

DATA STANDARDS ADVISORY COMMITTEE

September 30, 2025

10:00 a.m. – 12:00 p.m., via Zoom Webinar

MINUTES

Present: Laurie Allen, Odette Apodaca, Gil Bensinger, Daniel Bowman, Summer Dalton, Ralph Garcia, Dean Hammel, Todd Herrera-Ridenhour, Susann Holland, Randy Kennedy, Adele May, Cynthia Navarro as proxy for Niltza Flores, Tania Nieblas, Mike Nimitz, Ester Reeves, Ginger Rodas, Marcos Romero, Danica Sanchez, Katrina Solis, Adam Walterson, and Jennifer Jones as chair for Michael Malone

Not Present: Laura Bergan and Jeanette Wiesenhofer

Administrative Office of the Courts (AOC) and Guests: Lorri Behunin(Chandler), Mary Bellefeuille (Mesa), Jennifer Ferguson (Maricopa), Melanie Cluff (AOC), Cassie Oberlin (AOC), Anirban Mitra (AOC), Scott Fitzpatrick (Scottsdale), Daniel Paulson (Mesa), Chrstina Sanchez (AOC), Fahmidha Wahab (AOC), Laura Navarro Cobos (Paradise Valley), Laura Ritenour (AOC), and Michael Wise (AOC)

I. CALL TO ORDER

A. Welcome and Opening Remarks

The September 30, 2025, meeting of the Data Standards Advisory Committee was called to order by Jennifer Jones, meeting chair, at 10:00 a.m. Jennifer took roll call, established a quorum, and mentioned the meeting was being recorded.

B. August 26, 2025, Meeting Minutes

Jennifer Jones displayed the August 26, 2025, draft meeting minutes. Jennifer asked for a motion to approve the minutes. Ester Reeves made a motion to approve the minutes, and Randy Kennedy seconded the motion. The committee voted and the motion passed unanimously.

C. Call to the Public

Jennifer Jones 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. Jennifer made a call to the public for comments. There was no answer.

II. ITEMS FROM PREVIOUS MEETINGS AND NEW ITEMS

D. Review/Discuss/Vote – Code Standardization Requests

- Update to Case Type code set for Senate Bill 1232 (Cassie Oberlin)

Cassie Oberlin reviewed the code set for Senate Bill 1232. Summer Dalton made a motion to add the new Case Type code and description for ARW / Affidavit Arrest Warrant, and Odette Apodaca seconded the motion. The committee voted and the motion passed unanimously.

- Updates to Case Category, Case Type, Case Subtype code sets (Laura Ritenour)

Laura Ritenour displayed the document for the committee to review and vote on the following codes:

o **Contract Case Type Code**

The AJACS team requested to change CON to CO so that GJ and LJ codes are standardized.

Katrina Solis motioned to approve changing the Contract Case Type Code from CON to CO and Odette Apodaca seconded the motion. The committee voted and the motion passed unanimously.

o **Eviction Action Case Subtype Codes**

The AJACS team requested to add the following Case Subtype Codes to the Eviction Action Case Type: Possession of Property – Commercial, Possession of Property – Residential, Possession of Property - Mobile Home, Rent – Commercial, Rent – Residential, Rent - Mobile Home, Unlawful Ouster – Commercial, Unlawful Ouster – Residential, and Unlawful Ouster - Mobile Home.

Ginger Rodas motioned to approve adding the Eviction Action Case Subtype codes and Summer Dalton seconded the motion. The committee voted and the motion passed unanimously.

o **Other Civil Complaints Case Subtype Code**

The AJACS team requested to add LIVESTOCK LIEN as a Case Subtype to Other Civil Complaints.

Marcos Romero motioned to approve adding LIVESTOCK LIEN as a Case Subtype and Laurie Allen seconded the motion. The committee voted and the motion passed unanimously.

o **Other Statutory Civil Penalties Case Subtype Codes**

The AJACS team requested to add OTHER STATUTORY CIVIL PENALTIES and MARIJUANA NON-CRIMINAL as Case Subtypes.

Laurie Allen motioned to approve adding OTHER STATUTORY CIVIL PENALTIES and MARIJUANA NON-CRIMINAL as Case Subtypes and Katrina Solis seconded

the motion. The committee voted and the motion passed unanimously.

- **Civil Traffic Case Subtype Codes**

The AJACS team requested to add the following Case Subtype Codes to the Civil Traffic Case Type: DRIVER LICENSE, INSURANCE, RED LIGHT, REGISTRATION, SEAT BELT, SPEEDING, WASTE OF FINITE RESOURCES, OTHER CIVIL TRAFFIC.

Odette Apodaca motioned to approve adding the Civil Traffic Case Subtype codes and Laurie Allen seconded the motion. The committee voted and the motion passed unanimously.

- **Order of Protection – Domestic Relations Case Type**

The AJACS team requested this Case Type be end-dated as the Protective Order Case Category already exists.

Summer Dalton motioned to end-date the Order of Protection – Domestic Relations Case Type and Marcos Romero seconded the motion. The committee voted and the motion passed unanimously.

- **Local Ordinance – Non-Parking Case Subtype Codes**

The AJACS team requested to add NEIGHBORHOOD ENHANCEMENT ZONING and OTHER LOCAL ORDINANCES as Case Subtypes.

Odette Apodaca motioned to approve adding the Local Ordinance – Non-Parking Case Subtype Codes and Marcos Romero seconded the motion. The committee voted and the motion passed unanimously.

- **Marriage License Case Type Code**

The AJACS team requested to change MAR to ML so that GJ and LJ codes are standardized as well as end-date MLC Marriage License – City Issued.

Dean Hammel motioned to approve changing the Marriage License Case Type Code from MAR to ML as well as end-date the MLC Marriage License – City Issued code; Odette Apodaca seconded the motion. The committee voted and the motion passed unanimously.

- **Animal Seizure Case Subtype Codes**

The AJACS team requested to add LOCAL ORDINANCE, TITLE 11, and TITLE 13 as Case Subtypes.

Ester Reeves requested we table this item to discuss this internally with her team.

- **Property Disposition - Including Weapons Case Subtype Codes**

The AJACS team requested to add SEIZED CASH, SEIZED OTHER, and SEIZED

VEHICLE as Case Subtypes.

Odette Apodaca motioned to approve adding the SEIZED CASH, SEIZED OTHER, and SEIZED VEHICLE Case Subtypes and Katrina Solis seconded the motion. The committee voted and the motion passed unanimously.

- **Parking Case Subtype**

The AJACS team requested to add PARKING as a Case Subtype. The committee reviewed the request and discussed the intended purpose and necessity of this code. It is believed to be related to how case types are ranked within AJACS, which may require PARKING to go down to the subtype level.

Summer Dalton motioned to approve adding PARKING as a Case Subtype and Randy Kennedy seconded the motion. The committee voted and the motion passed unanimously.

- **Search Warrant Case Type**

The AJACS team requested to change SW1 to SWR so that GJ and LJ codes are standardized as well as end-date SW1.

Ester Reeves motioned to approve changing the Search Warrant Case Type code from SW1 to SWR as well as end-date the SW1 code; Odette Apodaca seconded the motion. The committee voted and the motion passed unanimously.

E. Review/Discuss/Vote – New Code Standardization Requests

- i. New - Draft definitions for Warrant Case Types**

Laura presented her research and shared drafted definitions for the various search warrant types. The committee expressed appreciation for her work in compiling this information. The document will be added to the Code Standardization webpage in the next two weeks.

- ii. Update to Disposition code set – M6: Criminal (Consolidated)**

Laura presented the background for the request to add M6 to the Disposition Code set.

Laurie Allen motioned to approve adding the M6: Consolidated (Criminal) to the Disposition Code set and Odette Apodaca seconded the motion. The committee voted and the motion passed unanimously.

F. Request for feedback and procedures – DUI and Misdemeanor Time Standards (LJ Courts) Defendant's death and Request for Time Exclusion (Laura Ritenour)

Laura requested feedback on a request from a court regarding a time exclusion for situations where a defendant is deceased and is awaiting confirmation from the prosecutor, along with a motion to dismiss. Currently, time continues to run during this period, which impacts time standards.

G. Updates, Comments and Questions from Members

There were no updates, comments, or questions.

H. Adjournment

A motion to adjourn the meeting was made by Marcos Romero at 10:52 a.m.

I. Next Committee Meeting Date

Tuesday, October 28, 2025, 10:00 a.m. – 12:00 p.m., Zoom Webinar