

Updated Packet 09/30/2025  
 SB1232 Warrant Table Updated to reflect correct GJ/LJ designations

Arizona Supreme Court Data Standardization Advisory Committee  
 AGENDA

September 30, 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
<b>Meeting Opening</b>		
10:00 a.m.	Welcome to Members and Proxies, and Roll Call of Attendees  Review/Vote on August 26, 2025, Meeting Minutes	Jennifer Jones as Chair for Mike Malone
10:05 a.m.	Call to the Public	Jennifer Jones as Chair for Mike Malone
<b>Items from Previous Meeting/s</b>		
10:10 a.m.	Review/Discuss/Vote – Code Standardization Requests <ul style="list-style-type: none"> <li>- Update to Case Type code set for Senate Bill 1232 (Cassie Oberlin)</li> <li>- Updates to Case Category, Case Type, Case Subtype code sets (Laura Ritenour)</li> </ul>	
<b>New Items</b>		
11:00 a.m.	Review/Discuss/Vote – New Code Standardization Requests (Laura Ritenour) <ul style="list-style-type: none"> <li>- New - Draft definitions for Warrant Case Types</li> <li>- Update to Disposition code set – M6: Criminal (Consolidated)</li> </ul>	
11:40 a.m.	Request for feedback and procedures – DUI and Misdemeanor Time Standards (LJ Courts) Defendant’s death and Request for Time Exclusion (Laura Ritenour)	
<b>Ongoing Business</b>		
11:45 a.m.	Updates, Comments, and Questions from Members	
	Reminder - The next committee meeting will be Tuesday, October 28, 2025, 10 a.m. - 12 noon via Zoom webinar	Jennifer Jones as Chair for Mike Malone
12:00 p.m.	Closing Comments and Adjournment (motion needed)	Jennifer Jones as Chair for Mike Malone

## 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](mailto:lritenou@courts.az.gov) and [miwise@courts.az.gov](mailto: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](mailto: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

August 26, 2025

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

**DRAFT MINUTES**

---

**Present:** Laurie Allen, Gil Bensinger, Laura Bergan, Daniel Bowman, Summer Dalton, Niltza Flores, Ralph Garcia, Dean Hammel, Todd Herrera-Ridenhour, Randy Kennedy, Tania Nieblas, Mike Nimtz, Ester Reeves, Karen Roush as proxy for Ginger Rodas, Marcos Romero, Danica Sanchez, Katrina Solis, Adam Walterson, Jeanette Wiesenhofer, and Michael Malone

**Not Present:** Odette Apodaca, Adele May, and Susann Holland

**Administrative Office of the Courts (AOC) and Guests:** Mary Bellefeuille (Mesa), Jennifer Jones (AOC), Melanie Cluff (AOC), Leon Li (AOC), Cassie Oberlin (AOC), and Michael Wise (AOC)

---

## I. CALL TO ORDER

### A. Welcome and Opening Remarks

The August 26, 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, and mentioned the meeting was being recorded.

### B. July 29, 2025, Meeting Minutes

Mike Malone displayed the July 29, 2025, draft meeting minutes. Mike asked for a motion to approve the minutes. Ginger Rodas 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

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

## II. ITEMS FROM PREVIOUS MEETINGS AND NEW ITEMS

### D. Review/Discuss/Vote – Case Category, Case Type, Case Subtype code sets

Jennifer Jones stated the review of the Case Category, Case Type, and Case Subtype code sets document will be tabled until the September meeting as we continue internal discussions.

### E. Proposal to extend the CCR Warrant feed to gather information on the Return of a Search Warrant Cover Sheet

Jennifer Jones provided a recap of the work and discussions that took place prior to this item being voted on today.

Randy Kennedy made a motion and Summer Dalton seconded for the Data Standardization Advisory Committee to support the AOC Court Services Division and AOC Technical Integration Team developing a project to extend the Warrant Feed to meet the criteria in Administrative Directive 2022-13: Search Warrant Data Collection.

### F. Review/Discuss/Vote – New Code Standardization Requests

#### i. Update to Case Type code set Administrative Warrant

Danica Sanchez, Mesa City Court, provided the background for the court's request for an Administrative Warrant code. The committee discussed how administrative warrants should be defined and captured in statistical reports, noting that they are currently included in monthly stats. The committee discussed the code's definition, and it was clarified that use of this code is optional and would require a city or county to adopt a similar ordinance. Mike stated that, with approval, the team will work with the statistics unit to determine how administrative warrants will be formally tracked.

Summer Dalton made a motion and Marcos Romero seconded to approve the addition of the code ADM for an administrative warrant defined as a warrant issued pursuant to local code or ordinance.

#### ii. Update to Warrant Authority code set and Case Type code set for Senate Bill 1232

Cassie Oberlin presented on this topic. The committee discussed potential names for the new warrant type, such as "affidavit warrant" or "affidavit arrest warrant," to clearly reflect its purpose. Ester emphasized the need for a defined structure in the new case management system, noting it would require a civil case type since it functions as a petition to the court; however, concerns were raised about whether it should be categorized as a civil case. Members also discussed how to number the warrant without a case number and how to track offense details rather than charges. Although the legislature directed that the process mirror that of a search warrant, the committee agreed it should not be treated as a traditional CV case, and related documents should not be available on public access systems. Mike stated that no vote would be taken at this meeting and will work with Laura and Jeff

Fine to further develop the process and tracking methods for discussion at the September meeting.

**iii. Update to Case Types code set to implement Senate Bill 1500**

Cassie Oberlin presented on a new case type of Erroneous Conviction Claim and stated that this will have a delayed start of January 1, 2026.

Summer Dalton made a motion and Niltza Flores seconded to approve the addition of the new case type of ERC defined as Erroneous Conviction Claim.

**iv. Review/Discuss – Next Steps for Remaining Required Data Elements**

Michael Wise presented a 2022 document outlining the level of effort required to implement the required data elements across case management systems. This information will help AOC staff draft the proposed RDE checklists for 2026–2030, with the goal of balancing the difficulty of implementation over the five-year period. There is no action needed from the courts, or committee, at this time, as this was shared for informational purposes. The committee will have the opportunity to review and discuss the proposed checklists at a future meeting.

**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 Katrina Solis at 11:05 a.m.

**I. Next Committee Meeting Date**

Tuesday, September 30, 2025, 10:00 a.m. – 12:00 p.m., Zoom Webinar

# Data Standardization Advisory Committee

## Code Standardization Request

### Code Request and Requestor

Update Case Type code set for Senate Bill 1232, Requested by AOC Automation Services Unit

### Background, Summary, and Intended Use

- The 2025 Legislative Session has ended and the General Effective Date for signed bills is 9/26/2025 (except for those bills with specified effective dates).
- [SB1232 \(Chapter 227\)](#) – arrest warrant; issuance; affidavit – creates a new type of arrest warrant.
- This new procedure allows law enforcement to directly request a felony arrest warrant from the courts—without first involving a prosecutor—when seeking to apprehend an individual suspected of committing a felony offense. This process mirrors the existing method used to obtain search warrants prior to the general effective date. These arrest warrants may be issued before a formal complaint, information, or indictment is filed by a prosecutor.
- AOC Automation Services Unit is requesting a New Case Type for this legislation. Special Warrant is the Case Category and **new case type is Affidavit Arrest Warrant**.
- Rule Changes are being reviewed for decision. <https://rulesforum.azcourts.gov/Rules-Forum/aft/1806>.
- This new case type would be used by general and limited jurisdiction courts.

### Public Access and eAccess Display –

- Should this data be displayed on Public Access/eAccess? No
- 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 modify the Case Type code set with the new code and description in red font below.

<b>LJ Courts</b>	<b>GJ Courts</b>	<b>Case Category Code</b>	<b>Case Category Description</b>	<b>Case Type Code</b>	<b>Case Type Description</b>
X		SW	Special Warrant	SWR	Search Warrant
X	X	SW	Special Warrant	ARW	Affidavit Arrest Warrant
	X	SW	Special Warrant	GPS	GPS
	X	SW	Special Warrant	HE	Handwriting Exemplar
	X	SW	Special Warrant	OPE	Order to Obtain Physical Evidence
	X	SW	Special Warrant	PR	Pen Register
	X	SW	Special Warrant	SW1	Search Warrant
	X	SW	Special Warrant	SZW	Seizure Warrant
	X	SW	Special Warrant	TT	Trap and Trace
	X	SW	Special Warrant	TSW	Telephonic Search Warrant
	X	SW	Special Warrant	WT	Wire Tap
X	X	SW	Special Warrant	ADM	Administrative Warrant

Data Standardization Advisory Committee

Draft Special Warrant Case Type Definitions 09/19/2025

GJ Courts	LJ Courts	Case Type Code	Case Type Description	DRAFT Definition/Usage
X	X	SWR	Search Warrant	Authorizes the search of a person, location, or vehicle for evidence of a crime and to confiscate any evidence they find. Is issued <i>with the involvement of a prosecutor</i> .
X	X	ARW	Affidavit Arrest Warrant	Authorizes the search of a person, location, or vehicle for evidence of a crime and to confiscate any evidence they find. Is issued <i>without the involvement of a prosecutor</i> .
X		GPS	GPS	Authorizes the installation of a GPS tracking device on a vehicle
X		HE	Handwriting Exemplar	Authorizes the collection of writings that can be examined forensically, as in a handwriting comparison.
X		OPE	Order to Obtain Physical Evidence	Is a legal request to the court to search for physical evidence related to a criminal investigation. It does not involve the seizure of the evidence but rather the request for the occur to authorize the search.
X		PR	Pen Register	Authorizes the installation of a device that records the numbers dialed from a specific phone line, without capturing the content of the communications.
X		SW1	Search Warrant	<b>In separate item, will be proposing to end date SW1 and use SWR only for all search warrants</b>
X		SZW	Seizure Warrant	Authorizes the possession of specific property believed to be connected to criminal activity.

X		TT	Trap and Trace	Authorizes the installation of a trap and trace device on a specific phone or computer.
X		TSW	Telephonic Search Warrant	Is a legal request for the officer and judges to discuss a search warrant request over the telephone
X		WT	Wire Tap	Authorizes the interception and monitoring of communications (phone and electronic)
	X	ADM	Administrative Warrant	Authorizes a government official to inspect a specific location for persons, conditions, or property items. Enables the enforcement of public safety regulations such as fire codes, building standards, and property maintenance laws. Created in municipal or county code.

# Data Standardization Advisory Committee

## Code Standardization Request

### Code Request and Requestor

Update the Disposition code set with M6 for Consolidated (Criminal), Requested by: AOC AJACS Team

### Background and Issue

- Before there was statewide standardization of the [Disposition code set](#), M3 was “Bound Over to Superior Court” for LJ AJACS and “Consolidated (Criminal)” for GJ AJACS.
- In 2022 the Disposition code set was standardized statewide and the committee approved M3 as “Bound Over to Superior Court.”
- As AJACS updates their tables to meet code standards, they noticed there is currently no code for “Consolidated (Criminal).”
- The AJACS Team is asking for M6 to be the new code for Consolidated (Criminal).
- FYI – M1 is the code for Consolidated (Non-Criminal).

### 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? 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

Move to approve the addition of M6 – Consolidated (Criminal) to the Disposition code set.

### Disposition Type Code/Description

Proposed Standard Proposed Code	Proposed Standard Description
M6	Consolidated (Criminal)