

Arizona Supreme Court
Steering Committee on Data-Based Court Performance and Data Standards
AGENDA

September 4, 2024, 12 noon - 3:30 p.m.
Arizona Connected Spaces Building, 1400 W. Washington, Phoenix, AZ 85007, Use PIN 3480 to enter [Zoom Webinar Link](#)

Conference Call Line 888-788-0099, Webinar ID 9220928 6090, Passcode 830586
Meeting Room is open at 11:30 a.m.
Zoom Webinar will be open at 11:45 a.m.
Meeting Materials located at [Meeting Information \(azcourts.gov\)](#)

11:30 am	Conference Room open for Members, Attendees and Presenters		Laura Ritenour, Arizona AOC
11:45 am	Zoom Webinar open for Members, Attendees and Presenters		Laura Ritenour, Arizona AOC
12 noon	Call to Order - Welcome, Roll Call, Opening Remarks		Hon. James Beene, Chair, Arizona Supreme Court
12:05 pm	Approval	Draft Minutes from June 2024 Meeting	Hon. James Beene
12:08 pm		Call to the Public	Hon. James Beene
12:10 pm	Update/Discuss	NCSC Technical Assistance Project - Report-out from Coconino County - Documents from Mohave and Pinal counties	Sharon Yates, Coconino County Superior Court, and Laura Ritenour
12:30 pm	Review/Discuss	FY24 Statewide Case Processing Time Standards Report Trends	Laura Ritenour
12:45 pm	Update/Discuss	DUI Case Processing Training for Judicial Officers and Draft Caseflow Management Strategies	Cathy Clarich, Arizona AOC
1:15 pm	Update	Post-Conviction Relief Notice and Petition Filings Instructions	Laura Ritenour
1:20 pm	Review/Discuss	2024-2029 Strategic Agenda – Goal 4.1 Proposals	Laura Ritenour
2:00 pm	Review/Discuss	Proposal re: Local Presiding Judges Notification of Time Standards Reports Submitted to AOC for FY25 and beyond	Laura Ritenour

2:15 pm	Update	Data Standardization Advisory Committee	Michael Malone, Arizona AOC
2:20 pm	Update	Administrative Order regarding Submission of Standardized Case-Related Data to Central Case Repository	Laura Ritenour
2:30 pm*	Update/Discuss	Juvenile Time Standards Workgroup *Can join after 2 p.m.	Hon. Lori Bustamante, Maricopa County Superior Court
2:45 pm		Upcoming Conferences/Meetings with Time Standards and Required Data Elements on the Agenda	Laura Ritenour
	Next Meeting: Annual Meeting - Wednesday, December 11, 2024, 1:30 p.m. – 3:30 p.m., Hybrid Meeting, Zoom Webinar and Conference Room 331 in State Courts Building, 1501 W. Washington Street, Phoenix AZ 85007		Hon. James Beene
3:00 pm	Adjournment		Hon. James Beene

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.

STEERING COMMITTEE ON DATA-BASED COURT PERFORMANCE AND DATA STANDARDS

June 5, 2024

1:30 p.m. – 3:30 p.m., Hybrid Meeting

DRAFT MINUTES

Members Present: Hon. James Beene, Ms. Shelly Bacon, Hon. Thomas L. Chotena, Ms. Jennifer Curtiss, Hon. Pamela Frasher-Gates, Ms. Shawn Friend, Hon. Ken Lee, Ms. Tina Mattison, Ms. Donna McQuality, Hon. Heidi Owens, Hon. Michael Peterson, Mr. Marcus Reinkensmeyer, Ms. Nancy Rodriguez, and Hon. Don Taylor

Members Absent: Hon. Trevor Ward

Presenters and Guests: Hon. Vice Chief Justice Ann A. Scott Timmer (Arizona Supreme Court); Hon. Anna Young (Yavapai County), and Hon. Kellie Johnson (Pima County), Mr. Gil Bensinger (Pima County); Hon. Lori Bustamante (Maricopa County); Ms. Jennifer Ferguson (Maricopa County),

Administrative Office of the Courts (AOC) Staff: Ms. Mary Bellefeuille (AOC), Mr. Stewart Bruner (AOC), Mr. James Cerasia (AOC), Ms. Cathy Clarich (AOC), Ms. Mira Eissa (AOC); Ms. Caroline Lutt-Owens (AOC), Mr. Michael Malone (AOC), Ms. Shelby Respicio (AOC), Ms. Laura Ritenour (AOC), Robert Shelley (AOC)

I. CALL TO ORDER

A. Welcome and Opening Remarks

The June 5, 2024, meeting of the Steering Committee on Data-Based Court Performance and Data Standards was called to order by the Chair, Justice James Beene, at 1:30 p.m. The Chair conducted member roll call and members were thanked for their attendance and service.

B. Approval of the March 6, 2024, Minutes

The draft minutes from the March 6, 2024, meeting of the Steering Committee on Data-Based Court Performance and Data Standards were presented for approval. Justice Beene called for any omissions or corrections to the minutes, and none were made. A motion was made by Nancy Rodriguez and seconded by Marcus Reinkensmeyer to approve the minutes. The motion passed unanimously.

II. REGULAR BUSINESS

A. 2024 – 2029 Strategic Agenda

Justice Beene welcomed Vice Chief Justice Ann A. Scott Timmer to the meeting. As part of her Vice Chief role, she collaborated with numerous committees and workgroups on the creation of the draft 2024-2029 Strategic Agenda. Members of the Court elected Vice Chief Justice Ann A. Scott Timmer as incoming Chief Justice and her five-year term begins July 1, 2024. Her presentation focused on the draft Agenda's data and technology sections. Vice Chief Justice Timmer stressed the importance of data standards for statewide projects and the need for the judicial branch to be proactive when developing guidelines for the practice of law and artificial intelligence (AI). Marcus Reinkensmeyer added that 90% of the items in the current 2019-2024 Strategic Agenda have been completed. Judge Michael Peterson added some background information on a current initiative being discussed for the triage of family court cases and highlighted the increased need for regional coordination for family court case mediation.

B. Request for Collaborative Workgroup with Committee on Juvenile Courts

Justice Beene welcomed Judge Anna Young, chair of the Committee on Juvenile Courts. Judge Young reported that at its April meeting, the Committee on Juvenile Courts reviewed a memorandum regarding Juvenile Time Standards authored by the Mohave County Superior Court Juvenile Bench. The memorandum outlined issues the Bench was facing in meeting the time standards and recommendations for modifications to the time standards. Judge Anna Young presented recommendations for modifications and requested the creation of a collaborative workgroup. The workgroup would consider statutory requirements, court rules, court data, and any other relevant factors in developing their recommendations. The members discussed the topic. Shelly Bacon mentioned the need to consider the current programming available in the various case management systems. Cathy Clarich mentioned that if the workgroup discovers there are needs for more data elements to support the recommended changes, the workgroup can recommend them. Justice Beene asked for a motion to support the creation of a collaborative workgroup, comprising of Committee on Juvenile Court and Steering Committee on Data-Based Court Performance and Data Standards members, or their designees, to develop recommendations for juvenile time standards modifications. A motion was made by Judge Pamela Gates and seconded by Shelly Bacon. The motion passed unanimously. After the vote, Judge Gates mentioned that recommendations from this workgroup for the delinquency time standards might be helpful to be reviewed for other criminal case types.

C. Criminal Case Time Standards - Request to add “Remand to Grand Jury (Rule 12.9)” as an Excluded Time Reason for Felony Case Time Standards

Justice Beene welcomed Judge Kellie Johnson and invited her to present on this request. For the felony time standards, there are currently five reasons in which

time is excluded, or subtracted, from the total case age. Judge Kellie Johnson presented a proposal to add a new reason for excluded time for the felony time standards reports. Laura Ritenour mentioned that the AJACS court case management systems already subtracts days from the case after the Order to Remand to Grand Jury is entered based on automaton developed that pre-dates the time standards. The members discussed this request and Justice Beene asked courts if the changes could be made prior to January 2025. Judge Johnson said that the Pima County staff told her the change was possible by then. Jennifer Ferguson, an attendee from Maricopa County, believed it would be possible for them as well. After discussion, Justice Beene asked for a motion to support the recommendation to add Rule 12.9 Remand to Grand Jury as an excluded time reason for the felony case processing time standard reports statewide and to require all superior court case management systems to add start and stop codes for this excluded time reason before January 1, 2025, to their felony time standards queries. A motion was made by Marcus Reinkensmeyer and seconded by Judge Pamela Gates. The motion passed unanimously.

D. Juror Availability and Time Standards

Judge Trevor Ward was not present and therefore this agenda item will be postponed to a future date.

E. Proposal re: Local Presiding Judges Notification of Time Standards Reports Submitted to AOC for FY24 and Ideas for Future Reports

Justice Beene called on Laura Ritenour to present on this agenda item. She recounted that every July, courts submit their time to disposition reports for the previous fiscal year. On the Time Standards Resources webpage are the report submission instructions. At the May Coconino County Limited Jurisdiction Judge and Administrators Workshop, attendees suggested to Laura Ritenour that local presiding judges are copied when courts submit their yearly time standards reports to the AOC. When the courts submit their reports, some copy the local presiding judge, and some don't. After working on this project for 2 1/12 years it appears that some local presiding judges are surprised by the data that is being sent. Laura Ritenour suggested that if this data is going to eventually be publicly published, having local presiding judges sign off might also bring more interest and possibly accountability for the time standards. Shelly Bacon mentioned that judges have been blindsided by the results and sending them copies during this process would reduce this. Shawn Friend mentioned that at Maricopa County the reports are already shared with judges. After discussion, Justice Beene asked for a motion that language be added to the current submission instructions that the committee recommends local presiding judges be sent copies of the court's time standards reports. A motion was made by Shelly Bacon and seconded by Jennifer Curtiss. The motion passed unanimously. Also, it was recommended (but not voted on) that AOC staff talk with the county superior court presiding judges about the possible need for an administrative order requiring signatures in future years.

F. Draft Administrative Order regarding Submission of Standardized Case-Related Data to the Central Case Repository

Justice Beene had Laura Ritenour present an overview of the updated Required Data Elements (RDE) implementation plan and a draft administrative order regarding data submission. Laura Ritenour reported that the same plan was presented last week to the Data Standardization Advisory Committee and their input is included in the draft administrative order. This draft administrative order will also be discussed at tomorrow's Commission on Technology meeting. When the RDE program was first designed, the AOC thought that courts would keep sending some data to the Central Case Repository (CCR), and that for other RDEs, the AOC would tell courts when they needed the court's data, and the courts would send it to the AOC on an ad hoc basis. But the decision was made a couple of months ago to request that all courts send to the CCR both the data that is needed for integration and the RDE data as well. The updated implementation plan outlines the new process for approving and implementing data transmissions. The members reviewed the draft administrative order. Jennifer Curtiss asked if under this new direction courts would have to submit transactions "real-time" and Laura Ritenour responded that transactions and their timelines would be created based on business need and the advice of the Data Standardization Advisory Committee. The members had no further questions.

G. Update on Felony Case Processing Time Standards Research Concept

Justice Beene provided some background on the past presentations given and research done regarding criminal case processing standards. At the March 2024 committee meeting, Judge Gates and Laura Ritenour presented on a new idea for felony case data collection that would focus on what cases are meeting the 90 and 180 day time standards for felonies. All three superior court case management systems have shared their initial data. In May, AOC staff met with the county caseflow managers and other data points were added including charges, dispositions, priors listed on plea agreements, victims, attorney type, number of continuances, custody status at time of plea, attorney changes, trial settings, and in county/state defendant. Another update will be presented at the September meeting. The members had no questions.

H. Update on Committee on Family Court and Data Standards Steering Committee Workgroup

Justice Beene reminded members that at its December meeting, the Steering Committee voted unanimously for the creation of a collaborative FCIC-DSSC workgroup to develop recommendations for process improvements and potential Family Law time standard changes. The workgroup would consider statutory requirements, court rules, court data, and any other relevant factors in developing their recommendations. Judge Peterson is the chair of this workgroup and provided a brief update. Judge Peterson remarked on the work of a similar workgroup (the Committee on Family Court Research and Innovation Workgroup) and a meeting he had with that workgroup's chair, Judge Sklar, to

ensure there is no overlap between the two workgroups. Another update will be presented at the September meeting.

I. Data Standardization Advisory Committee

Justice Beene asked Michael Malone, chair of the Data Standardization Advisory Committee, to report on the committee's progress. The Data Standardization Advisory Committee meets monthly to discuss and recommend standardized docket codes and data element definitions. The goal of their work is to improve court data, by making data more consistent and accurate, for court leadership decision-making and for sharing with our justice system partners. Since the March 6, 2024, Steering Committee meeting, the Data Standardization Advisory Committee has been reviewing and approving standardized tables and new code requests and providing feedback on the implementation of the Required Data Elements Initiative. The following tasks have been completed:

- a) Reviewed and approved standardized codes for Protective Order Conditions, Protective Order Reinstated on Dismissal Error, and Court Jurisdiction to assist with Integration and Required Data Elements projects.
- b) Began discussing warrant and bond codes needed for new Public Safety Assessment project for limited jurisdiction courts.
- c) Provided feedback to AOC staff on the implementation of required data elements project and a draft administrative order for court case data submission to the AOC Central Case Repository. The Advisory Committee's ongoing support of the Required Data Elements Initiative is essential, and staff will continue to use their expertise to gain feedback while designing and implementing various aspects of the initiative.

J. DUI Case Processing Training for Judicial Officers Workgroup

Justice Beene asked Cathy Clarich to provide an update on this workgroup. Cathy reported that the workgroup has met several times and Jerry Landau was going to attend an upcoming meeting the Arizona Law Enforcement Legal Advisory Group to learn more about redaction of body camera footage and updates on timeliness of lab results. The workgroup is also reviewing the National Center for State Court's guidance on caseflow management plans to decide which concepts would work best for documentation for Arizona judges. The workgroup hopes to finish their work this fall for presentations at the December Governor's Office of Highway Safety conference and other events. The members had no questions.

K. Draft Post-Conviction Relief Notice and Petition Filings Instructions Update

Justice Beene asked Laura Ritenour to provide an update on this project. Laura Ritenour reported that the draft instructions are in their final phase of review before being translated into Spanish, and the English and Spanish versions being published on the AOC Self Service Center. She has received input from a variety of committee members, public defense attorneys, formerly incarcerated

individuals, staff from Maricopa County's PCR unit, and AOC staff. The members had no questions.

L. Call to the Public

Justice Beene made a call to the public for comments. There was no answer.

M. Adjournment

The meeting was adjourned at 3:11 p.m. with a motion by Marcus Reinkensmeyer.

E. NEXT COMMITTEE MEETING DATE

Justice Beene stated that the next meeting will be the committee's annual meeting and he hopes as many members can make this meeting in person as possible. If not, there will be a Zoom webinar link for those who must attend remotely. The meeting will be Wednesday, September 4th, 2024 from noon – 3:30 p.m. at the Arizona Connected Workspaces building, 1400 W Washington Street, Phoenix. It's diagonal from the State Court Building and has plenty of free parking. Lunch will be provided for \$5 for members and start at 11:30 a.m. in the same building.

DRAFT

**STEERING COMMITTEE ON DATA-BASED COURT PERFORMANCE
AND DATA STANDARDS**

Date of Meeting:	Type of Action Required:	Subject:
September 4, 2024	<input type="checkbox"/> Formal Action/Request <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	NCSC Technical Assistance Project - Report-out from Coconino County Superior Court and Documents from Mohave and Pinal Counties

PRESENTER(S):

Sharon Yates, Court Administrator, Superior Court of Coconino County

DISCUSSION:

At the March meeting, members heard from two county court administrators about the NCSC technical assistance project and the outcomes they are working towards. Today, Sharon Yates will give a report-out on about the technical assistance Coconino County Superior Court received from NCSC and next steps completed and planned for the future.

Also in the packet are the documents from Mohave and Pinal counties mentioned at the March meeting.

RECOMMENDED ACTION OR REQUEST (IF ANY):

For information only.

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF COCONINO

In the Matter of:)
)
) ADMINISTRATIVE ORDER
) No. 2024- 13
)
)
)
)
)
)

WHEREAS, the Presiding Judge of the Superior Court of Arizona in and for Coconino County is the chief judicial officer of the county and has administrative authority over all courts in Coconino County, pursuant to Article VI of the Arizona Constitution and Arizona Supreme Court Administrative Order No 2017-79; and

WHEREAS, the efficient and timely processing of criminal cases is essential to the administration of justice;

WHEREAS, the Superior Court in Coconino County and our justice partners are committed to reducing delays and ensuring a fair and effective criminal justice system;

WHEREAS, a tiered criminal caseflow process can enhance the management and resolution of criminal cases by addressing cases according to offense type and targeted time for resolution;

THEREFORE, IT IS HEREBY ORDERED, adopting the tiered criminal caseflow process attached to this order for the Superior Court in Coconino County, establishing standardized procedures for the management and resolution of criminal cases, effective immediately.

1. Purpose and Scope

This administrative order adopts a tiered criminal caseflow process for the Superior Court in Coconino County, establishing standardized procedures for the management and resolution of criminal cases based on their complexity and severity. This order applies to all criminal cases filed in the Superior Court.

2. Tier Classification

a. Tier 1: Targeted for resolution in less than 90 days after arraignment.

Cases involving minor offenses. Refer to Attachment A for the Tier 1 Caseflow Chart.

b. Tier 2: Targeted for resolution in less than 180 days after arraignment.

Cases involving moderate offenses. Refer to Attachment B for the Tier 2 Caseflow Chart.

- c. Tier 3: Targeted for resolution in less than 365 days after arraignment.

Cases involving serious offenses. Refer to Attachment C for the Tier 3 Caseflow Chart.

DATED this 27TH day of June, 2024.



HON. TED S. REED
Presiding Judge

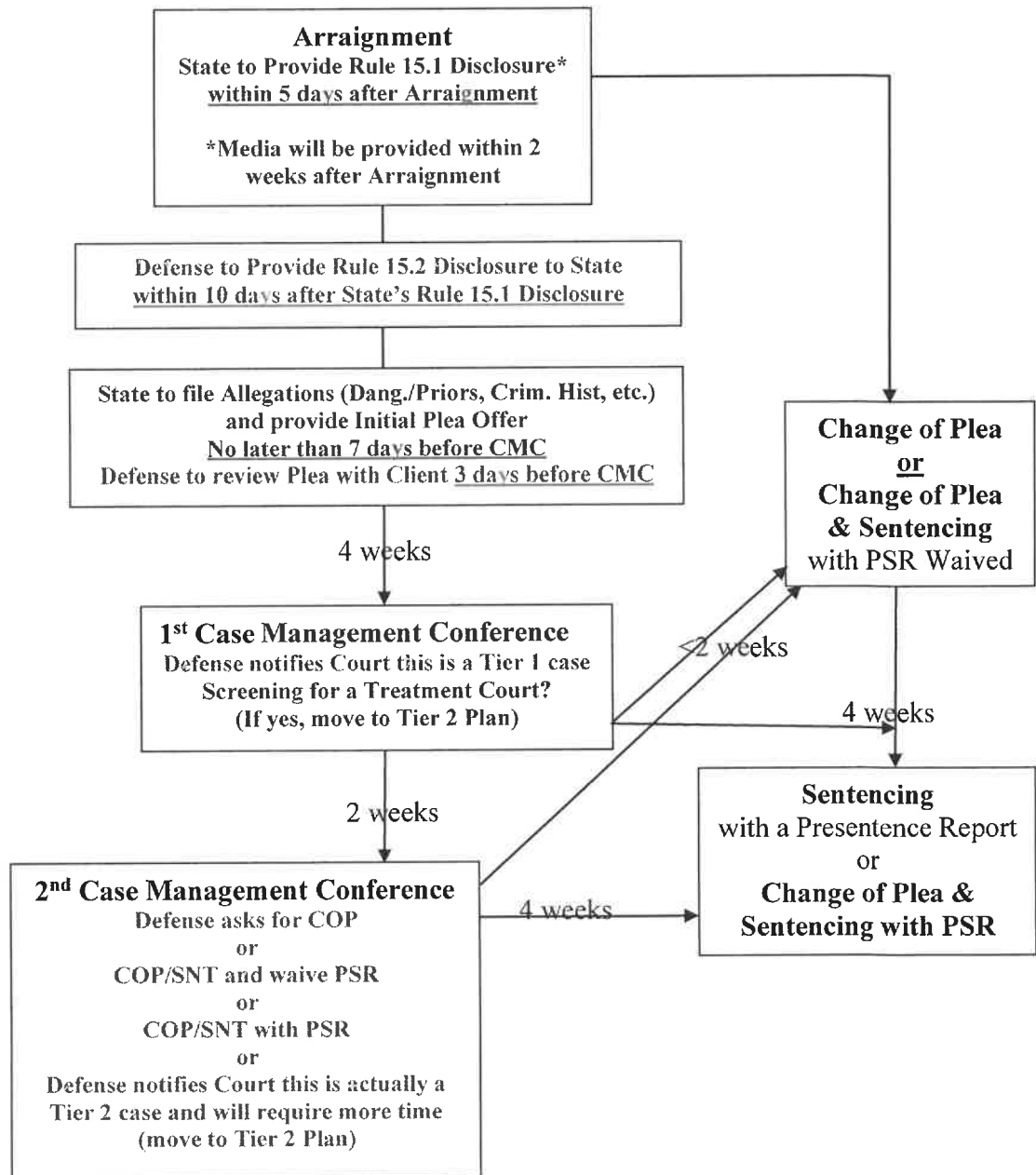
ATTACHMENT A

Coconino County Felony Criminal Caseflow Plan

Tier 1 Cases*

***Tier 1 cases are targeted for resolution in less than 90 days after Arraignment.**

Presumptive Tier 1 cases include: Aggravated DUI, Personal-use Possession of Drugs, Possession of Drug Paraphernalia, Felony Shoplifting, Criminal Trespassing, Theft (C6F), Resisting Arrest (Passive), Criminal Damage (C6F), Failure to Register as a Sex Offender.

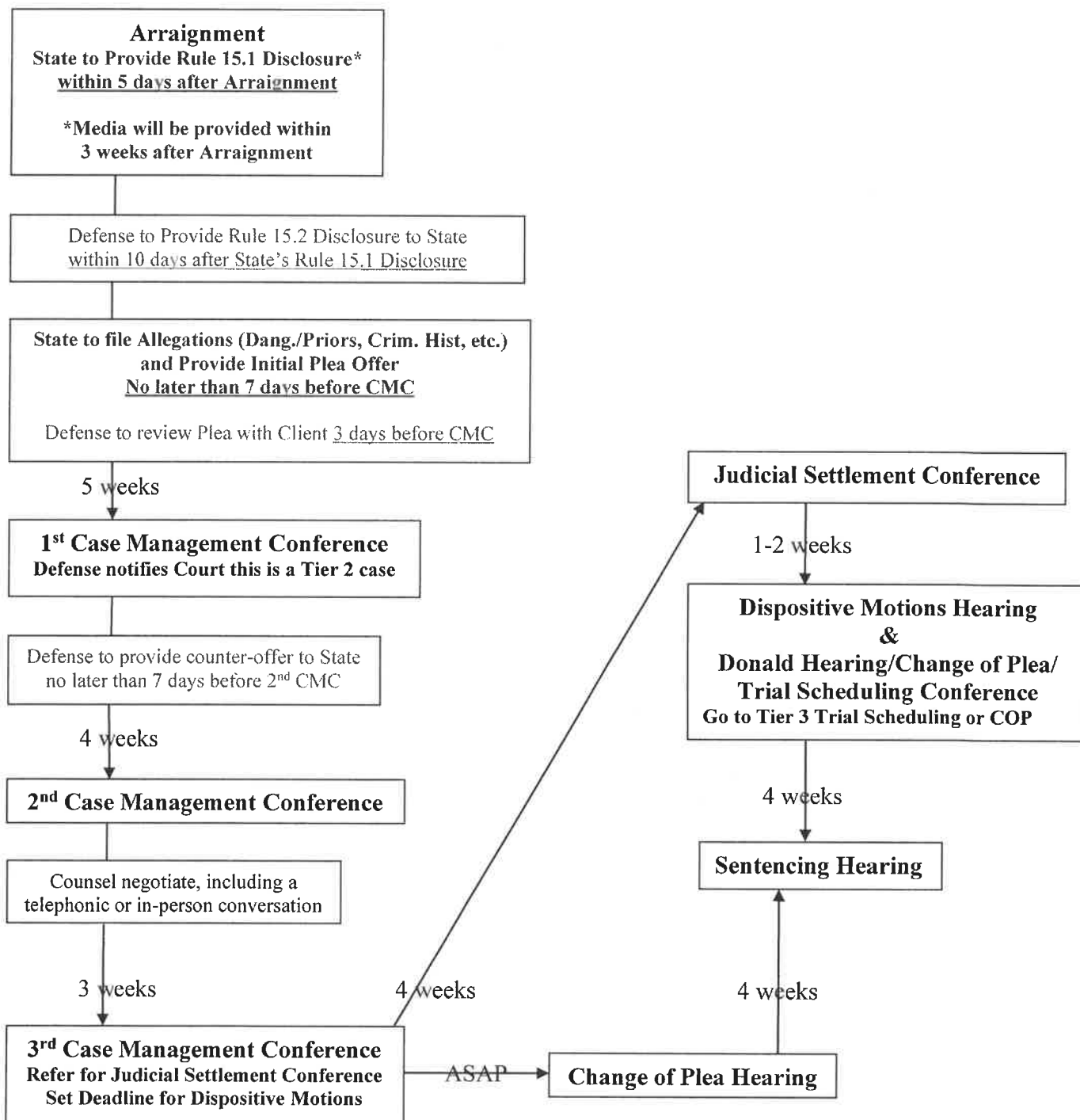


ATTACHMENT B

Coconino County Felony Criminal Caseflow Plan

Tier 2 Cases*

*Tier 2 cases are targeted for resolution in less than 180 days after Arraignment. Tier 2 cases are likely to resolve with a non-trial resolution, yet require more time for disclosure, mitigation, and negotiation than Tier 1 cases. If a Tier 2 case requires a trial, then it becomes a Tier 3 case and should be set for trial to occur within 10-11 months after Arraignment.

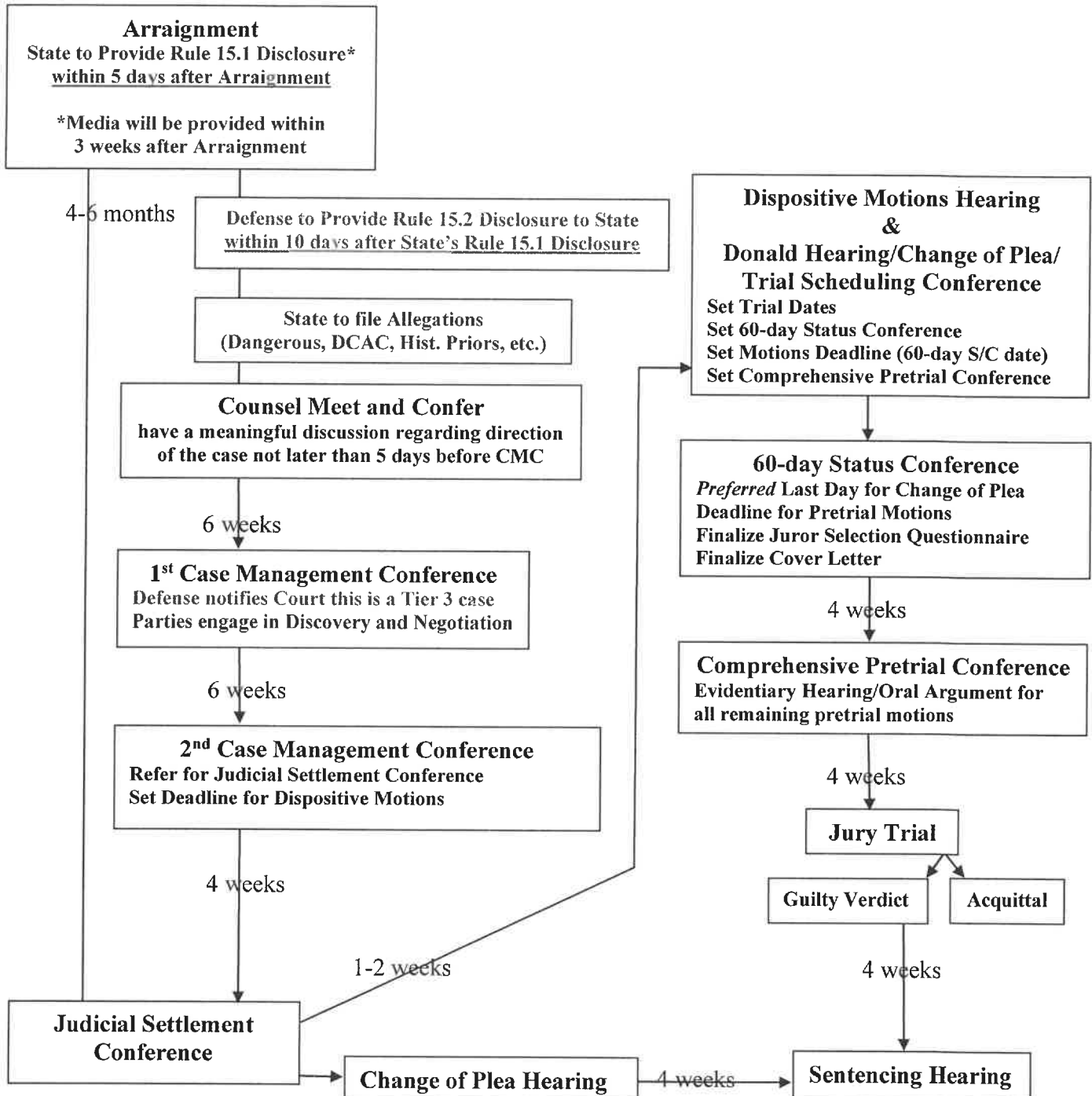


ATTACHMENT C

Coconino County Felony Criminal Caseflow Plan

Tier 3 Cases*

*Tier 3 cases are targeted for resolution in less than 365 days after Arraignment, including trial cases. Presumptive Tier 1 cases include: Homicide, Sexual Assault, DCAC, Serious Injury, Other Complex Cases.



MOHAVE COUNTY FELONY CASE MANAGEMENT PLAN – 2023

In a continued effort to improve the efficiency and timely disposition of felony cases pending in the Mohave County Superior Court, and to support the case participants' rights to a speedy and final resolution of their criminal cases, the Criminal Case Management Committee has developed the following recommended Felony Case Management Plan as recommended by the National Center for State Courts.

Honorable Derek Carlisle, Presiding Criminal Judge
Honorable Lee F. Jantzen, Division IV
James Schoppmann, Chief Deputy County Attorney
Ron Gilleo, Mohave County Legal Defender
Christopher Margolis, Rideout Law
Robert Vollbracht, Mohave County Jail
Ashlee Lutgen, Judicial Assistant
Della Hiser, Deputy Director Clerk's Office

23 JUN 23 AM 9:05

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA ^{BY} AC
DEPUTY

IN AND FOR THE COUNTY OF PINAL

IN THE MATTER OF ESTABLISHING)
A CONTINUANCE POLICY FOR)
CRIMINAL CASES)
_____)

ADMINISTRATIVE ORDER

2023-66038

WHEREAS the Presiding Judge of the Superior Court of Arizona in and for Pinal County is the Chief Judicial Executive Officer of the County and has administrative supervision over all courts in Pinal County pursuant to Article VI of the Arizona Constitution and Arizona Supreme Court Administrative Order No. 2017-79, and;

WHEREAS it is the policy of this Court to provide justice for citizens without unnecessary delay and without the undue waste of time and resources of the Court, the litigants, and other case participants. The Court looks with disfavor on motions or requests to continue court events. To protect the credibility of scheduled trial dates, trial-date continuances are especially disfavored.

THEREFORE, IT IS HEREBY ORDERED that the Court will grant a continuance only for good cause shown and that continuances will only be considered under the following conditions:

1. Except in unusual circumstances, any motion to continue a trial must be in writing, state the reasons and be filed not later than two business days before the court event for which rescheduling is requested.
2. Any attorney or party requesting a continuance shall state the reasons for the request.
3. Continuances on agreement of counsel or the parties shall not be automatically granted.
4. The Court shall grant a continuance only for good cause shown unless otherwise provided by law.

IT IS HEREBY ORDERED that any grant of a continuance motion or request motion shall be made on the record, with an indication of who requested it and the reasons for granting it. Whenever possible, the Court shall hold the rescheduled Court event not later than thirty (30) days after the date from which it was continued.

UNCONFORMED COPY FURNISHED

Administrative Order
Continuance Policy of the Court

IT IS ALSO ORDERED that at least once each quarter, the presiding criminal judge shall meet with other judges in the criminal division to promote the consistent application of this continuance policy by reviewing cases outside of the case processing time standards (>365 days) and discussing the number of continuances requested and granted during the previous period, especially as they relate to the incidence and duration of trial-date continuances. As necessary, the Court shall work with court-related agencies to seek resolution of any organizational or systemic problems that cause cases to be rescheduled, but which go beyond the unique circumstances of individual cases.

IT IS FURTHER ORDERED that in all cases, trial dates will be set at the second pretrial conference. If a trial is continued for any reason, a new trial date will be set at that time.

IT IS FURTHER ORDERED that in each case, the Arraignment Court judge shall designate the last day pursuant to ARCP 8.2. At every subsequent hearing, each Divisional judge shall calculate and designate the “new” last day. These dates shall be noted in each minute entry.

This Administrative Order will take effect on July 1, 2023.

Dated this 23 day of June, 2023



Honorable Joseph R. Georgini
Presiding Superior Court Judge

Original: Filed with the Clerk

Copies To: Rebecca Padilla, Clerk of the Court
All Superior Court Judges
Cathryn Whalen, Director, Public Defense Services
Kate Milewski, Public Defender
Kent Volkmer, County Attorney
David Rodriguez, Chief Deputy County Attorney

**STEERING COMMITTEE ON DATA-BASED COURT PERFORMANCE
AND DATA STANDARDS**

Date of Meeting: September 4, 2024	Type of Action Required: <input type="checkbox"/> Formal Action/Request <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Subject: FY24 Statewide Case Processing Time Standards Draft Report Trends
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PRESENTER(S):

Laura Ritenour, Staff to Steering Committee on Data-Based Court Performance and Data Standards and Caseflow Management Specialist, AOC Court Services Division

DISCUSSION:

Laura Ritenour will provide an overview of the current draft data from the FY24 time standards time to disposition reports submitted by the courts. The data is still in draft status as several reports are not ready at this time. There will be subsequent report at the December meeting.

RECOMMENDED ACTION OR REQUEST (IF ANY):

For information only.



Arizona Case Processing Time Standards Trends

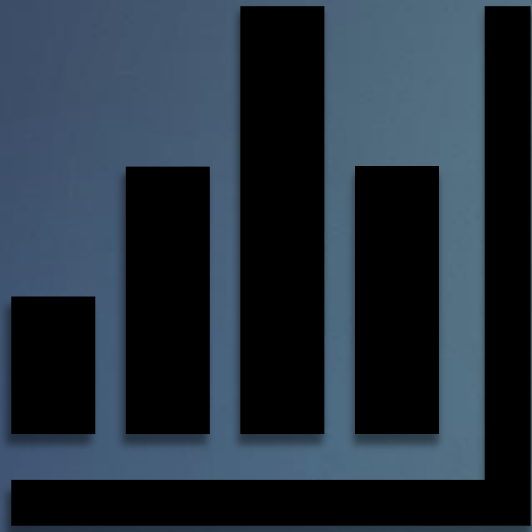
LAURA RITENOUR

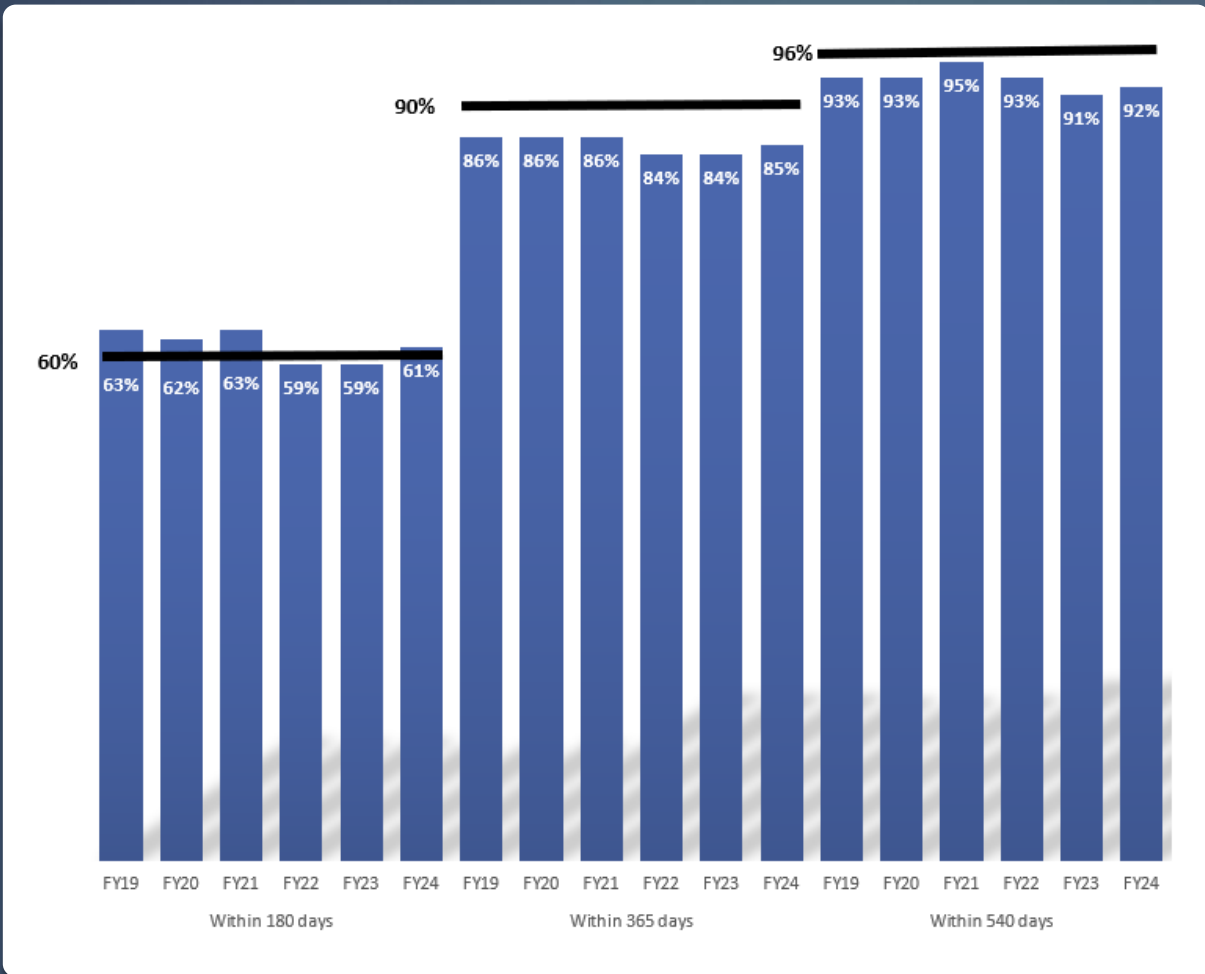
SEPTEMBER 2024

Overview

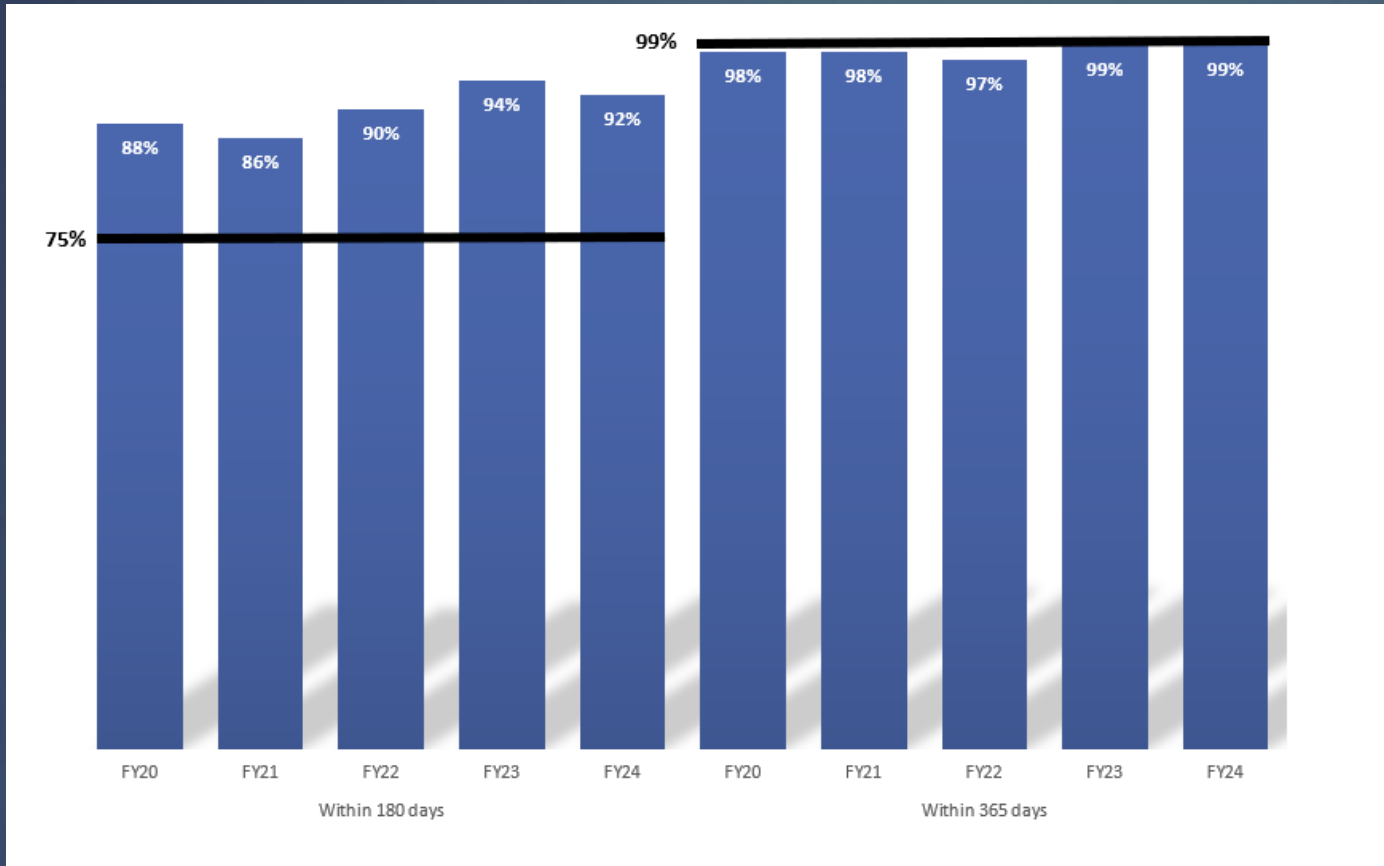
- ▶ This presentation displays statewide trends of Arizona Case Processing Time Standards data as of August 29, 2024
- ▶ Several reports are not included as the data is not ready due to case management system updates not be completed before August 29, 2024
 - ▶ Family Law Pre-Decree Motions for Temporary Orders, Superior Court Ex Parte Protection Orders, and Superior Court Contested Protective Order Hearings
- ▶ Data displayed is still in the process of being validated and workgroups are working on discussing issues and proposed solutions for several case types

Superior Court Data

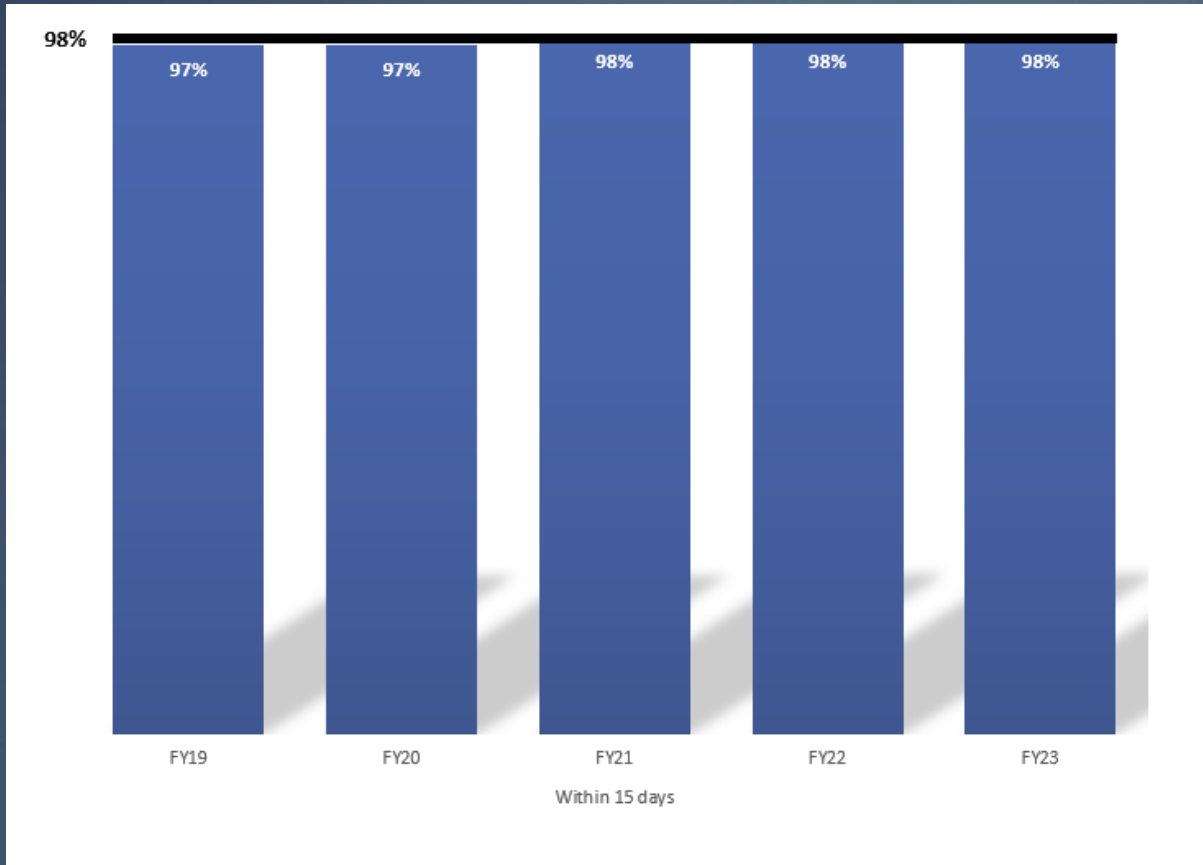




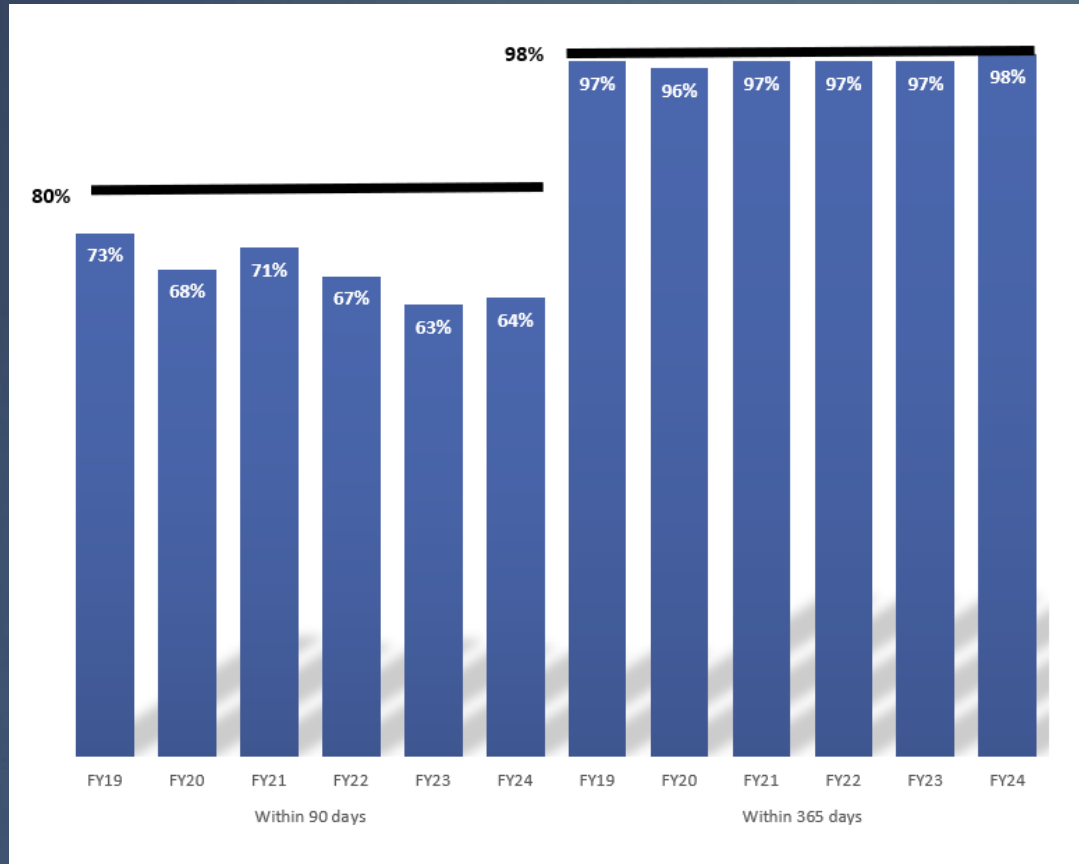
Superior Court Civil



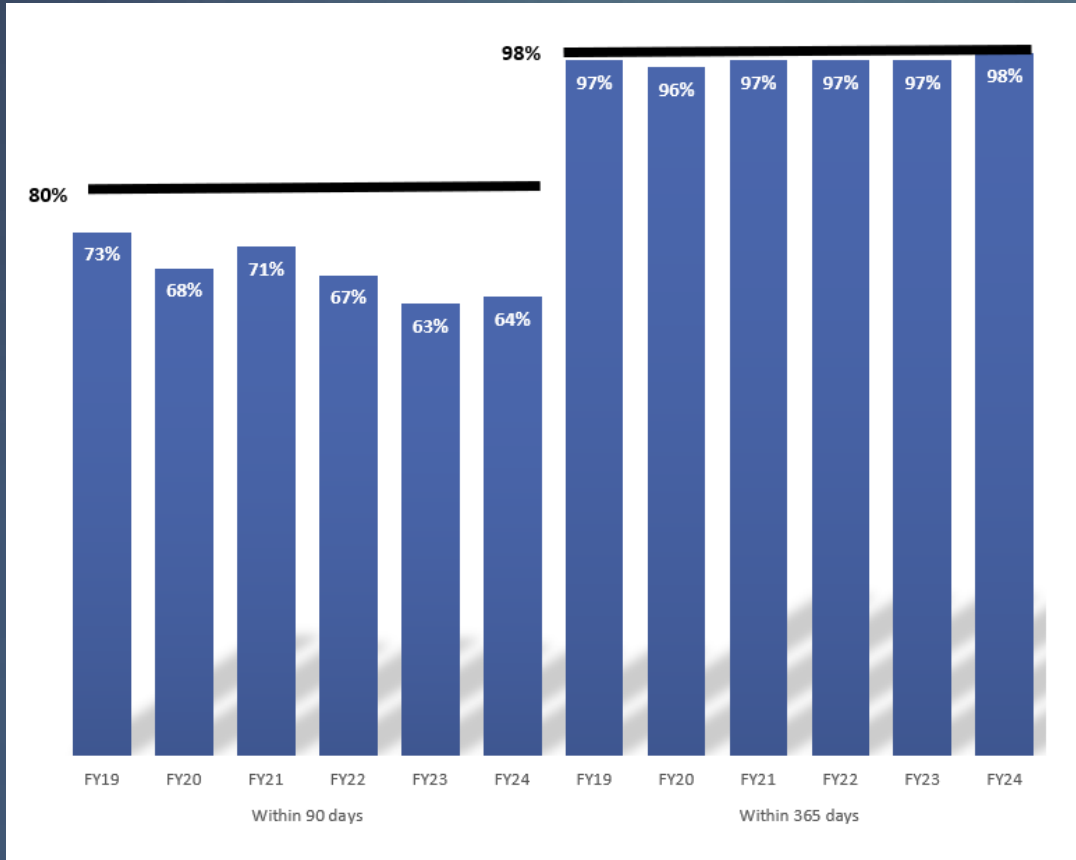
Limited Jurisdiction Appeals



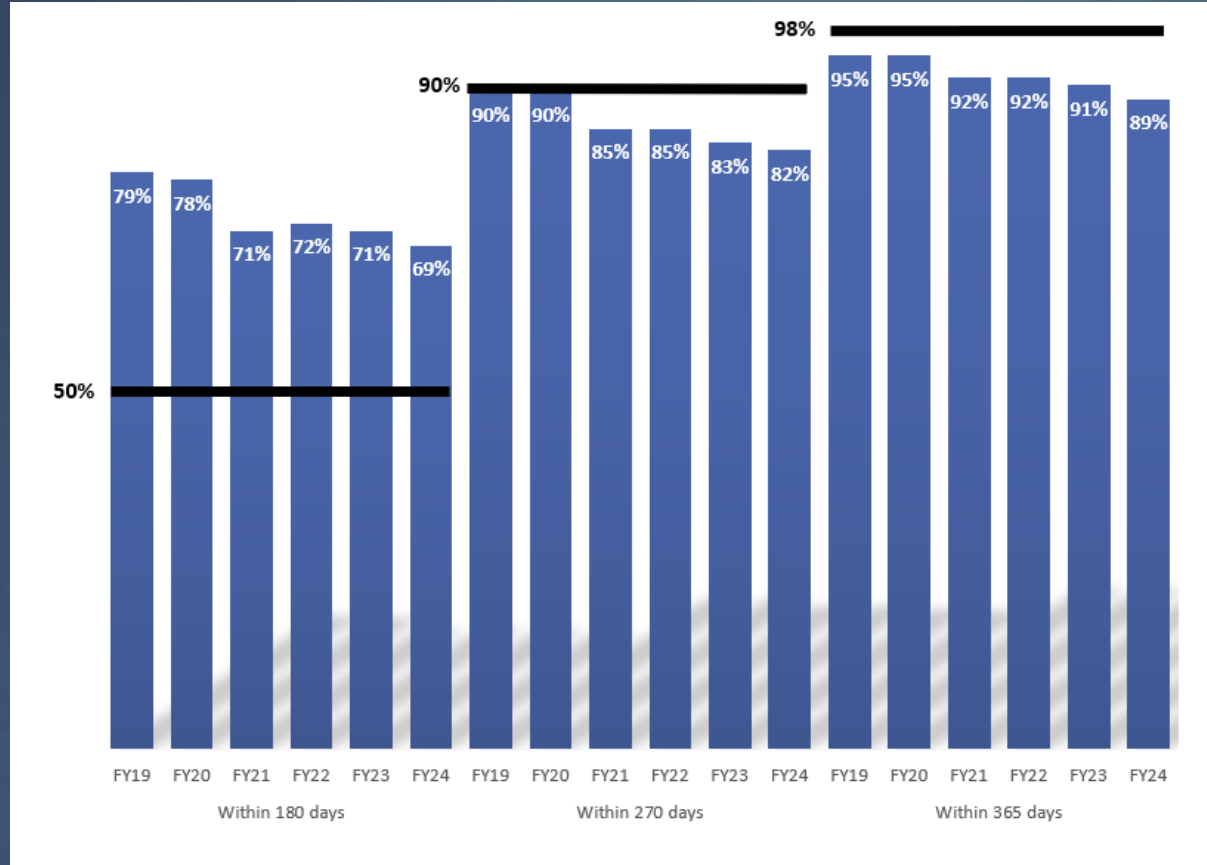
Mental Health



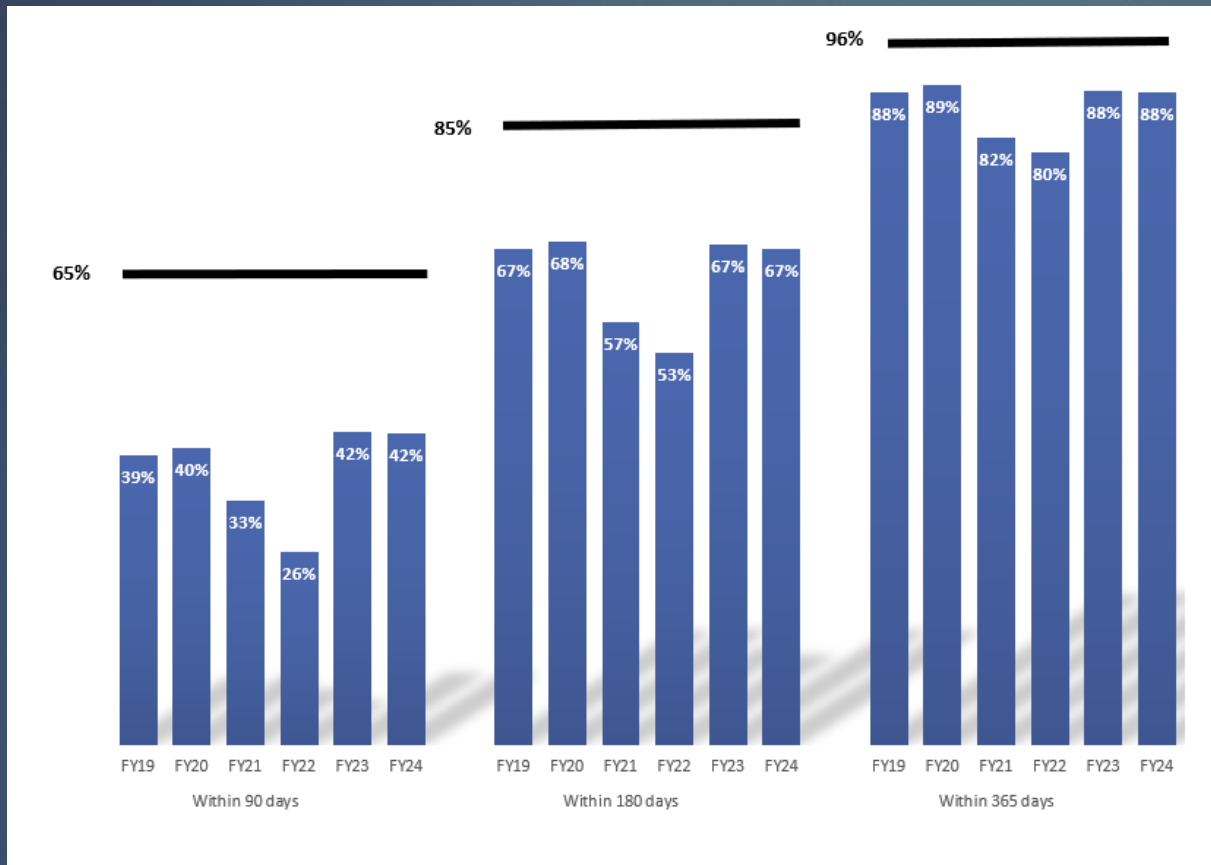
Guardianship/ Conservatorship



Dissolution and Allocation of Parental Responsibility



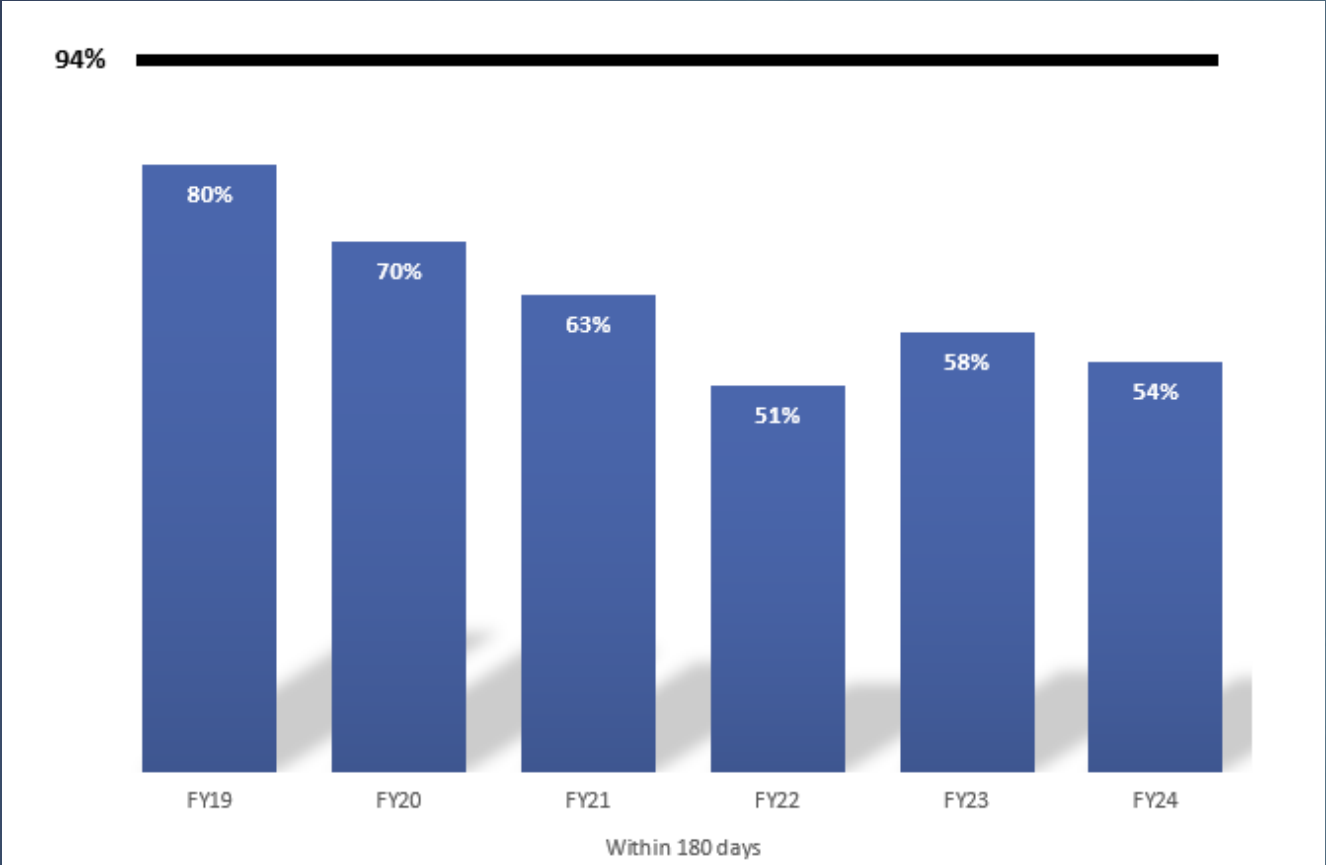
Family Law Post- Judgment Motions



Criminal Felony

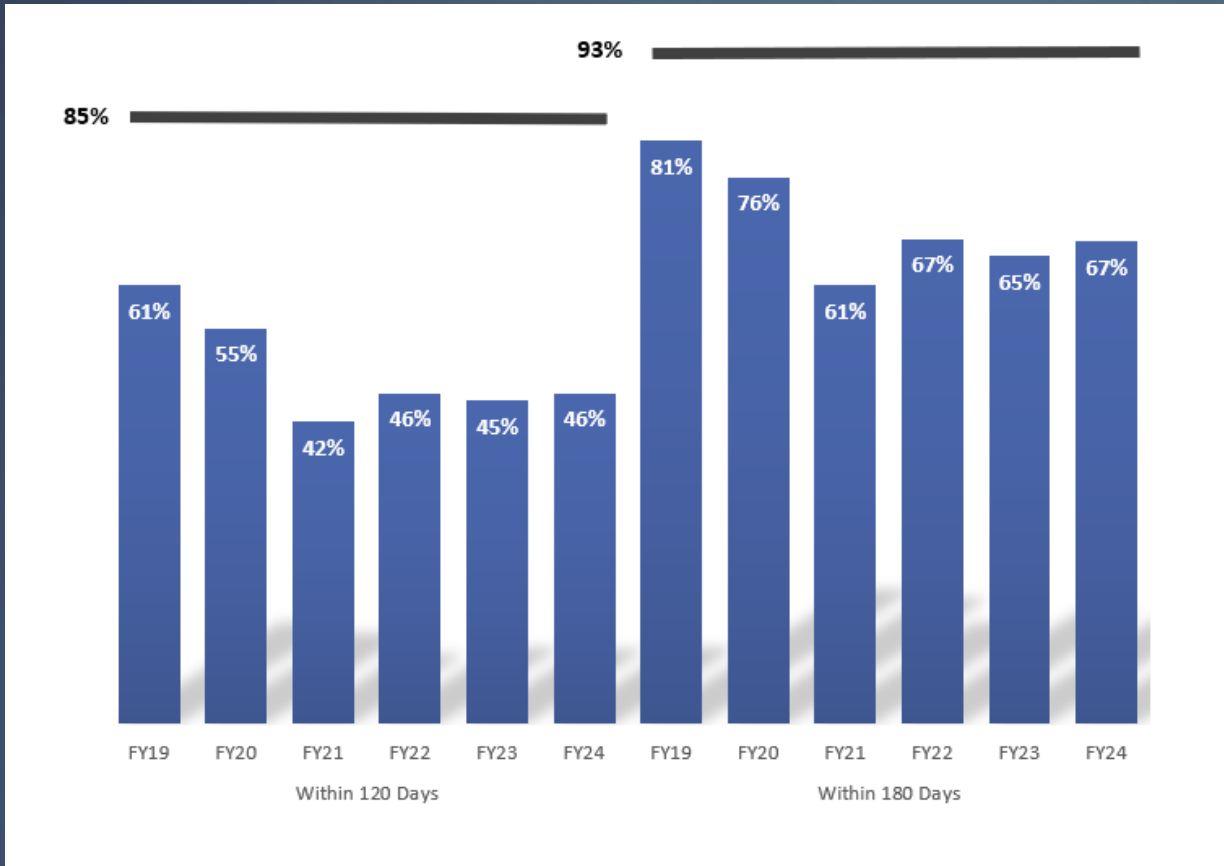


Post - Conviction Relief

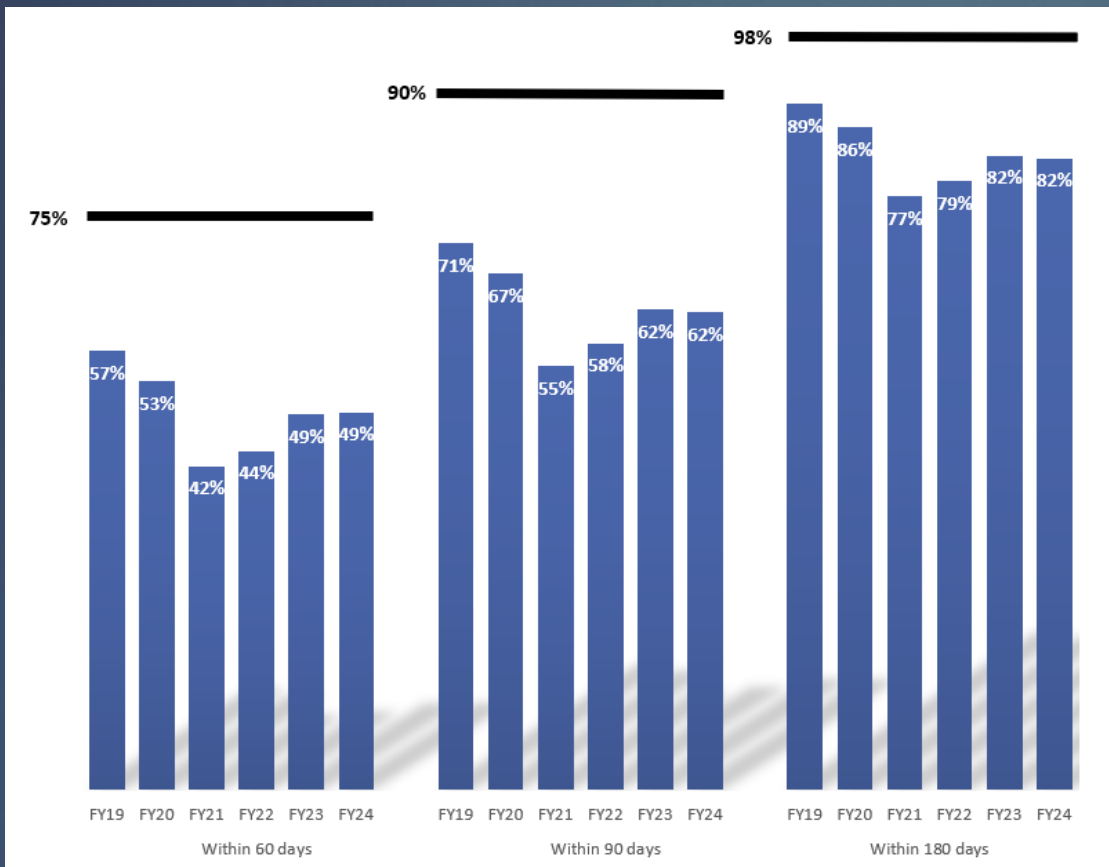


Justice and Municipal Court Data

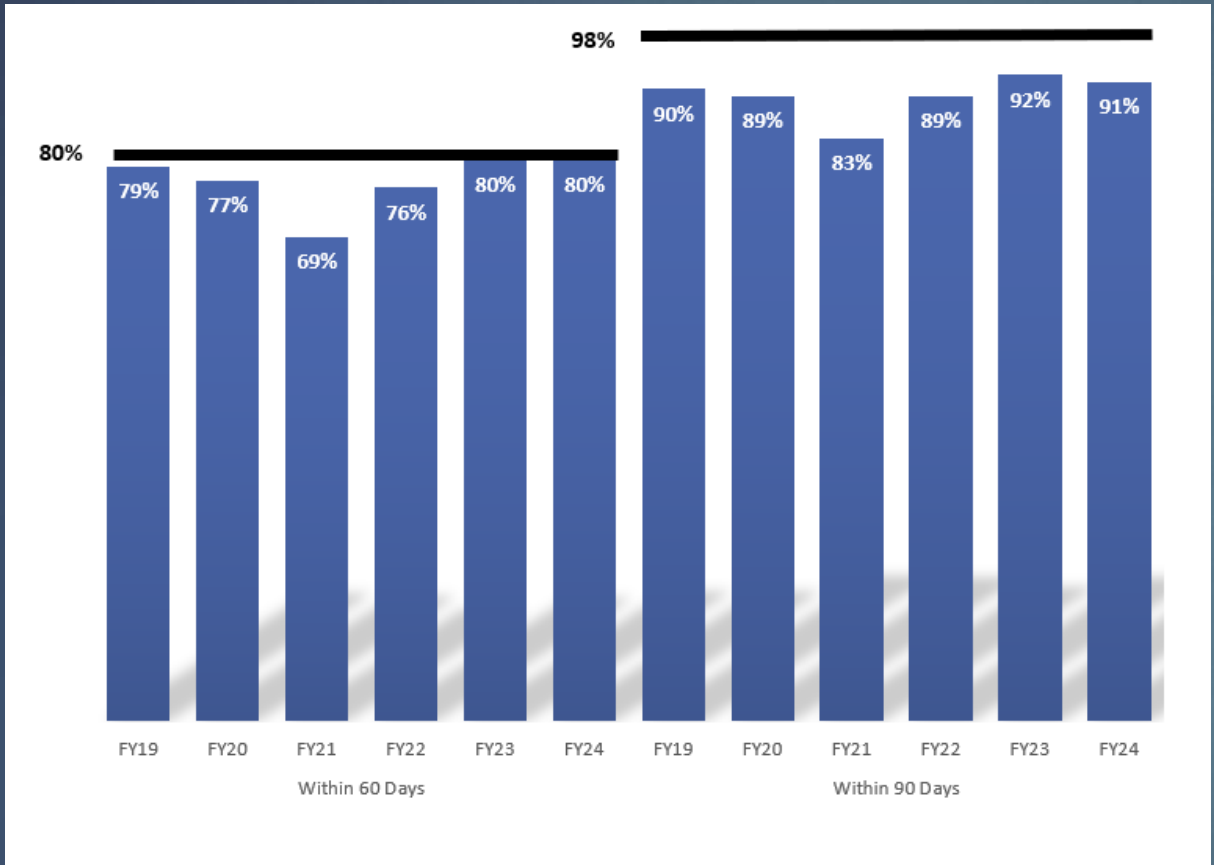




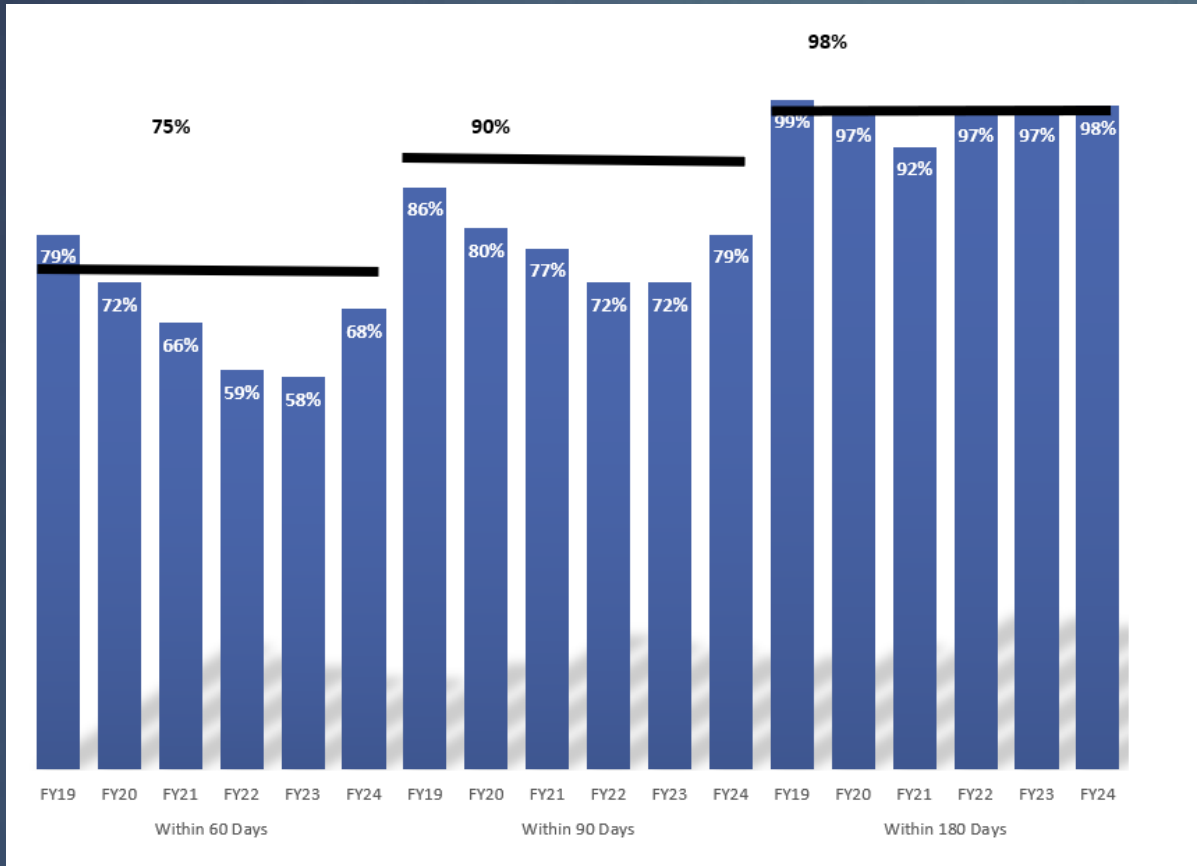
DUI



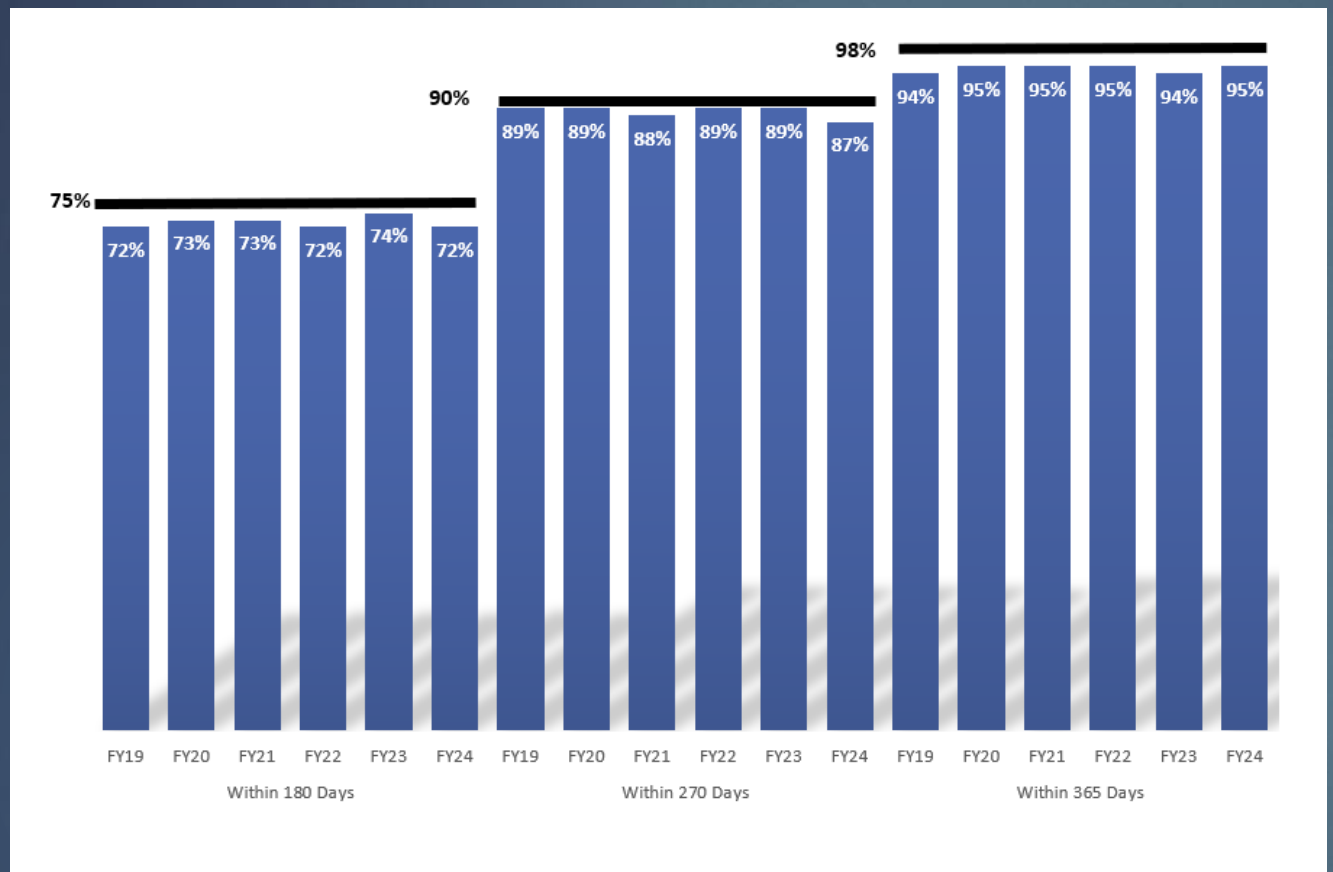
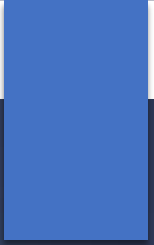
Misdemeanor



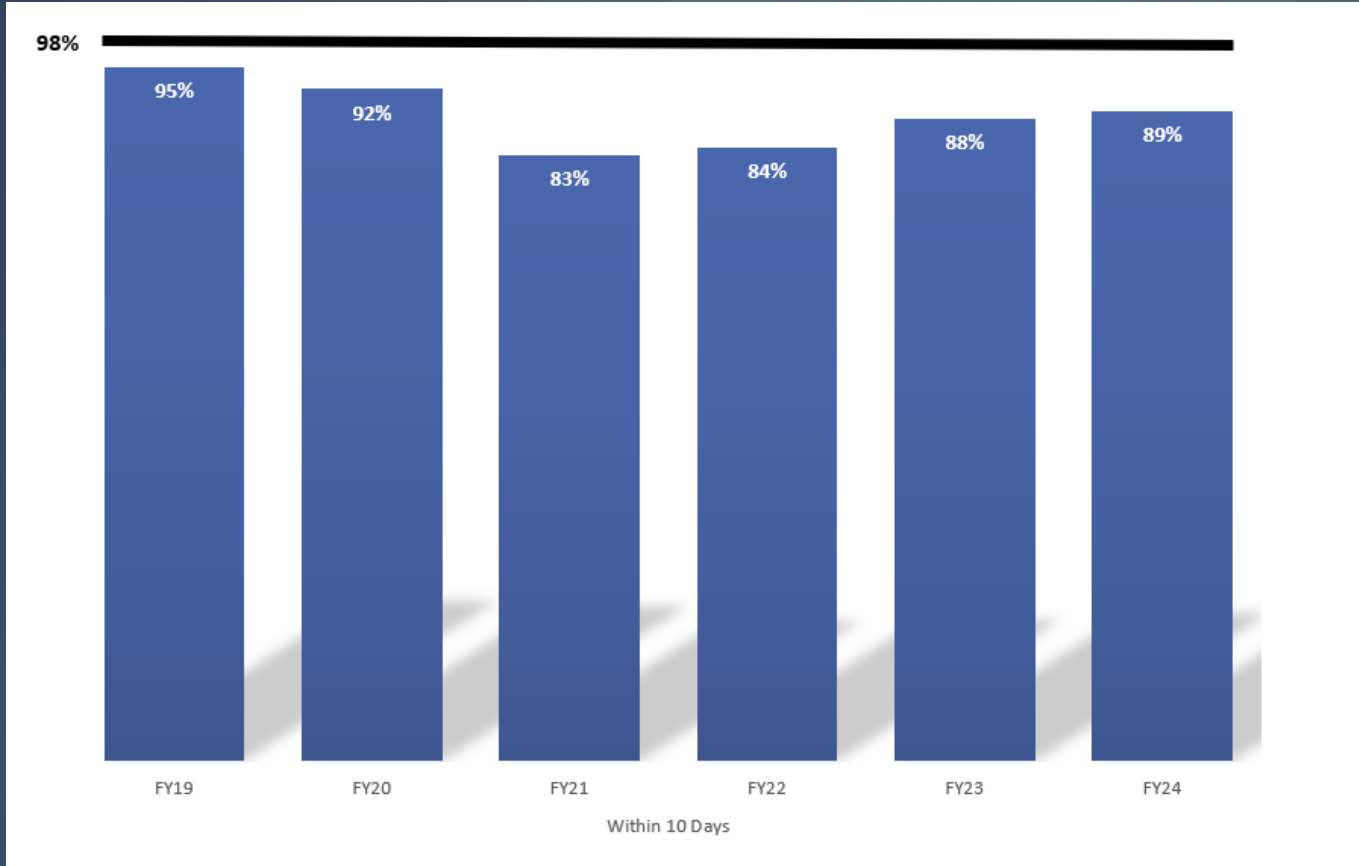
Civil Traffic



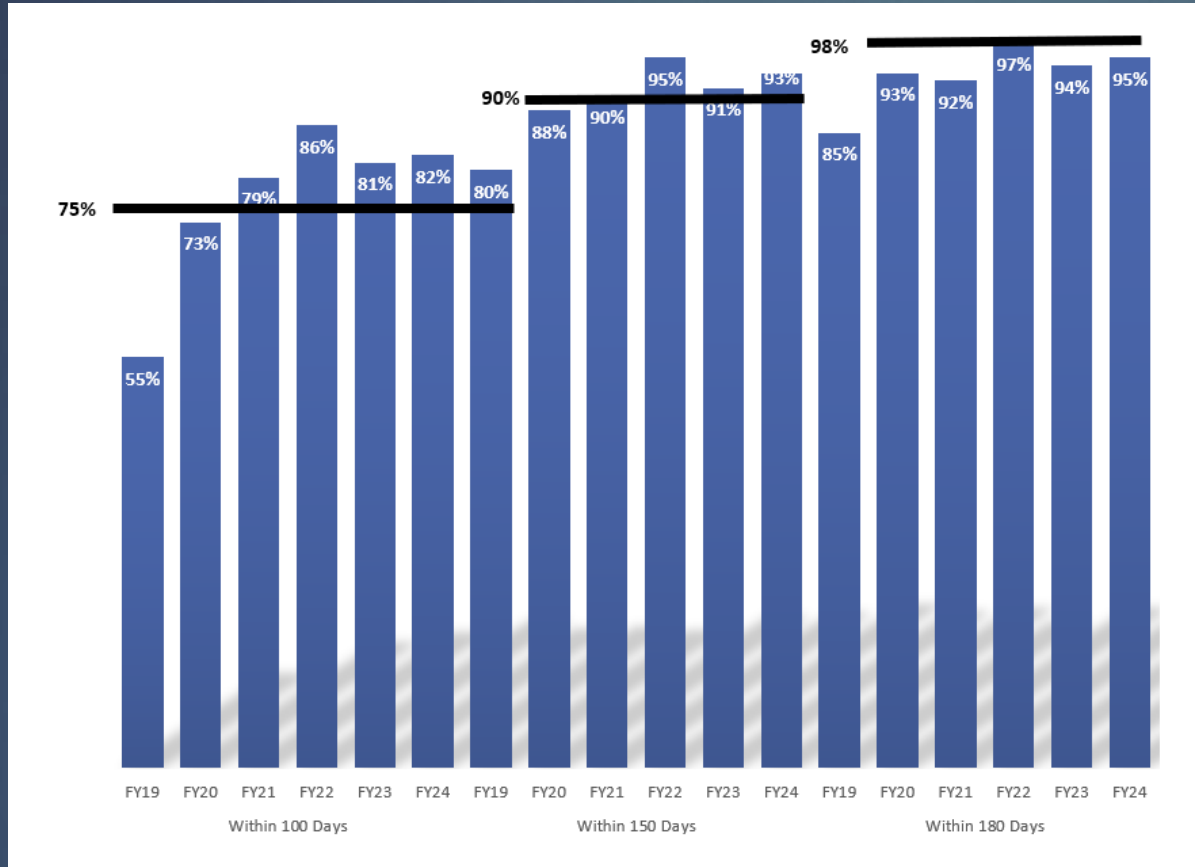
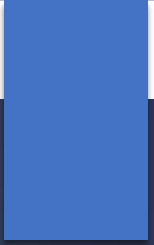
Civil Local Ordinance



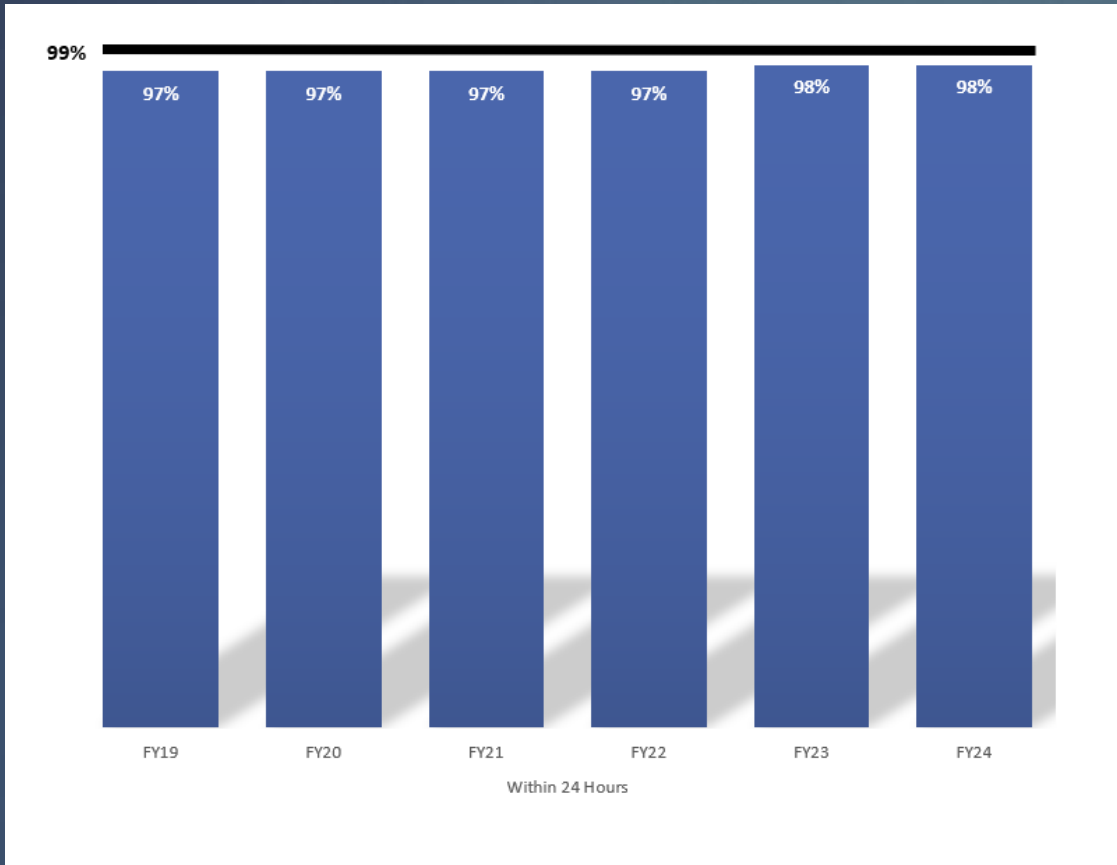
Justice Court Civil



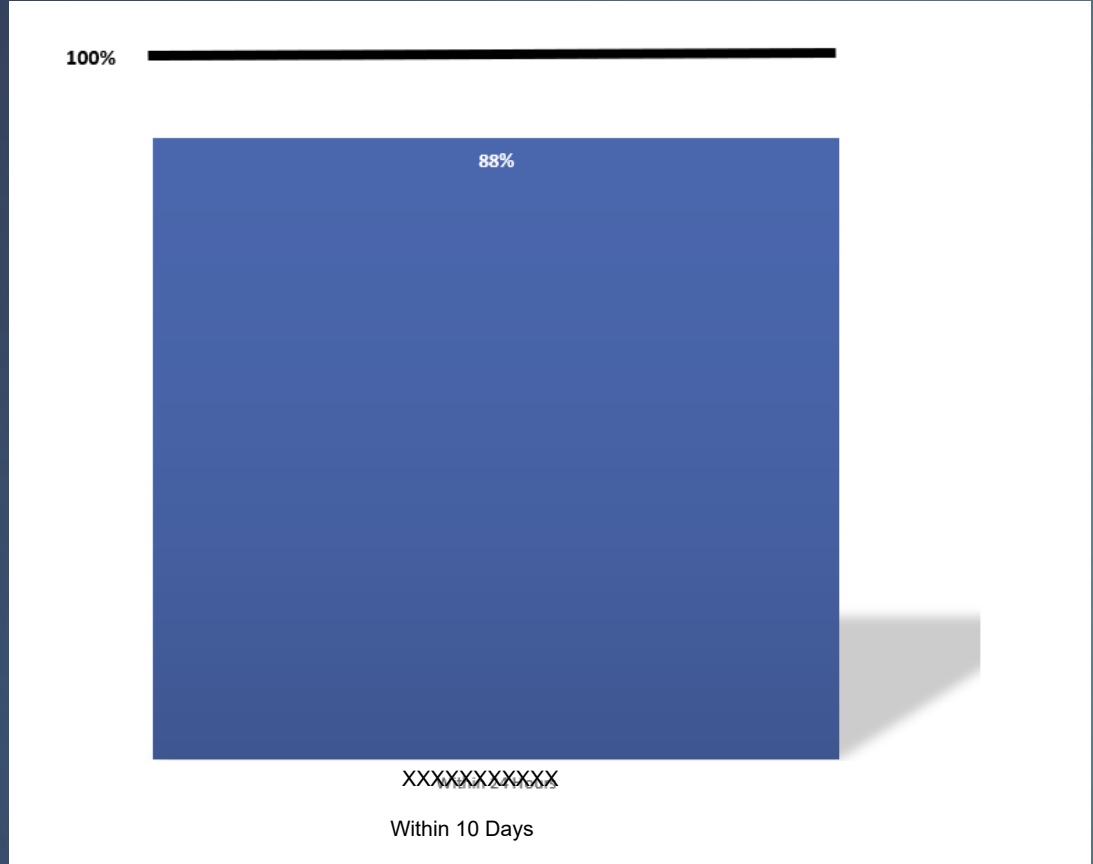
Eviction Actions



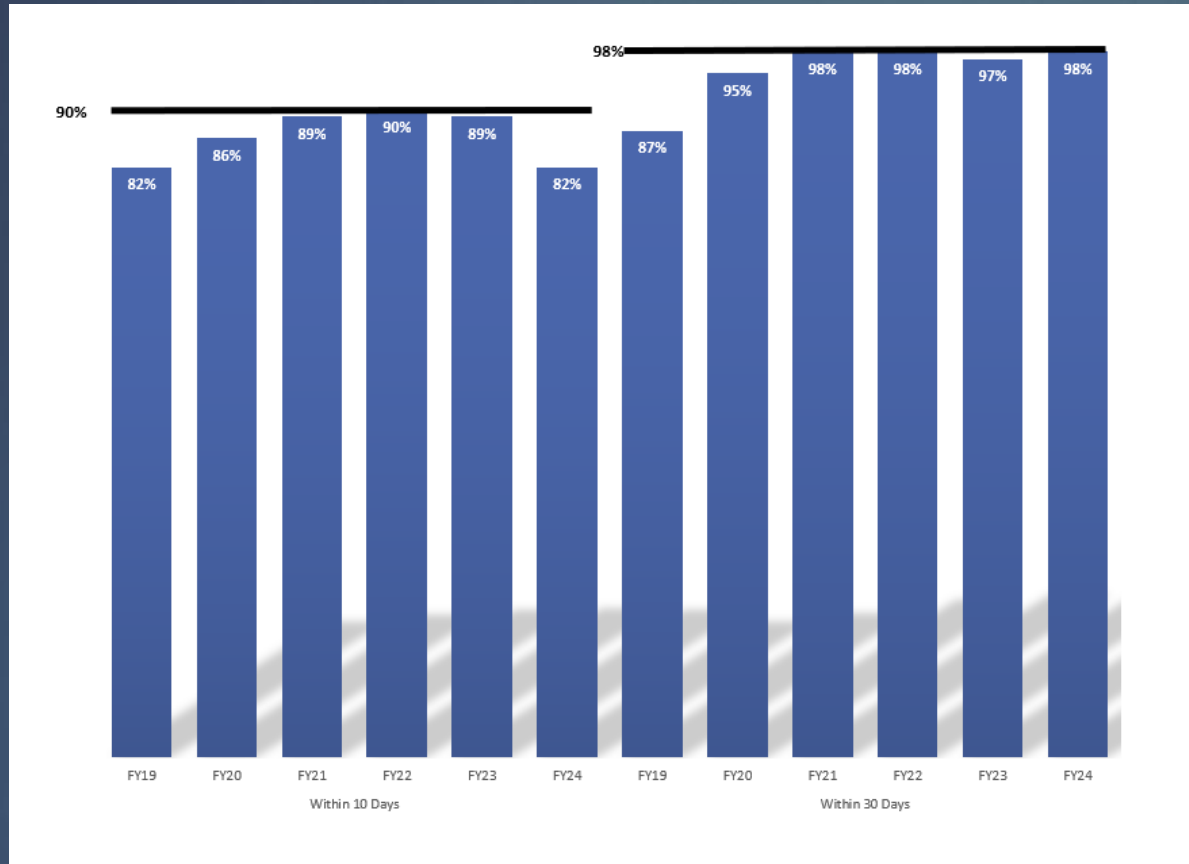
Small Claims



Ex Parte Protection Orders



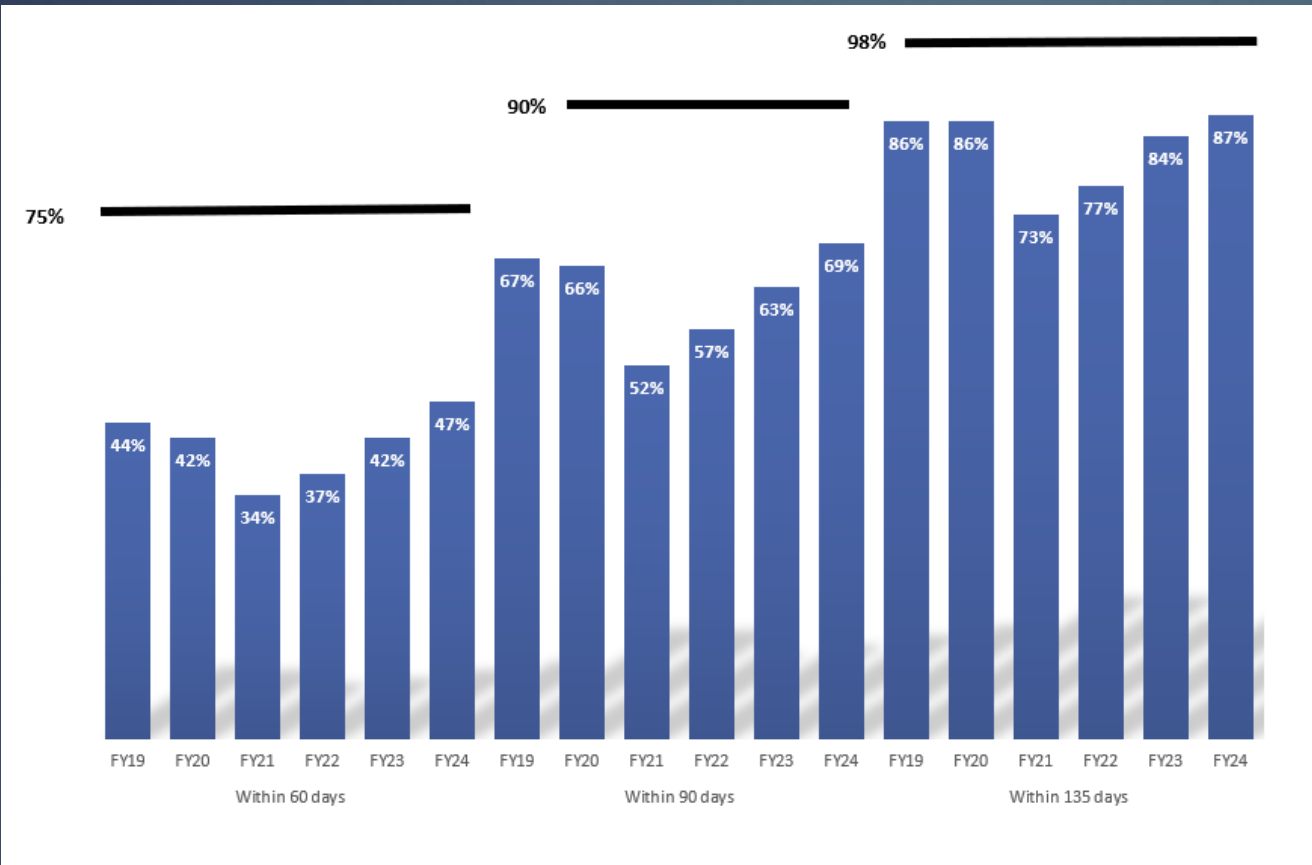
Contested PO Hearings – First Hearing Set



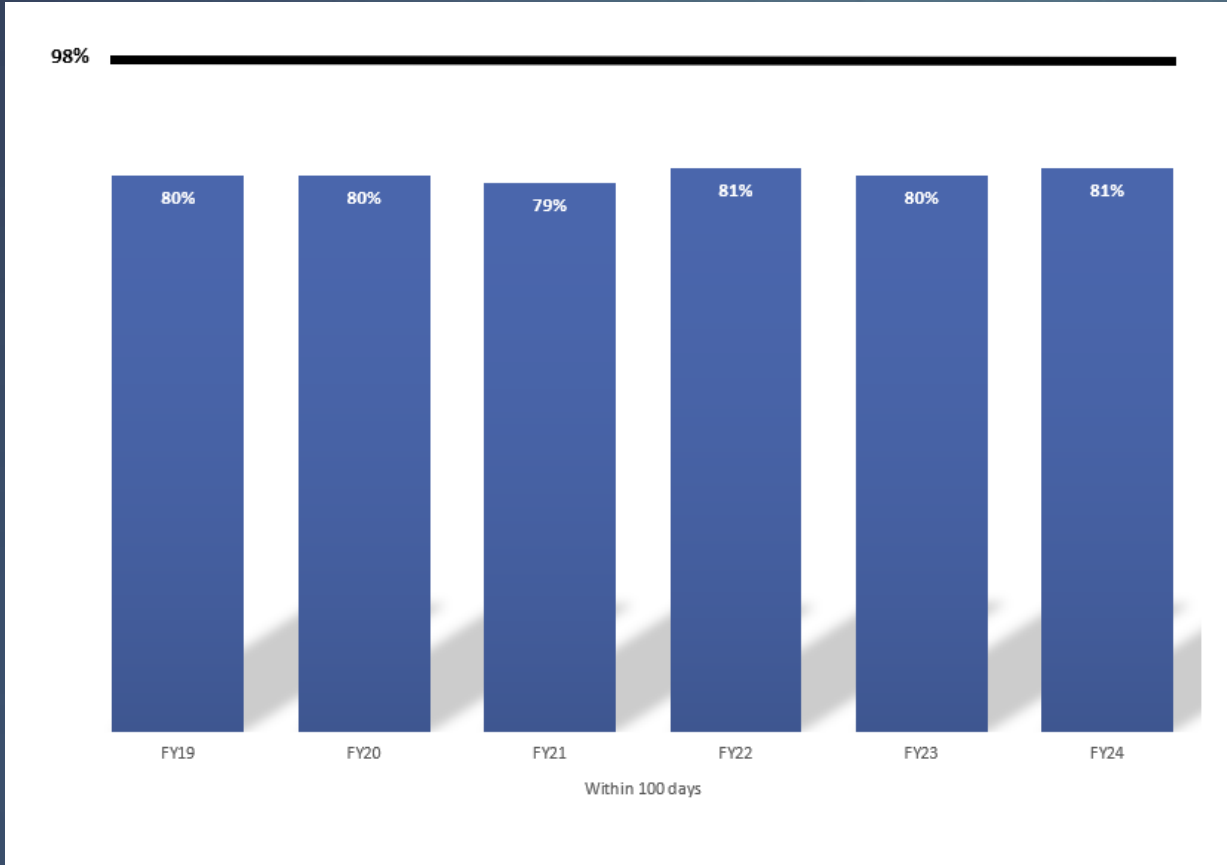
Contested PO Hearings – Hearings Held

Juvenile Court Data

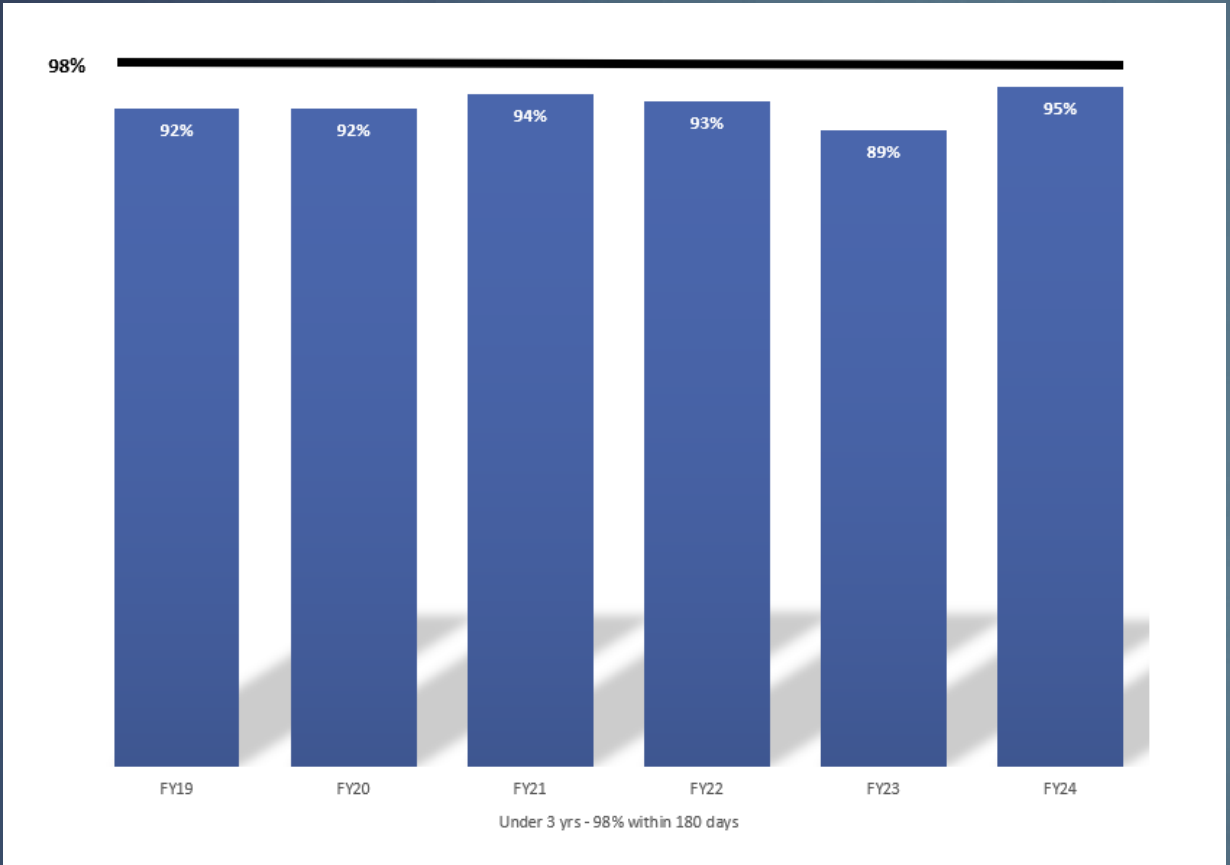




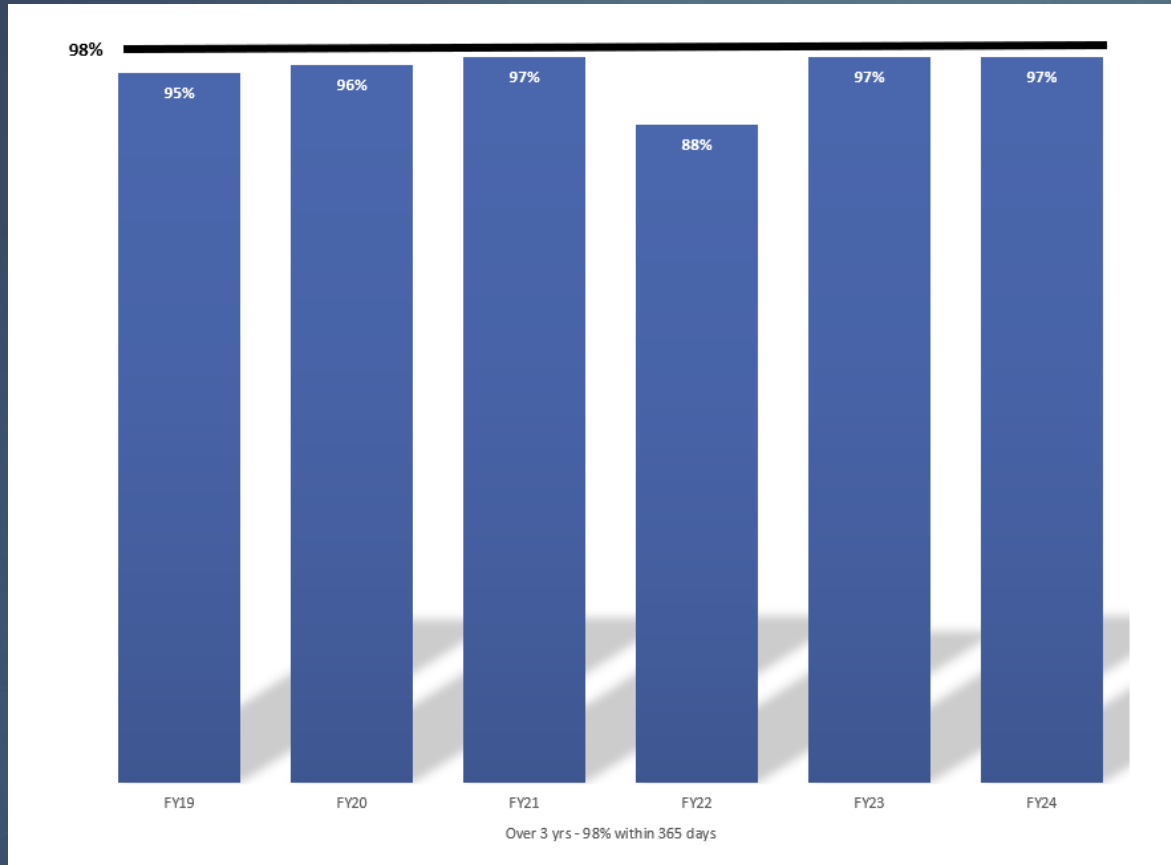
Delinquency and Status Offenses



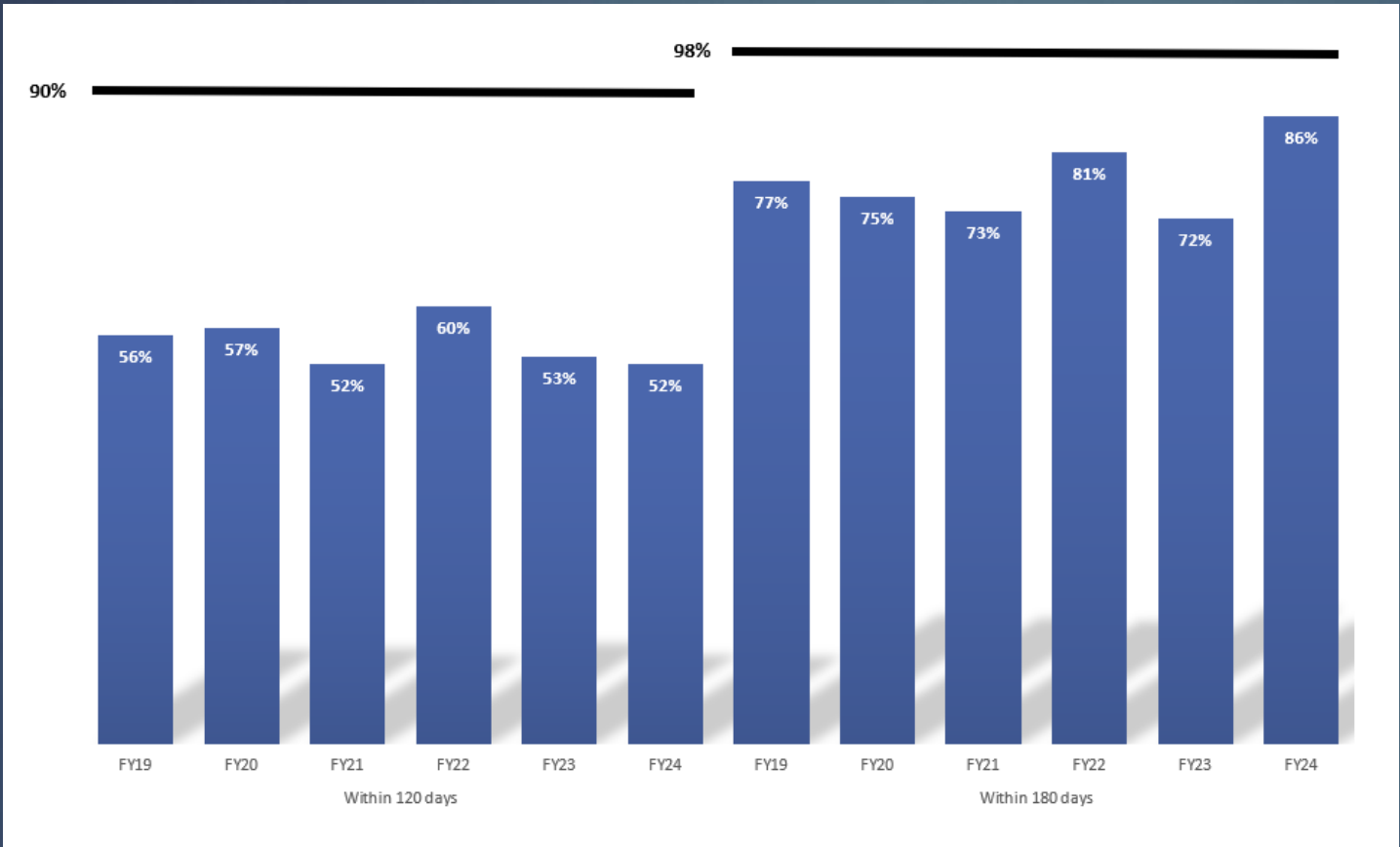
Dependency Adjudication Hearings



Dependency Permanency Hearings – Children Under 3 Years Old



Dependency Permanency Hearings – Children 3 Years Old and Older



Termination of Parental Rights

Next steps

- ▶ Updated data on reports not shown will be given at the December meeting
- ▶ Questions should be directed to Laura Ritenour, Caseflow Management Specialist, at lritenou@courts.az.gov

**STEERING COMMITTEE ON DATA-BASED COURT PERFORMANCE
AND DATA STANDARDS**

<p>Date of Meeting:</p> <p>September 4, 2024</p>	<p>Type of Action Required:</p> <p><input type="checkbox"/> Formal Action/Request</p> <p><input checked="" type="checkbox"/> Information Only</p> <p><input type="checkbox"/> Other</p>	<p>Subject:</p> <p>DUI Workgroup on Case Processing and Judicial Education</p>
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PRESENTER(S):

Cathy Clarich, Manager, Court Operations Unit, AOC Court Services Division

DISCUSSION:

Cathy Clarich will provide an update on the workgroup’s progress and also present a document provided by Scottsdale City Court on their case management strategies.

RECOMMENDED ACTION OR REQUEST (IF ANY):

For information only.

TIME
STANDARDS
STRATEGIES



Keys to Time Standards

Awareness

Commitment

Stakeholder Buy In

Awareness



Reviewing reports and data is key in monitoring time standards

Establish a baseline and review key reports monthly to monitor process



Review monthly trendlines to see if your court is making progress

Judges to be given monthly reports and yearly trends

Compare previous years sent to the AOC

Use of Data Analytics

Clear

Clear and concise monthly reports for all Judges to increase the awareness



Monitor

Smaller Courts can monitor stats by Judge or Pro-Tem



Separate by

Larger courts can separate by either Judge or Courtroom

Tips for Courtroom Awareness

- **Quick References for Judges**

- Add age of the case on the file jackets for that court proceeding
- Add number of continuances on the file jacket
- Discuss what information that Judges would like on the file

Commitment



AOC is looking at Time Standards across the state



Most courts are not meeting the standards mainly for DUI's



Courts need to look at areas they can improve



Establish a plan for more effective case management

Time to Disposition vs Active Age Pending Reports




Time to Disposition Reports shows the cases that were completed within a set timeline



Active Age Pending Reports monitor the number of days that a case is active & tolling time

Discussion of a Continuance Policy

The goal would be to create a policy for most case types but leave judicial discretion for more complex cases that need more time



Post the effective date of the policy on the court website

Trial Readiness Conferences Prior to Trial?

If so, are they
successful?

Are you using a
Trial Readiness
checklist to identify
delays?

Are you wasting
money on juries
that never serve?

Stakeholder Meetings to Discuss Strategies

Get buy in from stakeholders and local bar prior to releasing the policy

- This allows for better success and the entire courtroom workgroup to be on the same page

Real discussions on what is causing backlogs

- Discuss how long these processes take each stakeholder from filing to completion
- Identify each delay & ideas to cut the time down

Use of Pro-Tems for Case Backlogs



Finding the right Pro-Tems and appropriate Clerk staffing to address backlogs



Explain to Pro-Tems to truly address cases, not to just rubber stamp continuances



This sends a message to all parties that cases are moving forward, plea or trial

Dashboards that Judges Will Use & Review



Convey one-page analytics for more judicial awareness

Leverage Power Bi reports like the AOC uses



Show willing Judges how to run these dashboards cases from their chambers

More awareness and Judges and can run them when they have office time



Run individual Judge's time standards for all Judges to view

Healthy competition and will be the future of the AOC posting these standards

Local Bar Association

Get buy in from the local bar prior to releasing the policy

Explain the time standards and the importance of them

Varying Court Demographics

Not All Strategies Will Fit Every Court

- Large courts vs small courts
- Rural vs urban courts
- One Judge courts vs multiple Judge courts
- Elected Judges vs non-elected judges
- Number of courtrooms available?
- Appropriate staffing?

Other Considerations

Revamped how Public Defenders are paid and tracked to keep case levels even

No longer paid by case but by fiscal year

Look at gaps in staffing and courtroom workloads

Do you have advisory council assigned to both Jail Court & Arraignments dockets?

Use of Advisory Council could lead to an increase in pleas

Culture of Positive Case Management

Access to
Justice

Efficiency

Positive
Results

Questions?



**STEERING COMMITTEE ON DATA-BASED COURT PERFORMANCE
AND DATA STANDARDS**

Date of Meeting:	Type of Action Required:	Subject:
September 4, 2024	<input type="checkbox"/> Formal Action/Request <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Post-Conviction Relief Notice and Petition Instructions – Published online now

PRESENTER(S):

Laura Ritenour, Staff to Steering Committee on Data-Based Court Performance and Data Standards and Caseflow Management Specialist, AOC Court Services Division





DISCUSSION:

Laura Ritenour will give an update on the published Post-Conviction Relief Notice and Petition filing instructions for publication on the Self-Service Center website (in English and Spanish).

RECOMMENDED ACTION OR REQUEST (IF ANY):

For information only.

INSTRUCTIONS FOR COMPLETING FORMS AND REQUESTING POST-CONVICTION RELIEF

	<p>POST-CONVICTION RELIEF</p>	<p>The process for requesting post-conviction relief is contained in Rules 32 and 33 of the Arizona Rules of Criminal Procedure (ARCRP).</p> <p>There are time limitations depending on the type of relief you are requesting. Generally, a defendant has 90 days after sentencing to file a Notice of a Petition for Post-Conviction Relief, or 30 days after an appellate mandate is issued. There are exceptions to these time limitations listed in Rules 32.4(b) and 33.4(b), ARCRP.</p>
	<p>FOR ASSISTANCE</p>	<p>You can find the trial court that imposed the judgment or sentence by using this website.</p> <p style="text-align: right;">  Go to AZ Courts Locator or www.azcourts.gov/AZ-Courts/AZ-Courts-Locator </p>
	<p>ALL FORMS</p>	<p>Each numbered item in the form must be answered fully in legible handwriting or by typing.</p> <p>Fill in the case number at the top of the right side of all pages.</p>

STEP 1 – COMPLETE THE “NOTICE REQUESTING POST-CONVICTION RELIEF” FORM. (Criminal Rule 41 Form 24(b), ARCRP) AOCCR41FORM24B

	<p>You must complete and file the NOTICE REQUESTING POST-CONVICTION RELIEF with the court where you were sentenced before filing a petition requesting post-conviction relief.</p>
---	--

HEADING

- At the top of the form, fill in the name of the court and the county.
- Fill in your name, street address (if not protected), city, state, zip code, telephone number, and email address.
- If you are representing yourself, check the box to the left of “Self.”
- If you have an attorney representing you, check the box to the left of “Attorney for.”
- If you have an attorney representing you, fill in your attorney’s bar number if you know it.
- Fill in your first name, middle initial and last name on the line above “Defendant.”

ITEMS A & B

- Complete the personal information.

- Complete the sentence information. You may obtain information about your sentence by contacting the court at which you were sentenced.
- Check the box or boxes that apply to you.

ITEM C

- Read Rules 32.1 and 33.1 to understand the difference between a claim under Rule 32.1 and a claim under Rule 33.1.
 - Rule 32.1 Petitions for Post-Conviction Relief are for defendants seeking relief after a trial or a contested probation violation hearing.
 - Rule 33.1 Petitions for Post-Conviction Relief are for defendants seeking relief after the defendant pled guilty or no contest to a criminal offense, admitted a probation violation, or had an automatic probation violation based on a plea of guilty or no contest.
- Check the box or boxes that apply to you.
- If you need more space to state your facts and reasons, fill in “Continued on attached sheet” and label the attached sheet “Notice Attachment Item C” and attach it to the Notice.

REQUEST FOR POST-CONVICTION RELIEF

- Read the request, and then sign and date this portion of the form.

REQUEST FOR AN ATTORNEY AND DECLARATION OF INDIGENCY

- If you are unable to pay for an attorney (you are “indigent”) and you would like the court to appoint an attorney to represent you in the post-conviction proceeding, then date this section and add your signature on the signature line. Your signature on this portion of the form confirms that the information in this section is true and correct, and that you are providing the information under penalty of perjury.



IF YOU ARE REQUESTING THE COURT APPOINT AN ATTORNEY TO REPRESENT YOU.



YOU WILL NEED TO FILE THE NOTICE FORM AND WAIT FOR THE COURT TO NOTIFY YOU ABOUT THE NEXT STEP IN THE PROCESS.

DO NOT CONTINUE TO STEP 2

STEP 2 – COMPLETE THE “PETITION FOR POST-CONVICTION RELIEF” FORM. (Criminal Rule 41 Form 25, ARCRP) AOCCR41FORM25



For this Petition to be considered by the court, you must first file Form 24(b), “NOTICE REQUESTING POST-CONVICTION RELIEF” with the court. (AOCCR41FORM24B)

GENERAL

- Answer each numbered item in the Petition fully in legible handwriting or by typing.
- When necessary, you may use additional blank pages for completing your answers but fill in on only one side of the page and make clear which question you are answering.
- Ensure that all answers are true and correct. Any false statement of fact made and declared in this Petition could serve as the basis for prosecution and a perjury conviction.
- For this Petition, you may not use an issue that has already been raised and decided on appeal or in a previous Petition.

HEADING

- At the top of the form, fill in the name of the court and the county.
- Fill in your name, street address (if not protected), city, state, zip code, telephone number, and email address.
- If you are representing yourself, check the box to the left of “Self.”
- If you have an attorney representing you, check the box to the left of “Attorney for.”
- If you have an attorney representing you, fill in your attorney’s bar number if you know it.
- Fill in your first name, middle initial and last name on the line above “Defendant.”

ITEM 1 – INFORMATION ABOUT THE DEFENDANT

- Complete the personal information requested.
- Check the status box that applies to you.
- Fill in your inmate number, if any.

ITEM 2 – RULE 32 GROUNDS FOR RELIEF

- Carefully read the list of reasons for Rule 32 post-conviction relief.
- Then go back to the top of the list and check the box or boxes that apply to you.

ITEM 3 – RULE 33 GROUNDS FOR RELIEF

- Carefully read the list of reasons for Rule 33 post-conviction relief.
- Then go back to the top of the list and check the box or boxes that apply to you.

ITEM 4 – SUPPORTING FACTS AND DOCUMENTS

- Fill in the facts that support the reasons you believe you should be granted post-conviction relief. Include any relevant state laws with the facts in support of your request.
- If you need more space than the lines provided, fill in “I attached a sheet labeled Petition - #4A – Attachment.” Continue the facts on an attached sheet, clearly marked “Petition – #4A – Attachment.” Make sure to include all relevant documents supporting your claim as attachments.

- Part B: Follow the instructions on the form concerning newly discovered material.
- Part C: On the lines provided, note the exhibit numbers of all affidavits, transcripts, documents, and other supporting evidence you are attaching as exhibits in support of this Petition.
- Part D: If you are not attaching affidavits, transcripts, documents, or other evidence supporting your claim for post-conviction relief, list the reasons why.

ITEM 5 – ACTIONS TAKEN

- Check the box or boxes to tell the court the other actions you have or have not taken to get post-conviction relief.

ITEM 6 – RELIEF REQUESTED

- Check the box that describes the kind of post-conviction relief you want the court to order.
- If everything you wrote in the Petition form is true, sign and date on the lines provided.

STEP 3 – COMPLETE THE “DEFENDANT’S REQUEST FOR THE COURT RECORD” FORM. (Criminal Rule 41 Form 26, ARCRP) AOCCR41FORM26

HEADING

- At the top of the form, fill in the name of the court and the county.
- Fill in your name, street address (if not protected), city, state, zip code, telephone number, and email address.
- If you are representing yourself, check the box to the left of “Self.”
- If you have an attorney representing you, check the box to the left of “Attorney for.”
- If you have an attorney representing you, fill in your attorney’s bar number if you know it.
- Fill in your first name, middle initial and last name on the line above “Defendant.”

THE DEFENDANT REQUESTS DOCUMENTS FILED WITH THE CLERK

- If you want the Clerk of Superior Court to produce certain filed documents (“the presumptive record”) for your post-conviction case, check the box on the left.
- If you want to omit items in the presumptive record, list the specific documents you want omitted on the lines provided.
- If you want to request specific items in addition to the presumptive record, list those specific documents on the lines provided.

THE DEFENDANT REQUESTS TRANSCRIPTS OF COURT PROCEEDING

- Be aware of the difference between Number 1 and Number 2 of this item:

▶ Number 1 involves Defendant's Notice under Rule 32: Mark the box(es) that show which transcripts you request under Rule 32.

▶ Number 2 involves Defendant's Notice under Rule 33: Mark the box(es) that show which transcripts you request under Rule 33.

- Number 3 – you must check the box for any of the listed proceedings for which you would like a transcript.

NOTE: Rules 32.8(b) and 33.8(b) permit the court to order the preparation of only those transcripts deemed necessary for resolving issues you specified in the Notice Requesting Post-Conviction Relief.

SIGNATURE

- Verify the information entered is true and accurate.
- Sign and date if representing yourself. If you are represented by an attorney, have them sign and date.

STEP 4 – FILE YOUR FORMS WITH THE CLERK OF THE COURT WHERE YOU WERE SENTENCED. IF THAT COURT HAS ADDITIONAL INSTRUCTIONS, FOLLOW THOSE INSTRUCTIONS.

STEP 5 – WAIT FOR THE COURT TO NOTIFY YOU ABOUT THE NEXT STEP IN THE PROCESS.

**STEERING COMMITTEE ON DATA-BASED COURT PERFORMANCE
AND DATA STANDARDS**

Date of Meeting: September 4, 2024	Type of Action Required: [] Formal Action/Request [x] Information Only [] Other	Subject: 2024-2029 Strategic Agenda – Goal 4.1 Proposals
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PRESENTER(S):

Laura Ritenour, Staff to Steering Committee on Data-Based Court Performance and Data Standards and Caseflow Management Specialist, AOC Court Services Division

DISCUSSION:

Proposals have been developed for meeting Goal 4.1 in the 2024-2029 Strategic Agenda. Laura Ritenour will lead a discussion of these proposals and their priorities.

RECOMMENDED ACTION OR REQUEST (IF ANY):

For information only.

Goal 4: Advancing Judicial Branch Excellence and Innovation – Proposals

DRAFT 07/12/2024

4.1 Court Data Accuracy and Case Management - With ongoing efforts to address data quality and accuracy, it is essential for court leaders to use the available data to manage cases efficiently and effectively and to develop means of assisting court leadership with managing case flow. In tandem, we must ensure that court staff who manage the case files are properly trained and that mechanisms are in place to continually improve data quality.

Reference	Goal
4.1.a.	Under the ongoing work of the Steering Committee on Data-Based Court Performance and Data Standards, continue efforts to improve the quality, accuracy, and completeness of court data to provide meaningful case management information.
<p>Proposals:</p> <ol style="list-style-type: none">1. The committee should continue to review annual time standards data, discuss case processing issues and the current challenges courts face that impact the standards, and develop recommendations for solutions to improve report accuracy and perceptions regarding the report.2. The committee should establish subject matter expert workgroups to research and develop potential solutions to caseflow management and time standards issues when appropriate.3. The committee should continue to support projects that improve court data, like required data elements and code standardization.4. The committee should recommend a timeline about which time standard reports should be published publicly and when.5. The committee should discuss and recommend whether or not the committee become a standing committee of the Arizona Judicial Council.6. The committee should support the creation of training and materials to educate justice partners on time standards.7. The AOC, in consultation with the committee, should continue to develop case-type specific time standards training for judicial officers and court staff.	

4.1.b.1.	Increase the utilization of data dashboards, data analytics tools, and time standard reports that already exist, by: Requiring presiding judges to establish a process for individual judges to review compliance with case processing standards.
<p>Proposals:</p> <ol style="list-style-type: none">1. The AOC, in consultation with the committee and county superior court presiding judges, creates a Time Standards Wendell page for judicial officers and promote the page to all judicial officers.2. The AOC, in consultation with the committee and county superior court presiding judges, create and offer time standards overview training for judicial officers.3. The AOC, in consultation with the committee and county superior court presiding judges, explores the creation of time standards alerts/case ages to be displayed on individual cases and court calendars in AJACS and eBench.4. The AOC invests resources in GJ Time Standards dashboards for all case types.5. The AOC offers GJ Time Standards dashboards training for all interested judicial officers and designated court staff (so they can support judicial officers).6. The AOC explores the creation of LJ Time Standards dashboards or another method to display time standards data for all LJ time standards case types.	

4.1.b.2.	Increase the utilization of data dashboards, data analytics tools, and time standard reports that already exist, by: Striving to assure that courts adopt and follow case management practices and processes that constitute best practices for particular court types, such as appellate, general jurisdiction, or limited jurisdiction courts.
<p>Proposals:</p> <ol style="list-style-type: none"><li data-bbox="245 389 1806 462">1. The committee establish separate workgroups, similar to the DUI Case Management Workgroup, that identifies best practices for particular court types and include this information in judicial trainings or handbooks.<li data-bbox="245 503 1921 576">2. The AOC implements ongoing training for judges and court staff to ensure that they stay updated on the latest best practices in case management.	

DRAFT

4.1.b.3.	Increase the utilization of data dashboards, data analytics tools, and time standard reports that already exist, by: Improving the accuracy of court case management data by training court deputy clerks and staff, auditing data accuracy, and identifying data needs for effective court management.
<p>Proposals:</p> <ol style="list-style-type: none">1. The AOC creates user work groups to help identify areas in the software that can be automated to prevent data entry errors.2. The AOC implements technological solutions that validate data.3. The AOC includes data accuracy in operational reviews.4. The AOC ensures all courts have updated and comprehensive training materials for every field/data point in the case management system.5. The AOC works with the Data Standardization Advisory Committee to develop and implement a statewide data auditing project based on the required data elements and code standardization.6. The AOC researches what additional data is needed for effective court management and solicit pilot courts to try out ideas (for example, statewide continuance reports).	

4.1.b.4.	Increase the utilization of data dashboards, data analytics tools, and time standard reports that already exist, by: Investigating the availability and applicable use of business intelligence tools to measure and enhance court and caseflow performance.
<p>Proposals:</p> <ol style="list-style-type: none"><li data-bbox="245 389 1932 430">1. The AOC researches other business intelligence tools that can be used for data dashboards, data analytic tools, OCR, and AI.<li data-bbox="245 462 1932 503">2. The AOC learns from courts and other agencies currently using OCR and AI for data extraction.<li data-bbox="245 535 1932 576">3. The AOC ensures Time Standards dashboards are created for all time standards case types	

DRAFT

**STEERING COMMITTEE ON DATA-BASED COURT PERFORMANCE
AND DATA STANDARDS**

Date of Meeting: September 4, 2024	Type of Action Required: <input type="checkbox"/> Formal Action/Request <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Subject: Proposal re: Local Presiding Judge Notification of Time Standards Reports Submitted to AOC for FY25
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PRESENTER(S):

Laura Ritenour, Staff to Steering Committee on Data-Based Court Performance and Data Standards and Caseflow Management Specialist, AOC Court Services Division

DISCUSSION:

At the May Coconino County Limited Jurisdiction Judge and Administrators Workshop, attendees suggested to Laura Ritenour that local presiding judges are copied when courts submit their yearly time standards reports to the AOC. At the June meeting, members approved a recommendation be added to the time standards submission instructions that local presiding judges receive copies of the reports or be copied on the email to the AOC.

Out of 176 courts reporting, 66 courts copied their local presiding judges on the email to the Time Standards email box.

Time standards data is now part of the AOC’s operational review process. Courts being accountable for their operations and their data is important.

AOC staff would like to propose that starting in July 2025, courts be required to get their local presiding judge approval before submitting their reports to the AOC. An approval letter would be drafted for signature and submitted with the reports. This would ensure that judges are aware of the court’s data being reported and increase the court’s accountability for the data.

RECOMMENDED ACTION OR REQUEST (IF ANY):

For information only.

**STEERING COMMITTEE ON DATA-BASED COURT PERFORMANCE
AND DATA STANDARDS**

Date of Meeting: September 4, 2024	Type of Action Required: [] Formal Action/Request [X] Information Only [] Other	Subject: Data Standardization Advisory Committee
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PRESENTER(S):

Michael Malone, Director, AOC Court Services Division

DISCUSSION:

Michal Malone, chair of the Data Standardization Advisory Committee, will give an update on the committee's progress since the June meeting.

RECOMMENDED ACTION OR REQUEST (IF ANY):

For Information Only

Data Standardization Workgroup Summary for September 4, 2024 Steering Committee Meeting

Michael Malone, Court Services Division Director

Since the June 6, 2024 Steering Committee meeting, the Data Standardization Advisory Committee has been reviewing and approving standardized tables and new code requests and providing feedback on the implementation of the Required Data Elements Initiative. The following tasks have been completed or are in process:

1. Reviewed and approved standardized codes for Law Enforcement Agency and Driver License/ID State to assist with Integration and Required Data Elements projects.
2. Began discussing warrant codes needed for new Public Safety Assessment project for limited jurisdiction courts. Chief Justice Robert Brutinel established the Pretrial Risk Assessment and Form IV Task Force through Administrative Order [2023-20](#). Recommendation 6 from the task force's report was regarding data collection and it stated that warrant data collection in Arizona is not consistent and therefore not reliable. Standardizing warrant data will assist in fulfilling this recommendation and in meeting 2024-2029 Strategic Agenda Goal 3.1.
3. Created a "Counting Continuances" Workgroup, made up of committee members and their designees. The Counting Continuances Workgroup is a working group for the Advisory Committee and the plan is to meet several times over the next 3 months to learn about different court's hearing/trial continuance practices and develop ideas for a statewide, standard operating practice for counting continuances and a continuance report. The ideas generated by the workgroup would then be presented to the Data Standardization Advisory Committee (October or November meeting) and the Steering Committee on Data-Based Court Performance and Data Standards (December or March meeting) for their feedback and input. The ultimate goal is to develop a statewide continuance report to aid court leadership and judicial officers with managing their caseloads and meeting the statewide case processing time standards.
4. Provided feedback to AOC staff on the implementation of required data elements project and a draft administrative order and directive for court case data submission to the AOC' Central Case Repository. The Workgroup's ongoing support of the Required Data Elements Initiative is essential, and staff will continue to use their expertise to gain feedback while designing and implementing various aspects of the initiative.

**STEERING COMMITTEE ON DATA-BASED COURT PERFORMANCE
AND DATA STANDARDS**

Date of Meeting: September 4, 2024	Type of Action Required: [] Formal Action/Request [x] Information Only [] Other	Subject: Administrative Order 2024- 123 on Submission of Court Data
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PRESENTER(S):

Laura Ritenour, Caseflow Management Specialist, AOC Court Services Division

DISCUSSION:

Laura Ritenour will present a adopted administrative order regarding the submission by all court case management systems specific case-related data to the AOC’s Central Case Repository.

RECOMMENDED ACTION OR REQUEST (IF ANY):

For information only.

IN THE SUPREME COURT OF THE STATE OF ARIZONA

In the Matter of:)
)
SUBMISSION OF STANDARDIZED) Administrative Order
CASE-RELATED DATA TO THE) No. 2024 - 123
CENTRAL CASE REPOSITORY (CCR))
)
)
_____)

Accurate court case data is crucial for timely case resolution and efficient allocation of judicial resources. Additionally, court digital data is shared with various government agencies, impacting driving, criminal, and voting records. It can also influence warrant issuance, credit reporting, prison terms, gun ownership, employment, officer safety, military service, and other critical activities. Data standards play a vital role in measuring and analyzing case processing times achieved in Arizona courts. Defining what data to collect and who collects it is essential for staff training and accuracy monitoring.

Arizona Code of Judicial Administration (ACJA) § 1-501: Court Automation Standards requires that courts use state sponsored and authorized automation systems except where a local exception has been granted. The success of system integration projects depends on common code sets statewide, regardless of the automation system used. All courts' case management systems, including local exception systems, must be able to submit and accept standard data elements when populating statewide data repositories or participating in statewide technology projects.

To these ends, ACJA § 1-508: Required Data Elements seeks to ensure the quality, completeness, and consistency of Arizona court data across the judicial branch by ensuring that all courts collect and report certain standard data elements.

Therefore, pursuant to Article VI, Section 3, of the Arizona Constitution,

IT IS ORDERED that all general and limited jurisdiction courts shall submit data to the Administrative Office of the Court's (AOC) Central Case Repository (CCR) as specified in the CCR Integration Design Specification documentation.

IT IS FURTHER ORDERED that the Administrative Director shall promulgate a phased implementation schedule that shall be developed in coordination with the Data Standardization Advisory Committee.

Dated this 26th day of June, 2024.

ROBERT BRUTINEL
Chief Justice

**STEERING COMMITTEE ON DATA-BASED COURT PERFORMANCE
AND DATA STANDARDS**

Date of Meeting:	Type of Action Required:	Subject:
September 4, 2024	<input type="checkbox"/> Formal Action/Request <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Committee on Juvenile Courts and Data Standards Steering Committee – Juvenile Time Standards Workgroup Update

PRESENTER(S):

Hon. Lori Bustamante Young, Presiding Juvenile Court Judge, Maricopa County

DISCUSSION:

At its June meeting, the Committee approved the creation of a collaborative workgroup to review the current juvenile time standards and develop potential recommendations for modifications. Judge Bustamante, chair of the workgroup, will provide an update on the workgroup’s progress.

RECOMMENDED ACTION OR REQUEST (IF ANY):

For information only.

**STEERING COMMITTEE ON DATA-BASED COURT PERFORMANCE
AND DATA STANDARDS**

Date of Meeting:	Type of Action Required:	Subject:
September 4, 2024	<input type="checkbox"/> Formal Action/Request <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Upcoming Conferences/Meetings re: Time Standards and Required Data Elements

PRESENTER(S):

Laura Ritenour, Caseflow Management Specialist, AOC Court Services Division

DISCUSSION:

- September 5, 2024 – Time Standards Overview session at Limited Jurisdiction Judges Association Conference – Laura Ritenour and the Hon. Andrew Hettinger, Page Municipal Court
- October 10, 2024 – National Center for State Courts Data Drive webinar on NODS – Laura Ritenour
- October 22, 2024 – Arizona Court Leadership Conference – Felony and DUI Time Standards – Jerry Landau and Laura Ritenour

RECOMMENDED ACTION OR REQUEST (IF ANY):

For information only.