

Arizona Supreme Court Data Standardization Advisory Committee

AGENDA

December 2, 2025, 10:00 am – 12 noon

Please click the link below to join the webinar:

<https://zoom.us/j/93946039512?pwd=NLHgPMiQbAo2foakOf0V60ibTtCAME.1>

Passcode: 880227

Webinar ID: 939 4603 9512

Conference Call Line: 888-788-0099 (US Toll Free)

9:50 a.m.	Zoom Webinar Open for Members, Attendees and Presenters	Laura Ritenour, AOC Staff
Meeting Opening		
10:00 a.m.	<p>Welcome to Members and Proxies, and Roll Call of Attendees</p> <p>Review/Vote on October 28, 2025, Meeting Minutes</p> <ul style="list-style-type: none"> - Mike Nimtze has resigned from the committee due to work commitments. - Maricopa County Superior Court will be replacing Herrera-Ridenour with Chris Fong. Welcome Chris! 	Mike Malone, Chair
10:05 a.m.	Call to the Public	Mike Malone, Chair
Items from Previous Meeting/s		
10:10 a.m.	Code Standardization Requests - none	
New Items		
10:20 a.m.	<p>Review/Discuss/Vote – New Code Standardization Requests</p> <ul style="list-style-type: none"> - FARE OLCP events (Laura Ritenour) - Hearing Results code set (Laura Ritenour and Michael Wise) 	
10:40 a.m.	<p>Follow-up on Prefix/ Suffix Standard Code Sets as “Guidelines” (Laura Ritenour and Michele Gillich)</p> <p>There is no official standard for how the courts and our justice partners format names that include suffixes and prefixes. The CCR will not reject names that don’t follow the suffix and prefix standards. Therefore, the suffix and prefix code sets are more like “guidelines” when name information is transmitted to the CCR.</p>	

10:45 a.m.	Review - 2026 Required Data Elements Checklist (Laura Ritenour)	
10:50 a.m.	Review - 2027 – 2030 RDE DRAFT Checklists (Laura Ritenour and Michael Wise)	
11:00 a.m.	FYI – A Stats Team member will be joining our meetings in 2026 – February, May, August, and December (Laura Ritenour and Jennifer Jones)	
Ongoing Business		
11:05 a.m.	Updates, Comments, and Questions from Members	
	Reminder - The next committee meeting will be Tuesday, January 28, 2026, 10 a.m. - 12 noon via Zoom webinar	Mike Malone, Chair
11:15 a.m.	Closing Comments and Adjournment (motion needed)	Mike Malone, Chair

Links

- [Administrative Directive 2024-10](#)
- [Administrative Order 2025-67](#)
- Link to OneDrive folder with all DS Advisory Committee meeting videos (July 2023 – present): [DS Advisory Committee Recordings](#)
- All code standards are posted here: <https://www.azcourts.gov/courtservices/Court-Operations-Unit/Required-Data-Elements-and-Code-Standardization/Code-Standardization>

Questions concerning code standards: Please raise to the questions to the Data Standardization Advisory Committee via lritenou@courts.az.gov and miwise@courts.az.gov

If your court is having issues, mapping your local codes to standard codes, understanding the code set CCR is seeking, then please reach out to Data Standardization Advisory Committee and to itdintegrationteam@courts.az.gov. In your email, please provide the code standard in question or if seeking for code to be approved, and detailed information along with your questions and justification for the need for the code. All codes must be presented to the Data Standardization Advisory Committee for approval. If the code is denied, next steps will be determined .

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.

EXECUTIVE SESSION: For any item listed on the agenda, the Committee may vote to go into Executive Session for the purpose of discussion or consultation with an attorney employed by or representing any judicial entity regarding legal advice, pursuant to the Arizona Code of Judicial Administration, Code Section 1-202(C)(5)(c).

DATA STANDARDS ADVISORY COMMITTEE

October 28, 2025

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

DRAFT MINUTES

Present: Odette Apodaca, Gil Bensinger, Laura Bergan, Daniel Bowman, Samuel Guy as proxy for Ralph Garcia, Dean Hammel, Todd Herrera-Ridenhour, Susann Holland, Randy Kennedy, Niltza Flores, Tania Nieblas, Mike Nimitz, Ester Reeves, Ginger Rodas, Marcos Romero, Danica Sanchez, Katrina Solis, Adam Walterson, Jeanette Wiesenhofer, and Summer Dalton as chair for Michael Malone

Not Present: Laurie Allen and Adele May

Administrative Office of the Courts (AOC) and Guests: Mary Bellefeuille (Mesa), Jennifer Ferguson (Maricopa), Christopher Fong (Maricopa), Melanie Cluff (AOC), Patrick McGrath (Chandler), Anirban Mitra (AOC), Scott Fitzpatrick (Scottsdale), Daniel Paulson (Mesa), Michele Gillich (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 October 28, 2025, meeting of the Data Standards Advisory Committee was called to order by Summer Dalton, meeting chair for Mike Malone, at 10:00 a.m. Summer took roll call, established a quorum, and mentioned the meeting was being recorded.

B. September 30, 2025, Meeting Minutes

Summer Dalton displayed the September 30, 2025, draft meeting minutes. Summer asked for a motion to approve the minutes. Niltza Flores made a motion to approve the minutes, and Ester Reeves seconded the motion. The committee voted and the motion passed unanimously.

C. Call to the Public

Summer Dalton made a call to the public for comments. There was no response.

II. ITEMS FROM PREVIOUS MEETINGS AND NEW ITEMS

D. Review/Discuss/Vote – Code Standardization Requests

- Updates to Case Category, Case Type, Case Subtype code sets

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

- **Animal Seizure Subtypes**

Laura Ritenour presented the document and reviewed the Animal Seizure case sub types. Members reviewed the request and had no concerns moving forward.

Ester Reeves motioned to approve, and Odette Apodaca seconded the motion. The committee voted and the motion passed unanimously.

- **Criminal Case Types (GJ and LJ)**

Laura Ritenour shared that AOC staff are having internal discussions on how best to align this item and hope to bring a related proposal to the committee at the December or January meeting.

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

- i. **Update to Case Category code set – “IC” for Interstate Compact for Juvenile**

Laura presented this topic and explained it would be a new case category for GJ courts only for Interstate Compact for Juvenile cases.

Dean Hammel made a motion to approve, and Niltza Flores seconded. The committee voted and the motion passed unanimously.

- ii. **New event code for Certificate: Third Party Litigation Funding**

Laura presented the proposal to add a statewide event code for Certificates related to Third Party Litigation Funding.

Katrina Solis motioned to approve, and Odette Apodaca seconded. The committee voted and the motion passed unanimously.

F. Hearing Results code set

Laura presented a spreadsheet for courts to list their current hearing result data and that this applies to both LJ and GJ courts. Committee members discussed the proposal and clarified that this applies only to hearing results and that this data element is currently Desired in the CCR Specifications. Laura will email the courts asking them to send her their hearing results list.

G. Review - 2026 Required Data Elements Checklist

Laura reviewed the draft 2026 Required Data Elements checklist and showed the new spreadsheet format, which will replace the previous PDF version. This will be discussed further at the December meeting.

H. Review/Discuss/Vote – Proposed 2026 Meeting Dates and Times

The committee reviewed the proposed 2026 meeting dates and times. Members noted that March 31 is a holiday for Phoenix and Tempe.

Ester Reeves proposed removing the March meeting from the proposed 2026 meeting dates, and Marcos Romero seconded. The committee voted and the motion passed unanimously.

Ginger Rodas motioned to approve the 2026 meeting dates with the March meeting excluded, and Randy Kennedy seconded. The committee voted and the motion passed unanimously.

I. Updates, Comments and Questions from Members

There were no updates, comments, or questions.

J. Adjournment

A motion to adjourn the meeting was made by Dean Hammel at 10:29 a.m.

K. Next Committee Meeting Date

Tuesday, December 2, 2025, 10:00 a.m. – 12:00 p.m., Zoom Webinar

Data Standardization Advisory Committee

Code Standardization Request

Code Request and Requestor

Standardize existing event codes related to FARE OLCP Program, requested by AOC Integration Services Team

Background, Summary, and Intended Use

- These new events would be used by general and limited jurisdiction courts involved in the FARE OLCP program.
- OLCP (Online Citation Payment) is a FARE program that allows online payment of pre- and post-adjudicated cases through www.azcourtpay.com.
- The events listed below are needed for processing cases that are part of OLCP. Most of the events are system-generated and driven by automation jobs and triggers. Some events are both manual and system-generated to revert the recall placed on case for re-eligibility or place a manual recall on case if ordered.

Public Access and eAccess Display –

- Should this data be displayed on Public Access/eAccess? Yes
- Should any document associated with this Docket (that is not sealed or restricted) be displayed in eAccess? n/a

Requested Implementation Timeline

When approved, the codes would be added to the AOC’s FME Data Translation Server and courts would need to transmit these codes per the CCR Integration Design Specification documentation by the June 30, 2026 date stated in [Administrative Directive 2024-10](#).

Proposed Motion

Motion to approve the FARE OLCP event codes and descriptions listed below.

Event Entry Category	Proposed Events	Proposed Event Entry Code	Start Date
Financial	OLCP Auto Send	OLCPSEND	1/20/2016
Financial	Recall From OLCP	OLCPRCLL	4/8/2016
Financial	OLCP Revoke Recall	OLCPRVK	6/2/2016
Financial	OLCP Manual Recall	OLCPMRCL	6/2/2016
Financial	OLCP Post Disposition Auto Send	OLCPPOST	6/2/2016
Financial	OLCP Post Disposition Auto Re-Send	OLCRPST	3/17/2017
Financial	OLCP Pre Disposition Auto Re-Send	OLCPRPRE	3/17/2017