

Arizona Supreme Court Data Standardization Advisory Committee

AGENDA

February 25, 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
Meeting Opening		
10:00 a.m.	<p>Welcome to Members and Roll Call of Attendees</p> <p>Welcome to:</p> <ul style="list-style-type: none"> • Jennifer Ferguson, Data Integrity & Analytics Administrator for the Judicial Branch of Arizona in Maricopa County, as proxy for Todd Herrera-Ridenour <p>Review and Vote on January 28, 2025, Meeting Minutes</p>	Michael Malone, Chair, CSD Division Director
Items from Previous Meeting/s		
10:10 a.m.	<p>Update/Review/Discuss (Michele Gillich and Laura Ritenour) - Integration, Required Data Elements, Legislation, Code Standardization and Data Translation Implementation</p> <ul style="list-style-type: none"> - Administrative Directive 2024-10 - Required Data Elements January 2025 Checklist 	
10:15 a.m.	Review/Discuss/Vote (Laura Ritenour) New Court Role Type – “Statutory Agent”	
10:30 a.m.	Update/Review/Discuss Case Categories, Case Types, and Case Subtypes (Laura Ritenour) – Proposed Matrix for Superior, Justice, and Municipal Courts – seeking input on possible modifications	
New Items		
	None for this meeting	
Ongoing Business		
10:40 a.m.	Updates, Comments, and Questions from Members	
10:45 a.m.	Call to the Public	Michael Malone, Chair

	Reminder	The next committee meeting will be Tuesday, March 25, 2025, 10 a.m. - 12 noon via Zoom webinar	Michael Malone, Chair
10:50 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](#)

DATA STANDARDS ADVISORY COMMITTEE

January 28, 2025

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

DRAFT MINUTES

Members Present: Adam Walterson, Adele May, Danica Sanchez, Daniel Bowman, Dean Hammel, Ester Reeves, Gil Bensinger, Ginger Rodas, Jeanette Wiesenhofer, Katrina Solis, Laura Bergan, Laura Navarro Cobos as proxy for Jeanette Wiesenhofer, Laurie Allen, Lorri Behunin as proxy for Daniel Bowman, Marcos Romero, Michael Malone, Mike Nimitz, Niltza Flores, Odette Apodaca, Ralph Garcia, Randy Kennedy, Susann Holland, and Todd Herrera-Ridenhour

Members Not Present: Roopa Kalidindi, and Summer Dalton

Presenters, Administrative Office of the Courts (AOC), and Guests: Brittany Pelly (AOC), Daniel Paulson (Mesa), Douglas McKenzie (AOC), Laura Ritenour (AOC), Jennifer Ferguson (Maricopa County), Jennifer Jones (AOC), Mary Bellefeuille (Mesa), Melanie Cluff (AOC), Melissa Larios (Paradise Valley), Michael Wise (AOC), Michele Gillich (AOC), Steve Hausser (AOC)

CALL TO ORDER

A. Welcome and Opening Remarks

The January 28, 2025, meeting of the Data Standards Advisory Committee was called to order by Mike Malone, meeting chair, at 10:02 a.m. Mike welcomed the AOC's two newest staff that will be attending the committee meetings, Jennifer Jones, and Michael Wise. Jennifer is the new manager for the Court Operations Unit. Michael Wise is the new court case management analyst for the Court Operations Unit. Mike took roll call, established a quorum, mentioned the meeting was being recorded, and that there will be time at the end of the meeting for public comment.

B. November 19, 2024, Meeting Minutes

Laura Ritenour, staff for the committee, displayed the November 19, 2024, draft meeting minutes and the members had no comments or concerns. Odette Apodaca moved to approve the minutes and Randy Kennedy seconded the motion. The committee voted and the motion passed unanimously.

ITEMS FROM PREVIOUS MEETINGS AND NEW ITEMS

C. Proposed Implementation for Integration, Required Data Elements, and Code Standardization and Draft Administrative Directive

Laura Ritenour displayed Administrative Directive 2024-10 where she reiterated the June 30, 2025, deadline for the “core_xxx” transactions for FARE, NICS, and the Public Access Repository as well as the “pm_xxx” and “core_xxx” transactions from the Protection Orders section of the CCR Specifications. She also reviewed the Extension Request Form and then reminded the committee that the approval letter and Required Data Elements Checklists need to be sent to their respective county superior court presiding judge by Friday January 31, 2025. Michele Gillich had no updates since the last CCR Specification Workshop.

D. Continuance Data Workgroup Recommendation

Laura Ritenour presented the background on initial need for continuance data and the workgroup’s involvement. The workgroup couldn’t come to a consensus on a state-wide level of what is and isn’t a continuance and how things should be counted. Looking at the new Strategic Agenda, Goal 4.1 mentions increasing usage of data dashboards, data analytics, and time standards reports that already exist. The phrase *already exists* guided the recommendation of the workgroup that while having a state-wide continuance report would be a worthy goal the report does not already exist. The AOC’s final recommendation is that each case management system work towards developing their own continuance reports or adding continuance data to their existing reports. Committee members had no questions or additional feedback.

E. FARE Skip Tracing: Business Process between Court and Collection Vendor Review

Brittany Pelly and Steve Hausser, from the AOC’s Consolidated Collections Unit, went through the FARE Program Skip-Tracing Process for Courts as shown in the meeting packet. Brittany reviewed some of the examples provided in the meeting packet and how to modify the address as bad. She will share their training manual to those who need it. She also reviewed some of the contractual language with their vendor on skip-tracing. Ester Reeves asked if all of the data exchange is a core transaction, Steve Hausser said the transactions that come to the courts are FR. Michele Gillich provided clarity and confirmed that it’s all MQ.

F. Contact Status – New Code Request and Definitions

Laura Ritenour presented the FBAD code request for bad addresses. Laura Navarro Cobos asked when this would go into effect. Laura Ritenour stated it would follow the AD’s deadline of June 30, 2025, and clarified it is optional for non-AJACS courts. Susann Holland moved to approve the FBAD code and description; Odette Apodaca seconded the motion. The committee voted and the motion passed unanimously.

G. Ongoing AOC-Internal Discussions on Case Number, Case Categories, Case Types, and Case Subtypes

Laura Ritenour reported that the AOC is still having ongoing internal discussions and there is not a proposal yet for this group. Randy Kennedy stated it’s imperative to get this answered for Scottsdale City Court to meet the June 30th deadline.

H. Statutory Agent – New Court Role Type

Laura Ritenour presented on the proposed code as listed in the meeting packet asking members if other case management systems already have something similar. The tentative timeline for this would follow the AD's deadline of June 30, 2026. Randy Kennedy says this should be considered due to short-term rentals filing incorrectly. Ester Reeves and Laura Bergan would like more time to review with their teams and have the vote deferred to next meeting. This request has been deferred to the February 25, 2025, meeting.

I. PCO Code Set – Remove 52, 53, and 54 Codes

Laura Ritenour presented on the duplication of codes 42, 43, 44 and 52, 53, 54 proposing that codes 52, 53, and 54 be removed as only one AJACS court had ever sent in those codes. Randy Kennedy moved to remove these codes; Niltza Flores seconded the motion. The committee voted and the motion passed unanimously.

J. Updates, Comments and Questions from Members

Niltza Flores commented on the meeting schedule listed on the committee webpage that Sunday, July 27, 2025 was listed. Laura Ritenour clarified it had been updated to the correct date of Tuesday, July 29, 2025.

K. Call to the Public

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

L. Adjournment

A motion to adjourn the meeting was made by Odette Apodaca and seconded by Niltza Flores at 10:54 a.m.

M. Next Committee Meeting Date

Tuesday, February 25, 2025, 10:00 a.m. – 12:00 p.m., Zoom Webinar

Data Standardization Advisory Committee

Code Standardization Request

Date: 12/18/2024

Requestor: Williams Municipal Court

Background and Request

Williams Municipal Court has several Civil Local Ordinance cases (and expect more in the future) with a charge code of Unlawful to Operate without a License. The filing is against a business and when the person representing the business is added to the case, they currently use "Other."

The person is not an attorney, not a fiduciary, or another type of person listed in the Court Role Type table. They are requesting Statutory Agent be added as a Court Role Type.

The definition of Statutory Agent from USLegal.com, "A statutory agent is an agent designated by law to receive litigation documents and other legal notices for a nonresident corporation. It is also known as a registered agent. Most businesses that are registered with a state government must have such an agent."

Public Access and eAccess Display

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

Possible Interfaces Affected: eFiling, CCR

Reporting: N/A

Proposed Standard Code	Proposed Standard Event Code Description	Proposed Type of Role	Definition
SG	Statutory Agent	Participant	A statutory agent is an agent designated by law to receive litigation documents and other

			legal notices for a nonresident corporation. It is also known as a registered agent. Most businesses that are registered with a state government must have such an agent.
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Tentative Implementation Timeline: If the committee approves the Statutory Agent Court Role Type, the data would be sent as part of a case file’s StageParty transaction and therefore would be part of the third paragraph of Administrative Directive 2024-10 that states, “IT IS FURTHER DIRECTED that all courts must transmit case data starting when a case is initiated using the “core_xxx” transactions identified in the Stage Data Feeds section of the CCR Specifications by June 30, 2026.”

Example of StageParty transaction: core_party|U|0|14548979|0747|2023-02-14 15:26:22|M|0747|CV|2023000050|443092|10706160|
SG|1|0||1|0||0|0|0|| TOMMY|P|MARATHON|||0|||AZ|US|01-01-2050|02-14-1980|0|||
||0||N||N|N|||12380|D|D|0||0|1|1|0|0|2023-02-14 15:25:09.293|2023-02-14 15:25:09.420|0||

Proposed Motion: Move to approve that the Statutory Agent code and description be added to the Court Role Type code set as a statewide standard.