

DATA STANDARDS ADVISORY COMMITTEE

August 26, 2025

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

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