

STEERING COMMITTEE ON DATA-BASED COURT PERFORMANCE AND DATA STANDARDS

December 6, 2023

1:30 p.m. – 3:30 p.m., Hybrid Meeting

MINUTES

Present: Hon. James Beene, Ms. Shelly Bacon, Hon. Thomas L. Chotena, Ms. Jennifer Curtiss, Hon. Pamela Frasher-Gates, Ms. Shawn Friend, Hon. Ken Lee, Ms. Tina Mattison, Hon. Heidi Owens, Hon. Michael Peterson, Ms. Nancy Rodriguez, Hon. Don Taylor, Ms. Valerie Wyant as proxy for Ms. Donna McQuality and Hon. Trevor Ward

Absent: Mr. Marcus Reinkensmeyer

Presenters, Administrative Office of the Courts (AOC) and Guests: Ms. Theresa Barrett (AOC), Ms. Mary Bellefeuille (AOC), Mr. Stewart Bruner (AOC), Ms. Cathy Clarich (Presenter, AOC), Ms. Jennifer Ferguson (Superior Court for Maricopa County), Mr. Michal Malone (Presenter, AOC), Ms. Victoria Murray (Superior Court for Maricopa County), Dr. Brian Ostrom (Presenter, NCSC), Ms. Susan Pickard (Presenter, AOC) and Ms. Laura Ritenour (Staff, AOC) and Hon. Greg Sakall (Presenter, Pima County)

I. CALL TO ORDER

A. Welcome and Opening Remarks

The December 6, 2023, meeting of the Steering Committee on Data-Based Court Performance and Data Standards was called to order by the Chair, Justice James Beene, at 1:31 p.m. The Chair conducted member roll call and members were thanked for their attendance and service.

B. Approval of the September 6, 2023, Minutes

The draft minutes from the September 6, 2023, meeting of the Steering Committee on Data-Based Court Performance and Data Standards were presented for approval. The Chair called for any omissions or corrections to the minutes, and none were made. A motion was made by Shelly Bacon and seconded by Jennifer Curtiss to approve the minutes. The motion passed unanimously by the members.

II. REGULAR BUSINESS

A. Effective Criminal Case Management Project Presentation

In October, Dr. Brian Ostrom presented his criminal case management research to the superior court presiding judges in Flagstaff. The Effective Criminal Case Management project was a national initiative designed to discover and document

effective practices that drive high performance in handling felony and misdemeanor cases in the state courts. Based on felony and misdemeanor case data gathered from over 130 state courts in 21 states, this project analyzed key factors thought to shape criminal case flow and time to disposition. Dr. Ostrom gave an overview of the research and its findings. Members asked questions and gave their perspectives on the findings. Justice Beene thanked Dr. Ostrom when the presentation was complete and then the members discussed possible next steps regarding the research. Justice Beene will discuss the ideas raised by members with AOC staff and will bring next steps to the March 2024 meeting.

B. Update on Proposed DUI Case Processing Training for Judicial Officers

Justice Beene reminded the members that at the committee's June meeting, the committee reviewed the results from the FY22 limited jurisdiction courts' time standards data. DUI case processing continues to be an issue for most limited jurisdiction courts. At the September meeting, Cathy Clarich reviewed with the committee a 2020 report from the DUI Case Processing Workgroup and the members discussed several recommendations. Cathy Clarich reported that AOC Judicial Education Unit staff facilitated a meeting with the Governor's Office of Highway Safety (GOHS) conference staff and a video on DUI case processing was added to the December 1st presentation. The video, narrated by Laura Ritenour, reviewed the DUI time standards, and discussed how caseflow management concepts can assist judicial officers in improving court case process. Members discussed creating a caseflow management concepts training, and the creation of a workgroup to develop this training. Judge Taylor made a motion for the committee to form a DUI case processing and caseflow management workgroup to develop this training. The motion was seconded by Judge Owens and passed unanimously. Members can contact Laura Ritenour to volunteer for this workgroup or can send her a designee from their court.

C. Family Law Time Standards Workgroup – Collaboration with Family Court Improvement Committee (FCIC)

This item was taken out of order, as Judge Sakall was available. Justice Beene welcomed Judge Sakall and Susan Pickard to the meeting. Judge Sakall is the chair of the Family Court Improvement Committee and Susan Pickard staffs the committee. FCIC is currently researching ideas to help expedite the resolution of temporary orders. Family Law Motions for Temporary Orders is one of three family law time standards. The other two are Dissolution and Parental Responsibility and Post-Judgment Motions. The AOC has about 5 years of data on family law time standards, however because reports are still in draft status, per Arizona Supreme Court Rule 123, this data cannot be openly shared with members of the FCIC committee. Judge Sakall gave an overview of the work being done by FCIC and how collaboration with the steering committee may assist them in their efforts. Judge Peterson made a motion for the steering committee to collaborate with FCIC and form a workgroup to develop recommendations for process improvements and time standards updates. The motion was seconded by Judge Taylor and passed

unanimously by the members. Members can contact Laura Ritenour to volunteer for this workgroup or can send her a designee from their court.

D. Draft Post-Conviction Relief Notice and Petition Filing Instructions

Justice Beene reminded the committee members that over this past year, AOC staff have researched felony Post-Conviction Relief time standards. At the September meeting AOC staff recommended the creation of Post-Conviction Relief Notice and Petition filing instructions for publication on the Self-Service Center website. By making these instructions readily available, the goal is to reduce the number of post-conviction relief cases from aging prematurely. Mary Bellefeuille, AOC Data Standards Analyst, presented a brief overview of the instructions and members gave their feedback. Next steps will include receiving feedback from other subject matter experts, having the instructions translated into Spanish, and posting the instructions on the Self-Service section of www.azcourts.gov.

E. Data Standardization Advisory Committee Update and Recommendations on Required Data Elements

Michael Malone, chair of the Data Standardization Advisory Committee, provided an update on the workgroup's progress. The Data Standardization Advisory Committee meets monthly to discuss and recommend standardized docket codes and data element definitions. The goal of their work is to improve court data, by making data more consistent and accurate, for court leadership decision-making and for sharing with our justice system partners. Members had no questions about the summary provided. Laura Ritenour then presented the advisory committee's recommendations for updated and new required data elements. After discussion, Judge Peterson made a motion for the steering committee approved the required data elements change recommendations. The motion was seconded by Nancy Rodriguez and passed unanimously by the members.

F. Required Data Elements – 2024 Checklist Process and Administrative Directive 2023-10

Justice Beene introduced this topic by reminding members that the Required Data Elements project is a multi-year effort to improve court data collection by requiring all court case management systems to store common data elements. The goal is improved data collection, reporting, and system integration. Laura Ritenour provided an overview of the 2024 checklist process, detailing specific deadlines for courts and court leadership. She then notified the member of the newly published Administrative Directive 2023-10, which covers Phase Two of the Required Data Elements project.

G. Call to the Public

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

H. Adjournment

The meeting was adjourned at 3:14 p.m. with a motion by Judge Gates.

E. NEXT COMMITTEE MEETING DATE

March 6, 2024, 1:30 – 3:30 p.m., Hybrid - State Courts Building Room 331 & Zoom Webinar