

Arizona Supreme Court Data Standardization Advisory Committee

AGENDA

October 28, 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 September 30, 2025, Meeting Minutes	Summer Dalton as Chair for Mike Malone
10:05 a.m.	Call to the Public	Summer Dalton as Chair
Items from Previous Meeting/s		
10:10 a.m.	Review/Discuss/Vote – Code Standardization Requests - Case Category, Case Type, Case Subtype code sets (Laura Ritenour) o Animal Seizure o Criminal	
New Items		
10:20 a.m.	Review/Discuss/Vote – New Code Standardization Requests (Laura Ritenour) - Update to Case Category code set – “IC” for Interstate Compact for Juvenile - New event code for Certificate: Third Party Litigation Funding	
10:30 a.m.	Hearing Results code set – creating a spreadsheet for courts to list their current data (Laura Ritenour)	
10:35 a.m.	Review - 2026 Required Data Elements Checklist (Laura Ritenour)	
10:45 a.m.	Review/Discuss/Vote – Proposed 2026 Meeting Dates and Times (Summer Dalton)	
Ongoing Business		
11:00 a.m.	Updates, Comments, and Questions from Members	

	Reminder - The next committee meeting will be Tuesday, December 2, 2025, 10 a.m. - 12 noon via Zoom webinar	Summer Dalton as Chair
11:15 a.m.	Closing Comments and Adjournment (motion needed)	Summer Dalton as 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

September 30, 2025

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

DRAFT MINUTES

Present: Laurie Allen, Odette Apodaca, Gil Bensinger, Daniel Bowman, Summer Dalton, Ralph Garcia, Dean Hammel, Todd Herrera-Ridenhour, Susann Holland, Randy Kennedy, Adele May, Cynthia Navarro as proxy for Niltza Flores, Tania Nieblas, Mike Nimitz, Ester Reeves, Ginger Rodas, Marcos Romero, Danica Sanchez, Katrina Solis, Adam Walterson, and Jennifer Jones as chair for Michael Malone

Not Present: Laura Bergan and Jeanette Wiesenhofer

Administrative Office of the Courts (AOC) and Guests: Lorri Behunin(Chandler), Mary Bellefeuille (Mesa), Jennifer Ferguson (Maricopa), Melanie Cluff (AOC), Cassie Oberlin (AOC), Anirban Mitra (AOC), Scott Fitzpatrick (Scottsdale), Daniel Paulson (Mesa), Chrstina Sanchez (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 September 30, 2025, meeting of the Data Standards Advisory Committee was called to order by Jennifer Jones, meeting chair, at 10:00 a.m. Jennifer took roll call, established a quorum, and mentioned the meeting was being recorded.

B. August 26, 2025, Meeting Minutes

Jennifer Jones displayed the August 26, 2025, draft meeting minutes. Jennifer asked for a motion to approve the minutes. Ester Reeves made a motion to approve the minutes, and Randy Kennedy 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 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

- Update to Case Type code set for Senate Bill 1232 (Cassie Oberlin)

Cassie Oberlin reviewed the code set for Senate Bill 1232. Summer Dalton made a motion to add the new Case Type code and description for ARW / Affidavit Arrest Warrant, and Odette Apodaca seconded the motion. The committee voted and the motion passed unanimously.

- Updates to Case Category, Case Type, Case Subtype code sets (Laura Ritenour)

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

o **Contract Case Type Code**

The AJACS team requested to change CON to CO so that GJ and LJ codes are standardized.

Katrina Solis motioned to approve changing the Contract Case Type Code from CON to CO and Odette Apodaca seconded the motion. The committee voted and the motion passed unanimously.

o **Eviction Action Case Subtype Codes**

The AJACS team requested to add the following Case Subtype Codes to the Eviction Action Case Type: Possession of Property – Commercial, Possession of Property – Residential, Possession of Property - Mobile Home, Rent – Commercial, Rent – Residential, Rent - Mobile Home, Unlawful Ouster – Commercial, Unlawful Ouster – Residential, and Unlawful Ouster - Mobile Home.

Ginger Rodas motioned to approve adding the Eviction Action Case Subtype codes and Summer Dalton seconded the motion. The committee voted and the motion passed unanimously.

o **Other Civil Complaints Case Subtype Code**

The AJACS team requested to add LIVESTOCK LIEN as a Case Subtype to Other Civil Complaints.

Marcos Romero motioned to approve adding LIVESTOCK LIEN as a Case Subtype and Laurie Allen seconded the motion. The committee voted and the motion passed unanimously.

o **Other Statutory Civil Penalties Case Subtype Codes**

The AJACS team requested to add OTHER STATUTORY CIVIL PENALTIES and MARIJUANA NON-CRIMINAL as Case Subtypes.

Laurie Allen motioned to approve adding OTHER STATUTORY CIVIL PENALTIES and MARIJUANA NON-CRIMINAL as Case Subtypes and Katrina Solis seconded

the motion. The committee voted and the motion passed unanimously.

- **Civil Traffic Case Subtype Codes**

The AJACS team requested to add the following Case Subtype Codes to the Civil Traffic Case Type: DRIVER LICENSE, INSURANCE, RED LIGHT, REGISTRATION, SEAT BELT, SPEEDING, WASTE OF FINITE RESOURCES, OTHER CIVIL TRAFFIC.

Odette Apodaca motioned to approve adding the Civil Traffic Case Subtype codes and Laurie Allen seconded the motion. The committee voted and the motion passed unanimously.

- **Order of Protection – Domestic Relations Case Type**

The AJACS team requested this Case Type be end-dated as the Protective Order Case Category already exists.

Summer Dalton motioned to end-date the Order of Protection – Domestic Relations Case Type and Marcos Romero seconded the motion. The committee voted and the motion passed unanimously.

- **Local Ordinance – Non-Parking Case Subtype Codes**

The AJACS team requested to add NEIGHBORHOOD ENHANCEMENT ZONING and OTHER LOCAL ORDINANCES as Case Subtypes.

Odette Apodaca motioned to approve adding the Local Ordinance – Non-Parking Case Subtype Codes and Marcos Romero seconded the motion. The committee voted and the motion passed unanimously.

- **Marriage License Case Type Code**

The AJACS team requested to change MAR to ML so that GJ and LJ codes are standardized as well as end-date MLC Marriage License – City Issued.

Dean Hammel motioned to approve changing the Marriage License Case Type Code from MAR to ML as well as end-date the MLC Marriage License – City Issued code; Odette Apodaca seconded the motion. The committee voted and the motion passed unanimously.

- **Animal Seizure Case Subtype Codes**

The AJACS team requested to add LOCAL ORDINANCE, TITLE 11, and TITLE 13 as Case Subtypes.

Ester Reeves requested we table this item to discuss this internally with her team.

- **Property Disposition - Including Weapons Case Subtype Codes**

The AJACS team requested to add SEIZED CASH, SEIZED OTHER, and SEIZED

VEHICLE as Case Subtypes.

Odette Apodaca motioned to approve adding the SEIZED CASH, SEIZED OTHER, and SEIZED VEHICLE Case Subtypes and Katrina Solis seconded the motion. The committee voted and the motion passed unanimously.

- **Parking Case Subtype**

The AJACS team requested to add PARKING as a Case Subtype. The committee reviewed the request and discussed the intended purpose and necessity of this code. It is believed to be related to how case types are ranked within AJACS, which may require PARKING to go down to the subtype level.

Summer Dalton motioned to approve adding PARKING as a Case Subtype and Randy Kennedy seconded the motion. The committee voted and the motion passed unanimously.

- **Search Warrant Case Type**

The AJACS team requested to change SW1 to SWR so that GJ and LJ codes are standardized as well as end-date SW1.

Ester Reeves motioned to approve changing the Search Warrant Case Type code from SW1 to SWR as well as end-date the SW1 code; Odette Apodaca seconded the motion. The committee voted and the motion passed unanimously.

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

- i. New - Draft definitions for Warrant Case Types**

Laura presented her research and shared drafted definitions for the various search warrant types. The committee expressed appreciation for her work in compiling this information. The document will be added to the Code Standardization webpage in the next two weeks.

- ii. Update to Disposition code set – M6: Criminal (Consolidated)**

Laura presented the background for the request to add M6 to the Disposition Code set.

Laurie Allen motioned to approve adding the M6: Consolidated (Criminal) to the Disposition Code set and Odette Apodaca seconded the motion. The committee voted and the motion passed unanimously.

F. Request for feedback and procedures – DUI and Misdemeanor Time Standards (LJ Courts) Defendant's death and Request for Time Exclusion (Laura Ritenour)

Laura requested feedback on a request from a court regarding a time exclusion for situations where a defendant is deceased and is awaiting confirmation from the prosecutor, along with a motion to dismiss. Currently, time continues to run during this period, which impacts time standards.

G. Updates, Comments and Questions from Members

There were no updates, comments, or questions.

H. Adjournment

A motion to adjourn the meeting was made by Marcos Romero at 10:52 a.m.

I. Next Committee Meeting Date

Tuesday, October 28, 2025, 10:00 a.m. – 12:00 p.m., Zoom Webinar

Data Standardization Advisory Committee

Code Standardization Request

Code Request and Requestor

Standardize new Case Category code **IC for Interstate Compact for Juveniles**, Requested by Juvenile Presiding Judges and reviewed by the Committee on Juvenile Courts on October 16, 2025.

Background, Summary, and Intended Use

- This new case category would be used by general jurisdiction courts only.
- The Interstate Commission for Juveniles is the governing body of the Interstate Compact for Juveniles (ICJ). Commission members include representatives from all 50 states, the District of Columbia, and the US Virgin Islands, who work together to preserve child welfare and promote public safety. The Commission is responsible for promulgating and enforcing rules to implement the ICJ. The Compact provides requirements for supervision and return of juveniles who:
 - are on probation, parole, or other supervision, or have escaped to another state,
 - have run away from home and left their state of residence and some have never had juvenile justice involvement in the home state or in Arizona,
 - have been accused of an offense in another state.
- Judge Quigley (Pima County) and other Juvenile PJs requested IC be approved as the case category code for Interstate Compact for Juveniles cases. Because there is no code for these cases, each county's Clerk of Court decides independently what code to use to create a case. This prevents tracking and the ability to collect data on these cases in Arizona.
- Currently, AJACS courts that receive filings are opening a Juvenile Miscellaneous case (JM).
- Pima County uses IC as the case category already.
- Maricopa County will use JR in their case management system but will transmit case information using a translated case category of IC to meet code standards.

Public Access and eAccess Display –

- Should this data be displayed on Public Access/eAccess? n/a
- 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 new statewide case category code and description of **IC for Interstate Compact for Juveniles**.

Data Standardization Advisory Committee

Code Standardization Request

Code Request and Requestor

Standardize new event code **Certificate: Third Party Litigation Funding**, Requested by AOC Court Services Division

Background, Summary, and Intended Use

- This new event would be used by general jurisdiction courts only.
- On August 28, 2025, the Arizona Supreme Court ordered Rule 8 of the Rules of Civil Procedure be amended to include a new subsection (j) to require certain disclosures when litigation is subject to a litigation funding agreement. The new subsection will be effective January 1, 2026.
- A brief overview - In superior court civil lawsuits, one of the parties can go to a third-party funder to obtain funding for their litigation in exchange for a percentage of any monetary award. There has been concerns at the legislature over the past couple years and last year, the Court formed a task force to investigate these concerns and propose a rule change if necessary.
- What the task force proposed was the adoption of a rule that requires any party who obtains third litigation funding to file a certificate with the court either at the initial filing of the case if they have already obtained funding prior to filing, or once they have obtained it over the course of the litigation.
- The rule states that the certificate form needs to be adopted by the Administrative Director of AOC. The task force is currently drafting the new statewide form. The Court may want to start collecting data on these filings, hence the request for a statewide code.
- AOC Court Services Division Services is requesting a new event code for courts to attach the certificate form to after filing.

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? **Yes**

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 new statewide code and description of **4000085** for **Certificate: Third Party Litigation Funding**.

Data Standardization Advisory Committee

Proposed 2026 Meeting Dates and Times

All meetings would be held via Zoom Webinar, from 10 a.m. – 12 noon

- January 27th
- February 24th
- March 31st
- April 28th
- May 26th
- June 30th
- July 28th
- August 25th
- September 29th
- October 27th
- No November meeting
- December 1st

Proposed Motion

Motion to approve the proposed meeting dates listed above for the year 2026.