

# Arizona Supreme Court Data Standardization Advisory Committee

## AGENDA

March 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
<b>Meeting Opening</b>		
10:00 a.m.	Welcome to Members and Roll Call of Attendees  Review/Vote on February 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.	Update/Review/Discuss - Case Categories, Case Types, and Case Subtypes (Laura Ritenour) – Proposed Matrix for Superior, Justice, and Municipal Courts <ul style="list-style-type: none"> <li>- Discuss questions and comments on proposed matrix</li> <li>- FYI – Still in discussion with Pima County on their requests</li> <li>- Please get your change requests to Laura Ritenour by April 11<sup>th</sup> for inclusion in April meeting agenda</li> </ul>	
<b>New Items</b>		
10:20 a.m.	Review/Discuss/Vote - Code Standardization Requests (Laura Ritenour) <ul style="list-style-type: none"> <li>- State Bar Associations</li> <li>- Email Type</li> <li>- Identity Types</li> <li>- Person Suffix</li> <li>- Post-Conviction Relief Notification Request</li> </ul>	
11:00 a.m.	Review/Discuss/Vote – Required Data Elements (RDE) for Discussion (Laura Ritenour) <ul style="list-style-type: none"> <li>• Court Number is not in system, is part of data transmission to CCR</li> <li>• Ethnicity - this data is not currently on the ATTC or eCitation</li> </ul>	
11:15 a.m.	Proposed Changes to DUI, Felony, and Juvenile Time Standards (Laura Ritenour)  FYI – Email sent to committee members on March 13 <sup>th</sup> - Arizona Judicial Council voted unanimously to support the proposals to modify the Juvenile, Felony, and DUI time	

	standards. The hope is that these could be put in place by June 30 <sup>th</sup> for FY25 reporting in July.		
<b>Ongoing Business</b>			
11:30 a.m.	Updates, Comments, and Questions from Members		
	Reminder	The next committee meeting will be Tuesday, April 29, 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](#)

- Link to: [Administrative Directive 2024-10](#)

# DATA STANDARDS ADVISORY COMMITTEE

February 25, 2025

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

**DRAFT MINUTES**

**Members Present:** Adam Walterson, Adele May, Danica Sanchez, Dean Hammel, Ester Reeves, Gil Bensinger, Ginger Rodas, Jennifer Ferguson as proxy for Todd Herrera-Ridenhour, Katrina Solis, Laura Bergan, Laurie Allen, Lorri Behunin as proxy for Daniel Bowman, Marcos Romero, Michael Malone, , Mike Niltz Niltza Flores, Odette Apodaca, Ralph Garcia, Scott Fitzpatrick as proxy for Randy Kennedy, Summer Dalton, Susann Holland

**Members Not Present:** Jeanette Wiesenhofer, Roopa Kalidindi

**Presenters, Administrative Office of the Courts (AOC), and Guests:** Anirban Mitra (AOC), Daniel Paulson (Mesa), Laura Ritenour (AOC), Jennifer Jones (AOC), Joe Hamilton (Phoenix), Laura Navarro Cobos (Paradise Valley), Mary Bellefeuille (Mesa), Melanie Cluff (AOC), Michael Wise (AOC), Robert Roll (AOC)

## CALL TO ORDER

### A. Welcome and Opening Remarks

The February 25, 2025, meeting of the Data Standards Advisory Committee was called to order by Mike Malone, meeting chair, at 10:02 a.m. 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. January 28, 2025, Meeting Minutes

Laura Ritenour, staff for the committee, displayed the January 28, 2025, draft meeting minutes and the members had no comments or concerns. Ginger Rodas moved to approve the minutes and Marcos Romero seconded the motion. The committee voted and the motion passed unanimously.

## ITEMS FROM PREVIOUS MEETINGS AND NEW ITEMS

### C. Update/Review/Discuss (Michele Gillich and Laura Ritenour) - Integration, Required Data Elements, Legislation, Code Standardization and Data Translation Implementation

Laura opened the floor for any questions, concerns, or discussion points from the group. She will be meeting with Allen Wheeler and representatives from Pima next week to discuss their requests. All courts have now submitted their Required Data Elements checklists, and they are currently with their presiding judges for review. Marcos raised a question about how any outstanding issues from the checklists will be addressed. Laura

will compile all items that require further review or discussion and ensure they are added to the agenda for the March advisory meeting.

- D. Review/Discuss/Vote (Laura Ritenour) New Court Role Type – “Statutory Agent”**  
Laura presented the proposed code for the "Statutory Agent," which was then put to a vote. Katrina Solis motioned to approve, and Ester Reeves seconded the motion. Ginger Rodas raised a question regarding how the Statutory Agent would be displayed, and it was clarified that the Statutory Agent would appear as a participant.
- E. 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**  
Laura presented the Case Category, Case Type, and Case Subtype document. Scott Fitzpatrick expressed appreciation for the clarity and usefulness of the document. Ester Reeves mentioned that she is currently having internal discussions about setting up case types for criminal local zoning ordinances but is unsure about the correct code mapping. She noted that she couldn't find a spot where criminal local ordinances would fit in the document. She currently has a case type for zoning but is uncertain about how other municipalities are handling it. She expressed gratitude for the work being done on this document. Laura clarified that Local Ordinance has its own Case Category, labeled as "LC." Mike Malone requested that the committee review the document and provide any insights or feedback.
- F. New Items**  
There were no new items presented.
- G. Updates, Comments and Questions from Members**  
There were no updates, comments, or questions.
- H. Call to the Public**  
Mike Malone made a call to the public for comments. There was no answer.
- I. Adjournment**  
A motion to adjourn the meeting was made by Ginger Rodas at 10:28 a.m.
- J. Next Committee Meeting Date**  
Tuesday, March 25, 2025, 10:00 a.m. – 12:00 p.m., Zoom Webinar

# Data Standardization Advisory Committee

## Code Standardization Request

### Code Request and Requestor

Standardize a State Bar Association code set, Requested by: AOC Information Technology Integration Team

### Background, Summary, and Intended Use

- In CCR Specifications Version 4.1, in the Stage Person Organization feed is the BarAssociationStateCode field. The definition of the field is: “Identifies the State in which the Person’s (Attorney’s) Bar number is registered.”
- This list contains both states and US territories, as there are bar associations in all US territories per the AOC Attorney Admissions Manager.
- This is a desired field for transmission; however, AOC IT 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.
- Please note: These codes are not the same as Driver License/State ID state list used for the state abbreviations as that code set does not include US territories.

### 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 State Bar Association codes and descriptions listed below.

Proposed Code	Proposed Description
AK	State Bar of Alaska
AL	State Bar of Alabama
AR	State Bar of Arkansas
AZ	State Bar of America Samoa
AZ	State Bar of Arizona
CA	State Bar of California
CO	State Bar of Colorado

CT	State Bar of Connecticut
DC	State Bar District of Columbia
DE	State Bar of Delaware
FL	State Bar of Florida
GA	State Bar of Georgia
GU	State Bar of Guam
HI	State Bar of Hawaii
IA	State Bar of Iowa
ID	State Bar of Idaho
IL	State Bar of Illinois
IN	State Bar of Indiana
KS	State Bar of Kansas
KY	State Bar of Kentucky
LA	State Bar of Louisiana
MA	State Bar of Massachusetts
MD	State Bar of Maryland
ME	State Bar of Maine
MI	State Bar of Michigan
MN	State Bar of Minnesota
MO	State Bar of Missouri
MS	State Bar of Mississippi
MT	State Bar of Montana
NC	State Bar of North Carolina
ND	State Bar of North Dakota
NE	State Bar of Nebraska
NH	State Bar of New Hampshire
NJ	State Bar of New Jersey
NM	State Bar of New Mexico
MP	State Bar of Northern Mariana Islands
NV	State Bar of Nevada
NY	State Bar of New York
OH	State Bar of Ohio
OK	State Bar of Oklahoma
OR	State Bar of Oregon
PA	State Bar of Pennsylvania
RI	State Bar of Rhode Island
SC	State Bar of South Carolina
SD	State Bar of South Dakota
TN	State Bar of Tennessee

TX	State Bar of Texas
UN	Unknown
UT	State Bar of Utah
VA	State Bar of Virginia
VI	State Bar of US Virgin Islands
VT	State Bar of Vermont
WA	State Bar of Washington
WI	State Bar of Wisconsin
WV	State Bar of West Virginia
WY	State Bar of Wyoming

\* 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. – From [Administrative Directive 2024-10](#).

# 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 IT 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 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

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# 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.”
- This 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? 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 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

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# 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 IT 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

\* 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. – From [Administrative Directive 2024-10](#).

# 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

- 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.
- This code would be used by limited jurisdiction courts only.

### 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

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# 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.

# 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)