

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

March 1, 2023, 1:30 – 3:30 p.m., Hybrid Meeting via Teams and Room 331  
Arizona State Court Building, 1501 W. Washington, Phoenix, AZ 85007  
Conference Call Line 602-609-7512, meeting ID 308 007 730#  
Meeting Room is open at 1:15 p.m.  
Meeting Materials located at [Meeting Information \(azcourts.gov\)](https://www.azcourts.gov)

1:15 p.m.	Teams and Room Open for Members, Attendees and Presenters		Laura Ritenour
1:30 p.m.	Call to Order - Welcome, Roll Call, Opening Remarks - Introduction of new members: Hon. Heidi Owens and Hon. Trevor Ward		Hon. James Beene, Chair
1:35 p.m.	Approval	Minutes from December 2022 Meeting	Hon. James Beene
1:40 p.m.	Update	Data Standardization Workgroup	Michael Malone
1:45 p.m.	Review/Approval	Proposal - Delegation of Code Standardization Approval to Data Standardization Workgroup	Michael Malone
1:55 p.m.	Update	Required Data Elements Initiative – Phase One Implementation and Next Steps	Laura Ritenour
2:00 p.m.	Update	Felony Case Processing Technical Assistance Project	Michael Malone
2:05 p.m.	Review/Approval	FY22 Arizona Time Standards “Public” Report and Future Data Dashboard Concept	Marcus Reinkensmeyer and Laura Ritenour
2:20 p.m.	Review	Informal Family Law Trials (IFLT) Pilot Project	Hon. Michael Peterson
2:30 p.m.	Review/Approval	FY22 Superior Court Time Standards Report Results and Recommendations for Next Steps	Laura Ritenour
2:40 p.m.	Review	Strategic Planning - 2019 – 2024 Strategic Plan Committee Items - 2024 – 2029 Strategic Plan Development Process - Ideas for Committee Items for 2024-2029 Plan	Marcus Reinkensmeyer and Laura Ritenour
2:55 p.m.	Call to the Public		Hon. James Beene
3:00 p.m.	Adjournment		Hon. James Beene

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

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

**December 7, 2022**

9:00 a.m. to 10:20 a.m., Hybrid Meeting

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**Present:** Hon. James Beene, Hon. Thomas L. Chotena, Ms. Jennifer Curtiss, Hon. Jill Davis, Hon. Pamela Frasher-Gates, Ms. Jennifer Ferguson as proxy for Ms. Shawn Friend, Mr. Michael Nimitz as proxy for Mr. Rich McHattie, Ms. Hollie Lucas as proxy for Ms. Donna McQuality, Hon. Michael Peterson, Hon. Keith Russell, Mr. Eric Silverberg, and Hon. Don Taylor

**Absent:** Ms. Shelly Bacon, Hon. Ken Lee, Mr. Marcus Reinkensmeyer, and Ms. Charrise Richards

**Administrative Office of the Courts (AOC) and Guests:** Ms. Mary Bellefeuille (AOC), Ms. Melanie Cluff (AOC), Ms. Laura Ritenour (AOC), Mr. Gil Bensinger (Pima County) and Mr. Jared Trebesch (AOC Intern)

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## I. CALL TO ORDER

### A. Welcome and Opening Remarks

The December 7, 2022, meeting of the Steering Committee on Data-Based Court Performance and Data Standards was called to order by the Chair, Justice James Beene, at 9:01 a.m. The Chair conducted member roll call and members and proxies were thanked for their attendance and service. Justice Beene introduced to the committee Ms. Mary Bellefeuille, the new Data Standards Analyst, who is working with Ms. Laura Ritenour on the time standards and required data elements initiatives.

### B. Approval of the September 14, 2022, Minutes

The draft minutes from the September 14, 2022, meeting of the Steering Committee on Data-Based Court Performance and Data Standards were presented for approval. The Chair called for any omissions or corrections to the minutes, and none were made. A motion was made by the Eric Silverberg and seconded by Jennifer Curtiss to approve the minutes. The motion passed unanimously.

## II. REGULAR BUSINESS

### A. Data Standardization Workgroup Update

Michael Malone, chair of the Data Standardization Workgroup, was unable to attend the meeting therefore a written summary of the workgroup's progress over the past three months has been included in the meeting materials. The Data Standardization Workgroup meets once a month to discuss and recommend standardized docket codes and data element definitions. Members had no questions about the workgroup summary provided.

## **B. Code and Table Standards Requests**

Ms. Laura Ritenour, as staff for the Data Standardization Workgroup, presented information on three code standardization requests and one standardized table request recommended by the Data Standardization Workgroup at its September, October, and November meetings.

First Ms. Laura Ritenour presented all three code requests. The code requests are listed in pages 7-11 of the December meeting packet. After discussion, a motion was made by the Judge Peterson and seconded by Judge Russell to approve the codes as presented as statewide standards. The motion passed unanimously.

Second Ms. Laura Ritenour presented one standardized table request recommended by the Data Standardization Workgroup. The workgroup has been working to develop a standard list of languages. Having a standard list of language will allow better integration with other applications like eFiling. The language table is located in pages 12-15 of the December meeting packet. After discussion, a motion was made by the Eric Silverberg and seconded by Judge Peterson to approve the table as presented as statewide standards. The motion passed unanimously.

## **C. ACJA § 1-508 Required Data Elements**

Ms. Ritenour provided background information on the initiative and then presented the next steps for the roll-out, including the creation of a webpage with resources and Administrative Directive 2022-12 which outlines the phased implementation and deadlines and the November 17, 2022 statewide memo. She then reviewed the initiative webpage ([Data Elements and Code Standardization \(azcourts.gov\)](https://www.azcourts.gov/Data-Elements-and-Code-Standardization)) and its resources for courts. Required Data Elements 2022 checklists are due by January 31, 2023 and then the AOC will provide superior court presiding judges county-wide lists for their review by March 1, 2023.

## **D. Time Standards**

There were several topics for presentation and discussion related to time standards. First, Ms. Ritenour reviewed the superior court civil time standard and related information from the Model Time Standards report from National Center for State Courts. At recent meetings, Ms. Ritenour had been asked about how timelines regarding service had influenced the civil time standards and other

case types involving service (like Probate, Juvenile, and Family Law). The members discussed issues related to service and time standards and the suggestion was made to form a workgroup to look at this issue, specifically all of the rules regarding service and how cases are being managed.

Ms. Ritenour reported that Administrative Order 2022-154 had been signed the week before, which adopts the last time standards for protective order contested hearings, both the “first hearing set” and “hearing held” standards. The next steps for implementing these standards are that Ms. Ritenour will meet with non-AJACS courts to review the business requirements and then with the AOC AJACS team so programming can begin. There is no set deadline for the reports to be in all case management systems. Ms. Ritenour will continue to provide updates on this topic at future meetings.

Ms. Ritenour then presented some follow-up research completed on the two reports with downward trends – Motion for Temporary Orders (Family Law cases) and Post-Conviction Relief (Criminal cases). The committee reviewed several cases presented and discussed various case processing factors and possible ideas for updating the report queries.

#### **E. Expansion of Committee Terms through 2025 and Future Meeting Dates**

Administrative Order 2021-171 authorized the extension of the committee’s term of service through the end of the 2022 calendar year. Court leadership believes this committee should be extended for three more years in order to continue its work on the time standards and provide oversight to the Required Data Elements Initiative. An administrative order extending the committee’s term through 2025 will be signed and published soon.

Two members are leaving the committee. Justice Beene thanked Judge Russell and Judge Davis for their participation on the Steering Committee the past three years. Their justice court perspective was important to the committee’s work, and the committee benefited from Judge Davis’ rural justice court viewpoint as well. The application and review process for their replacements is underway and more details will be forthcoming soon.

2023 meeting invites have been sent out. The committee will continue to meet in a “hybrid” model, with members having the option to meet in person (State Court Building Room 331) or via Teams.

#### **F. CALL TO PUBLIC**

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

## **G. ADJOURNMENT**

The meeting was adjourned at 10:15 a.m. with a motion by Ms. Jennifer Curtiss.

## **H. NEXT COMMITTEE MEETING DATE**

March 1, 2023, 1:30 – 3:30 p.m., Hybrid - State Courts Building Room 331 & Teams

DRAFT

## Proposal: Delegation of Code and Table Standardization Approval to Data Standardization Workgroup

### *Background*

[Administrative Order 2020-53](#), adopted March 25, 2020, established the Steering Committee. In Section 5: Staff, it states:

*Under the general direction of the Administrative Director, the Administrative Office of the Courts shall provide staff to assist the Committee and, as feasible, to conduct or coordinate research and consult with external experts as requested by the Committee.*

The Data Standardization Workgroup was created with members from both general and limited jurisdiction courts (see membership roster on next page). These members are the designated experts for the court case management systems across the state. All case management systems are represented on the workgroup. The Data Standardization Workgroup meets monthly to discuss and recommend standardized docket codes and values for standardization tables for integration projects. Members vote on their recommendations and consensus on decisions is an important goal. Their recommendations are then brought to the Steering Committee for review, discussion, and final approval at the quarterly meetings. For example, at the December 2022 Steering Committee meeting, the Committee voted on a standardized Language Code table and event codes associated with 2022 legislation for SB1294 (Sealing of Records) and HB2119 (Restoration of Civil Rights).

The time between Workgroup recommendation and Steering Committee approval could be made more efficient with a shifting of responsibilities. Therefore, it is recommended that the Steering Committee delegate code and table standardization approval to the Data Standardization Workgroup.

If this change is permitted, Data Standardization Workgroup Chair would still report on all code and table standardization approvals to the Steering Committee as part of their quarterly report. And if the Workgroup is recommending changes to previously approved codes and tables, the Workgroup Chair would bring those items forward to the Steering Committee for input as well.

### *Proposed Motion*

The steering committee delegate code and table standardization approval to the Data Standardization Workgroup.



# PILOT PROJECT: INFORMAL FAMILY LAW TRIAL

Judge Michael D. Peterson  
Superior Court in Graham County

# AO 2022-159

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Pilot program—Graham, Maricopa,  
Pima

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March 31, 2023—December 31, 2024

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Rules 77 and 77.1—for IFLT project

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Goal: Reduce conflict in family law  
matters



# OVERVIEW

Applies to all Title 25 actions, except IV-D child support

Each party and the court must agree to an IFLT.

At any time and by agreement, parties can opt in to IFLT.

A party can opt out of IFLT in favor of traditional trial up to 21 days before IFLT.

# IFLT PROCEDURE

Evidence—  
relevant and  
material

Witnesses = parties  
(court can call  
others)

Party/attorney can  
make opening  
statement.

Judge conducts  
examination of  
parties and  
witnesses.

Parties cannot  
cross-examine  
each other.

Moving party  
testifies under oath  
about disputes.

Nonmoving party is  
asked if there are  
other issues.

No expert  
witnesses called  
unless named on  
Pretrial Statement.

Party/attorney can  
make closing  
statement.



## ADMISSIBLE

- Reports from expert and court-appointed advisors
- Legal decision-making and parenting time evaluation reports
- Rule 12 child interviews
- Any other exhibit offered by a party that can be made part of the record

## INADMISSIBLE

- Declarations, letters, other submissions by parties' minor children



# CONCLUDING THE IFLT

Court renders judgment (same day in most cases)

Final judgment has same force and effect as if entered after a traditional trial.

Final judgment can be appealed or objected to on any grounds that do not rely on the Rules of Evidence.



## Data to be collected

1. Number of cases where parties opted for an IFLT and IFLT was held
2. Number of cases where parties opted in for an IFLT but opted out before trial
3. Number of cases where the parties declined the IFLT process
4. IFLT's resulting in an appeal
5. Number of days between case initiation and decree or disposition

DATA  
COLLECTION  
WILL HELP  
MEASURE  
SUCCESS.

Questions



## MEMBERSHIP LIST

### Data Standardization Workgroup

*Chair, Mr. Michael Malone, Director of Court Services Division, Administrative Office of the Courts*

NAME	COURT	CMS	TITLE
Mr. Michael Albers	Maricopa County Superior Court	ICIS	Senior Data Developer/Architect
Ms. Laurie Allen	Mohave County Limited Courts	AJACS	LJ Court Administrator
Ms. Odette Apodaca	Pinal County Superior Court	AJACS	Chief Deputy Clerk
Ms. Mary Bellefeuille <i>(Staff)</i>	Administrative Office of the Courts		Data Standards Lead Analyst
Mr. Gil Bensinger	Pima County Superior Court	AGAVE	Manager, Planning, Research & Evaluation
Mr. Daniel Bowman	Chandler Municipal Court	CHANDLER CMS	Business Systems Support Analyst
Ms. Cathy Clarich <i>(Staff)</i>	Administrative Office of the Courts		Manager, Court Operations Unit
Ms. Melanie Cluff <i>(Staff)</i>	Administrative Office of the Courts		Manager, Automation Services Unit
Ms. Summer Dalton	Administrative Office of the Courts		E-Courts Services Manager
Ms. Niltza Flores	Cochise County Superior Court	AJACS	Associate Court Administrator
Mr. Brian Gay	Maricopa County Superior Court	ICIS	DCIO of Applications Development
Ms. Michele Gillich <i>(Staff)</i>	Administrative Office of the Courts		Integration Services Manager
Mr. Karl Heckart	Administrative Office of the Courts		Chief Information Officer
Ms. Susann Holland	Administrative Office of the Courts		Application Development Manager
Mr. Randy Kennedy	Scottsdale Municipal Court	SCOTTSDALE CMS	Court Automation Manager
Mr. Michael Malone <i>(Chair)</i>	Administrative Office of the Courts		Court Services Division Director
Ms. Adele May	Administrative Office of the Courts		LJ CMS Project Manager
Mr. Rich McHattie	Maricopa County Superior Court Clerk's Office	ICIS	Chief Technology & Innovation Officer
Ms. Dona Miller-Robbins	Yuma County Superior Court	AJACS	Caseflow Manager
Mr. Christopher Reams	Maricopa County Justice Court	ICIS	Court Administrator
Ms. Ester Reeves	Phoenix Municipal Court	PHOENIX CMS	Business Integration Officer
Ms. Laura Ritenour <i>(Staff)</i>	Administrative Office of the Courts		Court Services Specialist VII
Mr. Marcos Romero	Tempe Municipal Court	TEMPE CMS	Court Services Supervisor
Ms. Danica Sanchez	Mesa Municipal Court	MESA	Deputy Court Administrator
Ms. Katrina Solis	Pinal County Superior Court	AJACS	Limited Jurisdiction Program Manager
Ms. Amy Stuart <i>(Staff)</i>	Administrative Office of the Courts		Program Manager, JOLTSaz Business Unit
Mr. Adam Walterson	Gilbert Municipal Court	FULL COURT	Court Administrator
Ms. Jeanette Wiesenhofer	Paradise Valley Municipal Court	FULL COURT	Court Director
Ms. Kristie Wooley <i>(Staff)</i>	Administrative Office of the Courts		Pretrial Services Manager
Mr. Derek Zenner	Pima County Consolidated Justice Courts	AGAVE	Court Operations Analyst

Case Type	Standard	Statewide FY 22 Data	Recommendations for Next Steps
Civil - Tier One	60% within 180 Days	Met or exceeded standard	
Civil – Tier Two	90% within 365 Days	Within 5% of standard	
Civil – Tier Three	96% within 540 Days	Within 5% of standard	
Felony – Tier One	65% within 90 Days	39% below standard	Waiting for Reports from
Felony – Tier Two	85% within 180 Days	32% below standard	Criminal Time Standards
Felony – Tier Three	96% within 365 Days	16% below standard	Technical Assistance Project
Post-Conviction Relief	94% within 180 Days	43% below standard	
Family Law: Dissolution – Tier One	75% within 180 Days	7% below standard	
Family Law: Dissolution – Tier Two	90% within 270 Days	Within 5% of standard	
Family Law: Dissolution – Tier Three	98% within 365 Days	Within 5% of standard	
Family Law: Pre Dec. Temp Orders – Tier One	90% within 60 Days	29% below standard	
Family Law: Pre Dec. Temp Orders – Tier Two	98% within 120 Days	14% below standard	
Family Law: Post Judg. Motions – Tier One	50% within 180 Days	Met or exceeded standard	
Family Law: Post Judg. Motions – Tier Two	90% within 270 Days	Within 5% of standard	
Family Law: Post Judg. Motions – Tier Three	98% within 365 Days	Within 5% of standard	
Probate: Guard./Conserv. – Tier One	80% within 90 Days	13% below standard	
Probate: Guard./Conserv. – Tier Two	98% within 365 Days	Met or exceeded standard	
Probate: Mental Health	98% within 15 Days	Met or exceeded standard	
Limited Juris. Court Appeals – Tier One	75% within 180 Days	Met or exceeded standard	
Limited Juris. Court Appeals – Tier Two	99% within 365 Days	Met or exceeded standard	
Ex Parte Protection Orders	99% within 24 Hours	Met or exceeded standard	
Contested PO Hearings Held – Tier One	90% within 10 Days	14% below standard	
Contested PO Hearings Held – Tier Two	98% within 30 Days	Within 5% of standard	



2019 - 2024

# Justice for the Future

PLANNING FOR EXCELLENCE

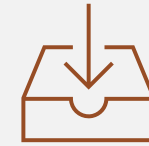
**REVIEW OF 2019-2024 STRATEGIC  
AGENDA COMMITTEE ITEMS**



# Promoting Judicial Branch Excellence and Innovation



OR



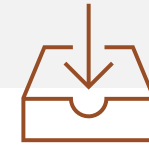
## Data-Based Decision Making

To effectively manage court processes and programs, we need to ensure judges and court managers have the tools to efficiently and effectively perform their duties. The data we collect is vital to helping direct the best course of action in individual cases as well as overall court processes and policies. We need to identify key data both judges and court managers find most useful in performing their caseload and oversight functions. We need to ensure this data is accurate and readily available to make informed operations and policy decisions.

- › Establish a workgroup to identify the types of court data judges and court managers need to effectively and efficiently manage cases.
  - Develop goals for the use of data for decision making purposes.
- › Use technology to provide court management tools that assemble and present the data necessary to make informed policy and business-related decisions.



OR



## Case Management

Our courts' ability to efficiently and effectively manage cases is essential for the ongoing success of the judicial branch. We must continue emphasizing and incorporating a variety of approaches, including training and identification of best practices, as well as updating the tools available to judges to assist them in case management and decision making. This may include use of emerging technology, such as business intelligence tools, which will make it easier for judges and court administrators to more readily measure court performance and identify areas in need of improvement.

- › Provide leadership and judicial officer training on principles of and the judicial role in case management.
- › Strive to assure that each court adopts and follows case management practices and processes that constitute best practices for that particular court (i.e., appellate, general jurisdiction, or limited jurisdiction).
- › Improve the accuracy of court data by training court deputy clerks and staff, auditing data accuracy, and identifying data needs for effective court management.
- › Investigate the availability and applicable use of business intelligence tools to measure court and caseflow performance.



1

Idea	Decision

2

2

# ARIZONA JUDICIAL BRANCH STRATEGIC AGENDA

JULY 2024 - 2029

1

## PRIOR STRATEGIC AGENDAS

2024 – 2029 Agenda will be 7<sup>th</sup>



2

### PURPOSE AND SCOPE

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- Alignment of Judicial Branch mission, goals and project initiatives
- Broad input from local courts and stakeholders
- Prioritization of projects
- Allocation of resources: budget and staffing
- Continuity amidst changes in judicial leadership and administration
- Rule and statutory changes
- Public education and outreach

3

### Vice Chief Justice Timmer's Five Goals

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- Expanding and Promoting Access to Justice
- Maintaining Public Trust and Confidence
- Protecting Children, Families, and Communities
- Advancing Judicial Branch Excellence and Innovation
- Enhancing Professionalism and Leadership within our Justice System

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## PROCESS OVERVIEW

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- AJC committees/stakeholders review current plan and identify continuing and new initiatives
- Executive Office organizes input into common themes/ideas
- Strategic Agenda Subcommittee reviews and helps vet ideas
- AJC approves
- Agenda is branded, printed, and launched

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## KEY DATES

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| <ul style="list-style-type: none"> <li>□ <b>Jan – July 2023</b> <ul style="list-style-type: none"> <li>▪ VCI appoints Strategic Agenda Subcommittee</li> <li>▪ AJC committees discuss/provide input</li> <li>▪ First draft prepared</li> </ul> </li> <li>□ <b>Aug – Oct 2023</b> <ul style="list-style-type: none"> <li>▪ Strategic Agenda Subcommittee reviews; revisions as necessary</li> </ul> </li> <li>□ <b>Dec 2023</b> <ul style="list-style-type: none"> <li>▪ AJC approval</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>□ <b>Jan – Mar 2024</b> <ul style="list-style-type: none"> <li>▪ Brand and print</li> </ul> </li> <li>□ <b>June 2024</b> <ul style="list-style-type: none"> <li>▪ Unveiled at Judicial Conference</li> </ul> </li> <li>□ <b>July 2024</b> <ul style="list-style-type: none"> <li>▪ Statewide broadcast for court employees</li> </ul> </li> </ul> |
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# STRATEGIC AGENDA

Contact Information:

Marcus Reinkensmeyer:	<a href="mailto:mreinkensmeyer@courts.az.gov">mreinkensmeyer@courts.az.gov</a>	602-452-3334
Cindy Trimble:	<a href="mailto:ctrimble@courts.az.gov">ctrimble@courts.az.gov</a>	602-452-3795

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JULY 2024 - 2029