

Arizona Supreme Court Data Standardization Advisory Committee

AGENDA

July 29, 2025, 10:00 am – 12 noon

Please click the link below to join the webinar:

<https://zoom.us/j/93946039512?pwd=NLHgPMiQbAo2foak0f0V60ibTtCAME.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.	Welcome to Members and Proxies, and Roll Call of Attendees Review/Vote on June 24, 2025, Meeting Minutes	Mike Malone, Chair
10:05 a.m.	Call to the Public	Mike Malone, Chair
Items from Previous Meeting/s		
10:10 a.m.	Review/Discuss/Vote – Code Standardization Requests (Laura Ritenour)	
	<ul style="list-style-type: none"> • Case Category, Case Type, Case Subtype code sets 	
	FYI - Meeting on August 19 th to discuss Case Designation for Photo Enforcement Cases (Laura Ritenour)	
	<ul style="list-style-type: none"> • Scottsdale City Court recently submitted a request to have Photo Enforcement added as a Case Type. • AJACS currently does not have Photo Enforcement as a Case Type or Case Subtype – they designate photo enforcement through a citation type. • With Tempe starting photo enforcement and Phoenix moving towards a new program as well, we were thinking it might be a good idea to take a step back, look at what case management systems are currently doing, and then find a path forward that is standardized for all courts. • Meeting invites have gone out to courts that responded to a separate email. Please let Laura know if you want to be invited to this meeting. 	
New Items		
11:30 a.m.	Review/Discuss – New Code Standardization Request (Laura Ritenour)	
	<ul style="list-style-type: none"> • Proposal to extend the CCR Warrant feed to gather information on the Return of a Search Warrant Cover Sheet – No vote on this item 	

Ongoing Business		
11:45 a.m.	Updates, Comments, and Questions from Members	
	Reminder - The next committee meeting will be Tuesday, August 26, 2025, 10 a.m. - 12 noon via Zoom webinar	Mike Malone, Chair
12:00 p.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

June 24, 2025

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

DRAFT MINUTES

Present: Odette Apodaca, Gil Bensinger, Laura Bergan, Daniel Bowman, Christine Sanchez as proxy for Summer Dalton, Samuel Guy as proxy for Ralph Garcia, Dean Hammel, Todd Herrera-Ridenhour, Susann Holland, Randy Kennedy, Adele May, Tania Nieblas, Ester Reeves, Karen Roush as proxy for Ginger Rodas, Marcos Romero, Danica Sanchez, Katrina Solis, Adam Walterson, and Jennifer Jones as Chair for Michael Malone

Not Present: Laurie Allen, Niltza Flores, Jeanette Wiesenhofer, and Mike Nimitz

Administrative Office of the Courts (AOC) and Guests: Anirban Mitra (AOC), Mary Bellefeuille (Mesa), Daniel Paulson (Mesa), Jennifer Ferguson (Maricopa), Laura Navarro Cobos (Paradise Valley), Laura Ritenour (AOC), Melanie Cluff (AOC), Michael Wise (AOC), and Michele Gillich (AOC)

I. CALL TO ORDER

A. Welcome and Opening Remarks

The June 24, 2025, meeting of the Data Standards Advisory Committee was called to order by Jennifer Jones, meeting chair, at 10:02 a.m. Jennifer Jones took roll call, established a quorum, and mentioned the meeting was being recorded.

B. May 27, 2025, Meeting Minutes

Jennifer Jones displayed the May 27, 2025, draft meeting minutes. Jennifer Jones asked for a motion to approve the minutes. Odette Apodaca 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

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 Jones 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 (Laura Ritenour) Case Category, Case Type, Case Subtype code sets

Committee members requested more time to review the codes with their teams, so this

item will be moved to the July meeting.

E. Review/Discuss/Vote - New Code Standardization Requests (Laura Ritenour)

i. Protective Order Relationship code set

After discussing the proposed codes, the committee decided that the codes and definitions should align with those listed on the petition form. The code set table was updated to reflect this change.

Randy Kennedy made a motion to approve the updated Protective Order Relationship code set, and Marcos Romero seconded the motion. The committee voted and the motion passed unanimously.

ii. PCO code set (modification)

Jennifer Jones stated that the code modification is still under review by AOC Legal and internal AOC teams and will therefore be moved to the July agenda.

F. Review/Discuss - Required Data Elements list with CCR Specs information (Laura Ritenour)

Laura Ritenour presented the document to the committee and stated that her team will be reviewing the remaining code sets and providing recommendations on which should be prioritized to meet the June 2026 deadline.

G. Updates, Comments and Questions from Members

There were no updates, comments, or questions.

H. Adjournment¹⁰

A motion to adjourn the meeting was made by Marcos Romero at 10:32 a.m.

I. Next Committee Meeting Date

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

Data Standardization Advisory Committee

Code Standardization Discussion – Proposed Standardization

Proposed Code Request and Requestor

Extending the Warrant Feed and Standardizing Cover Sheet Fields, Requested by: AOC Court Services Division

Background and Intended Use

- In 2022, Criminal Rule 2.6: Search Warrants was revised. Since then, courts are required to collect and maintain data concerning search warrants.
- Administrative Directive 2022-13: Search Warrant Data Collection requires courts to adopt a one-page cover sheet, ensure that all search warrants returned to the court are accompanied by a completed cover sheet, and provide data each March to the AOC. Also, per the administrative directive, courts were required to enter the data from the cover sheet into their case management system starting March 2023.
- Per Administrative Order 2024-123: Submission of Standardized Case-Related Data to the Central Case Repository (CCR), all general and limited jurisdiction courts shall submit data to the Administrative Office of the Court's (AOC) Central Case Repository (CCR) as specified in the CCR Integration Design Specification documentation.
- AOC Court Services Division is proposing to extend the Warrant feed in the CCR Integration Design Specification documentation to include the cover sheet field data being collected by all courts' case management systems.
- This proposed change would affect both GJ and LJ courts.
- AOC Court Services Division invites feedback and questions on this proposal.
- An advantage of implementing this proposal would be that non-AJACS courts would no longer have to create a separate report to send to the AOC every March. The data would come as part of the standard transmissions as defined in the CCR Specifications.

Proposed Implementation Timeline

After discussion and voting (at a later meeting), if the Data Standardization Advisory Committee approves this proposal, the AOC Court Services Division and AOC Technical Integration Team would create the proposed extended Warrant Feed for review and approval by the Commission on Technology's Technical Advisory Council. AOC staff would begin creation of a new draft Administrative Directive in consultation with the Data Standardization Advisory Committee to determine a timeline for this update.



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
Clerks of Superior Court
Superior Court Administrators
Limited Jurisdiction Court Judges
Limited Jurisdiction Court Administrators
Limited Jurisdiction Chief Clerks
Juvenile Court Directors
Chief Probation Officers
Law Library List

FROM: Michael Malone, Director of the AOC Court Services Division

DATE: November 30, 2022

RE: Administrative Directive No. 2022-13: search warrant data collection

My September 23, 2022, memo to you discussed new Criminal Rule 2.6 regarding search warrants, which the Court adopted in August by [Order No. R-22-0002](#). Rule 2.6 has an effective date of March 1, 2023. Among other things, new Rule 2.6 requires each court to collect and maintain data concerning search warrants that the court authorized during a given reporting period. To implement the data collection process, my previous memo anticipated that the Supreme Court would adopt a new cover sheet that a law enforcement officer must complete, sign, and file at the same time as the return on the search warrant. My memo concluded by saying:

A subsequent AOC administrative directive will provide courts with the cover sheet form and further details on data reporting. This information also will be provided in a future memo. Meanwhile, every court should be in the process of preparing a mechanism for compiling and reporting the required search warrant data. The first reporting period will begin March 1, 2023.

On November 28, 2022, David K. Byers, Administrative Directive of the Courts, issued Administrative Directive No. 2022-13, and this is my follow-up memo. [Here is a link](#) to A.D. No. 2022-13. Please review the directive in its entirety. It has several requirements, including the following.

- (1) It adopts the one-page cover sheet shown in the appendix to the Directive.
- (2) It requires courts to make blank cover sheets available to law enforcement agencies and officers in their respective venues.
- (3) Beginning on March 1, 2023, every return of a search warrant, whether submitted in a paper, facsimile, or electronic format, must be accompanied by a completed paper or electronic cover sheet.
- (4) Beginning on March 1, 2023, every court that receives a search warrant return must file the cover sheet with the return and enter the data from the cover sheet into the case management system.
- (5) Beginning in March 2024, non-AJIN courts must annually compile the total numbers in each category of data collected under Rule 2.6(f) for the reporting period and provide these numbers to the Administrative Office of the Courts (AOC) by March 31st of each year, in a manner prescribed by the AOC.
- (6) The first reporting period will be March 1, 2023, to February 29, 2024. Subsequent reporting periods will begin on the first day of March and end on the last day of February of each year.

For AJIN courts, the Administrative Office of the Courts is adding functionality to AJACS to facilitate collection of data from the cover sheet in the case management system.

Please contact [Susann Holland](mailto:sholland@courts.az.gov) sholland@courts.az.gov (602.452.3581) or [Leon Li](mailto:leli@courts.az.gov) leli@courts.az.gov (602.452.3145) for questions regarding application development or technical requirements in AJACS courts; [Cathy Clarich](mailto:cclarich@courts.az.gov) cclarich@courts.az.gov (602.452.3337) or [Humberto Cisneros](mailto:hcisneros@courts.az.gov) hcisneros@courts.az.gov (602.452.3159) for questions concerning non-AJACS courts and the data reporting process; and [Mark Meltzer](mailto:mmeltzer@courts.az.gov) mmeltzer@courts.az.gov (602.452.3242) for questions concerning new Rule 2.6.

Michael Malone
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602.452.3480 (fax)

COVER SHEET FOR THE RETURN OF A SEARCH WARRANT	
Court Issuing the Warrant:	Name of Law Enforcement Agency:
Search Warrant Number:	Agency Incident Report Number:
Search Address (if applicable):	Name of Officer Signing This Form:

Criminal Rule 2.6(e) requires an officer or affiant to complete this cover sheet when submitting a return on a search warrant. The definition of “structure” is at the bottom of the page.

Was the search warrant issued for the purpose of obtaining a blood sample from a suspect in a DUI case?

Yes No If the answer is “yes,” just date and sign below.

Did an officer enter a structure to execute the warrant?

Yes No If the answer is “no,” just date and sign below.

- If the answer to the question about a structure is “yes,” check which of the following applies:

- 1. The warrant authorized an unannounced entry and was executed by an unannounced entry.
- 2. The warrant authorized an unannounced entry but was executed by knocking and announcing before entry.
- 3. The warrant did not authorize an unannounced entry and was executed by knocking and announcing before entry.
- 4. The warrant did not authorize an unannounced entry but was executed by an unannounced entry.

- If the answer to the question about a structure is “yes,” check any of the following that apply:

- 1. The warrant authorized nighttime service.
- 2. The warrant was executed at night.

Officer’s Signature

Date

Definitions:

- (1) **“Night”** means the period from 10:00 p.m. to 6:30 a.m.
- (2) **“Structure”** means any building, place, or vehicle with sides, a door, and a floor, which a reasonable person would believe is used for permanent or temporary lodging or for a business.