

Arizona Supreme Court Data Standardization Advisory Committee

AGENDA

June 30, 2026, 1:30 pm – 3:30 pm

[Zoom Webinar Link](#), Passcode: 891514, Webinar ID: 961 4369 1963

Conference Call Line: 888-788-0099 (US Toll Free)

1:15 pm	Zoom Webinar Open for Members, Attendees and Presenters	Laura Ritenour, AOC
Meeting Opening		
1:30 pm	<p>Welcome to Members and Proxies, and Roll Call of Attendees</p> <ul style="list-style-type: none"> • Welcome Christine Sanchez, replacing Summer Dalton, as the AOC eCourt Services Manager. Summer Dalton is now the AOC Artificial Intelligence Officer. • Welcome Lisa Porter, proxy for Danica Sanchez, representing Mesa Municipal Court. • Welcome Hannah McMurrich, proxy for Adele May, AJACS Project Team • Fahmidha Wahab is attending for Michele Gillich in case we have questions <p>Review/Vote on May 26, 2026, Meeting Minutes</p>	Michael Malone, Chair
1:35 pm	Call to the Public	Michael Malone, Chair
Items from Previous Meeting/s		
1:40 pm	<p>Code Standardization Requests (FYI Only)</p> <p>Mental Health Repository Code Set (Laura Ritenour and Christine Sanchez) – tabled until July</p>	
New Items		
1:45 pm	<p>Code Standardization Requests (Review/Discuss/Vote)</p> <ol style="list-style-type: none"> 1) Offense Class Code Set updates (Laura Ritenour and Melanie Cluff) <ol style="list-style-type: none"> a. U for Undesignated and UN for Unclassified 2) Event Entry Type Code Set with Associated Case Categories (Laura Ritenour and Michael Wise) <ol style="list-style-type: none"> a. Motions (Priority 2) 	

	<ul style="list-style-type: none"> b. Priority 5 – Definition provided for a particular affidavit c. Citation (Priority 7) d. Certificates (Priority 8) e. Transcripts (Priority 9) f. Answers (Priority 10) g. Applications (Priority 11) h. Charging Documents (Priority 12) i. Correspondence (Priority 13) j. Judgments and Decrees (Priority 14) k. Demands (Priority 15) l. Wills (Priority 16) m. Writs (Priority 17) n. Waivers (Priority 18) o. Verdicts (Priority 19) p. Subpoenas (Priority 20) q. Stipulations (Priority 21) r. Statements (Priority 22) s. Rule 11 documents (Priority 23) t. Reports (Priority 24) u. Requests (Priority 25) v. Replies (Priority 26) w. Response (Priority 27) <p>3) Appearance Reasons – Updates Requested (Laura Ritenour)</p>	
Ongoing Business		
3:15 pm	Updates, Comments, and Questions from Members	
	Reminder - The next committee meeting will be Tuesday, July 28, 2026, 1:30 pm – 3:30 pm via Zoom webinar.	Michael Malone, Chair
3:30 pm	Closing Comments and Adjournment (motion needed)	Michael 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 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

May 26, 2026

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

DRAFT MINUTES

Present: Laurie Allen, Odette Apodaca, Charlie Barrett, Gil Bensinger, Laura Bergan, Daniel Bowman, Summer Dalton, Niltza Flores, Christopher Fong, Ralph Garcia, Dean Hammel, Anirban Mitra as proxy for Susann Holland, Randy Kennedy, Adele May, Tania Nieblas, Marcos Romero, Danica Sanchez, Katrina Solis, Adam Walterson, Joana White, Jeanette Wiesenhofer, and Jennifer Jones as chair for Michael Malone

Not Present: Ginger Rodas, Joe Hamilton as proxy for Ester Reeves* and Michael Malone

Administrative Office of the Courts (AOC) and Guests: Jennifer Ferguson (Maricopa), Allen Wheeler (Pima), Jessica Cooley (Pima), Michele Gillich (AOC), Patrick McGrath (Chandler), Scott Fitzpatrick (Scottsdale), Mary Bellefeuille (Mesa), Melanie Cluff (AOC), Laura Ritenour (AOC), and Michael Wise (AOC)

*Laura Ritenour accidentally did not forward a meeting invite to Joe Hamilton when he was approved as Ester Reeve's proxy. Laura and Joe met after the meeting to review the agenda and meeting materials.

I. CALL TO ORDER

A. Welcome and Opening Remarks

The May 26, 2026, meeting of the Data Standards Advisory Committee was called to order at 10:00 a.m. by Jennifer Jones, meeting chair. Jennifer welcomed members, took rollcall, established a quorum, and noted the meeting was being recorded.

B. April 28, 2026, Meeting Minutes

Jennifer Jones displayed the April 28, 2026, draft meeting minutes. Jennifer asked for a motion to approve the minutes.

Niltza Flores made a motion to approve the minutes, and Odette Apodaca seconded the motion. The committee voted and the motion passed unanimously.

C. Call to the Public

Jennifer Jones made a call to the public for comments. There was no response.

D. AOC Statistics Team – Updates from Team and Questions from Members

Richard "Rico" Rivera attended the meeting on behalf of the AOC Statistics Team and invited questions from members. No questions were raised.

E. Administrative Directive 2026-05 Modifying AD 2024-10 – Review and Discuss

Laura Ritenour presented Administrative Directive 2026-05, which amends Administrative Directive 2024-10 by extending the deadline for Appearance Reason, Event Entry, and Event Category code sets not identified in the FARE, NICS, Public Access Repository, and Protection Orders sections of the CCR Specifications. Discussion clarified that the deadline extension applies to approval of the code sets and that testing activities must still be completed prior to implementation.

II. ITEMS FROM PREVIOUS MEETINGS AND NEW ITEMS

F. Code Standardization Requests

Laura Ritenour presented the following code sets for review:

i. Mental Health Repository Code Set

Laura Ritenour presented the proposed Mental Health Repository Code Set for review and vote. Committee members discussed the code set and Maricopa County requested additional time for review. No vote was taken, and the item was tabled until the June meeting.

ii. Additional AZPOINT Codes

Laura Ritenour presented the proposed Additional AZPOINT Codes for review. The committee discussed revisions to the protective order hearing request code and associated descriptions. Members recommended modifying the “Protective Order Defendant Request for Hearing” code and description to better reflect the intended use. Additional discussion occurred regarding petition-related codes and potential modifications.

Randy Kennedy made a motion to approve the Additional AZPOINT Codes with the modifications discussed by the committee, and Laurie Allen seconded the motion. The committee voted and the motion passed unanimously.

iii. Sentence Type Code Set

Laura Ritenour presented the Sentence Type Code Set for review and vote. The committee discussed future maintenance of the code set and agreed that additional sentence types could be added through future code standardization requests as needed.

Odette Apodaca made a motion to approve the Sentence Type Code Set, and Katrina Solis seconded the motion. The committee voted and the motion passed unanimously.

iv. Appearance Reason Code Set

Laura Ritenour presented the Appearance Reason Code Set for review and vote. The committee discussed multiple hearing variations, including Civil Traffic Hearing codes with differing time intervals, as well as codes ending in “Remote” and “Telephonic.” Members recommended removing certain duplicative hearing variations and simplifying several code descriptions, including changing “Criminal Arraignment” to “Arraignment.”

Laurie Allen made a motion to approve the Appearance Reason Code Set with the modifications discussed by the committee, and Niltza Flores seconded the motion. The committee voted and the motion passed unanimously.

v. Event Category Code Set

Laura Ritenour presented the Event Category Code Set for review. Using examples from process and document-related events, the committee discussed whether event categories should remain separate from event entry types and the relationship between the two code sets. Members agreed additional review and refinement are needed. Proposed event codes will be presented with the proposed event category, and both items will be voted on together.

vi. Event Entry Type Code Set

Laura Ritenour presented the Event Entry Type Code Set for review and discussed the need for a standardized code set of generic Event Entry Type codes to support eFiling and future data exchange requirements. Laura noted the goal is to approve sections of the code set incrementally, allowing courts sufficient time to implement changes before the January deadline.

1. Laura Ritenour presented the proposed generic Event Entry Type Codes and associated Event Categories for voting. She stated the need for a standardized code set of generic Event Entry Type codes was to support eFiling and future data exchange requirements.

Summer Dalton made a motion to approve the generic Event Entry Type Codes and associated Event Categories identified on the list, and Odette Apodaca seconded the motion. The committee voted and the motion passed unanimously.

2. Laura Ritenour presented the proposed Addendum section of the Event Entry Type Code Set for voting.

Summer Dalton made a motion to approve the Addendum Event Entry Types and associated Event Categories, and Katrina Solis seconded the motion. The committee voted and the motion passed unanimously.

3. Laura Ritenour presented the proposed Acceptance section of the Event Entry Type Code Set for voting.

Niltza Flores made a motion to approve the Acceptance Event Entry Types and associated Event Categories, and Odette Apodaca seconded the motion. The committee voted and the motion passed unanimously.

4. Laura Ritenour presented the proposed Affidavit section of the Event Entry Type Code Set for voting. During discussion, members requested additional analysis regarding the proposed “Affidavit of a Person” entry type. That item was removed from the list prior to voting and will undergo further review.

Katrina Solis made a motion to approve the remaining Affidavit Event Entry Types and associated Event Categories, and Odette Apodaca seconded the motion. The committee voted and the motion passed unanimously.

5. Laura Ritenour presented the proposed Allegation section of the Event Entry Type Code Set for voting.

Odette Apodaca made a motion to approve the Allegation Event Entry Types and associated Event Categories, and Niltza Flores seconded the motion. The committee voted and the motion passed unanimously.

G. Updates, Comments and Questions from Members

There were no updates, comments, or questions from members.

H. Adjournment

A motion to adjourn the meeting was made by Marcos Romero at 11:47 a.m.

I. Next Committee Meeting Date

Tuesday, June 30, 2026, 10:00 a.m. – 12:00 p.m., Zoom Webinar

Data Standardization Advisory Committee

Code Standardization Request

Code Request and Requestor

Adding U for Undesignated and UN for Unclassified 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 2023 meeting and updated at the April 2025 meeting.
- At the June 2023 meeting, the committee approved UN for Undesignated and the AJACS team believes now that is incorrect and it should be a U.
- 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 criminal cases.

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? 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 within 90 days (October 1, 2026 if approved June 30th or November 1, 2026 if approved July 28th). This code set is part of [Administrative Directive 2024-10](#); however, we need to allow enough time for courts to make this update if needed.

Proposed Motion

Motion to add the proposed codes and descriptions Offense code set listed below.

Proposed Codes	Proposed Descriptions
UN	Unclassified
U	Undesignated
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
ST	Status Offense

Data Standardization Advisory Committee

Code Standardization Request

Code Request and Requestor

Request to Standardize Appearance Reasons. Requested by Pima County, Court Services, and Mesa Municipal Court

Background, Summary, and Intended Use

- In CCR Specifications Version 4.1.4, in the Stage Hearing feed is the HearingTypeCode (aka Appearance Reason) field. The definition of the field is: “Refers to the specific reason a party or parties were scheduled to appear before the court. Submitted to CCR when the hearing is scheduled and may be updated after the hearing date with the result of the hearing.”
- Appearance Reason refers to the specific purpose a party or parties were scheduled to appear before the court. It refers to the purpose of the appearance not the fact that someone was present (“appeared”).
- This is a required field for transmission and this code set would be used by both general and limited jurisdiction courts.
- Pima County has requested the first four codes below as they have different usages from the codes in the code set approved at the May 26, 2026 meeting.
- AOC requested the modification of the Approval of Accounting Conservator Hearing from 236 to 1759 as 236 was duplicated in the code set by accident, and requested an update to the description for 468 Change of Hearing - PT to Change of Plea Hearing - PT.
- Mesa Municipal Court has requested two additional codes as well.

Public Access and eAccess Display –

- Should this data be displayed on Public Access/eAccess? N/A
- Should any document associated with this Event/Document code (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 January 22, 2027 date stated in [Administrative Directive 2026-05](#).

Proposed Motion

Motion to approve the proposed codes and descriptions as statewide standards.

Proposed Code	Proposed Description
1755	Hearing on Motion for Enforcement
1756	Non-Appearance Hearing
1757	Status Conference re Petition to Revoke
1758	Hearing on Title IV-D Enforcement

1759	Approval of Accounting Conservator Hearing
1760	SMI Arraignment (Continued)
1761	SMI Case Status Review
Approved Code	Proposed Updated Description
468	Change of Plea Hearing - PT