

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

March 5, 2025, 1:30 p.m. - 3:30 p.m.  
Arizona State Courts Building, 1501 W. Washington, Room 331, Phoenix, AZ 85007 and  
[Zoom Webinar Link](#)

Conference Call Line 888-788-0099, Webinar 998 7589 1012, Passcode 871318  
Meeting Room and Zoom Webinar are open at 1:15 p.m.  
Meeting Materials located at [Meeting Information \(azcourts.gov\)](#)

1:15 p.m.	Meeting room and Zoom Webinar open for Members, Attendees and Presenters		Laura Ritenour, Arizona AOC
1:30 p.m.	Call to Order - Roll Call and Opening Remarks  - Welcome to new committee members: Hon. Douglas Metcalf, Rachel Cameron, and Jeff Schrade - Welcome to new AOC Court Operations Manager, Jennifer Jones		Hon. James Beene, Chair, Arizona Supreme Court
1:35 p.m.	Discuss/Vote	Draft Minutes from December 2024 Meeting	Hon. James Beene
1:37 p.m.	Call to the Public		Hon. James Beene
1:40 p.m.	Update/Discuss	Presentations to Committees on Proposed Time Standards Modifications	Laura Ritenour
2:00 p.m.	Discuss/Vote	2024-2029 Strategic Agenda Draft Proposals	Hon. James Beene and Laura Ritenour
3:00 p.m.	Discuss/Vote	Draft Proposal re: Local Presiding Judges Acknowledgement of Time Standards Reports Submitted to AOC	Laura Ritenour
3:15 p.m.	Update/Discuss	Data Standardization Advisory Committee	Michael Malone, Arizona AOC
	Next Meeting: June 4 2025, 1:30 – 3:30 p.m. via Zoom and in person, <a href="#">Meeting Information</a>		Hon. James Beene
3:30 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

December 11, 2024

1:30 p.m. - 3:30 p.m. Hybrid Attendance - In Person and Zoom Webinar

**DRAFT MINUTES**

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**Members Present:** Hon. James Beene, Ms. Shelly Bacon, Hon. Thomas L. Chotena, Ms. Jennifer Curtiss, Hon. Jennifer Green as proxy for Hon. Pamela Frasher-Gates, Ms. Shawn Friend, Hon. Ken Lee, Ms. Tina Mattison, Hon. Heidi Owens, Hon. Michael Peterson, Mr. Michael Nimtze as proxy for Ms. Nancy Rodriguez, Hon. Don Taylor, and Hon. Trevor Ward

**Members Absent:** Ms. Rachel Cameron, Ms. Donna McQuality, and Mr. Marcus Reinkensmeyer

**Presenters and Guests:** Ms. Kathy Schaben (Yuma County), Mr. Jon Bearup (Gila County); Hon. Jennifer Green, Hon. Lori Bustamante, John Cavagnaro, Jennifer Ferguson, Nicole Garcia, Justin Zysk, Brittani Bearup, and Victoria Murray (Maricopa County); Hon. Jerry Landau (Pima County Consolidated Justice Courts); Charlie Barrett and Sergio Loza (Pima County Superior Court); and Laura Bergan and Joe Marchetti (Pima County)

**Administrative Office of the Courts (AOC) Staff:** Mr. Michael Malone, Mr. Stewart Bruner, Mr. Michael Wise, Ms. Cathy Clarich, and Ms. Laura Ritenour

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## I. CALL TO ORDER

### A. Welcome and Opening Remarks

The December 11, 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 1:32 p.m. Justice Beene conducted member roll call and members, established a quorum, and mentioned the meeting was being recorded. Justice Beene announced that Rachel Cameron would be joining the committee. Ms. Cameron is the Chief Information Officer of the Judicial Branch of Maricopa County. Justice Beene also welcomed Michael Wise, the new Court Case Management Analyst working with Laura Ritenour as AOC staff to the committee and its projects. Justice Beene then recognized retiring members and AOC staff for their service to the committee as to the Arizona Judicial Branch - Marcus Reinkensmeyer, Judge Kenneth Lee, Shelly Bacon, and Cathy Clarich.

### B. Approval of the September 4, 2024, Minutes

The draft minutes from the September 2024, meeting of the Steering Committee on Data-Based Court Performance and Data Standards were presented for approval. Justice Beene called for any corrections to the minutes, and none were made. A motion was made by Judge Jennifer Green and seconded by Tina Mattison to approve the minutes. The motion passed unanimously.

## **II. REGULAR BUSINESS**

### **A. Proposed 2025 Meeting Schedule**

The proposed 2025 meeting dates, times, and locations were presented for member review and discussion. Justice Beene called for any discussion, and none were made. A motion was made by Judge Green and seconded by Judge Ken Lee to approve the schedule. The motion passed unanimously.

### **B. NCSC Technical Assistance Project**

In 2021, the AOC entered into a consulting contract with National Center for State Courts and Retired Judge Coker provided technical assistance on criminal case management in seven counties. During each 2024 committee meeting, court administrators from various counties presented on the initiatives the courts created after the technical assistance. Justice Beene introduced Kathy Schaben, Court Administrator from Yuma County, and Jon Bearup, Court Administrator from Gila County, to the members and requested they report-out on the technical assistance the courts received from NCSC and Judge Coker and what next steps are planned. Kathy Schaben shared the progress Yuma County has made on a court-wide continuance policy and plans for the future. Jon Bearup shared Gila County's progress as well as challenges due to staffing changes in the justice partners agencies. Members asked questions and Justice Beene thanked both presenters for their informative updates.

### **C. Proposed Time Standards Modifications from Felony Time Standards Workgroup**

In 2021, a criminal felony time standards workgroup developed recommendations for modifications to the felony time standards. Discussion on that topic was tabled by request of AOC leadership until the NCSC technical assistance project could be completed. Now that the project is complete, the workgroup is ready to move forward with recommendations. Justice Beene introduced Judge Jennifer Green, Criminal Presiding Judge for the Superior Court of Maricopa County. Judge Green presented the workgroup recommendations for discussion. After the discussion concluded, Justice Beene asked for members to make motions on the recommendations. Judge Lee moved to recommend to the Arizona Judicial Council that the felony case processing time standards be modified to 65% within 150 Days, 85% within 270 Days, and 95% within 365 Days and that the felony case processing time standards measurement start with the Arraignment Held Date. Judge Ward

seconded the motion and it passed unanimously. Shelly Bacon moved that all recommended changes be in place by July 1, 2025. Judge Lee seconded the motion and it passed unanimously.

**D. Proposed Time Standards Modifications from Juvenile Time Standards Workgroup group**

At June 2024 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, presented the workgroup's recommendations for modifications. After the discussion concluded, Justice Beene asked for members to make motions on the recommendations. Judge Ward moved to recommend to the Arizona Judicial Council that the Dependency Adjudication Hearing case processing time standards be modified to 80% within 100 days and 98% within 150 days. Judge Green seconded the motion and it passed unanimously. Judge Lee moved to recommend to the Arizona Judicial Council that Termination of parental rights case processing time standards be modified to 80% within 180 days and 98% within 220 days. Judge Green seconded the motion and it passed unanimously. Tina Mattison moved to recommend to the Arizona Judicial Council that Delinquency and status offense case processing time standards be modified to 60% within 60 days, 80% within 90 days, 98% within 150 days and that Delinquency and status offense time standard measurement start with the Advisory Hearing Held Date. Judge Green seconded the motion and it passed unanimously.

**E. Proposed Time Standards Modifications from DUI Time Standards Workgroup**

At the December 2023 meeting, the committee approved the creation of a collaborative workgroup to review the current DUI time standards and develop potential recommendations for modifications. Judge Landau, chair of the workgroup, presented the workgroup's recommendations for modifications. After the discussion concluded, Justice Beene asked for members to make a motion on the recommendations. Jennifer Curtiss moved to recommend to the Arizona Judicial Council that DUI case processing time standards be modified to 85% within 180 days and 93% within 240 days. Judge Taylor seconded the motion and it passed unanimously.

**F. Proposal re: Local Presiding Judge Notification of Time Standards Reports Submitted to AOC for FY25**

In the interest of time, this item was moved to the March 2025 meeting agenda.

**G. Court Dashboard Demonstrations**

Justice Beene reminded members that in the 2024-2029 Strategic Agenda Goal 4.1 pertains to time standards, data collection, and data dashboards. There are several courts here in Arizona who have developed data dashboards and several of them presented them to the committee. They were Joe Marchetti (Pima

County), Charlie Barrett (MCJC), John Cavagnaro and Victoria Murray (Maricopa County). Committee members were impressed with the work done by the courts and thanked the presenters for their time.

#### **H. Data Standardization Advisory Committee Update**

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. Michael Malone, the advisory committee chair, was unable to attend the last two meetings and therefore Cathy Clarich gave the advisory committee update. Since the September 4, 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 tasks have been completed or are in process include: 1) Reviewed and approved standardized definitions for Contact Status code set. Designated Department of Public Safety (DPS) as authority for Ethnicity Codes and Descriptions. These decisions support the Required Data Elements project and further the creation of a data dictionary for standardized code sets; 2) Completed discussions on warrant codes needed for new Public Safety Assessment project for limited jurisdiction courts. The code sets discussed and approved include Warrant Authority, Warrant Type, Warrant Reasons, Bond Type, and Extradition Codes. Standardizing warrant data will assist in fulfilling this recommendation and in meeting 2024-2029 Strategic Agenda Goal 3.1.; 3) Completed discussion on Inmate Release Court (IRC) Program event codes. The IRC Program is authorized by Administrative Order 2024-223. This program is a collaboration between the courts, the Department of Correction's Second Chance Program that prepares inmates for release from custody and assists them in resolving their outstanding misdemeanor and civil traffic matters prior to release. The IRC code set will allow courts and the AOC the ability to monitor program effectiveness and provide statistics for data requests; and 4) Provided feedback to AOC staff on a draft administrative order and directive for court case data submission to the AOC's Central Case Repository. The administrative directive is required by Administrative Order 2024-123 on Submission of Standardized Case-Related Data to the Central Case Repository (CCR) title. The goal of the administrative order and directive is to support ACJA §1-501 Court Automation Standards and ACJA §1-508 Required Data Elements to improve data reporting to the CCR for statewide data repositories and data collection efforts.

#### **I. Call to the Public**

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

#### **J. Adjournment**

The meeting was adjourned at 3:39 p.m. with a motion by Judge Peterson.

### **III. NEXT COMMITTEE MEETING DATE**

The next meeting is Wednesday, March 5, 2025 and is hybrid format, with attendees and members appearing either in-person at the State Courts Building or over Zoom webinar. In-person attendees and members should come to Room 331 at the State Courts Building, 1501 W. Washington, Phoenix AZ 85007.

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

<b>Date of Meeting:</b>	<b>Type of Action Required:</b>	<b>Subject:</b>
March 5, 2025	<input type="checkbox"/> Formal Action/Request <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Presentations to Committees on Proposed Time Standards Modifications

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:

Steering Committee workgroup chairs and staff have given or are scheduled to give presentations to the following committees and groups on the proposed time standards modifications.

**Felony Time Standards Modifications**

- Steering Committee – December 4, 2024
- Presiding Judges Meeting – December 11, 2024
- Committee on Superior Courts – February 2025
- Committee on Victims in the Courts – March 7, 2025
- Arizona Judicial Council – March 13, 2025

**Juvenile Time Standards Modifications**

- Committee on Juvenile Courts – October 17, 2024
- Steering Committee – December 4, 2024
- Presiding Judges Meeting – December 11, 2024
- Arizona Judicial Council – March 13, 2025

**DUI Time Standards Modifications**

- Court Leadership Conference – October 22, 2024
- Steering Committee – December 4, 2024
- Presiding Judges Meeting – December 11, 2024
- Committee on Limited Jurisdiction Courts – February 26, 2025
- Arizona Judicial Council – March 13, 2025

RECOMMENDED ACTION OR REQUEST (IF ANY):

For Information Only

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

<b>Date of Meeting:</b>	<b>Type of Action Required:</b>	<b>Subject:</b>
March 5, 2025	<input checked="" type="checkbox"/> Formal Action/Request  <input type="checkbox"/> Information Only  <input type="checkbox"/> Other	2024-2029 Strategic Agenda – Goal 4.1 Proposals

PRESENTER(S):

Justice Beene, Committee Chair, and Laura Ritenour, Staff to Steering Committee

DISCUSSION:

Draft proposals have been developed for meeting Goal 4.1 in the Arizona Judicial Branch 2024-2029 Strategic Agenda. Justice Beene and Laura Ritenour will facilitate a discussion of these possible proposals. Committee members will finalize the wording of projects and tasks and put them in priority order. A final list for voting on will be created during the committee meeting and will contain projects and tasks that will guide assigned AOC staff and the Committee for the next four years.

RECOMMENDED ACTION OR REQUEST (IF ANY):

Proposed Motion: Approve the priorities for tasks and projects to meet Goal 4.1 in the Arizona Judicial Branch 2024-2029 Strategic Agenda.

Goal 4: Advancing Judicial Branch Excellence and Innovation – Proposals

UPDATED DRAFT 02/26/2025

**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.
Priority	Proposal
	A. 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.
	B. The committee should establish subject matter expert workgroups to research and develop potential solutions to caseflow management and time standards issues when appropriate.
	C. The committee should continue to support projects that improve court data, like required data elements and code standardization.
	D. The committee should recommend a timeline about which time standard reports should be published publicly and when.
	<del>E. The committee should discuss and recommend whether or not the committee become a standing committee of the Arizona Judicial Council.</del> FYI - No longer a proposed task. AOC staff is working on a draft administrative order to extend the term of the committee through December 31, 2028.
	F. The committee should support the creation of training and materials to educate justice partners on time standards.
	G. 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.
<b>Priority</b>	<b>Proposal</b>
	A. 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.
	B. The AOC, in consultation with the committee and county superior court presiding judges, create and offer time standards overview training for judicial officers.
	C. 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.
	D. The AOC invests resources in the AOC-managed GJ Time Standards dashboards for all case types.
	E. The AOC offers GJ Time Standards dashboards training for all interested judicial officers and designated court staff (so they can support judicial officers).
	F. 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.
<b>Priority</b>	<b>Proposal</b>
	A. 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.
	B. The AOC implements ongoing training for judges and court staff to ensure that they stay updated on the latest best practices in case management.

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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.
<b>Priority</b>	<b>Proposal</b>
	A. The AOC creates user work groups to help identify areas in the software that can be automated to prevent data entry errors.
	B. The AOC implements technological solutions that validate data.
	C. The AOC includes data accuracy in operational reviews.
	D. The AOC ensures all courts have updated and comprehensive training materials for every field/data point in the case management system.
	E. The AOC works with the Data Standardization Advisory Committee and Steering Committee on Data-Based Court Performance and Data Standards to develop and implement a statewide data auditing project based on the required data elements and code standardization.
	F. The AOC researches what additional data is needed for effective court management and solicit pilot courts to try out ideas.

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.
<b>Priority</b>	<b>Proposal</b>
	A. AOC staff researches other business intelligence tools that can be used for data dashboards, data analytic tools, OCR, and AI, and shares idea with Steering Committee.
	B. The AOC learns from courts and other agencies currently using OCR and AI for data extraction, and shares ideas with Steering Committee.

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

<b>Date of Meeting:</b>	<b>Type of Action Required:</b>	<b>Subject:</b>
March 5, 2025	<input checked="" type="checkbox"/> Formal Action/Request <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Proposal re: Local Presiding Judge Acknowledgement of Time Standards Reports Submitted to AOC

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 2024 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 2024 meeting, Committee 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.

In July 2024, out of 176 courts reporting, 66 courts copied their local presiding judges on the email to the Time Standards email box (about 38%).

Time standards data is now part of the AOC’s operational review process. The Arizona Judicial Branch 2024-2029 Strategic Agenda Goal 4.1 lists:

- 1) Requiring presiding judges to establish a process for individual judges to review compliance with case processing standards, and
- 2) 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.

AOC staff would like to propose that courts be required to get their local presiding judge’s acknowledgement when submitting their reports to the AOC. “Presiding judge” is the justice of the peace for justice courts, the local presiding judge for municipal courts, and the county’s superior court presiding judge for superior courts. The AOC will create an acknowledgement letter template that judges would sign and that letter would be 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.

If this proposal is recommended by the Committee, AOC staff would present this proposal to other committees for feedback and support, including the Committee on Superior Courts, Committee on Limited Jurisdiction Courts, and Committee on Juvenile Courts.

RECOMMENDED ACTION OR REQUEST (IF ANY):

Proposed Motion: Motion to recommend to Arizona Judicial Council that local presiding judges be required to acknowledge their court's time to disposition summary data when submitting their fiscal year reports each July to the AOC.

**DRAFT Acknowledgement Letter from Local Presiding Judge regarding FYXX Time to Disposition Time Standards Reports**

Per Administrative Order 20XX-XX, court leadership and staff are required to obtain presiding judge acknowledge for their submitted time standards. “Presiding judge” is defined as the justice of the peace for justice courts, the local presiding judge for municipal courts, and the county’s superior court presiding judge for superior courts. A list of which reports are due for each court type is on the next page.

**Instructions:**

- 1) After review of the time standards reports, the presiding judge needs to sign and date this acknowledgement letter, enter the court name, then save and name the file.
- 2) The local presiding judge should then create an email to the [TimeStandards@courts.az.gov](mailto:TimeStandards@courts.az.gov) email box. In this email, they should attach this signed approval letter and FYXX time standards reports. This email needs to be sent no later than July 31, 20XX.

Please feel free to contact Laura Ritenour, Caseflow Management Specialist at AOC Court Services Division, if you have questions ([lritenou@courts.az.gov](mailto:lritenou@courts.az.gov); 602-452-3675). Thank you.

**Presiding Judge Acknowledgement of FYXX Time to Disposition Time Standards Reports**

I hereby affirm that I have reviewed the attached time to disposition time standards reports and acknowledge to the best of my ability that the data contained therein are true and accurate. I have typed or signed my name and date in the box below to indicate my approval.

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Approved by Presiding Judge/ Date

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Court Name

<b>Reports Due for Each Court Type</b>
<b>Superior Courts</b>
Civil
Felony
Family Law Dissolution and Allocation of Parental Responsibilities
Family Law Temporary Orders
Family Law Post-Judgment Motions
Probate Guardianship/Conservatorship
Probate Mental Health
Criminal Post-Conviction Relief
Limited Jurisdiction Court Appeals
Protection Orders Ex Parte Hearings
Protection Orders Contested Hearings Held
Protection Orders First Hearing Set
Delinquency and Status Offense
Dependency Permanency Hearings
Dependency Termination of Parental Rights
Dependency Adjudication Hearings
<b>Justice Courts</b>
Misdemeanor DUI
Civil Traffic
Justice Court Civil
Criminal Misdemeanor
Eviction Actions
Civil Local Ordinance (if there is data for the jurisdiction)
Small Claims
Protection Orders Ex Parte Hearings
Protection Orders Contested Hearings Held
Protection Orders First Hearing Set
<b>Municipal Courts</b>
Misdemeanor DUI
Civil Traffic
Criminal Misdemeanor
Civil Local Ordinance (if there is data for the jurisdiction)
Protection Orders Ex Parte Hearings
Protection Orders Contested Hearings Held
Protection Orders First Hearing Set

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

<b>Date of Meeting:</b>	<b>Type of Action Required:</b>	<b>Subject:</b>
December 11, 2024	<input type="checkbox"/> Formal Action/Request  <input checked="" type="checkbox"/> Information Only  <input type="checkbox"/> Other	Data Standardization Advisory Committee

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 September meeting.

RECOMMENDED ACTION OR REQUEST (IF ANY):

For Information Only

# Data Standardization Advisory Committee

## Summary for March 5, 2025 Steering Committee Meeting

Michael Malone, Court Services Division Director

Since the December 11, 2024 Steering Committee meeting, the Data Standardization Advisory Committee had meetings in January and February 2025. The 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. Discussions were completed and approvals were granted for the new Contact Status code FBAD (for bad addresses), the new Court Role Type code Statutory Agent, and the removal of duplicate PCO codes 52, 53, and 54.
2. The Continuance Data Workgroup made its final recommendation: while a state-wide continuance report would be beneficial, the level of effort to develop such a report at the state-level (comparable to the time standards reports) is too high. The workgroup recommendation is for each case management system to develop its own continuance reports or integrate continuance data into their existing reports.
3. All Required Data Elements Checklists have been received and are currently under review by their respective county superior court presiding judges. Any outstanding items will be discussed at the March Advisory Committee meeting.
4. Ongoing discussions continue for Case Number, Case Categories, Case Types, and Case Subtypes, with input being gathered for potential adjustments.