

DATA STANDARDS ADVISORY COMMITTEE
July 29, 2025
10:00 a.m. – 12:00 p.m., via Zoom Webinar
MINUTES

Present: Laurie Allen, Odette Apodaca, Gil Bensinger, Laura Bergan, Daniel Bowman, Summer Dalton, Niltza Flores, Ralph Garcia, Dean Hammel, Todd Herrera-Ridenhour, Anirban Mitra as proxy for Susann Holland, Randy Kennedy, Adele May, Tania Nieblas, Mike Nimtz, Ester Reeves, Karen Roush as proxy for Ginger Rodas, Marcos Romero, Danica Sanchez, Katrina Solis, Adam Walterson, Jeanette Wiesenhofer, and Michael Malone

Not Present:

Administrative Office of the Courts (AOC) and Guests: Mary Bellefeuille (Mesa), Daniel Paulson (Mesa), Jennifer Ferguson (Maricopa), Laura Navarro Cobos (Paradise Valley), Lorri Behunin (Chandler), Andrew Fornek (Chandler), Jennifer Jones (AOC), Laura Ritenour (AOC), Melanie Cluff (AOC), Michael Wise (AOC), Fahmidha Wahab (AOC), and Michele Gillich (AOC)

I. PRIOR TO CALL TO ORDER

Prior to the call to order, Laura Ritenour shared with the committee that there will be a meeting on August 19, 2025, to discuss Case Designation for Photo Enforcement cases. Any court staff wanting a meeting invite should email her.

II. CALL TO ORDER

A. Welcome and Opening Remarks

The July 29, 2025, meeting of the Data Standards Advisory Committee was called to order by Mike Malone, meeting chair, at 10:09 a.m. Mike took roll call, established a quorum, and mentioned the meeting was being recorded.

B. June 24, 2025, Meeting Minutes

Mike Malone displayed the June 24, 2025, draft meeting minutes. Mike asked for a motion to approve the minutes. Niltza Flores made a motion to approve the minutes, and Marcos Romero seconded the motion. The committee voted and the motion passed unanimously.

C. Call to the Public

Mike Malone announced that the Data Standards Advisory Committee will be moving the "Call to the Public" section to the beginning of its meetings to ensure everyone has an opportunity to speak. Mike Malone made a call to the public for comments. There was no answer.

III. ITEMS FROM PREVIOUS MEETINGS AND NEW ITEMS

D. Review/Discuss/Vote – Code Standardization Requests (Laura Ritenour)

Case Category, Case Type, Case Subtype code sets

Laura Ritenour displayed the document and facilitated the discussion for the following codes.

- **Adoption Case Type Codes**

The AJACS team requested to remove the following Adoption case types from code standards as they are a part of OPDJ database and not a court database: AD1, AD4, AD5, AD6, AD7, AD8, and AD9. Randy Kennedy made a motion to remove the Adoption Case Type codes from code standards and Niltza Flores Seconded the motion. The committee voted and the motion passed unanimously.

- **Unclassified Civil Case Subtype Code**

The AJACS team requested that the case subtype code for Unclassified Civil, VRP – Verified Rule 27(a) Petition be added to code standards. Odette Apodaca made a motion to add the VRP case subtype to code standards and Katrina Solis Seconded the motion. The committee voted and the motion passed unanimously.

- **Eviction Actions Case Type**

The AJACS team requested that the GJ court code of C88 for Civil Eviction Action be updated to EVA to match the LJ court code. If approved the code would be updated in all systems and reports instead of end-dating and retaining the previous code. Odette Apodaca made a motion to change the GJ court code of C88 to EVA and Summer Dalton seconded. The committee voted and the motion passed unanimously.

- **Contract Case Type**

The AJACS team requested that the case type code CON for Contract stay as CON for LJ courts instead of standardizing them to match the GJ court code of CO. The committee discussed this request in the context of the overall goal of standardization and agreed to table this for further internal review.

- **Debt Collection Case Type**

The AJACS team requested that the case type code DBT for Debt Collection be designated for LJ courts only. This was tabled to complete further research.

- **Eviction Action Subtype Codes**

The e-filing team proposed the creation of additional Eviction Action subtypes to determine the type of properties associated with the eviction. The following codes were presented: PPCOM: Possession of Property - Commercial, PPRES: Possession of Property - Residential, PPMOH: Possession of Property - Mobile Home, RECOM: Rent - Commercial, RERES: Rent - Residential, REMOH: Rent - Mobile Home, UOCOM: Unlawful Ouster - Commercial, UORES: Unlawful Ouster - Residential, UOMOH: Unlawful Ouster - Mobile Home.

The committee discussed the impact these codes, and existing codes, have on the courts' monthly statistical reporting to the AOC; the AOC said there would be no impact. The committee also discussed the overlap between the statistical team's codes and the work of the Data Standards Advisory Committee. A decision on these codes was deferred pending further research.

E. Review/Discuss/Vote - New Code Standardization Requests (Laura Ritenour)

i. Proposal to extend the CCR Warrant feed to gather information on the Return of a Search Warrant Cover Sheet

Laura Ritenour presented the request and allowed time for committee review prior to next month's vote.

F. Updates, Comments and Questions from Members

There were no updates, comments, or questions.

G. Adjournment¹⁰

A motion to adjourn the meeting was made by Ester Reeves at 11:01 a.m.

H. Next Committee Meeting Date

Tuesday, August 26, 2025, 10:00 a.m. – 12:00 p.m., Zoom Webinar