

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

September 14, 2022 Meeting Agenda

Teams Meeting
9:00 a.m. to 12:30 p.m.

Call to Order

9:00 – 9:05	Welcome/Opening Remarks	Hon. James Beene, Chair
	➤ Roll Call	

9:05 – 9:10	➤ Motion to Approve June 2022 Minutes* <i>*Action Item</i>	Hon. James Beene, Chair
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Regular Business

9:10 – 9:15	➤ Data Standardization Workgroup	Mr. Michael Malone
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9:15 – 9:20	➤ Data Translation Software Purchase and Implementation	Ms. Michele Gillich
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9:20 – 9:30	➤ Codes and Code Tables Standards Requests* <ul style="list-style-type: none"> ○ Certificate: Arizona Income Tax Credit ○ Consent: Restoration of Former Name ○ Motion: Temporary Orders without Notice ○ Juvenile Codes ○ Emergency Order of Protection Filed ○ Disposition Code Table ○ Country Code Table ○ Court Role Type Table ○ Case Category Table ○ Case Type Table ○ Case Subtype Table <p style="text-align: right;"><i>*Action Item</i></p>	Ms. Laura Ritenour
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9:30 – 9:50	➤ ACJA § 1-508 Required Data Elements <ul style="list-style-type: none"> ○ Implementation Update 	Ms. Laura Ritenour
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9:50 – 11:30	➤ Time Standards <ul style="list-style-type: none"> ○ Draft FY22 Report Review and Discussion ○ Discussion on Protective Order Time Standards* 	Ms. Laura Ritenour
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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.

		<ul style="list-style-type: none"> ▪ Proposed PO Contested Hearing Scheduled Time Standard ▪ Provisional PO Contested Hearing Disposed Time Standard <p style="text-align: right;"><i>*Action Item</i></p>	
11:30 – 11:40		➤ Update on Criminal Time Standards and Technical Assistance Project	Mr. Michael Malone
11:40 – 12:00		➤ Extension of Committee Term through 2025 ➤ Possible 2023 Committee Dates, Days of Week and Times March meeting – 9 a.m. – 11 a.m. June meeting – 9 a.m. – 11 a.m. September meeting – 9 a.m. – 12:30 p.m. December meeting, 9 a.m. – 11 a.m.	Hon. James Beene, Chair
		➤ Next Meeting: Wednesday, December 7, 2022	Hon. James Beene, Chair
<u>Call to Public</u>			
12:00 – 12:05			Hon. James Beene, Chair
<u>Adjourn</u>			
		➤ Adjournment	Hon. James Beene, Chair

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

June 1, 2022 Meeting Agenda
Teams Meeting and Room 331, State Courts Building
9:00 a.m. to 12:30 p.m.

Call to Order

Welcome/Opening Remarks

Hon. James Beene, Chair

9:00 – 9:05

➤ Roll Call

9:05 – 9:10

➤ Motion to Approve Minutes*

**Action Item*

Hon. James Beene, Chair

Regular Business

9:10 – 9:15

➤ Data Standardization Workgroup Update

Ms. Laura Ritenour

➤ Data Translation Software Proof-of-Concept Update

Mr. Karl Heckart

9:15 – 9:30

➤ Code Standards Requests*

- QRTP
- IPAC
- Notice: Modify Level of Intensive Probation
- Table: Case Status

Ms. Laura Ritenour

**Action Item*

9:30 – 10:20

➤ ACJA § 1-508 Required Data Elements

- Data Elements Updates*
- Implementation Update

Ms. Laura Ritenour

**Action Item*

10:20 – 10:30

➤ Time Standards

- FY22 Report Process Overview
- Juvenile Time Standards Update
- Proposed PO Contested Hearing Scheduled Time Standard Update

Ms. Laura Ritenour

10:30 – 10:40

➤ Criminal Time Standards and Technical Assistance Project Update

Mr. Marcus Reinkensmeyer

10:40 – 10:50

➤ Publication of Time Standards

Mr. Marcus Reinkensmeyer

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 Marretta Mathes at (602) 452-3966 with any questions concerning this agenda. Persons with a disability may request a reasonable accommodation by contacting Marretta Mathes at (602) 452-3966. Requests should be made as early as possible to allow time to arrange for the accommodation.

	➤ Next Meeting: Wednesday, September 7, 2022	Hon. James Beene, Chair
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Call to Public

10:50 – 11:00		Hon. James Beene, Chair
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Adjourn

	➤ Adjournment	Hon. James Beene, Chair
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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 Marretta Mathes at (602) 452-3966 with any questions concerning this agenda. Persons with a disability may request a reasonable accommodation by contacting Marretta Mathes at (602) 452-3966. 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

March 2, 2022

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

Present: Hon. James Beene, Ms. Jennifer Curtiss, Hon. Jill Davis, Hon. Pamela Frasher-Gates, Ms. Shawn Friend, Hon. Ken Lee, Mr. Rich McHattie, Ms. Donna McQuality, Hon. Michael Peterson, Ms. Charrise Richards, Hon. Keith Russell, Ms. Nancy Fraire as proxy for Mr. Eric Silverberg, and Hon. Don Taylor

Absent: Ms. Shelly Bacon, Hon. Thomas Chotena, Mr. Marcus Reinkensmeyer

Presenters/Guests: Mr. Michael Albers, Mr. Gil Bensinger

Administrative Office of the Courts (AOC): Ms. Sarah Baker, Mr. Stewart Bruner, Ms. Catherine Clarich, Ms. Melanie Cluff, Ms. Summer Dalton, Mr. Karl Heckart, Mr. Michael Malone, Ms. Laura Ritenour, Mr. Richard Rivera, and Mr. Craig Washburn

I. CALL TO ORDER

A. Welcome and Opening Remarks

The March 2, 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 were thanked for their continued service.

B. Approval of the December 1, 2021 Minutes

The draft minutes from the December 1, 2021 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.

A motion was made by Judge Ken Lee and seconded by Ms. Jennifer Curtiss to approve the minutes. The motion passed unanimously.

II. REGULAR BUSINESS

A. Data Standardization Workgroup Update

Mr. Michael Malone, as the workgroup chair, provided an update on the Data Standardization Workgroup. The workgroup is currently reviewing each approved data element and the definition associated with it as defined by the National Center

for State Courts. The workgroup reviewed the proposed ACJA code section and several code requests and began to standardize the Disposition Code table.

B. Data Translation Software Update

Mr. Stewart Bruner, as staff for the Commission on Technology, provided an overview on this project sponsored by the Commission on Technology's Technical Advisory Council. The proof-of-concept phase of this project will start and run through the end of March. If successful, the Superior Court of Pima County will pilot the translation of data to and from the state warehouse in April and May. The Commission on Technology is expecting a report at its June meeting on the data translation software pilot project and a report will be presented to this committee as well.

C. Code Standards Requests

Ms. Laura Ritenour, as staff for the committee, presented information on three data code standardization requests that have been reviewed and recommended by the Data Standardization Workgroup at its January and February meetings.

AOC Automation Services requests a code for use in filing case specific questionnaires and responses from jurors with regard to recent rule changes to Civil Rule 47(b) and Criminal Rule 18.3. If adopted the codes *Jury: Case Specific Questionnaire* and *Jury: Case Specific Responses* would be statewide standards. Discussion was held and a motion was made by Judge Pamela Gates and seconded by Judge Russell to recommend for adoption *Jury: Case Specific Questionnaire* and *Jury: Case Specific Responses* as statewide standards. The motion passed unanimously.

AOC eCourt Services requests to add Mailing (MA) to the Address Type standard code table approved at the December 2021 Steering Committee meeting. eFiling programming uses this designation when a filer's address is added during the case initiation process. Discussion was held and a motion was made by Judge Ken Lee and seconded by Judge Michael Peterson to recommend for including Mailing (MA) as a statewide standard to the Address Type table. The motion passed unanimously.

AOC Information Technology Integration Team to have a new Protective Order Party Role Code of "R" added by courts to their case management systems. The new code would be used in situations when the judge has not granted or denied a petition but has set the matter for a hearing. The party data would have the "R" Protective Order Party Role Code until the judge rules the petition. If adopted this code would ensure a party that is not yet considered in protected status is accidentally marked as protected.

Discussion was held and a motion was made by Ms. Jennifer Curtiss and seconded by Judge Michael Peterson to recommend for adoption a new Protective

Order Party Role Code of “R” as a statewide standard. The motion passed unanimously.

D. Proposed ACJA § 1-508 Required Data Elements

Laura Ritenour, as committee staff, presented on a proposed code section on required data elements. In 2020 this Steering Committee reviewed all the National Open Court Data Standards (NODS). Out of the 368 data elements, this committee recommended 247 data elements for adoption for statewide collection. Mr. Marcus Reinkensmeyer presented these data elements to the Arizona Judicial Council in October and they approved the elements for statewide collection and a phased implementation approach. The proposed code section is the codification of those efforts and would be a high-level guide for the project. Implementation will be developed with the courts and distributed through administrative directive. Discussion was held and a motion was made by Judge Keith Russell and seconded by Judge Keith Lee to recommend the adoption of the proposed code as written. The motion passed unanimously.

E. Criminal Time Standards and Technical Assistance Project

Michael Malone presented on behalf of Marcus Reinkensmeyer, on Criminal Time Standards and Technical Assistance Project. The Felony Time Standards Workgroup Summary was presented at the December 2021 meeting of the Presiding Judges. At the meeting, there was extensive discussion regarding causes of delay and possible modification to the Arizona Time Standards. Presiding Judges from counties at or near the current Arizona Time Standards presented information on their case management policies and procedures, including best practices in working with justice system stakeholders, etc. The early disposition court in Yavapai county was discussed as a possible model for other courts. Discussion turned to re-engineering criminal case management with local stakeholders. Several presiding judges expressed an interest in this kind of project. The AOC has entered into a consulting contract with National Center for State Courts (NCSC) and Retired Judge Jeff Coker to provide technical assistance on criminal case management in 8 counties. 7 counties have signed up for this project and kick-off meetings will be commenced in early March. The 7 counties are: Pinal, Yuma, Graham, Cochise, Gila, Mohave, and Coconino. NCSC will conduct a detailed data analysis for each court, along with a report and recommendations for systems improvement.

F. Publication of Time Standards

Michael Malone reported on behalf of Marcus Reinkensmeyer that this topic was tabled at the December 2021 Presiding Judges meeting until the March 2022 Presiding Judges meeting. Additional feedback is expected for the June meeting of this committee.

III. CALL TO PUBLIC

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

IV. ADJOURNMENT

The meeting was adjourned by motion of Judge Ken Lee and seconded by Ms. Jennifer Curtiss at 9:35 a.m.

V. NEXT COMMITTEE MEETING DATE

June 1, 2022, 9:00 a.m. to 12:30 p.m., Hybrid - State Courts Building & Teams

DRAFT

Data Standardization Workgroup Summary May 20, 2022

Michael Malone, Court Services Division Director

Since the March 2nd Steering Committee meeting, the Data Standardization Workgroup has met three times and has completed the following tasks:

- Reviewed and recommended for approval a standardized Case Status table and several new statewide code requests. This is an important component of AOC IT's Integration Service Unit's goals as they work towards implementing the Central Case Repository (CCR).
- Reviewed and approved definitions for almost all Required Data Elements. This will increase the effectiveness and consistency when the Required Data Elements Initiative is rolled out to the courts this fall.
- Provided feedback and support on ACJA § 1-508 Required Data Elements. The Workgroup's ongoing support of the Required Data Elements Initiative is essential, and staff will continue to use their expertise to gain feedback while designing and implementing various aspects of the initiative.
- Received updates from AOC IT on the Data Translation Proof of Concept with Pima County. Data Translation software would be an important tool for both the Required Data Elements Initiative and the Central Case Repository project. The software would convert data sent by the non-AJACAS courts into standard formats to allow easier use by the CCR and for Required Data Element reporting. This would reduce the amount of necessary coding changes by the courts.

Between the upcoming June and September Steering Committee meetings, the Data Standardization Workgroup will continue their work on reviewing and approving standardized tables and new code requests and provide feedback on the implementation of the Required Data Elements Initiative.

Data Standardization Workgroup – Code Request

Code Request and Requestor

Motion: Approval of QRTP Placement and Order: Approving QRTP Placement by Karen Wilkes, Office of Clerk of Court, Yavapai County

Background and Issue

Rules of Procedure for the Juvenile Court, Rule 52.1 states the process for placement of children in a qualified residential treatment program (QRTP).

Currently, courts use a generic Motion and Order event for this process. At the January 2022 GJ AJACS Users Group meeting, it was requested these specific events be created. There are many Motion and Order events on a juvenile dependency case, and this would allow judges and staff to quickly find this important milestone on a case.

Motion

Move to approve the code request of Motion: Approval of QRTP Placement to be a statewide standard

Move to approve the code request of Order: Approving QRTP Placement to be a statewide standard

Data Standardization Workgroup – Code Request

Code Request and Requestor

Motion: Approval of IPAC Services and Order: Approving IPAC Services by Karen Wilkes, Office of Clerk of Court, Yavapai County

Background and Issue

A.R.S. § 8-272 states the process for requesting and receiving an inpatient or outpatient mental health assessment for a child. IPAC is the abbreviation for inpatient psychiatric acute care.

Currently, courts use a generic Motion and Order event for this process. At the January 2022 GJ AJACS Users Group meeting, it was requested these specific events be created. There are many Motion and Order events on a juvenile dependency case, and this would allow judges and staff to quickly find this important milestone on a case.

Motion

Move to approve the code request of Motion: Approval of IPAC Services to be a statewide standard.

Move to approve the code request of Order: Approving IPAC Services to be a statewide standard.

Data Standardization Workgroup – Code Request

Code Request and Requestor

Notice: Modify Intensive Probation Level by Della Hiser, Clerk of Court, Mohave County

Background and Issue

[Administrative Order 2021-144](#) (signed September 2021) allows probation officers to modify the level of intensive probation without a petition to the court. Previously, probation officers had to petition the court and obtain a court order to modify the level of intensive probation.

The new code would be created so the Notice document would be attached to the docket entry. It would also allow judges and court clerks know the level has changed for data entry and tracking purposes.

Motion

Move to approve the code request of Notice: Modify Intensive Probation Level to be a statewide standard.

Data Standardization Workgroup – Code Request

Code Request and Requestor

Case Status Table by Data Standardization Workgroup, 5/23/2022 Meeting

Request

The Data Standardization Workgroup have been working together to develop a standard list of case statuses for the purpose of creating consistent codes for current and future integration projects. At their May meeting, they were able to unanimously agree on the list of case statuses below.

Standard Code	Proposed Report As Code	Standard Description
ADJUD	AD	Adjudicated
APPL	AP	Appeal
APRULE32	AR	Appeal/Rule 32
CLOS	CL	Closed
CONSOL	CS	Consolidated
INACTIVE	IN	Inactive
OPEN	OP	Open
POAJ	PO	Post-Adjudication
PRAJ	PA	Pre-Adjudication
PRAR	PR	Pre-Arraignment
RULE32	RU	Post-Conviction Relief
REACT	RT	Re - Activated
READJUD	RJ	Re-Adjudicated
RECLOSED	RC	Re-Closed
REOPENED	RO	Reopened
STYD	ST	Stayed
STYDFED	SF	Stayed - Federal Court
STAYHIGH	SH	Stayed - Higher Court
UNDRADV	UA	Under Advisement

Motion

Move to approve the codes listed in the Case Status table as recommended by the Data Standardization Workgroup.

Required Data Elements – Recommended Updates and Items for Discussion

As of 5/24/2022

Elements Tabled from Previous Steering Committee Meetings

Worksheet Name	Data Element	Definition and Examples	Suggestions
Case	Linked Case	Court case identifier for any associated case	<p>NCSC suggested that these 3 elements could be used to enter information on a case transfer from one jurisdiction to another, a change of case number, if a case participant is involved in multiple cases (like a juvenile in a dependency case also has a delinquency case) or if an LJ Appeal case is appealed to a GJ court.</p> <p>Issues: setting up processes to update the case numbers entered into these fields for linking and unlinking cases – How would courts get this information from other courts? Who would be responsible for updating it? What if one of the cases got sealed? Workgroup this might not work for a state without a statewide CMS.</p>
Case	Linked Case Jurisdiction	The court of the linked case	
Case	Linked Case Type	The primary case type of the linked case	
Participants	Identifier	Anonymized series of characters that identify the same individual within the court system, across cases and courts within the state.	AJACS has a unique number that is generated, but there is no way to tie this system to the non-AJACS courts so that the number would be used to identify the same individual across the entire court system in Arizona
Charges	Filing Charge Modifiers	The specific type of mitigator or enhancer associated the filed charge (Attempt, Conspiracy, Solicitation, Domestic Violence)	<p>What our courts call case qualifiers, NODS is calling a case modifier. Should we allow the data element to be names “modifiers” but contain a list of qualifiers? Should we change the name to Filing/Disposition Charge Qualifiers instead?</p>
Charges	Disposition Charge Modifiers	The specific type of mitigator or enhancer associated the disposed charge (Attempt, Conspiracy, Solicitation, Domestic Violence)	

Elements Recommended for Name Changes by Data Standardization Workgroup

Worksheet Name	Data Element	Definition and Examples	Suggestions
Pleadings	Answer	The pleading is an answer and/or denial to the initiating complaint	Recommend this data element be renamed "Answer/Response" as it is collected on Civil, Family, Probate and Dependency case types
Orders	Warrant	The reason the warrant is no longer active (returned due to error, served, quashed, recalled, expired, etc.)	Recommend this data element be renamed "Warrant Disposed" to more accurately reflect the data element and definition
Probate Review and Monitor	Bond Filed	Date proof of bond filed with the court	Recommend this data element be renamed "Bond Filed Date" to more accurately reflect the data element and definition
Probate Review and Monitor	Event Reminder	Date the court issued a reminder to the guardian/conservator for reporting requirements	Recommend this data element be renamed "Event Reminder Date" to more accurately reflect the data element and definition
Post-Trial	Probation Violation	Date petition to revoke was filed	Recommend this data element be renamed "Probation Violation File Date" to more accurately reflect the data element and definition AND recommend this data element be collected for Juvenile cases (in addition to Criminal and Traffic cases)

Elements Recommended for Removal from List by Data Standardization Workgroup

Worksheet Name	Data Element	Definition and Examples	Suggestions
Attorney/Advocate	Entry Date	Date attorney/advocate added on the case (NOA date? Other date?)	Recommend this data element be removed as a standard. Not consistently added to case, especially for non-attorneys like LPP, CASA, etc.
Attorney/Advocate	End Date	Date attorney/advocate released from case (order withdraw case)	Recommend this data element be removed as a standard. Not consistently added to case, especially for non-attorneys like LPP, CASA, etc.
Sanctions	DL Suspend End	Date driver's license was reinstated after suspension	Recommend this data element be removed as a standard. Courts are not aware of when the MVD has reinstated a party's DL. Date is not sent to courts from MVD so there is no way to verify if a date is accurate or not.
Sanctions	CDL Disqualifying End	Date commercial driver's license was reinstated after disqualification	Recommend this data element be removed as a standard. Courts are not aware of when the MVD has reinstated a party's CDL. Date is not sent to courts from MVD so there is no way to verify if a date is accurate or not.

Elements Recommended for Case Type Changes by Data Standardization Workgroup

Worksheet Name	Data Element	Definition and Examples	Suggestions						
			Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic
Case	Disposition Date	The date when a court renders a judgment or “disposes” of a case	x	x	x	x	x	[x]	[x]
Case	Interstate Flag	Indication multiple states are involved in the case		x	x	x	[x]	[x]	
Case	International Flag	Indication multiple countries are involved in the case		x		[x]			
Case	Case Disposition Detail	A more detailed description of how a case was resolved	x	x	x	[x]	[x]	x	x
Participants	Driver License/State ID Number	Driver's license number or state identification number issued to the participant					[x]	x	x
Participants	Country	The defendant's country of residence					[x]	[x]	x
Attorney/Advocate	Advocate Type	Type of non-attorney court-appointed advocate (CASA, GAL, Victim Advocate, LPPs, etc.)	[x]	x	x	x	x	x	[x]
Pleadings	Filing Party	Party filing the pleading/legal document	x	[x]	x	[x]	[x]	[x]	[x]
Pleadings	Complaint	The pleading that initiates a civil or criminal action.	x					[x]	
Pleadings	Answer to Intervenor Claim	The pleading is an answer to an intervenor claim	x			[x]			
Hearings and Events	Days in Trial	Total number of court days the trial was conducted	x	[x]		x	x	x	x
Orders	With Prejudice	Indication if the matter was dismissed with prejudice –	x				[x]	x	[x]
Orders	Evaluation Party	The party that was ordered to participate in evaluation		x	x	x		[x]	
Charges	Agency ID	Agency of the arresting or citing law enforcement official					[x]	[x]	x
Charges	Legal Speed Rate	A legally designated speed limit in the area where an incident occurred (numeric)					[x]		x
Charges	Recorded Speed Rate	The speed at which the offender was observed (numeric)					[x]		x
Charges	Offense Location	Location of the offense (address; latitude/longitude; crossroads)					[x]	[x]	x
Charges	Ticket Number	Citation number					[x]	[x]	x
Charges	Citation Date	Date the offender received the citation					[x]	[x]	x
Charges	Probation/Technical Violation	Indication that a probation violation or technical violation was filed					x	[x]	[x]

Worksheet Name	Data Element	Definition and Examples	Suggestions						
Charges	Violation Reason	Reason for the determination of violation (missing appointments, unexcused school absence; fail drug test, fail to adhere to expectations of supervision)					x	[x]	[x]
Charges	Plea Type	Type of plea entered by the defendant (guilty, not guilty, no contest, etc.)					[x]	x	x
Charges	Plea Date	The date a plea was entered					[x]	x	x
Pre-Trial Intake	Pretrial Release Decision	The decision made by the court for the defendant's pretrial custody status (release on recognizance, held on bond/bail, held without bond/bail)					[x]	x	x
Post-Trial	Failure Type	Defendant has been found to have failed to comply with legal obligation to pay, attend, or follow other court orders (FTP, FTA, FTC)					[x]	x	x
Alternative Dispute Resolution (ADR)	All elements	(Referral Date, ADR Date, Court Ordered, Type of ADR, Result of ADR, Hearing/Event Outcome)	x	x	x	x	x	x	x

Elements Recommended for Further Clarification by Data Standardization Workgroup

Worksheet Name	Data Element	Definition and Examples	Comments
Sanctions	DL Suspension Length	Length of time of court-ordered DL suspension	In some cases, the length of time is known as part of the sentence (like 1 year for DUI). But for some situations, the court doesn't know if the license is suspended or not. For example, a civil traffic case goes into default for failure to appear. Was the intention that the CMS count how long the case was in default (which probably means their license was suspended)? What data do we hope to gain with this data element?
Sanctions	DL Suspend Start	Date driver's license was suspended	What data do we hope to gain with this data element?
Sanctions	CDL Disqualification Length	Length of time of court-ordered CDL disqualification	Same situation and question as above for DL Suspension Length
Sanctions	CDL Disqualifying Start	Date commercial driver's license was disqualified	What data do we hope to gain with this data element?
Sanctions	Community Restitution Hours	Number of hours ordered to serve	Workgroup feels this is already covered in the data element Sentence Types. Instead, they would like to change this one to count Community Restitution Hours Served in Lieu of fines and fees

STEERING COMMITTEE ON DATA-BASED COURT PERFORMANCE AND DATA STANDARDS

June 1, 2022

9:00 a.m. to 10:30 a.m., Hybrid Meeting

Present: Hon. James Beene, Hon. Thomas L. Chotena, Ms. Jennifer Curtiss, Hon. Jill Davis, Hon. Pamela Frasher-Gates, Ms. Shawn Friend, Hon. Ken Lee, Mr. Rich McHattie, Ms. Donna McQuality, Hon. Michael Peterson, Ms. Charrise Richards, Hon. Keith Russell, and Mr. Eric Silverberg

Absent: Ms. Shelly Bacon, Mr. Marcus Reinkensmeyer, and Hon. Don Taylor

Administrative Office of the Courts (AOC): Ms. Sarah Baker, Mr. Stewart Bruner, Ms. Melanie Cluff, Ms. Laura Ritenour, Mr. Richard Rivera, and Mr. Craig Washburn

I. CALL TO ORDER

A. Welcome and Opening Remarks

The June 1, 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 were thanked for their continued service.

B. Approval of the March 2, 2022, Minutes

The draft minutes from the March 2, 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.

A motion was made by Ms. Donna McQuality and seconded by Mr. Eric Silverberg 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. A summary of the workgroup's progress was provided 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 Standards Requests

Ms. Laura Ritenour, as staff for the committee, presented information on three data code standardization requests and one table request recommended by the Data Standardization Workgroup at its April and May meetings.

Staff from the Clerk of the Superior Court for Yavapai County requested specific codes to be used when a motion is filed to placement of children in a qualified residential treatment program (QRTP) and when the judge orders the QRTP placement. If adopted the codes *Motion: Approval of QRTP Placement* and *Order: Approving QRTP Placement* would be statewide standards. Discussion was held and a motion was made by Judge Michael Peterson and seconded by Ms. Donna McQuality to recommend for adoption *Motion: Approval of QRTP Placement* and *Order: Approving QRTP Placement* as statewide standards. The motion passed unanimously.

Staff from the Clerk of the Superior Court for Yavapai County requested specific codes to be used when a motion is filed to for a child to receive inpatient psychiatric acute care (IPAC) and when the judge orders the IPAC assessment. If adopted the codes *Motion: Approval of IPAC Services* and *Order: Approving IPAC Services* would be statewide standards. Discussion was held and a motion was made by Ms. Donna McQuality and seconded by Mr. Eric Silverberg to recommend for adoption *Motion: Approval of IPAC Services* and *Order: Approving IPAC Services* as statewide standards. The motion passed unanimously.

The Clerk of the Superior Court for Mohave County requested a specific code of *Notice: Modify Intensive Probation Level*. Administrative Order 2021-44 allows probation officers to modify the level of intensive probation without a petition to the court. The new code would be created so the Notice document would be attached to the docket entry. Discussion was held and a motion was made by Judge Michael Peterson and seconded by Ms. Donna McQuality to recommend for adoption *Notice: Modify Intensive Probation Level*. The motion passed unanimously.

The Data Standardization Workgroup has been working to develop a standard list of case statuses for the purpose of creating consistent codes for current and future integration projects. At their May meeting, they were able to unanimously agree on the list of case statuses below and would like to request the list below as the statewide standard for cases statuses.

Standard Code	Proposed Report As Code	Standard Description
ADJUD	AD	Adjudicated
APPL	AP	Appeal
APRULE32	AR	Appeal/Rule 32
CLOS	CL	Closed
CONSOL	CS	Consolidated
INACTIVE	IN	Inactive
OPEN	OP	Open
POAJ	PO	Post-Adjudication
PRAJ	PA	Pre-Adjudication
PRAR	PR	Pre-Arrestment
RULE32	RU	Post-Conviction Relief
REACT	RT	Re - Activated
READJUD	RJ	Re-Adjudicated
RECLOSED	RC	Re-Closed
REOPENED	RO	Reopened
STYD	ST	Stayed
STYDFED	SF	Stayed - Federal Court
STAYHIGH	SH	Stayed - Higher Court
UNDRADV	UA	Under Advisement

Discussion was held and a motion was made by Mr. Eric Silverberg and seconded by Ms. Jennifer Curtiss to recommend for adoption the Case Status table above as the statewide standards for case statuses. The motion passed unanimously.

C. Data Translation Software Update (taken out of order)

Mr. Stewart Bruner, as staff for the Commission on Technology, provided an overview on this project sponsored by the Commission on Technology's Technical Advisory Council. The proof-of-concept phase of this project has been successfully completed. The Commission on Technology is expecting a report at its June meeting on the data translation software pilot project and a report will be presented to this committee as well. AOC IT Department will work on purchasing the Data Translation software by the end of FY22.

D. ACJA § 1-508 Required Data Elements

At its October 2021 meeting AJC approved the first list of recommended Required Data Elements. Absent from that list were several elements that were tabled for research. Laura Ritenour brought those elements back for the committee's review. Also, over the last several months the Data Standardization Workgroup has been reviewing the elements and drafting definitions for each element. This was to ensure that when it is time for the data elements to be implemented into each case management system, court leadership and information technology staff would obtain consistent, standard data across all systems. During the workgroup's discussions, they came across some issues they would like the committee to review and provide direction on.

Elements Tabled from Previous Steering Committee Meetings

Data Element	Committee Recommendation
Linked Case	Table for future phase
Linked Case Jurisdiction	Table for future phase
Linked Case Type	Table for future phase
Identifier	Table for future phase
Filing Charge Modifiers	Change to Filing Charge Qualifier and will encompass both qualifiers and preparatory offenses
Disposition Charge Modifiers	Change to Disposition Charge Qualifier and will encompass both qualifiers and preparatory offenses

Discussion was held and a motion was made by Mr. Eric Silverberg and seconded by Judge Thomas Chotena to recommend for adoption the elements as listed above. The motion passed unanimously.

Elements Recommended for Name Changes by Data Standardization Workgroup

Data Element	Committee Recommendation
Answer	Rename to "Answer/Response"
Warrant	Rename to "Warrant Disposed"
Bond Filed	Rename to "Bond Filed Date"
Event Reminder	Rename to "Event Reminder Date"
Probation Violation	Rename to "Probation Violation File Date" and be assigned under the Juvenile case type (in addition to Criminal and Traffic cases)

Discussion was held and a motion was made by Judge Pamela Gates and seconded by Judge Michael Peterson to recommend for adoption the elements as listed above. The motion passed unanimously.

Elements Recommended for Removal from List by Data Standardization Workgroup

Data Element	Committee Recommendation
Entry Date	Remove as a standard
End Date	Remove as a standard

Discussion was held and a motion was made by Judge Pamela Gates and seconded by Mr. Eric Silverberg to recommend for adoption the elements as listed above. The motion passed unanimously.

Data Element	Committee Recommendation
DL Suspend End	Remove as a standard
CDL Disqualifying End	Remove as a standard

Discussion was held and a motion was made by Mr. Eric Silverberg and seconded by Ms. Jennifer Curtiss to recommend for adoption the elements as listed above. The motion passed unanimously.

Elements Recommended for Case Type Changes by Data Standardization Workgroup

Data Element	Committee Recommendation						
	CIV	FAM	PRO	DEP	JUV	CRM	TRF
Disposition Date	x	x	x	x	x	[x]	[x]
Interstate Flag		x	x	x	[x]	[x]	
International Flag		x		[x]			
Case Disposition Detail	x	x	x	[x]	[x]	x	x
Driver License/State ID Number					[x]	x	x
Country					[x]	[x]	x
Advocate Type		x	x	x	x	x	[x]
Filing Party	x	[x]	x	[x]	[x]	[x]	[x]
Complaint	x					[x]	
Answer to Intervenor Claim	x			[x]			
Days in Trial	x	[x]		x	x	x	x
With Prejudice	x				[x]	x	[x]
Evaluation Party		x	x	x		[x]	
Agency ID					[x]	[x]	x
Legal Speed Rate					[x]		x
Recorded Speed Rate					[x]		x
Offense Location					[x]	[x]	x
Ticket Number					[x]	[x]	x
Citation Date					[x]	[x]	x
Probation/Technical Violation					x	[x]	[x]
Violation Reason					x	[x]	[x]
Plea Type					[x]	x	x
Plea Date					[x]	x	x
Pretrial Release Decision					[x]	x	x
Failure Type					[x]	x	x
All elements in ADR Category	x	x	x	x	x	x	x

Discussion was held and a motion was made by Judge Michael Peterson and seconded by Judge Thomas Chotena to recommend for adoption the elements as listed above with the [X] meaning to add to that case type. The motion passed unanimously.

Elements Recommended for Further Clarification by Data Standardization Workgroup

Data Element	Comments
DL Suspension Length	Change definition to “Length of time of court-ordered DL suspension”
DL Suspend Start	Remove as a standard
CDL Disqualification Length	Change definition to “Length of time of court-ordered CDL disqualification”
CDL Disqualifying Start	Remove as a standard
Community Restitution Hours	Change definition to “Community Restitution Hours Served In lieu of Fines and Fees”

Discussion was held and a motion was made by Judge Keith Russell and seconded by Judge Michael Peterson to recommend for adoption the elements as listed above. The motion passed unanimously.

The recommendations above will be taken to a future Arizona Judicial Council meeting for their review.

Laura Ritenour reported that AOC staff continue to meet internally on the planning of the Required Data Elements initiative. More detailed information will be provided at the September meeting including an implementation timeline and webpage.

E. Time Standards

In mid-June, a statewide memo will be sent out requesting courts submit their fiscal year 2022 time standards reports. The reports are due in July. There are 14 reports for general jurisdiction courts and 9 for limited jurisdiction courts. Laura Ritenour made presentations at several meetings this spring requesting courts run their reports early and often in order to catch cases that might need extra attention or case correction. The data gathered in July will be collated and then a draft report will be available for this committee to review at the September meeting.

Over the past several months, Cathy Clarich and Laura Ritenour have been meeting with Juvenile Justice Services staff on the Juvenile Time Standards reports. There are four reports covering delinquency, dependency permanency

hearings, dependency adjudications, and termination of parental rights. In the past, there have been concerns about these reports' accuracy. All four reports are run out of JOLTSaz. Juvenile Justice Services staff compared each requirement to the current juvenile processes to see where there were differences. The goal was to ensure the requirements matched the current process. They then updated the queries and reports to match the current processes. We have updated the business requirements to match the current processes. They are finishing up testing now and have noticed that the actual data for each county has increased by several percentage points for each standard. They feel the reports are more accurate and reflective of the current processes now and the updated queries should be ready for courts for this upcoming FY 22 reporting cycle.

Last year, members requested a new protective order hearing time standard be developed and tested. It would measure from the defendant's request for a hearing to the first hearing date. This is different from the provisional measure which measures from the defendant's request for a hearing to the hearing being held and the order being upheld, dismissed, or modified. AOC staff created business requirements and the Protective Order Contested Hearing Scheduled Time Standard will be released in late June in AJACS for testing purposes. The idea is for the query to be tested on real-world data by AOC staff for several months. Data will be brought to the September meeting for the steering committee's review.

F. Criminal Time Standards and Technical Assistance Project

Laura Ritenour presented on behalf of Marcus Reinkensmeyer, on Criminal Time Standards and Technical Assistance Project. Last year Judge Gates led the Felony Time Standards Workgroup to review the felony time standards results. They presented their results and suggested possible changes to the standards earlier this year. Their summary report was presented to the Presiding Judges and the Chief Justice. They were amenable to the changes and also wanted to pursue some technical assistance that would be provided by the National Center for State Courts and Judge Jeff Coker as a consultant. Judge Coker has provided this type of consulting experience to over 30 jurisdictions nationwide. Eight counties signed up for this project and all counties have had or will soon have their kickoff meetings. Part of this process involves numerous data requests, and we were pleased that AJACS was able to provide them with all of their preliminary data request needs. During this summer, the site visits will be the next steps, and will be 2-3 days each. The project's first deliverable will be findings and a plan, personalized for each county. There will be stakeholder meetings in each county that will include the courts, clerk of court, county attorneys, law enforcement and other justice partners. The report will detail the pinch points for case processing and offer possible solutions and areas of collaboration. Each plan will be personalized for each county. Judge Coker and the National Center will also provide technical assistance for 6 months after each

report is released so that plan changes can be made as needed. The goal of each plan will be a framework for sustainable change. This committee's work has been so important to get to this point. The committee's continued interest in improving felony case processing has been critical to getting this project started. Once the project is complete and results shared, AOC will then compare and discuss those results with the workgroup's recommendations and decide on next steps at either the September or December meeting

G. Publication of Time Standards

Laura Ritenour reported on behalf of Marcus Reinkensmeyer that the Chief Justice is reviewing a high level, state and county overview report that could be used as a "public version" of the Time Standards reports. This topic is on the June Presiding Judges meeting agenda for last review and will be added as an agenda item at the September or December meeting.

III. CALL TO PUBLIC

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

IV. ADJOURNMENT

Before adjourning, Justice Beene announced this meeting was Craig Washburn's last assisting the Steering Committee. He was recently promoted and will be a Court Operations Specialist, conducting court operational review evaluations for the Court Operations Unit. Marretta and Laura have appreciated his meeting support over the past two years and wish him well on his new duties.

Sarah Baker recently joined the Caseflow Management Team as a Data Standards Specialist VI. She previously worked for the Automation Support Team and brings to this new position experience working in general jurisdiction courts and training on AJACS. She's been providing Laura with research and testing support. Welcome Sarah.

The meeting was adjourned at 10:26 a.m.

V. NEXT COMMITTEE MEETING DATE

September 14, 2022, 9:00 a.m. to 12:30 p.m., Hybrid - State Courts Building & Teams

Code and Code Table Standardization Requests

The Data Standardization Workgroup is charged with vetting and approving code and code table requests for implementation as statewide standards. The goal is to create consistent codes and tables for current and future integration projects. Below are the requests that were recommended unanimously from the June, July, and August 2022 Data Standardization Workgroup meetings.

Event Code Requests

Requested Motion: Move to approve the code requests listed below to be statewide standards.

Event Code: Certificate: Arizona Income Tax Certificate

Requested by: Mohave County Superior Court

Background and Issue

This document is from the Arizona Dept. Of Revenue and is often filed in Probate cases. The court currently uses a generic "Certificate: Certificate" code. Approving this request would allow the courts to add a specific docket event, which is beneficial for research and reporting. The code was used in Probate cases in the past, but it appears the code was end-dated in 2009. This request was recommended by the GJ User Group in July 2022.

Event Code: Consent: Restoration of Former Name

Requested By: Mohave County Superior Court

Background and Issue

The docket event code request was made due to some Family Court judges requiring that the party whose name will be restored file a separate consent. The event code that is currently used is a generic code and the court would like the ability to use a more specific code since eBench does not allow additional comments to be added to events. This request is guided by A.R.S. §25-325C and was recommended by the GJ User Group in July 2022.

Event Code: Motion: Temporary Orders Without Notice

Requested By: Mohave County Superior Court

Background and Issue

The docket event code would be used in Family Law cases and was requested so that judges will know when this emergency motion is filed. The event code that is currently used is Motion: Temporary Orders, and eBench does not allow comments to be added to docket events. This may prevent judges from knowing whether a motion should be reviewed immediately. Adding a docket event code that specifies "without notice" will let judges know how soon the motion should be reviewed. This code request is guided by Rule 48 of the Arizona Rules of Family Law Procedure and was recommended by the GJ User Group in July 2022.

Juvenile Event Codes:

- **Minute Entry: Temporary Custody Hearing**
- **Notice: To Parent – Dependency Action**
- **Notice: To Parent – In-Home Intervention**
- **Notice: to Parent – Guardianship Action**
- **Notice: to Parent – Termination Action**
- **Confidential Parent Information**
- **Notice of Completed Adoption**

Requested By: Michal Musgrove, AOC Senior Legislative Specialist

Background and Issue

These codes were requested due to Arizona Rules of Procedure for the Juvenile Court R-20-0044, which involved the rewriting and renumbering of the Rules for the Juvenile Court. These codes will be used in Dependency cases. An analysis was done which shows that there are not any events in AJACS that could be used in place of these. These codes have been reviewed by the GJ AJACS User Group.

Event Code: Emergency Order of Protection Filed

Requested Michal Musgrove, AOC Senior Legislative Specialist

Background and Issue

The code was requested due to House Bill 2604, which updates 13-3602 and 13-3624. This legislation extends the effective duration of an emergency order of protection to seven calendar days, allows judges in smaller counties to issue over the phone, and increases the effective duration of orders of protection to two years after the original order has been served. Currently, generic events are entered into AJACS in the Register of Actions for emergency protective orders. This event could replace the Miscellaneous event. AOC Automation Services and IT are working on auto-close functionality that will be triggered by this event. There is not a similar event in GJ or LJ AJACS.

Code Table Requests

Requested Motion: Move to approve the code tables listed below to be statewide standards.

Disposition: Defines the manner of how a case is/was disposed	
Proposed Report as Code	Standard Description
DPS Reportable Dispo Codes	
AC	Acquitted/Not Guilty
CD	Court Dismissal

EX	Expunged
DP	Deferred Prosecution
DS	Deferred Sentencing
GG	Guilty
GI	Guilty But Insane
NF	No Complaint Filed
NP	Nolo Contendre Plea
NR	Not Referred for Prosecution
PD	Pardoned
PM	Pending due to Mental incompetency
PO	Pled to Other Charges
RI	Not Respons/Reason Insane
76	SET ASIDE PURSUANT TO 13-905
77	SET ASIDE PURSUANT TO 13-909
MVD Reportable Dispo Codes	
00	CLERICAL CORRECTION
10	PLEA OF GUILTY OR RESPONSIBLE, SENTENCE SUSPENDED
11	PLEA OF GUILTY OR RESPONSIBLE, SENTENCE IMPOSED
12	BAIL OR DEPOSIT GIVEN AND DECLARED FORFEITED
13	JUDGMENT OF GUILTY OR RESPONSIBLE FOR COMPLETION OF DEFENSIVE DRIVING SCHOOL FOR DL/CLP DRIVERS
20	JUDGMENT OF GUILTY OR RESPONSIBLE, SENTENCE SUSPENDED
21	JUDGMENT OF GUILTY OR RESPONSIBLE, SENTENCE IMPOSED
22	JUDGMENT OF GUILTY OR RESPONSIBLE, BAIL OR DEPOSIT APPLIED TO FINE/SANCTION
30	JUDGMENT OF ACQUITTAL (NOT GUILTY
43	DISMISSED ON MOTION OF COURT OR DEFENDANT
44	DISMISSED ON MOTION/REQUEST OF PROSECUTOR
45	DISMISSED ON MOTION/REQUEST OF ARRESTING OFFICER
50	50-Failure to Pay Sanction/Lic Restricted
51	51-Failure to Pay Criminal Sanction/Lic Suspnd
54	FAILURE TO COMPLY; NONRESIDENT VIOLATOR COMPACT
55	FAILURE TO COMPLY ON CIVIL TRAFFIC OFFENSE
56	FAILURE TO APPEAR ON CRIMINAL OFFENSE, WARRANT OF ARREST ISSUED, SUSPENSION OF OPERATING PRIVILEGE ORDERED

57	FAILURE TO APPEAR ON CRIMINAL OFFENSE, NO WARRANT OF ARREST ISSUED, SUSPENSION OF OPERATING PRIVILEGE ORDERED
58	FAILURE TO APPEAR ON CIVIL TRAFFIC OFFENSE, DEFAULT JUDGMENT ENTERED
59	JUDGMENT/CONVICTION SET ASIDE
60	CRIMINAL FAILURE TO APPEAR SATISFIED
63	DEFENDANT RELEASED, REMANDED, OR TRANSFERRED TO ANOTHER JURISDICTION
67	CHARGE AMENDED
70	APPEAL
71	PURGED RECORD
76	JUDGMENT OF GUILT SET ASIDE PURSUANT TO A.R.S. §13-905
78	EXPUNGE PERMISSIBLE CHARGE PURSUANT TO PROP 207
Dispo Codes that are not Reportable	
A1	Appeal Abandoned
A2	Appeal Review Jdgmt & Order
AD	Settled/Withdrawn – Alternative Dispute Resolution
AF	Appeal Affirmed
AR	Appeal Affirmed/Remanded
BD	Bench Trial – Disposed After Start
BJ	Bench Trial - Judgment Rendered
C1	Jdgmt/Decr/Ord Civ/Dr
C2	Jdgmt/Decr/Ord Civ/Dr Default
C3	Jdgmt/Decr/Ord Civ/Dr Sum/Decl
C4	Jdgmt/Decr/Ord Civ/Dr Stip/Acp
D1	Court Dismissal With Prejudice
D2	Court Dismissal W/O Prejudice
D3	Other Dismissal With Prejudice
D4	Other Dismissal W/O Prejudice
GT	Guilty Plea After Trial Start
H1	Injun/Ordr Protect/Pet Granted
H2	Injun/Ordr Protect/Pet Denied
JA	Juvenile Adjudicated
JD	Jury Trial – Disposed After Start
K1	Adoption Order - Minor
K2	Adjudicated Dependent
K3	Parental Rights Severed
M1	Consolidated (Non-Criminal)

M2	Supervening Indictment
M3	Consolidated (Criminal)
M3	M3-Bound Over To Superior Court
M5	No Probable Cause
NN	Non-Prosecution
OA	Settled/Withdrawn w/o Judicial Action
P1	Settle/Discharge Personal Rep
P2	Guardian/Conserv Terminated
P4	Adoption Order Adult
R1	Remanded To Another Court
R2	Released To Another County
RR	Appeal Reversed/Remanded
SA	Set Aside Pursuant To 13-905/Restoration of Civil Rights
SM	Appeal - Sentence Modified
SP	Set Aside Pursuant To 13-907/At Discharge
ST	Set Aside Pursuant To 13-905 /13-907
T1	Transfer - Change Of Venue
T2	Transfer - Change Jurisdiction
T3	Transfer - Branch Court
T4	Transfer - Reassign Juv Court
T5	Transfer - Retn New Prob Cause
T6	Transfer - Retn Def Comp/Sane
T7	Fugitive Extradited
T8	Fugitive Not Extradited
VR	Jury Trial – Verdict Reached
WA	Settled/Withdrawn w/ Judicial Action
X1	Incompet/Insanity Commitment
X3	Incompet/Insanity - Release
Z1	Other Disposition
77	JUDGMENT OF GUILT SET ASIDE PURSUANT TO A.R.S. §13-909
90	90-Defensive Driving/Dism

Country Codes: Defines country or region	
Proposed Report as Code	Standard Description
AF	AFGHANISTAN
AL	ALBANIA
AG	ALGERIA

AQ	AMERICAN SAMOA
AN	ANDORRA
AO	ANGOLA
AV	ANGUILLA
AY	ANTARCTICA
AC	ANTIGUA AND BARBUDA
AR	ARGENTINA
AM	ARMENIA
AA	ARUBA
AT	ASHMORE AND CARTIER ISLANDS
AS	AUSTRALIA
AU	AUSTRIA
AJ	AZERBAIJAN
BF	BAHAMAS, THE
BA	BAHRAIN
FQ	BAKER ISLAND
BG	BANGLADESH
BB	BARBADOS
BS	BASSAS DA INDIA
BO	BELARUS
BE	BELGIUM
BH	BELIZE
BN	BENIN
BD	BERMUDA
BT	BHUTAN
BL	BOLIVIA
BK	BOSNIA AND HERZEGOVINA
BC	BOTSWANA
BV	BOUVET ISLAND
BR	BRAZIL
IO	BRITISH INDIAN OCEAN TERRITORY
VI	BRITISH VIRGIN ISLANDS
BX	BRUNEI
BU	BULGARIA
UV	BURKINA FASO
BM	BURMA
BY	BURUNDI
CB	CAMBODIA
CM	CAMEROON
CA	CANADA

CV	CAPE VERDE
CJ	CAYMAN ISLANDS
CT	CENTRAL AFRICAN REPUBLIC
CD	CHAD
CI	CHILE
CH	CHINA
KT	CHRISTMAS ISLAND
IP	CLIPPERTON ISLAND
CK	COCOS (KEELING) ISLANDS
CO	COLOMBIA
CN	COMOROS
CF	CONGO
CG	CONGO, DEMOCRATIC REPUBLIC OF THE
CW	COOK ISLANDS
CR	CORAL SEA ISLANDS
CS	COSTA RICA
IV	COTE D'IVOIRE
HR	CROATIA
CU	CUBA
CY	CYPRUS
EZ	CZECH REPUBLIC
DA	DENMARK
DJ	DJIBOUTI
DO	DOMINICA
DR	DOMINICAN REPUBLIC
TT	EAST TIMOR
EC	ECUADOR
EG	EGYPT
ES	EL SALVADOR
EK	EQUATORIAL GUINEA
ER	ERITREA
EN	ESTONIA
ET	ETHIOPIA
EU	EUROPA ISLAND
FK	FALKLAND ISLANDS (ISLAS MALVINAS)
FO	FAROE ISLANDS
FJ	FIJI
FI	FINLAND
FR	FRANCE
FG	FRENCH GUIANA

FP	FRENCH POLYNESIA
FS	FRENCH SOUTHERN AND ANTARCTIC LANDS
GB	GABON
GA	GAMBIA, THE
GZ	GAZA STRIP
GG	GEORGIA
GM	GERMANY
GH	GHANA
GI	GIBRALTAR
GO	GLORIOSO ISLANDS
GR	GREECE
GL	GREENLAND
GJ	GRENADA
GP	GUADELOUPE
GQ	GUAM
GT	GUATEMALA
GK	GUERNSEY
GV	GUINEA
PU	GUINEA-BISSAU
GY	GUYANA
HA	HAITI
HM	HEARD ISLAND AND MCDONALD ISLANDS
HO	HONDURAS
HK	HONG KONG
HQ	HOWLAND ISLAND
HU	HUNGARY
IC	ICELAND
IN	INDIA
ID	INDONESIA
IR	IRAN
IZ	IRAQ
EI	IRELAND
IM	ISLE OF MAN
IS	ISRAEL
IT	ITALY
JM	JAMAICA
JN	JAN MAYEN
JA	JAPAN
DQ	JARVIS ISLAND
JE	JERSEY

JQ	JOHNSTON ATOLL
JO	JORDAN
JU	JUAN DE NOVA ISLAND
KZ	KAZAKHSTAN
KE	KENYA
KQ	KINGMAN REEF
KR	KIRIBATI
KU	KUWAIT
KG	KYRGYZSTAN
LA	LAOS
LG	LATVIA
LE	LEBANON
LT	LESOTHO
LI	LIBERIA
LY	LIBYA
LS	LIECHTENSTEIN
LH	LITHUANIA
LU	LUXEMBOURG
MC	MACAU
MK	MACEDONIA
MA	MADAGASCAR
MI	MALAWI
MY	MALAYSIA
MV	MALDIVES
ML	MALI
MT	MALTA
RM	MARSHALL ISLANDS
MB	MARTINIQUE
MR	MAURITANIA
MP	MAURITIUS
MF	MAYOTTE
MX	MEXICO
FM	MICRONESIA, FEDERATED STATES OF
MQ	MIDWAY ISLANDS
MD	MOLDOVA
MN	MONACO
MG	MONGOLIA
MJ	MONTENEGRO
MH	MONTSERRAT
MO	MOROCCO

MZ	MOZAMBIQUE
WA	NAMIBIA
NR	NAURU
BQ	NAVASSA ISLAND
NP	NEPAL
NL	NETHERLANDS
NT	NETHERLANDS ANTILLES
NC	NEW CALEDONIA
NZ	NEW ZEALAND
NU	NICARAGUA
NG	NIGER
NI	NIGERIA
NE	NIUE
NM	NO MAN'S LAND
NF	NORFOLK ISLAND
KN	NORTH KOREA
CQ	NORTHERN MARIANA ISLANDS
NO	NORWAY
OS	OCEANS
MU	OMAN
PK	PAKISTAN
PS	PALAU
LQ	PALMYRA ATOLL
PM	PANAMA
PP	PAPUA NEW GUINEA
PF	PARACEL ISLANDS
PA	PARAGUAY
PE	PERU
RP	PHILIPPINES
PC	PITCAIRN ISLANDS
PL	POLAND
PO	PORTUGAL
RQ	PUERTO RICO
QA	QATAR
RE	REUNION
RO	ROMANIA
RS	RUSSIA
RW	RWANDA
SH	SAINT HELENA
SC	SAINT KITTS AND NEVIS

ST	SAINT LUCIA
SB	SAINT PIERRE AND MIQUELON
VC	SAINT VINCENT AND THE GRENADINES
WS	SAMOA
SM	SAN MARINO
TP	SAO TOME AND PRINCIPE
SA	SAUDI ARABIA
SG	SENEGAL
RB	SERBIA
SE	SEYCHELLES
SL	SIERRA LEONE
SN	SINGAPORE
LO	SLOVAKIA
SI	SLOVENIA
BP	SOLOMON ISLANDS
SO	SOMALIA
SF	SOUTH AFRICA
SX	SOUTH GEORGIA AND THE SOUTH SANDWICH ISLANDS
KS	SOUTH KOREA
SP	SPAIN
PG	SPRATLY ISLANDS
CE	SRI LANKA
SU	SUDAN
NS	SURINAME
SV	SVALBARD
WZ	SWAZILAND
SW	SWEDEN
SZ	SWITZERLAND
SY	SYRIA
TW	TAIWAN
TI	TAJIKISTAN
TZ	TANZANIA
TH	THAILAND
TO	TOGO
TL	TOKELAU
TN	TONGA
TD	TRINIDAD AND TOBAGO
TE	TROMELIN ISLAND
TS	TUNISIA
TU	TURKEY

TX	TURKMENISTAN
TK	TURKS AND CAICOS ISLANDS
TV	TUVALU
UG	UGANDA
UP	UKRAINE
UF	UNDERSEA FEATURES
AE	UNITED ARAB EMIRATES
UK	UNITED KINGDOM
US	UNITED STATES
VQ	UNITED STATES VIRGIN ISLANDS
UY	URUGUAY
UZ	UZBEKISTAN
NH	VANUATU
VT	VATICAN CITY
VE	VENEZUELA
VM	VIETNAM
WQ	WAKE ISLAND
WF	WALLIS AND FUTUNA
WE	WEST BANK
WI	WESTERN SAHARA
YM	YEMEN
ZA	ZAMBIA
ZI	ZIMBABWE

Court Role Type: Defines the party/participant role type in the case management system

Proposed Report as Code	Standard Description	Role Type
LA	Appellant	Party
AB	Arbitrator	Judge
AE	Adoptee	Party
AF	Affiant	Party
AG	Attorney General	Attorney
AL	Attorney Law Firm	Participant
AM	AUTMA Minor	Party
AR	Adoptor	Party
AY	Attorney	Attorney
LE	Appellee	Party
BA	Bailiff	Court

BG	Groom	Party
BR	Bride	Party
CS	Conservator	Participant
CA	Child's Best Interest Attorney	Attorney
CB	Court Appointed	Participant
CC	Cross Claimant / Plaintiff	Party
CD	Cross Defendant	Party
CE	Contestee	Party
CF	Fiduciary	Participant
CG	Conflict/Court Appointed	Attorney
CI	Court Appointed Investigator	Participant
CL	Clerk	Court
CO	Court Reporter Organization	Participant
CP	Counter Plaintiff	Party
CR	Contestor	Party
CT	Counter Defendant	Party
CU	Court Reporter	Court
DE	Defendant	Party
DE	Defendant	Party
DC	Deputy Clerk of Court	Court
DM	Demandant	Party
3D	3rd Party Defendant	Party
AP	Applicant	Party
F1	Marriage Applicant 1	Party
F2	Marriage Applicant 2	Party
GU	Guardian	Participant
GC	Guardian / Conservator	Participant
GE	Garnishee	Participant
GL	Guardian Ad Litem	Participant
HP	Harassed Party For W/P Harassment	Party
RI	Real Party in Interest	Participant
IE	Interpreter	Court
IN	Incapacitated Person	Party
IP	Incapacitated / Protected Person	Party
IR	Intervenor	Party
IT	Interested Party	Participant
JA	Judicial Assistant	Court
JG	Judge	Judge
JT	Judge Pro Tem	Judge

JS	Judicial Staff	Court
NT	Claimant	Party
LD	Legal Defender	Attorney
LP	Legal Paraprofessional	Attorney
MN	Minor	Party
MD	Mediator	Judge
MV	Minor Victim	Party
PF	Probation Officer	Court
MP	Mental Health Professional	Participant
OD	ODR Vendor	Participant
OF	Officer	Participant
OP	Protected Party Other	Party
OR	Objector / Respondent	Party
PL	Plaintiff	Party
PA	Parent	Party
PB	Probationer	Participant
PA	Plaintiff Employer Agent	Participant
PC	Protected Child	Party
PV	Process Server	Participant
PD	Proposed Fiduciary	Participant
PE	Petitioner	Party
PM	Plaintiff Employer	Participant
PF	Public Defender	Attorney
PH	Medical Examiner	Participant
PN	Person	Participant
PO	Payor	Participant
PP	Protected Person	Party
PN	Plaintiff Protected	Party
PR	Payer	Participant
PS	Prosecutor	Attorney
PT	Patient	Party
PY	Property	Item
PZ	Payee	Participant
3P	3rd Party Plaintiff	Party
RS	Personal Representative	Participant
RT	Respondent	Party
SY	Surety Company	Participant
SA	Special Administrator	Participant
SE	Pro Per	Party
SR	Self-Represented Litigant	Party

SM	Special Master	Judge
ST	State	Party
TT	Trustee	Participant
TG	Testamentary Guardian	Participant
TN	Trust Name	Item
3P	Third Party Plaintiff	Party
TR	Testator	Participant
UD	Decedent	Party
UW	Underwriter	Participant
VI	Victim	Party
VA	Victim Advocate	Participant
WA	Ward	Party
WF	Will Filer	Party
WP	Ward / Protected Person	Party
WT	Witness	Participant
OT	Other	Other
AY	Attorney	Attorney
BB	Bail Bondsman	Participant

Case Category: This is the category a case is assigned to; may be associated to the case type and court type

Proposed Report As Code	Standard Description
AD	Adoption
AO	Administrative Order
BB	Bail Bondsman Registration
BN	Out of Jurisdiction Bond
CF	Criminal Felony
CM	Misdemeanor - Non-Traffic
CO	Conciliation Court
CP	Civil Penalty
CR	Criminal
CT	Civil Traffic
CU	Criminal Unclassified
CV	Civil
DC	Diversions Consequences
DN	Demand for Notice
DO	Domestic Relations
EX	Extradition/Fugitive Warrant

FW	Fugitive Warrant
GC	Guardianship/Conservatorship
IA	Initial Appearance
IC	Interstate Compact Juvenile
IS	Interstate Compact Criminal
IW	Indian Child Welfare Act
JD	Juvenile Dependency
JE	Juvenile Emancipation
JI	Juvenile - Incurigible
JM	Juvenile Miscellaneous
JO	Juvenile - Other
JP	Minor <12 who has injuncion against harassment
JT	Juvenile Traffic
JV	Juvenile Delinquency
LC	Local Ordinance
MA	Minor Abortion
MH	Mental Health
MI	Miscellaneous
MJ	Mental Health
ML	Marriage License
NA	Notary Bonds
ND	Non-Disposition Civil Actions
OC	Out of County Criminal
OF	Out of County Family Law
OP	Out of County Probate
OV	Out of County Civil
PB	Probate
PK	Parking
PO	Protective Orders
PP	Passport
PS	Process Server
PW	Power of Attorney
SV	Severed/Termination of parental rights
SW	Special Warrant
TR	Criminal Traffic
WA	Water Adjudication
WI	Will

Case Type: This is s specific type of case associated to a case category and court type.		
Associated Case Category	Proposed Report as Code	Standard Description
Administrative Order	AO1	Administrative Order
Adoption	AD1	Adoption
Adoption	AD2	Adoption Certification
Adoption	AD4	ADOPTION - DES
Adoption	AD5	ADOPTION - PRIVATE AGENCY
Adoption	AD6	ADOPTION - PRIVATE ATTORNEY
Adoption	AD7	ADOPTION - PRO PER
Adoption	AD8	ADOPTION - COUNTY ATTORNEY
Adoption	AD9	ADOPTION - OTHER
Adoption	JV5	Juvenile Adoption
Bail Bondsman Registration	BBR	Bail Bondsman Registration
Certificate of Magistracy	COM	Certificate of Magistracy
Civil	C18	Tort Non-Motor Vehicle
Civil	C43	Name Change
Civil	C44	Transcript of Judgment from Lower Court
Civil	C45	Foreign Judgment
Civil	C56	Unclassified Civil
Civil	C58	NCC - Employer Sanction
Civil	C82	Eminent Domain
Civil	C83	Quiet Title
Civil	C88	Eviction Actions
Civil	CEJ	Civil Case Exceeding Jurisdiction
Civil	CLR	Clearance of Record
Civil	CON	Contract
Civil	DF1	Determination of Factual Innocence
Civil	DF2	Determination of Factual Improper Party Status
Civil	ECH	Election Challenge
Civil	EXP	Expungement
Civil	FRC	Federal Restoration of Civil Rights
Civil	HCS	Habeas Corpus
Civil	IEC	Immigration Enforcement Challenge
Civil	LCA	LCA - Non Traffic orig in JP or MC
Civil	LCJ	LCA - Appeal of civil traffic case orig in JP

Civil	LCM	LCA - Appeal of Civil traffic case orig in MC
Civil	MM	Medical Malpractice
CIVIL	NSA	SPECIAL ACTIONS
Civil	OSR	Out of State Application for Restoration of Civil Rights
Civil	PFF	Property Forfeiture
Civil	RPI	Real Property Issue
Civil	RPR	Real Property
Civil	SVP	Sexually Violent Person
Civil	TJN	Transcript of Judgment – Non Lower Court
Civil	TMV	Tort Motor Vehicle
Civil Complaints	CON	Contract
Civil Complaints	DBT	Debt Collection
Civil Complaints	EVA	Eviction Action
Civil Complaints	OCC	Other Civil Complaints
Civil Complaints	SMC	Small Claims
Civil Complaints	TRT	Torts
Civil Penalty	CVP	Civil Penalty
Civil Traffic	CVT	Civil Traffic
Criminal	CF1	Felony
Criminal	CM1	Misdemeanor
Criminal	JCA	Justice Court Appeal
Criminal	MCA	Muni Court Appeal
Criminal	R51	Unclassified Criminal
Criminal	TOJ	Transfer of Jurisdiction
Criminal - Unclassified	POF	Petty Offense
Criminal Traffic	DUI	DUI
Criminal Traffic	OCT	Other Criminal Traffic Violations
Criminal Traffic	STR	Serious Traffic
Demand for Notice	DN1	Demand for Notice
Diversion Consequences	JDC	Juvenile Diversion
Domestic Relations	4DC	Child Support - Title IV-D
Domestic Relations	4DP	Paternity - Title IV-D
Domestic Relations	CCT	Conciliation Court
Domestic Relations	CHS	Child Support
Domestic Relations	D02	Dissolution w/o Children
Domestic Relations	D11	Legal Separation w/Children
Domestic Relations	D13	Annulment w/Children
Domestic Relations	D15	Order of Protection

Domestic Relations	D16	Legal Decision-Making/Parenting Time (Divorce)
Domestic Relations	D17	Legal Decision-Making/Parenting Time (Non-Divorce)
Domestic Relations	D18	Third Party Rights (Divorce)
Domestic Relations	D19	Third Party Rights (Non-Divorce)
Domestic Relations	D20	Parenting Time (Divorce)
Domestic Relations	D21	Parenting Time (Non-Divorce)
Domestic Relations	D41	Unclassified Family Law
Domestic Relations	DWC	Dissolution w/Children
Domestic Relations	FDO	Foreign, Domestic Decree/Order
Domestic Relations	PAT	Paternity
Domestic Relations	PLD	Paternity w/Legal Dec-Making/Parent Time/Support
Domestic Relations	Q11	Legal Separation w/o Children
Domestic Relations	Q13	Annulment w/o Children
Domestic Relations	RSF	Reciprocal Support - Foreign
Domestic Relations	RSL	Reciprocal Support - Local
Domestic Relations	SDO	Dissolution-Summary Consent Decree w/out children
Domestic Relations	SDW	Dissolution-Summary Consent Decree w/children
Domestic Relations	SLO	Legal Separation- Summary Consent Decree w/out children
Domestic Relations	SLW	Legal Separation- Summary Consent Decree w/children
Domestic Relations	TPR	Third Party Rights
Extradition/Fugitive Warrant	EXT	Extradition/Fugitive Warrant
Felony	FDG	Drugs
Felony	FPR	Property (Felony)
Felony	FPS	Person (Felony)
Felony	MVH	Motor Vehicles
Felony	OFL	Other Felonies
Felony	WEP	Weapons
Fugitive Warrant	EXT	Extradition/Fugitive Warrant
Guardianship/Conservatorship	CVA	Conservatorship - Adult
Guardianship/Conservatorship	CVM	Conservatorship - Minor
Guardianship/Conservatorship	GCA	Guardianship & Conservatorship - Adult
Guardianship/Conservatorship	GCM	Guardianship & Conservatorship - Minor
Guardianship/Conservatorship	GDA	Guardianship - Adult
Guardianship/Conservatorship	GDM	Guardianship - Minor
Indian Child Welfare Act	MSC	Miscellaneous

Initial Appearance	INA	Initial Appearance
Interstate Compact Criminal	IS1	Interstate Compact Criminal
Interstate Compact Juvenile	IC1	Interstate Compact Juvenile
Juvenile - Delinquent/Incorrigible	JDG	Drug
Juvenile - Delinquent/Incorrigible	JPR	Property (Juvenile)
Juvenile - Delinquent/Incorrigible	JPS	Person (Juvenile)
Juvenile - Delinquent/Incorrigible	ODL	Other Delinquency
Juvenile - Incorporrigible	JIN	Incorrigible
Juvenile - Other	OJV	Other Juvenile
Juvenile Delinquency	DLQ	Delinquent
Juvenile Delinquency	J11	Unclassified Juvenile Delinquency
Juvenile Dependency	JV4	Dependency
Juvenile Emancipation	JE1	Juvenile Emancipation
Juvenile Miscellaneous	JM1	Miscellaneous
Juvenile Traffic	JTR	Juvenile Traffic
Local Ordinance	LOC	Local Ordinance -Non-Parking
Marriage License	CML	Covenant Marriage License
Marriage License	MAR	Marriage License
Marriage License	MLC	Marriage License - City Issued
Marriage License	MLI	Marriage License
Mental Health	MH1	Mental Health - Adult
Mental Health	MH2	Mental Health - Juvenile
Mental Health	MH3	Mental Health - DOC (Dept of Corrections)
Minor <12 who has injunction against harassment	CHJ	Injunction Against Harassment
Minor Abortion	MA1	Minor Abortion
Miscellaneous	MI1	Miscellaneous
Miscellaneous	MI2	Request to Seal Personal Information
Miscellaneous	MIS	Miscellaneous
Misdemeanor - Non-Traffic	MPR	Property (Misdemeanor)
Misdemeanor - Non-Traffic	MPS	Person (Misdemeanor)
Misdemeanor - Non-Traffic	OMS	Other Misdemeanor
Non-Disposition Civil	ABA	Abatement
Non-Disposition Civil	ASZ	Animal Seizure
Non-Disposition Civil	PDW	Property Disposition - Including Weapons
Non-Disposition Civil	PVA	Other Non-Disposition Civil Actions
Non-Disposition Civil	TWH	Tow-Impound Hearing
Non-Disposition Civil	VIC	Vicious Animal
Notary Bonds	NA1	Notary Bonds
Other Statutory Civil Penalties	OSP	Other Statutory Civil Penalties

Out of County Juvenile	UNC	Unclassified
Out of Jurisdiction Bond	BNO	Out of Jurisdiction Bonds
Parking	PRK	Parking
Passport	PP1	Passport
Power of Attorney	PW1	Power of Attorney
Probate	ALA	Ancillary Administration
Probate	P32	Affidavit of Succession to Real Property
Probate	P34	Formal Probate
Probate	P35	Informal Probate
Probate	P41	Adult Adoption
Probate	P42	Unclassified Probate
Probate	TAD	Trust Administration
Probate	WIP	Will
Process Server	PS1	Process Server
Protective Order	EOP	Emergency Order of Protection
Protective Order	IAH	Injunction Against Harassment
Protective Order	IAW	Injunction-Workplace Harassment
Protective Order	OOP	Order of Protection
Search Warrant	SWR	Search Warrant
Severed/Termination of parental rights	SVR	Severance
Special Warrant	GPS	GPS
Special Warrant	HWE	Handwriting Exemplar
Special Warrant	OPE	Order to Obtain Physical Evidence
Special Warrant	PRG	Pen Register
Special Warrant	SW1	Search Warrant
Special Warrant	SZW	Seizure Warrant
Special Warrant	TRT	Trap and Trace
Special Warrant	TSW	Telephonic Search Warrant
Special Warrant	WRT	Wire Tap
Water Adjudication	WAD	Water Adjudication
Will	WIL	Will

GJ Case Subtype: This is a specific type of case associated to a case category and court type.

Standard Case Sub-Type Description	Report As Sub-Type Code
	Proposed
Account (Open or Stated)	AOS

Buyers Plaintiff	BP
Construction Defects -Res/Comm 20 +	CD20P
Construction Defects -Res/Comm 6-19	CD619
Excess Proceeds - Sale	EPS
Foreclosure	FL
Fraud	FRAUD
Other Contract	OC
Promissory Note	PN
Out of Country	OOC
Out of State	OS
Tribal	TR
Habeas Corpus	HC
Hospital	HP
Other	MMO
Physician D.O.	PDO
Physician M.D.	PMD
Seized Cash	SC
Seized Other	SO
Seized Vehicle	SV
Other Real Property	ORP
Other	RPOTHER
Partition	PART
Receivership	RECEIVE
Replevin	REPLEVIN
SPECIAL ACTION AGAINST A LOWER COURT	SPALC
SPECIAL ACTION AGAINST AN ADMINISTRATIVE BODY	SPAAB
Non-Death/Personal Injury	ND/PI
Property Damage	TMVDP
Wrongful Death	WD
Intentional Tort	IT
Legal Malpractice	LM
Malpractice-Other Professional	MOP
Negligence	NG
Other Tort	OT
Premises Liability	PL
Product Liability - Asbestos	PLA
Product Liability - Tobacco	PLT
Product Liability - Toxic - other	PLTX
Property Damage	TNMVDP

Slander/Libel/Defamation	SLD
Administrative Review	AR
Amendment of Birth Certificate	ABC
Assurance of Discontinuance	AD
Attorney Conservatorships	AC
CV Emergency Protective Order	CEPO
Declaratory Judgment	DJ
Delayed Birth Certificate	DBC
Eminent Domain– Light Rail Only	ED
Employment Dispute - Discrimination	EDD
Employment Dispute - Other	EDO
Habeas Corpus	HC1
In-State Deposition for Foreign Jurisdiction	ISD
Interpleader – Automobile Only	IA
Landlord/Tenant Dispute - other	LLTD
Other	UCOTHER
Out-of-State Deposition for Foreign Jurisdiction	OSD
Prison Conditions - Writ	PC
Public Health	PH
Rule 45.2 ESI Preservation	452ESIPV
Secure Attendance of Prisoner	SA
Structured Settlement	SS
Tax	TAX
Tribal Judgment	TJ
Unauthorized Practice of Law (State Bar)	UPL
Verified Rule 27(a) Petition	VRP
Vulnerable Adult	VA
Writ - Other	WT
Drug - Other	DRUG1
Drug - Possession	DRUG
Motor Vehicle - DWI/DUI	MV-DWI
Motor Vehicle - Moving Violations	MVMV
Motor Vehicle - Non Moving Violations	MVNMV
Other Felony / Unclassified	OTHER2
Person- Aggravated Assault	AG ASSLT
Person- Kidnapping	KIDNAP
Person- Other Assaults	OTH ASSL
Person- Robbery	ROBBERY
Person-Homicide	HOMICIDE

Person-Sex Offenses	SEX OFF
Property - Auto Theft	AUT THFT
Property - Burglary	BURGLARY
Property - Other	OTHER
Public Order	PO
Weapons	WEAPONS
Competency Rule 11	CR11
Non-Title IV-D	NONTIT10
Title IV-D	TITLE10
Non-Title IV-D	NONTIT8
Title IV-D	TITLE8
Non-Title IV-D	NONTIT4
Title IV-D	TITLE4
Non-Title IV-D	NONTIT
Title IV-D	TITLE
Non-Title IV-D	NONTIT2
Title IV-D	TITLE2
Non-Title IV-D	NONTIT1
Title IV-D	TITLE1
Non-Title IV-D	NONTIT3
Title IV-D	TITLE3
Non-Title IV-D	NONTIT9
Title IV-D	TITLE9
Non-Title IV-D	NONTIT7
Title IV-D	TITLE7
Non-Title IV-D	NONTIT6
Title IV-D	TITLE6
Dependency/Child Victim - Abuse	DCVA
Dependency/Child Victim - Dependent (no fault)	DCVD
Dependency/Child Victim - Neglect	DCVN
Dependency/Child Victim - Termination of Parental Rights	DCVTPR
Dependency/Child Victim - Victim - Other	DCVO
Children Adoption - DES	CA-DES
Children Adoption - Other	CA-OTH
Children Adoption - Other County Attorney	CA-OCA
Children Adoption - Private Agency	CA-PA
Children Adoption - Private Attorney	CA-ATT
Children Adoption - Pro Per	CA-PP

Teen Court	TC
Foreign Conservatorship	FC
Formal PB	FP
Informal PB	IP
Proof of Authority	PA
TITLE 14	T141
TITLE 14	T142
TITLE 14	T143
TITLE 14	T144
TITLE 14	T146
TITLE 14	T145
Mental Health - Adult	MH1
Mental Health - DOC (Dept of Corrections)	MH
Aggravated Assault	MDAGASLT
Aggravated Assault	FLAGASLT
Auto Theft	FLAUTO
Auto Theft	MSDAUTO
Boating/Flying	BOATFLY
Burglary	FLBRGL
Burglary	MDBRGL
Criminal FTA	CRFTA
Driver License	DRVRLIC
Drug Possession/Paraphernalia	MDDRGP
Drug Possession/Paraphernalia	FLDRGP
Drug Sales/Other	DRGSAL
DWI/DUI	DWIDUI
Excessive Criminal Speed	OEXCRSPD
Extreme Motor Vehicle	EXMOVE
Homicide	HOM
Insurance	INSUR
Interfering with Judicial Proceedings	INTJDPRC
Kidnapping	FLKIDNAP
Kidnapping	MDKIDNAP
Leaving the Scene	LEAVSCNE
Livestock Lien	LVSKLIEN
Local Ordinance	LOCORD
Marijuana Non-Criminal	MNC
Motor Vehicle	MOVE
Neighborhood Enhancement	NGBHENZN
Other Assaults	FOTRASLT

Person (Misdemeanor)	Person (Misdemeanor)
Other Civil Traffic	OTCVTR
Other Criminal Traffic Violations	OTCRTRVI
Other Felony Motor Vehicle	OTRMOVE
Other Local Ordinances	OTLOCORD
Other Misdemeanor	OTMISD
Other Property	FOTRPROP
Other Property	MOTRPROP
Other Serious Violations	OTRSERVI
Other Statutory Civil Penalties	OTSTATCV
Parking	PARK
Petty Offense	PTYOFF
Petty Offense - Local Ordinance	PTYOFFLO
Petty Offense - State	PTYOFFST
Public Order	OMPUBORD
Public Order	FLPUBORD
Racing on a Highway	STRRACHW
Reckless Driving	STRRCKDR
Red Light	REDLGT
Registration	REGISTR
Robbery	ROB
Seat Belt	SEATBELT
Seized Cash	SECASH
Seized Other	SEOTHER
Seized Vehicle	SEVEH
Serious Motor Vehicle	SERMOVE
Sex Offenses	FSEXOFF
Sex Offenses	MSEXOFF
Speeding	SPEED
Title 11	TITLE11
Title 13	TITLE13
Unclassified Felonies	UNCFEL
Waste of Finite Resources	WSTFNRSC
Weapons	WEAPON
Weapons	OMDWEAPN



Required Data Elements Initiative

Data Standards Steering Committee

September 2022

Background

NODS

- **National Open Court Data Standards**
- Published by National Center for State Courts in 2018
- Promoted as best practice for data consistency
- 368 data elements in 17 categories across 7 case types
- [National Open Court Data Standards \(NODS\) | NCSC](#)

Sample from NCSC NODS

civ	fam	prob	dep	juv	crim	traf	Data Element	Definition	Values
									NO
x	x	x	x	x	x	x	17 Case Initial Filing Date	Filing date of original petition/complaint	Date
x	x	x	x	x	x	x	18 Case Disposition Category	Category indicating the manner in which the case was disposed	Judgment Settlement/Plea Dismissal Transfer other
x					x	x	19 Case disposition detail	Detailed description of the manner in which the case was disposed	Jury Trial Verdict Bench Trial Judgment Settled/Pled During Jury Trial Period Settled/Pled During Bench Trial Period Summary Judgment Default Judgment Arbitration Award Settled/Pled Pre-trial Stipulated Judgment Dismissal: Stipulated/Voluntary/Nolle Prosequi/Withdrawn Dismissal: No Service Dismissal: Failure to Prosecute Administrative Judgment (by non-judicial officer) Transfer Removal Consolidation
x	x	x	x	x	x	x	20 Case Manner of Disposition	method by which the primary petition or complaint was decided	jury trial bench trial non-trial
x	x	x	x	x			21 Disposition Date	date of the entry of judgment or other disposition on the primary petition or complaint	Date

NODS -> Required Data Elements

- Data Standards Steering Committee reviewed all the NODS
- Developed a list of ~250 for Arizona courts
- Elements were deemed essential for providing leadership insight into court performance and for sharing with media and justice partners
- The list of required data elements adopted by AJC in December 2021
- ACJA § 1-508 adopted by AJC in April 2022
- AOC sent the lists to the CMS contacts (AJACS and non-AJACS) for LOE
- About 75% of the data elements are in some of the CMS's
- Rest would need programming

ACJA § 1-508



Definitions



Applicability and Purpose



Administrative Duties



Court Leadership Duties, including completion of a yearly checklist



Request for Extension of Time

Code handout in meeting folder

Next Steps

Required Data Elements and Code Standardization Webpage

The screenshot displays the Azcourts.gov website. The browser address bar shows the URL: https://www.azcourts.gov/courtservices/Court-Operations-Unit/Data-Elements-and-Code-Standardization-Hub. The website header features the Azcourts.gov logo and the text "Arizona Judicial Branch". A search bar is located in the top right corner. A navigation menu includes links for Home, AZ Courts, AZ Supreme Court, Court Admin/AOC, Self-Service, Licensing & Regulation, and News. The main content area is titled "Data Elements and Code Standardization Hub" and contains a section for "Resources and Tools" with a list of links.

https://www.azcourts.gov/courtservices/Court-Operations-Unit/Data-Elements-and-Code-Standardization-Hub

Azcourts.gov
Arizona Judicial Branch

Search Search...

Home | AZ Courts | AZ Supreme Court | Court Admin/AOC | Self-Service | Licensing & Regulation | News & Events

Data Elements and Code Standardization Hub

Resources and Tools

- [Phase One - Required Data Elements \(RDE\) Business Definitions \(Excel Spreadsheet\)](#)
- Administrative Directive 2022-XX Arizona Required Data Elements - Phase One
- [ACJA §1-508 Required Data Elements](#)
- [Administrative Order 2022-35](#)
- Data Translation Tool documentation (to be updated soon)

Roll out includes:

- Administrative Directive from AOC Executive Office
- Phased Implementation
- Online checklist to be introduced in late September
 - Different checklists for GJ and LJ Courts
- Instructions and video to be posted

Opportunities for Updates and Feedback

- ❑ Asked to present regularly to CACC (Court Automation Coordinating Council), a subcommittee of the Commission on Technology
- ❑ Monthly to Data Standardization Workgroup
- ❑ Quarterly to Data Standards Steering Committee



Goal

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



**Questions?
Feedback?**



Thank You

**Laura Ritenour
Court Services Division**

ARIZONA CODE OF JUDICIAL ADMINISTRATION
Part 1: Judicial Branch Administration
Chapter 5: Court Automation
Section: 1-508 Required Data Elements

A. Definitions. In this section, the following definitions apply:

“Director” means the Director of the Administrative Office of the Courts (AOC).

“Case management system (CMS)” means the information system that captures, maintains, and provides access to data related to cases, enabling systematic control of records through their lifecycle.

“Clerk of superior court” means a person elected to the office provided by Article 6, Section 23 of the Arizona Constitution.

“Court” means the appellate, superior, juvenile, justice, and municipal courts and probation departments in each county.

“Court leadership” means the presiding judge of a court, superior court administrator, justice court administrator, municipal court administrator, chief probation officer, juvenile court director, clerk of court, and chief judge of the court of appeals.

“Data elements” means the set of data elements and codes adopted by the Arizona Judicial Council.

“Implement” means adding and using required data elements in a case management system.

B. Applicability. The following section governs courts’ implementation and reporting of the required data elements adopted by the Arizona Judicial Council.

C. Purpose. Required data elements for courts are promulgated to ensure the quality, completeness, and consistency of Arizona court data across the judicial branch for case management, allocation of resources, and data integration projects between the courts and other justice system stakeholders.

D. Administration. The Director will provide a phased implementation schedule for the required data elements.

E. General Provisions for Court Leadership.

1. All courts must collect in their CMS and other information systems the required data elements pursuant to a phased implementation schedule promulgated by the Director. The required data elements will be listed in the most current version of Attachment A and published on the required data elements website. Court leadership is responsible for collecting all required data elements.

2. Court leadership must establish policies and procedures on the proper use and entry of the required data elements, including staff training and regular data quality review.
3. Court leadership must update annually the Arizona Required Data Elements Checklist. Court leadership in the superior court must coordinate the submission of a consolidated checklist for the superior court and the clerk of superior court. The presiding judge of each limited jurisdiction court, the clerk of the superior court in each county, and each department director must sign the completed checklist and forward their approval to the presiding judge of the superior court of the county by January 31st of each calendar year. The presiding judge of the superior court in each county, or their designee, must review and sign their approval of the completed checklist by March 1st of each calendar year. This requirement does not include juvenile and probation departments until specifically required by administrative directive.

F. Requests for Extension of Time to Implement Data Elements. Court leadership may request an extension of time to implement a required data element based on a compelling business reason, along with a plan for timely implementation, as follows:

1. With the approval of the presiding judge of the county, written requests for extension of time to implement a required data element may be submitted to the Administrative Office of the Courts in a manner determined by the Director.
2. The Director shall review and render a written decision on requests for extensions of time to implement a required data element.

Adopted by Administrative Order No. 2022-35, effective April 6, 2022.

Attachment A – Arizona Required Data Elements and Event Codes

Required Data Elements

Category 1: Case

Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic	Data Element
x	x	x	x	x	x	x	Court Case Identifier
x	x	x	x	x	x	x	Court
x	x	x	x	x	x	x	Primary Case Category
x							Civil Case Category
x							Civil Case Type
		x					Probate case type
			x				Dependency case type
					x		Criminal case type
	x						Family case type
						x	Traffic case type
	x						Associated legal issue
x	x	x	x	x	x	x	Current Case Status
x			x	x	x		Specialty Court Assignment
x							Procedural Track
x	x	x	x	x	x	x	Case Initial Filing Date
x	x	x	x	x	x	x	Case Disposition Category
x	x	x			x	x	Case disposition detail
x	x	x	x	x	x	x	Case Manner of Disposition
x	x	x	x	x			Disposition Date
x	x	x	x	x	x	x	Case closed date
x	x	x	x	x	x	x	Judicial Officer Identifier
x	x	x	x	x	x	x	Appeal filed
x	x	x	x	x	x	x	Interpreter Flag
		x					Case Closure Reason
	x		x	x			ICWA case flag
x	x	x					Fee waiver date
	x						Minors involved flag
	x		x				Interstate Flag
	x		x				International Flag
	x						Finding of Domestic Violence Flag
	x	x					Dependency Court Judgment Flag
				x	x	x	Initiating Instrument
				x			Detention Flag
					x	x	Law Enforcement Agency
					x	x	Law Enforcement Arrest Tracking Number
					x	x	Law Enforcement Incident Tracking Number
						x	CMV Indicator
						x	Traffic Accident Indicator
						x	Fatality Indicator

Category 2: Participant

Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic	Data Element
x	x	x	x	x	x	x	Party Name
x	x	x	x	x	x	x	Party Opt-in to Text Notifications
x	x	x	x	x	x	x	Type of Electronic Service
x	x	x	x	x	x	x	Alias
x	x	x	x	x	x	x	Date of Birth
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	Special Needs/ADA Flag
x	x	x	x	x	x	x	Zip Code
			x	x			ICWA child flag
	x	x	x				Relationship to Action - probate, family, dependency
x							Relationship to Action - civil
		x					Date of Death
					x	x	Driver License/State ID Number
				x	x	x	Driver License/ID State
				x	x	x	FBI Number
					x	x	Biometrically Linked Number
				x	x	x	Driver License Country
						x	Country
						x	Endorsement Code
						x	License Class Code
						x	License Restriction Code
				x			Parenthood Status
			x	x			Legally Emancipated
			x	x			Dually Adjudicated Flag

Category 3: Attorney/Advocate

Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic	Data Element
x	x	x	x	x	x	x	Attorney/Advocate Name
x	x	x	x	x	x	x	Firm Name
x	x	x	x	x	x	x	Attorney/Advocate Address
x	x	x	x	x	x	x	Attorney/Advocate ID Number
x	x	x	x	x	x	x	Attorney/Advocate E-mail Address
x	x	x	x	x	x	x	Attorney/Advocate Phone Number
x	x	x			x		Pro Hac Vice
x		x					State of Admission
x	x	x	x	x	x	x	Attorney/Advocate Entry Date
x	x	x	x	x	x	x	Attorney/Advocate End Date
x	x	x	x	x	x	x	Limited Scope
x	x	x	x	x	x	x	Associated party/participant
			x	x	x		Attorney Waiver

x	x	x	x	x	x	x	Attorney Type
	x	x	x	x	x		Advocate type

Category 4: Status

Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic	Data Element
x	x	x	x	x	x	x	Case Status Date
x	x	x	x	x	x	x	Case Status
x	x	x	x	x	x	x	Reason Placed on Inactive

Category 5: Pleadings

Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic	Data Element
x	x	x	x	x	x	x	Pleading Date
x		x					Filing Party
x							Complaint
x	x	x	x				Answer
x							Cross-Claim
x							Counterclaim
x							3rd-Party Claim
x							Answer to Cross Claim
x							Answer to Counter Claim
x							Answer to 3rd-Party Claim
x			x				Intervenor Claim
x							Answer to Intervenor claim
x	x	x	x	x	x	x	Amended
x							Amount in Controversy
		x					Initial Probate Pleading Type
		x					Subsequent Probate Pleading Type
x	x	x					Fee waiver date

Category 6: Motions and Filings

Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic	Data Element
x	x	x	x	x	x	x	Date Filed
x	x	x	x	x	x	x	Filing party
x	x	x	x	x	x	x	Motion/Filing type
x	x	x	x	x	x	x	Pleading/Motion Outcome
x	x	x	x	x	x	x	Agreed/Stipulated

Category 7: Hearings and Events

Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic	Data Element
x	x	x	x	x	x	x	Scheduled Event Date
x	x	x	x	x	x	x	Judicial Officer
x	x	x	x	x	x	x	Parties Present

x	x	x	x	x	x	x	Attorneys/Advocates Present
x	x	x	x	x	x	x	Hearing/Event Outcome
x	x	x	x	x	x	x	Interpreter Present
x	x	x	x	x	x	x	Interpreter Language
x							Civil Hearing Type
					x	x	Criminal and Traffic Hearing Type
			x				Dependency Hearing Type
	x						Family Hearing Type
				x			Juvenile Hearing Type
		x					Probate Hearing Type
x	x	x	x	x	x	x	Remote witness
x	x	x	x	x	x	x	Remote party(s)
x	x	x	x	x	x	x	Conference Type
x			x	x	x	x	Days in trial
x			x	x	x	x	Trial de Novo

Category 8: Orders

Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic	Data Element
x	x	x	x	x	x	x	Order Date
x	x	x	x	x	x	x	Order Title
		x					Probate Order Type
x	x	x	x	x	x	x	Result
x					x		With Prejudice
x							Costs/Fees Awarded
	x	x	x		x		Evaluation ordered
	x	x	x		x		Evaluation type
	x	x	x				Evaluation party
		x					Guardian/Conservator Role Granted
	x	x		x	x	x	Warrant Issued
	x	x		x	x	x	Warrant Returned
	x	x		x	x	x	Warrant Reason

Category 9: Charges

Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic	Data Element
				x	x	x	Offense Date
				x	x	x	Arrest Date
				x	x	x	Charge Identifier
				x	x	x	Charge Filing Date
				x	x	x	Charge Filed by
				x	x	x	Filing Charge Statute/Ordinance Number
				x	x	x	Filing Charge Description
				x	x	x	Filing Charge Degree
				x	x	x	Filing Charge Degree Detailed

				x	x	x	Disposition Charge Statute/Ordinance Number
				x	x	x	Disposition NCIC Code
				x	x	x	Disposition Charge Description
				x	x	x	Disposition Charge Degree
				x	x	x	Charge Disposition Date
				x	x	x	Charge Sentencing Date
				x	x	x	Charge Manner of Disposition
				x	x	x	Charge Disposition
				x	x	x	Charge Dismissal Actor
				x	x	x	Record transmitted to SDLA
				x	x	x	Date transmitted to crime information center
						x	Agency ID
						x	Legal Speed Rate
						x	Recorded Speed Rate
						x	Offense location
						x	Ticket Number
						x	Citation date
				x			Adjudicated Delinquent
				x			Probation/Technical Violation
				x			Violation reason
						x	Vehicle type
						x	Hazardous Material
					x	x	Plea Type
					x	x	Plea Date

Category 10: Pre-trial-Intake

Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic	Data Element
				x	x	x	Risk Assessment Instrument
				x	x	x	Risk Assessment Score
					x	x	Pretrial Release Decision
					x	x	Bond Hearing Type
					x	x	Bond Type
					x	x	Bond Amount
				x	x	x	Condition(s) of release
					x	x	Pretrial Release Revocation Reason
					x	x	Deferral
					x	x	Summons Issued
					x		Grand Jury Indictment
				x			Referral Date
				x			Referral Source Type
				x			Referral Source Detail
				x			Intake Decision Date
				x			Intake Decision
				x			Living Arrangement

				x			Diversion Eligibility Flag
				x			Assessment Flag
				x			Waiver Decision
				x			Pre-adjudication Detention
				x			Pre-adjudication Detention Reason
				x			Detention Type
				x			Placement Type

Category 11: Diversion

Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic	Data Element
				x	x	x	Diversion Entry
				x	x	x	Diversion Exit
				x	x	x	Diversion Exit Type

Category 12: Civil Judgment

Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic	Data Element
x	x	x					Judgment Date
x	x	x					Prevailing Party
x							Judgment against

Category 13: Sanctions

Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic	Data Element
					x	x	Sentence Type(s)
					x	x	Sentence Length
					x	x	Unit of Sentence Length
					x	x	Sentence Conditions
					x	x	Concurrent/ Consecutive Sentence Flag
					x	x	Time Served Credit Length
x				x	x	x	Monetary Penalty Type
x				x	x	x	Monetary Penalty Amount
				x	x	x	Monetary Penalty Amount Balance to Date
				x	x	x	Restitution Amount
				x	x	x	Restitution Amount Balance to Date
				x	x	x	Alternative Fine Indicator
				x	x	x	Payment plan
				x	x	x	DL Suspension Length
				x	x	x	DL suspend start
				x	x	x	DL suspend end
					x	x	CDL disqualification Length
					x	x	CDL disqualifying start
					x	x	CDL disqualifying end
				x			Disposition Type(s)
				x			Disposition Conditions
				x	x	x	Community Service Hours

Category 14: Dependency-Permanency

Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic	Data Element
			x				Plan Implementation Date
			x				Plan Implementation Type
			x				Child Case Closure Date
			x				Child Case Closure Reason

Category 15: Probate Review & Monitor

Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic	Data Element
		x					Inventory Due Date
		x					Inventory Filed Date
		x					Waiver
		x					Accounting Due Date
		x					Accounting Type
		x					Accounting Filed Date
		x					Well-being Report Due Date
		x					Well-Being Report Filed Date
		x					Bond Ordered/Set
		x					Bond Type
		x					Bond Filed
		x					Event Reminder
		x					Qualification Date

Category 16: Post-Trial

Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic	Data Element
					x	x	Probation Violation
					x	x	Failure type
				x	x	x	Violation Outcome

Category 17: ADR

Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic	Data Element
x	x	x	x				Referral Date
x		x		x			ADR Date
x							Court Ordered
x							Type of ADR
x	x	x	x				Result of ADR
		x		x			Hearing/Event Outcome

Category 18: Juror Management

Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic	Data Element
X					X		Race
X					X		Ethnicity
X					X		Gender

Required Event Codes

Event Codes	Court Type
Case Specific Questionnaire	General and Limited Jurisdiction
Case Specific Responses	General and Limited Jurisdiction
Response to Petition to Expunge Records	General and Limited Jurisdiction
Reply to Response to Petition to Expunge Records	General and Limited Jurisdiction
Request Court Reporter	General and Limited Jurisdiction
Notice of Intent to Retain Jurisdiction	General and Limited Jurisdiction
Application for Restoration of Right to Possess Animals	General and Limited Jurisdiction
Application to Possess Animals - Good Cause Exception	General and Limited Jurisdiction
Application: Certificate of Second Chance	General Jurisdiction
Certificate: Of Second Chance	General Jurisdiction
Notice: of Application for Interstate Transfer	General Jurisdiction
Reply: To application for Interstate Transfer	General Jurisdiction
Minute Entry: Expungement Hearing	General Jurisdiction
Appearance Reason: Expungement	General Jurisdiction

		Days Between Defendant Hearing Request and Date First Hearing is Set For			Days Between Defendant Hearing Request and Date Hearing Request is Disposed		
		Proposed Standard is 100% within 10 days			Provisional Standard is 90% within 10 days		
Court	Total Cases	0-10 Days	0-10 Days %	11-30 Days %	0-10 Days	0-10 Days %	11-30 Days %
A	282	266	94%	100%	250	89%	99%
B	252	233	92%	100%	227	90%	97%
C	160	157	98%	100%	142	89%	97%
D	52	52	100%	100%	50	96%	98%
E	56	56	100%	100%	50	89%	91%
F	34	34	100%	100%	34	100%	100%
G	36	36	100%	100%	35	96%	96%
H	30	29	97%	100%	27	88%	92%
I	27	27	100%	100%	26	96%	96%
J	29	27	93%	100%	25	88%	100%
K	52	51	98%	100%	52	100%	100%
L	22	21	95%	100%	18	80%	93%
M	17	17	100%	100%	17	100%	100%
N	18	18	100%	100%	18	100%	100%
O	10	10	100%	100%	10	100%	100%
P	7	6	86%	100%	6	86%	100%
Q	6	5	83%	100%	3	50%	86%
R	6	6	100%	100%	6	100%	100%
S	4	4	100%	100%	3	75%	100%
T	6	5	83%	100%	5	83%	100%
	Average		96%			90%	

Random sample of large, medium and small courts were chosen. All are LJ AJACS courts. This data was collected for illustrative purposes only.

When a defendant files a hearing request, 96% of the time the post-issuance hearing is scheduled for a date within 10 days. LJ AJACS does not identify whether a protective order case has an "exclusive use" provision, so only the 10 day standard was used.

When a defendant files a hearing request, 90% of the time the post-issuance hearing where the order is affirmed, quashed or modified (request is "disposed") is held within 10 days.