

# Arizona Supreme Court Data Standardization Advisory Committee

## AGENDA

April 29, 2025, 10:00 am – 11 a.m.

Please click the link below to join the webinar:

<https://zoom.us/j/93946039512?pwd=NLHgPMiQbAo2foak0f0V60ibTtCAME.1>

Passcode: 880227

Webinar ID: 939 4603 9512

9:50 a.m.	Zoom Webinar Open for Members, Attendees and Presenters	Laura Ritenour, AOC Staff
<b>Meeting Opening</b>		
10:00 a.m.	Welcome to Members and Roll Call of Attendees  Review/Vote on March 25, 2025, Meeting Minutes	Michael Malone, Chair, CSD Division Director
10:05 a.m.	Call to the Public	Michael Malone, Chair
<b>Items from Previous Meeting/s</b>		
10:10 a.m.	Review/Discuss/Vote – Code Standardization Requests (Laura Ritenour) <ul style="list-style-type: none"> <li>• Email Types</li> <li>• Identity Types</li> <li>• Person Suffix</li> <li>• Post-Conviction Relief Notification Request – LJ Courts Only</li> </ul>	
10:35 a.m.	Update/Discuss – Administrative Directive 2024-10 and Code Standardization (Laura Ritenour and Michele Gillich) <p>All code standards are posted here: <a href="https://www.azcourts.gov/courtservices/Court-Operations-Unit/Required-Data-Elements-and-Code-Standardization/Code-Standardization">https://www.azcourts.gov/courtservices/Court-Operations-Unit/Required-Data-Elements-and-Code-Standardization/Code-Standardization</a></p> <p>Questions concerning code standards: Please raise to the questions to the Data Standardization Advisory Committee via <a href="mailto:lritenou@courts.az.gov">lritenou@courts.az.gov</a> and <a href="mailto:miwise@courts.az.gov">miwise@courts.az.gov</a></p> <p>If your court is having issues:</p> <ul style="list-style-type: none"> <li>• Mapping your local codes to standard codes</li> <li>• Understanding the code set CCR is seeking</li> <li>• Please reach out to Data Standardization Advisory Committee and to <a href="mailto:itdintegrationteam@courts.az.gov">itdintegrationteam@courts.az.gov</a></li> <li>• Please provide: <ul style="list-style-type: none"> <li>○ Code Standard in question or if seeking for code to be approved</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ Provide detailed information along with your questions and justification for the need for the code</li> <li>○ All codes must be presented to the Data Standardization Advisory Committee for approval</li> <li>○ If the code is denied: Next steps will be determined</li> </ul>
<b>New Items</b>	
10:40 a.m.	<p>Review/Discuss/Vote - Code Standardization Requests (Laura Ritenour)</p> <ul style="list-style-type: none"> <li>● Adding Status Offense (ST) to the standardized Offense Class Code Set</li> <li>● Adding Service of Process Information Form (POSOP) to standardized PO Events Code Set</li> <li>● Person Prefix Code Set</li> <li>● Stage Petition Protection Order Code Set</li> </ul>
11:15 a.m.	<p>Update/Review - Administrative Order 2025-67 – Revisions to DUI, Felony, and Juvenile Time Standards (Mike Malone and Laura Ritenour)</p> <p>Statewide Memo sent by Mike Malone on April 17<sup>th</sup> on AO 2025-67 and timelines for data submission standards.</p> <ul style="list-style-type: none"> <li>● Limited jurisdiction courts submit their fiscal year 2025 DUI Time to Disposition Summary report with the revised standards during July 2025.</li> <li>● General jurisdiction courts submit their fiscal year 2025 Felony Time to Disposition Summary report with the current standards during July 2025 and submit their fiscal year 2026 Felony Time to Disposition Summary report with the revised standards and start date during July 2026. AOC staff will convene a meeting with representatives from the general jurisdiction court case management systems in early October 2025 to discuss progress with the report's completion.</li> <li>● Juvenile jurisdiction courts submit their fiscal year 2025 Delinquency, Dependency, and Termination of Parental Rights Time to Disposition Summary reports with the current standards during July 2025, and submit their fiscal year 2026 Delinquency, Dependency, and Termination of Parental Rights Time to Disposition Summary reports with the revised standards and start date during July 2026. AOC staff will convene a meeting with representatives from the juvenile court case management systems in early October 2025 to discuss progress with the reports' completion.</li> </ul>
<b>Ongoing Business</b>	
11:30 a.m.	Updates, Comments, and Questions from Members

	Reminder	The next committee meeting will be Tuesday, May 27, 2025, 10 a.m. - 12 noon via Zoom webinar	Michael Malone, Chair
11:45 a.m.	Adjournment (motion needed)		Michael Malone (Chair)

Link to OneDrive folder with all DS Advisory Committee meeting videos (July 2023 – present): [DS Advisory Committee Recordings](#)

**Links**

- [Administrative Directive 2024-10](#)
- [Administrative Order 2025-67](#)

# DATA STANDARDIZATION ADVISORY COMMITTEE

March 25, 2025

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

**DRAFT MINUTES**

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**Present:** Laurie Allen, Odette Apodaca, Laura Bergan, Daniel Bowman, Summer Dalton, Niltza Flores, Ralph Garcia, Dean Hammel, Todd Herrera-Ridenhour, Susann Holland, Adele May, Ester Reeves, Ginger Rodas, Marcos Romero, Danica Sanchez, Katrina Solis, Adam Walterson, Michael Malone, and Jeanette Wiesenhofer

**Not Present:** Gil Bensinger, Mike Nimitz, Roopa Kalidindi, and Randy Kennedy

**Administrative Office of the Courts (AOC) and Guests:** Anirban Mitra (AOC), Daniel Paulson (Mesa), Laura Ritenour (AOC), Jennifer Jones (AOC), Lorri Behunin (Chandler), Mary Bellefeuille (Mesa), Michael Wise (AOC), and Michele Gillich (AOC)

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## I. CALL TO ORDER

### A. Welcome and Opening Remarks

The March 25, 2025, meeting of the Data Standardization Advisory Committee was called to order by Mike Malone, meeting chair, at 10:00 a.m. Mike took roll call, established a quorum, mentioned the meeting was being recorded.

### B. February 25, 2025 Meeting Minutes

Mike Malone displayed the February 25, 2025, draft meeting minutes. Mike asked for a motion to approve the minutes. Ginger Rodas made a motion to approve the minutes and Niltza Flores 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 made a call to the public for comments. There was no answer.

## II. ITEMS FROM PREVIOUS MEETINGS AND NEW ITEMS

### A. Update/Review/Discuss - Case Categories, Case Types, and Case Subtypes – Proposed Matrix for Superior, Justice, and Municipal Courts

Laura Ritenour presented, and Mike Malone emphasized the need to identify where courts are struggling with mapping. Ester Reeves asked if this relates to the LJ statistical reports, and wanted to confirm that these items should align with the 2016 version of the reports. Laura and Michael Wise will work over the next few weeks to ensure the complete list for the various case management systems aligns with the

statistical reports for cases filed and terminated. Laura hopes in the future that courts won't need to submit separate data for the reports. Marcos Romero sought clarification on whether courts should verify if they have any categories or sub-categories in their CMS that differ from the provided list, and how the presented list was created. Laura explained that the list was based on previously approved data, and courts should double-check on their end. Mike Malone mentioned that the AOC plans to pull statistics directly from the database at some point in the future, and that, in regard to Time Standards, courts sometimes had concerns about accuracy of their data. Mike said that if courts have concerns it'll fall back onto them to ensure the data they send is accurate when submitted to the AOC. Marcos then asked if courts should email Laura if they find discrepancies in categories, sub-categories, or case types. Mike confirmed they should email Laura by April 11th.

## **B. Review/Discuss/Vote - Code Standardization Requests**

Laura Ritenour presented on the code sets below:

### **i. State Bar Associations**

After feedback from the AOC Attorney Admissions Manager in Certification and Licensing, it was decided to include all 50 states and US territories. Laura Ritenour stated this field is desired for transmission—if it's not sent, there's no need to start sending it, but if it is sent, approved codes must be used. Marcos Romero asked if this would become a mandatory field once approved. Laura clarified that there are no current discussions to make it a required field, and that is not a required data element. Mike Malone noted that American Samoa and Arizona shared the same code, and Laura corrected it to AS and AZ, respectively. Ester Reeves wanted to confirm if their court captures this data that they need to align with these codes and send the data to the AOC. Laura stated this is not a required field but desired so it does not need to be sent, but if the court does start sending this data in then yes it would need to be aligned with the approved code set. Adele May expressed concern that these codes might be confused with general state codes and proposed adding "SB" in front of the state code. Ester said she is comfortable with the current format, as it will be associated with a bar number and is less likely to cause confusion.

Summer Dalton made a motion to approve this code set and Ginger Rodas seconded the motion. The committee voted and the motion passed unanimously.

### **ii. Email Type**

This is a desired field for transmission. Dean Hammel mentioned that Pima has more than three email type codes and proposed adding a few more. Dean will email Laura the additional codes, and they will be added to the April agenda. Ester asked about the business purpose for having

multiple email types and why they might need more than one email address. Laura will gather more information on this and include it in the request for April. Susann Holland noted that AJACs has primary and secondary email types to determine which one should be used and allows marking multiple email addresses as current, though there's no business logic based on the type of email. Mike encouraged anyone with additional email types to email Laura, and this will be discussed at the April meeting.

**iii. Identity Types**

Dean Hammel proposed adding a few more codes. Laura Bergan mentioned that Pima currently uses about 40 codes and that individuals can have more than one code associated. Laura Bergan asked if only one code should be sent over. Michele Gillich clarified that they can send as many codes as needed, and the CCR will accept them. She also noted that this is an optional, not required, field, so if no ID type is on file, it doesn't need to be sent. However, if sent, at least one code must be included. There was discussion about adding a "None" code to the proposal. Michele stated that the committee would need to decide if "None" should be included, but if left blank, the data won't be sent. Ester suggested adding "Null" or "Blank" instead. This will be discussed further at the April meeting.

**iv. Person Suffix**

This is a desired field for transmission and is not required. Dean Hammel said Pima has 4 additional codes they would like to add. It was stated that anyone with additional codes should email Laura Ritenour and this will be discussed further at the April meeting.

**v. Post-Conviction Relief Notification Request**

Dean said Pima doesn't fully understand this and wants to take this back to the business before approving it. It was stated that this is an event code so a document could be attached to it, Summer Dalton clarified it's more of a docket, or document, code. Mike Malone stated the form shown during the presentation was just an example and not what needs to be used. It will be further discussed during the April meeting.

**C. Review/Discuss/Vote – Required Data Elements (RDE) for Discussion**

Laura presented on these topics. Marcos Romero wanted to clarify to the 4-digit court code. Laura confirmed he was correct and stated it doesn't have to reside in CMS but has to be something in the transmission to the CCR. Mike Malone said we are taking direction on ethnicity from the federal level from the FBI. Marcos asked if the CMS have both race and ethnicity are those the right fields? Laura stated the race and ethnicity are separate data elements and should be separate fields.

**D. Proposed Changes to DUI, Felony, and Juvenile Time Standards**

Laura presented on this topic and reviewed the history of the workgroups regarding these time standards. The changes were voted on in support and waiting on an administrative order in the upcoming weeks. Hoping courts will have everything in place by July 2025 for these changes but understands that may not happen.

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

There were no updates, comments, or questions.

**F. Additional Call to the Public**

Mike Malone made an additional call to the public for comments. There was no answer.

**G. Adjournment**

A motion to adjourn the meeting was made by Marcos Romero at 11:00 a.m.

**H. Next Committee Meeting Date**

Tuesday, April 29, 2025, 10:00 a.m. – 12:00 p.m., Zoom Webinar

# Data Standardization Advisory Committee

## Code Standardization Request

### Code Request and Requestor

Standardize the Email Type code set, Requested by: AOC Information Technology Integration Team

### Background, Summary, and Intended Use

- In CCR Specifications Version 4.1, in the Stage Email feed is the EmailTypeCode field. The definition of the field is: “This indicates the email type code.”
- This is a desired field for transmission; however, AOC Information Technology Integration Team is requesting this field be standardized so that **if** a case management system sends this field, the data received will be standardized.
- The email type code and code set were developed in the event a future project/s or form/s require the differentiation between various email types.
- This code set would be used by both general and limited jurisdiction courts.

### Public Access and eAccess Display –

- Should this data be displayed on Public Access/eAccess? Not applicable for Public Access and eAccess
- 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 Email Type codes and descriptions listed below.

Proposed Code	Proposed Description
O	Other
P	Personal
W	Work

# Data Standardization Advisory Committee

## Code Standardization Request

### Code Request and Requestor

Standardize the Identity Type code set, Requested by: AOC Information Technology Integration Team

### Background, Summary, and Intended Use

- In CCR Specifications Version 4.1, in the Stage Identification Feed is the IdentificationTypeCode field. The definition of the field is: “Types of identification related to a party.”
- The Stage Identification Feed is an optional data feed to submit Identification data for a Party.
- If a case management system utilizes the Stage Identification Feed , the IdentificationTypeCode is a required field for transmission.
- This code set would be used by both general and limited jurisdiction courts

### Public Access and eAccess Display –

- Should this data be displayed on Public Access/eAccess? Not applicable for Public Access and eAccess
- Should any document associated with this Docket (that is not sealed or restricted) be displayed in eAccess? Not applicable

### 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 Identity Type codes and descriptions listed below.

Proposed Code	Proposed Description
DL	Driver's License
F	FBI ID
FEIN	Federal Employee Identification Number
N	Other
P	Passport
SID	Security Identifier
SSN	Social Security Number
S	State ID
TIN	Tax Identification Number
VIN	Vehicle Identification Number

# Data Standardization Advisory Committee

## Code Standardization Request

### Code Request and Requestor

Standardize the Person Suffix code set, Requested by: AOC Information Technology Integration Team

### Background, Summary, and Intended Use

- In CCR Specifications Version 4.1, in the Stage Party, Stage Person Organization, and Stage Alias feeds is the SuffixCode field. The definition of the field is: “The person’s name suffix.”
- This is a desired field for transmission; however, AOC Information Technology Integration Team is requesting this field be standardized so that if a case management system sends this field, the data received will be standardized.
- This code set would be used by both general and limited jurisdiction courts.

### Public Access and eAccess Display –

- Should this data be displayed on Public Access/eAccess? Yes for Public Access and eAccess.
- 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 Person Suffix codes, descriptions, and reference listed below.

Proposed Code	Proposed Description	Proposed Reference
DDS	DDS	Doctor Dental Surgery
DO	DO	Doctor of Osteopathic Medicine
DVM	DVM	Doctor of Veterinary Medicine
I	I	First
II	II	Second
III	III	Third
IV	IV	Fourth
JR	JR	Junior
MD	MD	Medical Doctor
RN	RN	Registered Nurse
SR	SR	Senior

V	V	Fifth
VI	VI	Sixth

# Data Standardization Advisory Committee

## Code Standardization Request

### Code Request and Requestor

Standardize a Post-Conviction Relief Notification Request event code, Requested by: Glendale City Court and several West Valley Court Administrators (Peoria, Surprise, Goodyear, etc.)

### Background, Summary, and Intended Use

- This code would be used by limited jurisdiction courts only.  
There are instances when a Post-Conviction Relief Notification Request is filed with the court and the court is responsible for notification to the victim. Court compliance with this form is a statutory requirement pursuant to A.R.S. 13-4415.
- West Valley Court Administrators (Peoria, Surprise, Goodyear etc.) are all in agreement that an event code is needed for this form.
- A final draft version of the request that the Glendale Prosecutor’s Office intends to implement is attached to this request This version has fake case information throughout the document and should not include any real case information.

### Public Access and eAccess Display –

- Should this data be displayed on Public Access/eAccess? Yes for both
- Should any document associated with this Docket (that is not sealed or restricted) be displayed in eAccess? No

### 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 code and description listed below.

Proposed Code	Proposed Description
4000070	Post-Conviction Relief Notification Request

# Data Standardization Advisory Committee

## Code Standardization Request

### Code Request and Requestor

Adding Status Offense (ST) to the standardized Offense Class code set, Requested by: AOC AJACS Team

### Background, Summary, and Intended Use

- In CCR Specifications Version 4.1, in the Stage Case Charge feed is the ClassofOffenseCode field.
- This is a required data feed for FARE & Public Access to provide Criminal Count/charge that is associated with case & party. It also shows a tracked modification to a count/charge.
- The definition of the ClassofOffenseCode field is: “This is the Class of Offense code assigned for the charge by the Source system” and it is a required field.
- This code set was approved by the Data Standardization Advisory Committee at its June 27, 2023 meeting.
- Offense class codes are also used by the AOC for statistical reports and their use on a statewide level will ensure the data is more accurate and consistent.
- This code set is used by both general and limited jurisdiction courts.
- This proposed offense code is associated to juvenile cases.

### Public Access and eAccess Display –

- Should this data be displayed on Public Access/eAccess? Not applicable for Public Access and eAccess
- Should any document associated with this Docket (that is not sealed or restricted) be displayed in eAccess? Not applicable

### Requested Implementation Timeline

When approved, the code 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 add the code ST with a description of Status Offense to the Status Offense code set listed below.

Proposed Code	Proposed Description
ST	Status Offense
Approved Offense Class Codes	Approved Offense Class Descriptions
F	FELONY (UNCLASSIFIED)
F1	FELONY 1ST DEGREE
F2	FELONY 2ND DEGREE
F3	FELONY 3RD DEGREE

F4	FELONY 4TH DEGREE
F5	FELONY 5TH DEGREE
F6	FELONY 6TH DEGREE
M	MISDEMEANOR (UNCLASSIFIED)
M1	MISD. 1ST DEGREE
M2	MISD. 2ND DEGREE
M3	MISD. 3RD DEGREE
NC	NON-CRIMINAL
PK	PARKING
PO	PETTY OFFENSE
T1	CIVIL TRAFFIC
UN	UNDESIGNATED

# MISDEMEANOR POST-CONVICTION NOTIFICATION REQUEST FORM

## SENTENCING RESULT: UNSUPERVISED PROBATION AND/OR JAIL

As a victim of crime, you have the right, upon request, to receive post-conviction notice. Please see the next page for more detailed information. To request notice, copies of the form on page 3 need to be distributed to the agencies indicated below.

**IF YOU DO NOT WISH TO RECEIVE POST-CONVICTION NOTICES,  
YOU DO NOT NEED TO COMPLETE OR RETURN THIS FORM.**

### INSTRUCTIONS

Multiple agencies are responsible for providing you with notice.  
**To request notice, you or the victim's lawful representative must:**

1. Complete **Section B** of the attached form on Page 3.  
***NOTE: A separate form should be completed and returned for each victim (and their lawful representative, if applicable). Do not list multiple victims on one form.***
2. Mail or return a copy of the completed form to [Insert Agency Name], the [Insert County] County Sheriff's Office, and the justice court at which your case was handled **as soon as possible**. The contact information for these agencies is listed below and continues onto the next page.
3. Keep copies of the completed forms and pages 1 and 2 for your records.
4. Maintain your current contact information with EACH office listed below. To ensure that you continue to receive all requested notifications, it is your responsibility to keep your address and telephone number updated. **FAILURE TO DO SO MEANS THAT YOU WAIVE YOUR RIGHT TO NOTICE.**
5. If the court has ordered that the defendant pay you restitution, you must also keep your name, address and phone number current with the clerk of the justice court in which restitution was ordered.

**[Insert County/City] Attorney's Office**  
Victim Services Division  
[Insert Address]  
([Insert Phone])  
[Insert email]

**[Insert County] County Sheriff's Office**  
Victim Notification Unit  
[Insert Address]  
([Insert Phone])  
[Insert email]

**Justice Court**  
[Insert Address]  
([Insert Phone])  
[Insert email]

# POST-CONVICTION NOTIFICATION REQUEST FORM

## AGENCY RESPONSIBILITIES

- **By completing and returning this form to the [Insert City/County] ATTORNEY'S OFFICE, you are requesting notice of the following:**
  - *Post-conviction relief proceedings and the results of such proceedings.*
  - *Post-conviction set aside requests.*
  
- **By completing and returning this form to the [Insert County] COUNTY SHERIFF'S OFFICE, you are requesting notice of the following:**
  - *Release or escape of the defendant from jail; re-arrest or death of the defendant while in jail.*
  
- **By completing and returning this form to the JUSTICE COURT, you are requesting notice of the following:**
  - *Court proceedings related to modifying, revoking, or terminating the defendant's probation, and your right to be heard at these proceedings.*
  - *Proposed modification of the terms of probation, if the modification will substantially affect the probationer's contact with you or your safety or if the modification affects restitution or incarceration status.*

## FORM DEFINITIONS

- **Lawful Representative:** A person who is designated by the victim or is appointed by the court to act in the best interest of the victim. Only one person, a victim or his/her lawful representative, may receive the notifications subject to this request.
  
  - **Post-Conviction Relief Proceeding:** A contested oral argument or evidentiary hearing that is held in open court and involves a request (by the defendant) for relief of a conviction or sentence.
  
  - **Appellate Proceeding:** A contested oral argument held in open court before the Superior Court, State Court of Appeals, the State Supreme Court, a Federal Court of Appeals, or the United States Supreme Court.
  
  - **Probation Modification, Termination or Revocation:** Changes in probation status, such as: adjusting the terms of probation, early end to probation, or any violation that results in a petition to cancel probation and may include jail time.
  
  - **Post-Conviction Release:** There are multiple types of post-conviction release from a county jail, including but not limited to: custody status, work release and work furlough. The county jail also notifies of the defendant's release to other custodial agencies such as Department of Corrections or Department of Homeland Security.
  
  - **Unsupervised Probation:** For cases concluded in limited jurisdiction courts. The offender is not required to report to a probation officer; however, there may be certain terms the offender has to adhere to, such as: paying fines, taking classes and not committing any crimes.
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# POST-CONVICTION NOTIFICATION REQUEST FORM

## SECTION A: To be completed by the agency providing form to victim. ALL FIELDS ARE REQUIRED

DEFENDANT NAME: \_\_\_\_\_

SEX: \_\_\_\_\_

DOB: \_\_\_\_\_

COUNTY: \_\_\_\_\_ CAUSE #: \_\_\_\_\_ RESENTENCING: Yes  No  TYPE: \_\_\_\_\_

COUNT(S)/TYPE(S)/DATE(S) OF OFFENSE(S): \_\_\_\_\_

SENTENCING DATE: \_\_\_\_\_ PROBATION TERM: \_\_\_\_\_ JAIL TERM: \_\_\_\_\_

ADDITIONAL INFORMATION (IF NEEDED): \_\_\_\_\_

JUSTICE COURT NAME: \_\_\_\_\_

VICTIM/LAWFUL REPRESENTATIVE NAME: \_\_\_\_\_

## SECTION B: To be completed by the victim/lawful representative. Please print or type clearly and sign at the bottom.

1. VICTIM NAME: \_\_\_\_\_ SEX: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
LAST FIRST M.I. M/F MONTH/DAY/YEAR

2. Read the statements below. If one is true or applicable to you, mark the corresponding box AND complete your name, sex and relationship to the victim in the "Lawful Rep" space below.

**\*\*If none of the statements below are true, skip to item #3 and complete the rest of the form.**

- The victim has designated me as the lawful representative
- The victim is a minor child and I am a parent, an immediate family member, or a legal guardian
- The victim is incapacitated
- The victim is deceased

LAWFUL REP: \_\_\_\_\_ SEX: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
LAST FIRST M/F (Ex: Parent, Guardian, Sibling, etc.)

3. MAILING ADDRESS: \_\_\_\_\_ APT/UNIT#: \_\_\_\_\_  
NUMBER & STREET OR P.O. BOX #

EMAIL: \_\_\_\_\_  
CITY, STATE AND ZIP CODE (Ex: youname@youremail.com)

4. TELEPHONE (w/area code) Primary Phone: \_\_\_\_\_ Alternate/Message Phone: \_\_\_\_\_

▪ IT IS YOUR RESPONSIBILITY TO KEEP YOUR ADDRESS AND PHONE NUMBER CURRENT WITH EACH AGENCY FROM WHOM YOU REQUEST NOTICE. **FAILURE TO DO SO MEANS THAT YOU WAIVE YOUR RIGHT TO NOTICE.**

▪ IT IS RECOMMENDED THAT YOU KEEP A COPY OF ALL THREE PAGES FOR YOUR RECORDS.

▪ PLEASE RETURN **ONLY THIS PAGE** TO THE AGENCIES LISTED ON PAGE 1.

SIGNATURE: \_\_\_\_\_ VICTIM/LAWFUL REPRESENTATIVE SIGNATURE DATE (MONTH/DAY/YEAR)

# Data Standardization Advisory Committee

## Code Standardization Request

### Code Request and Requestor

Adding Service of Process Information Form (POSOP) to the standardized PO Events code set,  
Requested by: AOC Information Technology Integration Team

### Background, Summary, and Intended Use

- Back on June 7, 2023, the Data Standards Steering Committee approved the PO Events code set.
- At the August 29, 2023 Data Standardization Advisory Committee meeting, the AOC Information Technology Integration Team presented information regarding a new event, Protective Order Service of Process Information Sheet (Code: POSOP). This is a document completed by the petitioner when a paper petition is filed with the court, instead of being filed electronically through AZPOINT, and includes information to help locate the defendant. In instances where the petitioner did not file the petition through AZPOINT, the AOC is requesting that the court collect this form, scan, and attach it to the new event so that AZPOINT can make the form available to law enforcement. This event was tentatively scheduled to be added by September 18, 2023.
- The form and code is only required to be sent if the court accepts a petition outside of AZPOINT.
- This code was never brought forward for formal approval.
- This code would be used by general and limited jurisdiction courts.
- More information regarding the Service of Process Information Form is covered in the attached statewide memo dated October 26, 2023.

### Public Access and eAccess Display –

- Should this data be displayed on Public Access/eAccess? Not applicable
- Should any document associated with this Docket (that is not sealed or restricted) be displayed in eAccess? No.

### 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, 2025** date stated in [Administrative Directive 2024-10](#).

### Proposed Motion

Motion to approve the code and description listed below.

Proposed Code	Proposed Description
POSOP	Service of Process Information Form

Standardized Codes	Standardized Descriptions
POINT	PROTECTIVE ORDER PETITION

PCTGD	PROTECTIVE ORDER GRANTED
PCTOD	PROTECTIVE ORDER DENIED
BRDYSET	PROTECTIVE ORDER BRADY FLAG SET
MODOP	PROTECTIVE ORDER AMENDED
POCASETX	PROTECTIVE ORDER TRANSFERRED
PETVACA	PROTECTIVE ORDER PETITION VACATED
PODS	PROTECTIVE ORDER DISMISSED
POINEFF	PROTECTIVE ORDER REMAINS IN EFFECT
POU	PROTECTIVE ORDER UPDATED
PORBA	PROTECTIVE ORDER REINSTATED ON APPEAL
PORBE	PROTECTIVE ORDER REINSTATED ON DISMISSAL ERROR



Supreme Court of Arizona  
Administrative Office of the Courts  
Court Services Division  
1501 West Washington, Suite 410  
Phoenix, AZ 85007

## MEMORANDUM

**To:** Superior Court Presiding Judges  
Superior Court Administrators  
Presiding Limited Jurisdiction Court Judges  
Limited Jurisdiction Court Administrators  
Clerks of the Superior Court  
Chief Clerks LJ Courts  
Clerks of Court Administrators

**From:** Michael Malone, Director, Court Services Division

**Date:** October 26, 2023

**Re:** Service of Process Information Form

This memorandum updates procedures regarding the Service of Process Information Form (SOPI), which is used in conjunction with petitions for protective orders. The procedure outlined below applies when a plaintiff who is asking for a protective order files a petition on paper or by using any system other than AZPOINT. If the plaintiff uses AZPOINT, this process does not apply.

Plaintiffs who use AZPOINT to complete the paperwork for an Order of Protection (OP), Injunction Against Harassment (IAH), or Injunction Against Workplace Harassment (IAWH) are presented with questions that, when answered, fill in data on the SOPI. But when a plaintiff files on paper or on a system outside of AZPOINT, extra effort is required so the plaintiff is given the opportunity to answer questions about the defendant's location. Collection of responses to additional questions on the SOPI will assist law enforcement officers and constables in serving protection orders, particularly OPs. Upon issuance of an OP, AZPOINT assigns the order to a law enforcement agency or a constable for service.

When a plaintiff files a protective order petition on paper or by using any system other than AZPOINT, the following steps must be taken:

- Provide a blank SOPI form to the plaintiff, along with a copy of the Plaintiff's Guide Sheet, Plaintiff Information Sheet, and petition.

- Ask the plaintiff to complete the form and return it to the counter, along with the other paperwork.
- Scan and upload the SOPI into the court's electronic document management system (EDMS) so the document is transmitted to AZPOINT, along with the petition and the protective order.

A new code (POSOPI) has been approved for transmission of a scanned SOPI, and this information has been shared with all court technical teams. For AJACS courts, the new code has been added to all GJ and LJ databases.

AJACS courts can review the Protective Order Training document on the [Arizona Court Automation Project \(ACAP\)](#) website and refer to slides 78-84 for further training information. Non-AJACS courts should refer to the business process established by their respective courts.

To find the current set of mandatory protective order forms—including the SOPI—click [Protective Orders \(sharepoint.com\)](#). If you have difficulty accessing this SharePoint site, please contact Julie Graber at [jgraber@courts.az.gov](mailto:jgraber@courts.az.gov). For general questions about protective orders, contact Kay Radwanski ([kradwanski@courts.az.gov](mailto:kradwanski@courts.az.gov)).

Thank you,

**Michael Malone**

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**CC:** AOC Directors/Officers; Court Services; Support Staff; Michele Gillich; Law Librarians;  
Chris Phelps

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# Data Standardization Advisory Committee

## Code Standardization Request

### Code Request and Requestor

Standardize the Person Prefix code set, Requested by: AOC Information Technology Integration Team

### Background, Summary, and Intended Use

- In CCR Specifications Version 4.1, in the Stage Party, Stage Person Organization, and Stage Alias feeds is the PrefixCode field. The definition of the field is: “The person’s name prefix.”
- This is a desired field for transmission; however, AOC Information Technology Integration Team is requesting this field be standardized so that **if** a case management system sends this field, the data received will be standardized.
- This code set would be used by both general and limited jurisdiction courts.

### Public Access and eAccess Display –

- Should this data be displayed on Public Access/eAccess? Not applicable for Public Access and for eAccess
- Should any document associated with this Docket (that is not sealed or restricted) be displayed in eAccess? Not applicable

### 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 Person Prefix code and description listed below.

Proposed Code	Proposed Description
DR.	Doctor
HON.	Honorable
MISS.	Miss
MR.	Mister
MRS.	Missus
MS.	Ms
REV.	Reverend
OFC.	Officer
FR.	Father
PROF.	Professor

# Data Standardization Advisory Committee

## Code Standardization Request

### Code Request and Requestor

Standardize the Protection Order Petition Type code set, Requested by: AOC Information Technology Integration Team

### Background, Summary, and Intended Use

- In CCR Specifications Version 4.1, in the Stage Petition Protective Order is the PetitionTypeCode.
- This field indicates the code value for the type of protection order as selected by the plaintiff.
- This is a required data feed for Protection Order case to provide Order information. NOTE: If mapping from pm transactions, this was Protection Order Information Transactions aka pm\_info.
- This code set would be used by both general and limited jurisdiction courts

### Public Access and eAccess Display –

- Should this data be displayed on Public Access/eAccess? Not applicable for Public Access and for eAccess
- Should any document associated with this Docket (that is not sealed or restricted) be displayed in eAccess? Not applicable

### 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, 2025 date** stated in [Administrative Directive 2024-10](#).

### Proposed Motion

Motion to approve the Stage Petition Protection Order Petition Type codes and descriptions listed below.

Proposed Code	Proposed Description
IAH	Injunction Against Harassment
IAW	Injunction-Workplace Harassment
OOP	Order of Protection