

# Arizona Supreme Court Data Standardization Advisory Committee

## AGENDA

January 27, 2026, 10:00 am – 12 noon

[Zoom Webinar Link](#)

Passcode: 891514, Webinar ID: 961 4369 1963

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
<b>Meeting Opening</b>		
10:00 a.m.	<p>Welcome to Members and Proxies, and Roll Call of Attendees</p> <ul style="list-style-type: none"> <li>- Angel Manquero as proxy for Tania Nieblas</li> </ul> <p>Review/Vote on December 2, 2025, Meeting Minutes</p>	Mike Malone, Chair
10:05 a.m.	Call to the Public	Mike Malone, Chair
<b>Items from Previous Meeting/s</b>		
10:10 a.m.	<p>Code Standardization Requests – Review/Discuss</p> <ul style="list-style-type: none"> <li>- Hearing Results code set (Laura Ritenour, Michael Wise, and Jennifer Ferguson)</li> </ul>	
10:20 a.m.	2027 – 2030 RDE DRAFT Checklists – Review/Seeking member feedback, non-voting item (Laura Ritenour and Michael Wise)	
<b>New Items</b>		
10:30 a.m.	<p>Review/Discuss/Vote – New Code Standardization Requests</p> <ul style="list-style-type: none"> <li>- Small Claims Subtypes (Laura Ritenour, Michael Wise, and CTS Staff)</li> </ul>	
10:45 a.m.	<p>Request from all Case Management Systems – Please email Appearance Reasons list to <a href="mailto:DataStandards@courts.az.gov">DataStandards@courts.az.gov</a> by February 6, 2026</p> <p>Please email in a list of your case management system’s Appearance Reasons (might be called Hearing Types or something similar in your CMS) so we can begin to review and standardize this code set. Thank you.</p>	

11:00 a.m.	FYI – A Stats Team member will be joining our meetings in 2026 – February, May, August, and December (Laura Ritenour)	
<b>Ongoing Business</b>		
11:05 a.m.	Updates, Comments, and Questions from Members	
	Reminder - The next committee meeting will be Tuesday, February 24, 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

*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

December 2, 2025

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

**DRAFT MINUTES**

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**Present:** Odette Apodaca, Gil Bensinger, Laurie Allen, Daniel Bowman, Ralph Garcia, Dean Hammel, Christopher Fong, Adele May, Susann Holland, Randy Kennedy, Niltza Flores, Adis Bosnic as proxy for Tania Nieblas, Ester Reeves, Ginger Rodas, Marcos Romero, Danica Sanchez, Katrina Solis, Adam Walterson, Jeanette Wiesenhofer, and Michael Malone

**Not Present:** Laura Bergan

**Administrative Office of the Courts (AOC) and Guests:** Mary Bellefeuille (Mesa), Jennifer Ferguson (Maricopa), Melanie Cluff (AOC), Anirban Mitra (AOC), Scott Fitzpatrick (Scottsdale), Michele Gillich (AOC), Fahmidha Wahab (AOC), Kristi Hageman (AOC), Sabrina Macdonald (AOC), Jennifer Jones (AOC), Laura Ritenour (AOC), and Michael Wise (AOC)

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## I. CALL TO ORDER

### A. Welcome and Opening Remarks

The December 2, 2025, meeting of the Data Standards Advisory Committee was called to order at 10:00 a.m. by Mike Malone, meeting chair. Mike welcomed members and proxies, took roll call, established a quorum, and noted the meeting was being recorded.

Mike announced that Mike Nimtze has resigned from the committee due to work commitments.

He also welcomed Christopher Fong, who will be replacing Todd Herrera-Ridenhour for Maricopa County Superior Court.

### B. September 30, 2025, Meeting Minutes

Mike Malone displayed the October 28, 2025, draft meeting minutes. Mike asked for a motion to approve the minutes. Ginger Rodas made a motion to approve the minutes, and Katrina Solis seconded the motion. The committee voted and the motion passed unanimously.

### C. Call to the Public

Mike Malone 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

There were no items to review from previous meetings.

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

#### i. FARE OLCP Events

Laura Ritenour presented the request and introduced Kristi Hageman and Sabrina Macdonald from the FARE team to answer questions. These events are used by GJ and LJ courts and for pre- and post-adjudicated cases to appear on the public payment portal. The events would appear on public access; no documents would be attached.

A member asked whether the events apply to all courts or only AJACS courts. Kristi clarified that at this time the events apply to AJACS courts. Michele Gillich stated that the events should be approved for all courts, even if some are not currently mandated to participate. It was confirmed that approving the request today does not impose a start date for courts not yet participating in OLCP.

Summer Dalton motioned to approve the OLCP events for any court participating in the program, and Odette Apodaca seconded the motion. The committee voted and the motion passed unanimously.

#### ii. Hearing Results Code Set

Laura Ritenour presented an update on the Hearing Results code set stating that this item was informational only. Courts were previously asked to submit their hearing results codes, and hundreds have been received. Several case management systems rely on these codes to automate workflows.

Laura will reach out to courts to gather additional information on identified similar or duplicative codes. The committee will be reviewing and possibly voting on this item in January.

### F. Follow-up – Prefix and Suffix Standard Code Sets as “Guidelines”

Laura Ritenour presented that there is no official statewide standard dictating how courts or justice partners format names with prefixes or suffixes. The CCR will not reject names that do not follow the prefix and suffix standards, and therefore these code sets function as guidelines rather than mandatory requirements when transmitting data.

### G. Review - 2026 Required Data Elements Checklist

Laura Ritenour presented the 2026 checklist, noting it is posted on the website and now follows the new Excel format. A statewide memo from Mike Malone is expected to be sent in January.

### H. Review – 2027-2030 RDE Draft Checklists

Laura Ritenour presented the draft checklists for 2027–2030 to give members an early

opportunity to review them. Further discussion will occur at the January meeting.

**I. FYI – Stats Team Participation in 2026 Meetings**

Laura Ritenour announced that a member of the AOC Statistics Team will join meetings during February, May, August, and December of 2026.

**J. Updates, Comments and Questions from Members**

Randy Kennedy from Scottsdale shared that the court is working through the process of eliminating PR court and asked why Case Category CM exists when CR also contains misdemeanors. Susann Holland explained that CM is used in LJ AJACS, while CR is used in GJ AJACS. Background on the historical shift from CR to CM is limited. PV, Tempe, and Phoenix courts still use CR with some looking to transition to CM in the future. Scottsdale will revisit its codes using the GJ/LJ Case Category/Type/Subtype spreadsheet. This topic was added to the January 2026 agenda for further discussion.

**K. Adjournment**

A motion to adjourn the meeting was made by Marcos Romero at 10:45 a.m.

**L. Next Committee Meeting Date**

Tuesday, January 28, 2026, 10:00 a.m. – 12:00 p.m., Zoom Webinar

# Data Standardization Advisory Committee

## Code Standardization Request

### Code Request and Requestor

Standardize new small claims case subtypes, requested by Maricopa County CTS

### Background, Summary, and Intended Use

- Maricopa County Justice Court’s case management system has case subtypes for each case type. Adding these three new case subtypes would bring consistency to the code set for their CMS.
- These new case subtypes could be used by limited jurisdiction courts that handle small claims cases. Courts that do not need to use case subtypes for small claims would not have to implement these codes.
- The list of all current and these three proposed codes is on the next pages.

### 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 proposed small claims case subtypes codes and descriptions listed below.

Case Category Code	Case Category Description	Case Type Code	Case Type Description	Case Subtype Code	Case Subtype Description
CV	Civil	SMC	Small Claims	SMCTRT	Torts
CV	Civil	SMC	Small Claims	SMCCON	Contract
CV	Civil	SMC	Small Claims	SMCDBT	Debt Collection