org
- Administrative Order 2023-221 and Administrative Directive 2024-02 issued

# Locals AO's and Model Templates

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- Administrative Order [2023-221](#) signed by Chief Justice on December 20<sup>th</sup>
- [Administrative Directive 2024-02](#) signed by AOC Executive Director on 1/18/2024
  - 3 model templates (below) and instructions for copy to AOC
    - A. GJ AJACS (with space for JOLTSaz cost types to be added)
    - B. LJ AJACS
    - C. Non-AJACS courts or courts that only want to do manual processing

# Follow-up steps

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- Presiding judges at all courts can create their local AO and send copy to AOC (via Remedy) and local prosecuting agency/agencies and publish a copy on their website (all three required by AD)
- Then courts can begin manually processing cases (as needed, based on their priorities) via case lists provided by AOC
- AJACS courts with local AOs on file with AOC will be contacted in March to schedule the automation vacating eligible unpaid monetary obligations to begin after April 5th, with JOLTSaz automation to follow
- Non-AJACS will have their own timelines
- Between now and automation implemented, courts should process any petitions they receive

# Current and Future AOC Tasks

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1. AJACS Automation Implementation – Scheduled for April 5<sup>th</sup> Release - Will vacate eligible unpaid monetary obligations as listed in local AO
2. Future JOLTSaz Automation Implementation – To be scheduled in parallel with AJACS automation
3. Administrative Directive re: Data Collection

# Future Milestones (Tentative)

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- AJACS and JOLTSaz automation deployed in April and May
- Non-AJACS courts share their automation deployment timelines
- All eligible cases processed by July 31, 2024 (tentative)
- Non-AJACS Courts report required data by September 1, 2024 (tentative)
  - AOC will report data for AJACS courts and JOLTSaz
- AOC then reports on all courts to the Legislature soon after (bill states report must be submitted by December 31, 2025)

# Current Status

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- AJACS and JOLTSaz automation is on track to be deployed in April and May
- Non-AJACS courts have shared their automation deployment timelines
- Superior and LJ courts have submitted their local AO's or are planning to before April 1st
- One non-AJACS court already submitted their data as they have finished their automation

# Questions?

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Contacts if you have questions:

- 1) Laura Ritenour – General SB1197
- 2) Janita Zendejas – FARE/DSO
- 3) Michal Musgrove – Automation changes

## Highlights from March 6, 2024 Data Standards Steering Committee Meeting

[Steering Committee on Data-Based Court Performance and Data Standards \(azcourts.gov\)](https://azcourts.gov)

Reminder – Meeting Minutes are still in draft and will be reviewed by the committee at its June 5, 2024 meeting.

- The draft minutes from the December 6, 2023, meeting of the Steering Committee on Data-Based Court Performance and Data Standards were approved.
- Back in 2021, the AOC entered into a consulting contract with National Center for State Courts and Retired Judge Coker provided technical assistance on criminal case management in seven counties. Todd Zweig from Pinal County and Kip Anderson from Mohave County gave a report-out on the technical assistance their courts received and what next steps are planned. Their reports included: institution of a court continuance policy, including written motions to continue, and a limit on number of continuances, scheduling of quarterly meetings with review of cases over the highest time standard, and attorneys on both sides working towards resolution earlier in the case. Since they instituted changes, they have seen an increase in the percentage of cases meeting all tiers of the felony time standards.
- At the December 2023 meeting, Dr. Brian Ostrom presented on the Effective Criminal Caseflow Management project and members discussed various issues pertaining to felony case processing. In February, Judge Gates and Laura Ritenour met and discussed a potential data collection project they would like committee feedback on. Laura Ritenour presented on a new idea for felony case data collection that would focus on what cases are meeting the 90 and 180 day time standards for felonies. All three superior court case management systems will be asked to share their data.
- At its December meeting, the Steering Committee voted unanimously for the creation of a collaborative FCIC-DSSC workgroup to develop recommendations for process improvements and potential Family Law time standard changes. The workgroup would consider statutory requirements, court rules, court data, and any other relevant factors in developing their recommendations. The proposal was brought to the February Family Court Improvement Committee meeting for their consideration. Justice Beene and Cathy Clarich reported that FCIC voted unanimously to collaborate with this committee. Laura Ritenour and Susan Pickard, AOC staff to the two committees, will begin work on setting up workgroup meetings, agendas, and materials.
- Michael Malone, chair of the Data Standardization Advisory Committee, reported on the committee's progress since last December.
- At the December 2023 committee meeting, members discussed the misdemeanor DUI case processing time standards and possible solutions regarding training of judicial officers. The committee voted unanimously to form a training workgroup. Ms. Clarich updated the committee members on the workgroup's progress. There are fifteen workgroup members, and Jerry Landau

is the workgroup chair. The workgroup had their first meeting on February 28, 2024. The goal of the workgroup is to develop training materials that would assist judicial officers on 1) how to assemble a criminal justice committee, 2) how to create a caseflow management plan, 3) how to effectively schedule jury trials and 4) how to deal with case processing delays. The workgroup will review DUI case processes and procedures and review time standards data.

- At the December 2023 meeting, Mary Bellefeuille presented members with draft Post-Conviction Relief Notice and Petition filing instructions for publication on the Self-Service Center website. Mary and Laura have received feedback so far from committee members and community members who were formerly incarcerated. In order to gather more input, Laura Ritenour will present the draft instructions at the April Committee on Probation and the May Committee on Superior Courts.
- The Required Data Elements Initiative's goal 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 project's implementation, the 2024 Required Data Elements Checklists, and Administrative Directive 2023-10, Phase Two of Required Data Elements.
- In order to raise awareness among judicial officers on the time standards and their reports, AOC staff recommends a Wendell page be created. Wendell is the portal used by AOC Education Services to post educational resources for judicial officers.
- Justice Beene made a call to the public for comments. There was no answer.
- Marcus Reinkensmeyer reported that in June Arizona Supreme Court Vice Chief Justice Ann Scott Timmer will be sworn in as the new Chief Justice and the 2024-2029 Strategic Agenda will be officially presented. An invitation to attend the June steering committee meeting will be extended to Vice Chief Justice Timmer.
- The next committee meeting is Wednesday, June 5, 2024, 1:30 – 3:30 p.m., and is in hybrid format (State Courts Building Room 331 & Zoom Webinar).