



# GJ Probable Cause Affidavit Arrest Warrant Process in AJACS

## SB1232 (2025) [Chapter 227](#)

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### Overview

#### Summary:

Established criteria for the issuance of a felony arrest warrant presented by law enforcement with an affidavit that a felony offense has been committed, and a particular person committed that felony offense. A magistrate in Arizona is directed to issue an arrest warrant if they are satisfied by an affidavit sworn before them that probable cause exists for the issuance of the warrant. The officer making the arrest of a person named in these types of warrants may bring that person to a magistrate either in the county where the arrest occurs or the county where the offense was committed.

#### New Case Type:

- AFFIDAVIT ARREST WARRANT

#### New Events:

- AFFIDAVIT: FOR ARREST WARRANT
- WARRANT: AFFIDAVIT ARREST WARRANT ISSUED
- WARRANT: AFFIDAVIT ARREST WARRANT QUASHED
- WARRANT: AFFIDAVIT ARREST WARRANT RETURNED

#### New Tickler:

- AFFIDAVIT ARREST WARRANT COMPLETION – 105 days

## Warrant Expiration:

- 90 days from issuance (or other date set by magistrate)

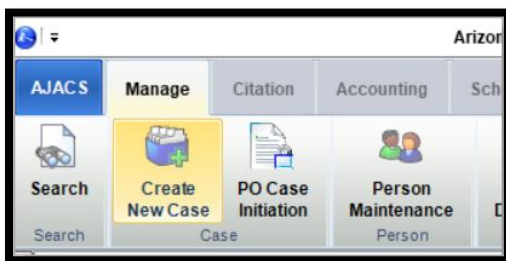
## Public Access:

- Courts must withhold public access to any information related to the request or issuance of a warrant under A.R.S. § 13-3897 until proof of service has been provided to the court – see [AO 2025-170](#).

The Law Enforcement Officer (LEO) will provide the magistrate with an affidavit and a warrant to be signed by the magistrate, if they find probable cause. If the LEO does not provide a second copy, a copy will have to be made for the court's records. **If the magistrate does NOT find probable cause, a case should NOT be created in AJACS.**

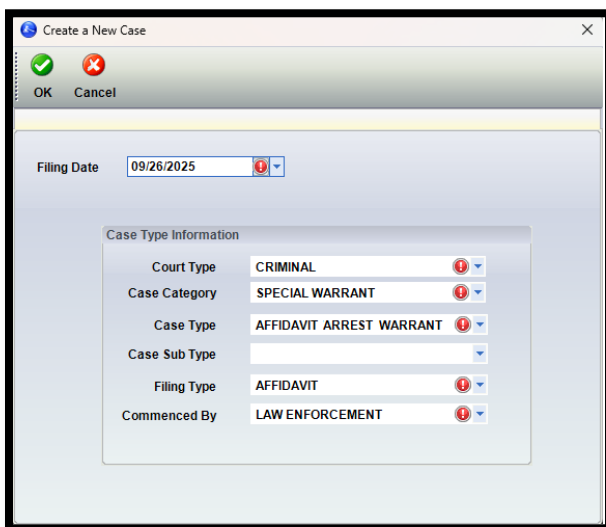
## How to create an affidavit arrest warrant case in AJACS

Select *Create New Case* icon from the *Manage* top menu.



Select the following options in the Create a New Case window:

- Filing Date: Enter date the magistrate signed the warrant
- Court Type: **CRIMINAL**
- Case Category: **SPECIAL WARRANT**
- Case Type: **AFFIDAVIT ARREST WARRANT**
- Filing Type: **AFFIDAVIT**
- Commenced By: **LAW ENFORCEMENT**

A screenshot of the 'Create a New Case' dialog box. The window title is 'Create a New Case'. At the top left, there are 'OK' and 'Cancel' buttons. The 'Filing Date' field is set to '09/26/2025'. Below this is a 'Case Type Information' section with several dropdown menus:

- Court Type: CRIMINAL
- Case Category: SPECIAL WARRANT
- Case Type: AFFIDAVIT ARREST WARRANT
- Case Sub Type: (empty)
- Filing Type: AFFIDAVIT
- Commenced By: LAW ENFORCEMENT

Each dropdown menu has a red information icon to its right.

Click OK to proceed to the *Manage Case* screen.

Enter the named person located in the arrest warrant as a party with the role type of INTERESTED PARTY. Include any identifying information (Person Details / Contact Information / Vehicle Information) that has been provided by the LEO. After entering the required information, click *Add* – the party will appear in the bottom of the screen. Do **NOT** add any charges to this case (the named person has not yet been charged with any offense). Click *Save* to create the case.

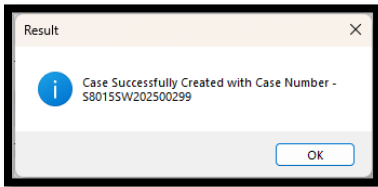
The screenshot shows the 'Manage Case' application window with the 'Add' form. The form is divided into several sections:
 

- General Party Information:** Organization (COYOTE), First Name (WILE), Middle (E), Suffix, Prefix, and Role Type (INTERESTED PARTY).
- Contact Information:** Address Type (RESIDENCE), Address (2222 W MAIN ST), Zip (86401), City (KINGMAN), State (ARIZONA), Country (UNITED STATES), Telephone, and Email.
- Person Details:** Date Of Birth (04/05/1995), Date Of Death, Driver License #, DL State (ARIZONA), SSN (XXX-XX-XXXX), Gender (M).
- Vehicle Information:** Year, Make, Model, Color, License Plate #, VIN, Reg. Exp. Date, License Plate Type, Legal Gross Weight, Country (UNITED STATES), State (ARIZONA).

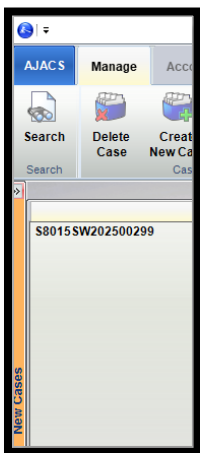
 At the bottom, a table shows the party information:
 

First Name	Middle Name	Last Name	Suffix	Prefix	Party Role Type
		STATE OF ARIZONA			PLAINTIFF

Click *OK* when the Result pop-up window displays with the new case number.



## How to docket new case filings in affidavit arrest warrant cases



The magistrate will provide the clerk with the affidavit and a copy of the warrant that was issued.

Open the case created in the previous steps by expanding the *New Cases* side menu and double-clicking the case number in the list of cases.

When the case is created, the **Sealed Case** flag will automatically be selected in the GCI.

The General Case Information (GCI) for the newly created case will appear with the Register of Actions displaying.

From the Register of Actions, select *Add* to docket the appropriate events.

Case Summary - S1300SW202580062

General Case Information

Case Number: S1300SW202580062  
 Court Type: CRIMINAL  
 Case Category: SPECIAL WARRANT  
 Case Type: AFFIDAVIT ARREST WARRANT  
 Case Sub Type:  
 Judge Group:  
 Filing Date: 09/26/2025 04:26 PM  
 Filing Type: AFFIDAVIT  
 Case Status: OPEN  
 Case Status Date: 09/26/2025 04:26 PM  
 Case Judge:  
 Judge Asgmt. Date:

Sealed Case 
 Restricted Case 
 Jury Trial Requested 
 Complex 
 Remove From Public Access

Commenced By: LAW ENFORCEMENT

The affidavit (probable cause statement) should be docketed using the Event entry Type: **AFFIDAVIT: FOR ARREST WARRANT** (the Event Filing Date should be the date the magistrate signed the warrant). Select the named person in the Parties tab, then select Save to proceed with docketing the warrant event.

General Search Case Summary - S8015SW202500299 Event Management

General Case Information Court Type: CRIMINAL

Case Number: S8015SW202500299  
 Category Desc: Affidavit  
 Group Desc:  
 Case Type: AFFIDAVIT ARREST WARRANT  
 Case Sub Type:  
 Case Filing Date: 09/26/2025  
 Case Status: OPEN  
 In Re the Matter of:  
 Event Filing Date: 09/26/2025 12:14 PM  
 Data Entry Date: 09/26/2025 12:14 PM  
 Event Requestor:

Print Lead Sheet 
 Print Bar Code 
 Restricted 
 Sealed 
 ROA Hidden 
 Remove From Public Access 
 Email Finalized Document

Event Entry Type	Parties	Count	Session	Comment
WA				
AFFIDAVIT: FOR SEARCH WARRANT	STATE OF ARIZONA			PLAINTIFF
AFFIDAVIT: FOR ARREST WARRANT	COYOTE, WILE E			INTERESTED PARTY

Select Yes when the Associate Document pop-up window appears, if you are prepared to scan and attach the document to the event. Otherwise, select No to scan and attach later.

Associate Document

Do you want to associate a document to the event?

The copy of the issued warrant should be docketed as: **WARRANT: AFFIDAVIT ARREST WARRANT ISSUED** using the same steps noted above then selecting the magistrate that issued the warrant in the Judge tab of the event, then entering the date the magistrate signed the warrant as the event Filing Date, then clicking Save and Close.

Print Lead Sheet  Print Bar Code  Restricted  Sealed  ROA Hidden  Remove From Public Access  Email Finalized Document

Event Types Related Events Forms / Ticklers Custom Tickler

Event Entry Type	Parties	Count	Session	Judge	Comment
ARREST					
WARRANT: AFFIDAVIT ARREST WARRANT ISSUED	AINLEY, TINA R				ACTIVE
WARRANT: AFFIDAVIT ARREST WARRANT QUASHED	BLUFF, MICHAEL R				ACTIVE
WARRANT: AFFIDAVIT ARREST WARRANT RETURNED	CARMAN, KRISTA M				ACTIVE
WARRANT: ARRESTED	COHEN, SUZANNE				ACTIVE
WARRANT: ARRESTED - POST ADJUDICATION	EDC JUDGE,				ACTIVE
	ERICKSON, JOHN W				ACTIVE
	GARCIA, JEANNE				ACTIVE
	GOLDSTEIN, JOSEP...				ACTIVE

Scan and attach the individual documents to their corresponding events docketed above.

After docketing the **WARRANT: AFFIDAVIT ARREST WARRANT ISSUED** event, the **AFFIDAVIT ARREST WARRANT COMPLETION** Tickler is created and set to expire in 105 days (91 days for the expiration of the warrant + 14-day grace period for the court to process the events) to assist the court with auto-closure of these cases.

General Case Information

Case Number: S1300SW202580062 Filing Date: 09/26/2025 04:26 PM  
 Court Type: CRIMINAL Filing Type: AFFIDAVIT  
 Case Category: SPECIAL WARRANT Case Status: OPEN  
 Case Type: AFFIDAVIT ARREST WARRANT Case Status Date: 09/26/2025 04:26 PM  
 Case Sub Type: Case Judge:  
 Judge Group: Judge Asgmt. Date:

Sealed Case  Restricted Case  Jury Trial Requested  Complex  Remove From Public Access   
 Commenced By: LAW ENFORCEMENT

Restitution	Service of Process	Special Handling	Ticklers	Vehicle Information																
Drag a column header here to group by that column.																				
			<table border="1"> <thead> <tr> <th>Tickler</th> <th>Firing Event Entry Type</th> <th>Additional Descri</th> <th>Commen</th> <th>Due Date</th> <th>Grace Da</th> <th>Satisfied D</th> <th>Satisfying Even</th> </tr> </thead> <tbody> <tr> <td>AFFIDAVIT ARREST WARRANT COMPLETION</td> <td>WARRANT: AFFIDAVIT ARREST WARRANT ISSUED</td> <td></td> <td></td> <td>12/26/2025</td> <td>14</td> <td></td> <td></td> </tr> </tbody> </table>	Tickler	Firing Event Entry Type	Additional Descri	Commen	Due Date	Grace Da	Satisfied D	Satisfying Even	AFFIDAVIT ARREST WARRANT COMPLETION	WARRANT: AFFIDAVIT ARREST WARRANT ISSUED			12/26/2025	14			
Tickler	Firing Event Entry Type	Additional Descri	Commen	Due Date	Grace Da	Satisfied D	Satisfying Even													
AFFIDAVIT ARREST WARRANT COMPLETION	WARRANT: AFFIDAVIT ARREST WARRANT ISSUED			12/26/2025	14															

## How to docket filings when the warrant is quashed

There are times where the LEO or prosecutor may need to quash an affidavit arrest warrant that was previously issued by the magistrate due to either finding that the named person is not the offender or that the prosecutor has filed a complaint / information / indictment charging the named person with an offense.

When this happens, the LEO / prosecutor will present the original warrant indicating that the warrant should be quashed. Docket this document as **AFFIDAVIT ARREST WARRANT QUASHED** on the Register of Actions and scan and attach the document to the event. Using this event will change the case status to CLOSED and satisfy the AFFIDAVIT ARREST WARRANT COMPLETION tickler.

## How to docket filings when the warrant is returned / executed

When the named person has been arrested in these cases, the original warrant will be returned to the court that issued the affidavit arrest warrant. Prior to docketing the event, deselect the **Sealed Case** flag from the GCI in Case Admin (user will need appropriate security rights) to allow public access to this record (based on court's policies and procedures).

Docket the return of the warrant as **WARRANT: AFFIDAVIT ARREST WARRANT RETURNED** and scan and attach the document to the event. Docketing this event will satisfy the AFFIDAVIT ARREST WARRANT COMPLETION tickler and will change the case status to CLOSED.

## How to Manage Ticklers

When a warrant is issued using the event **WARRANT: AFFIDAVIT ARREST WARRANT ISSUED**, the **AFFIDAVIT ARREST WARRANT COMPLETION** tickler will automatically be added to the warrant case and will have a due date 91 days from the event filing date and will have a 14-day grace period. This tickler is satisfied by docketing either **WARRANT: AFFIDAVIT ARREST WARRANT QUASHED** or **WARRANT: AFFIDAVIT ARREST WARRANT RETURNED** and can be found in the left-tree menu item – Ticklers.

Related Cases	Drag a column header here to group by that column.									
Service of Process	Tickler	Firing Event Entry	Additional Descrip	Comment	Due Date	Grace Da	Satisfied Dat	Satisfying Event E	Charge(s)	Active
Ticklers	AFFIDAVIT ARREST WARRANT COMPLETION	AFFIDAVIT ARREST WARRANT ISSUED			12/26/2025	14				Y
Work Queue										

If the magistrate set an expiration that differs from the Due Date, update the tickler to indicate the correct date.

Select *Update* in the Ticklers module for the *AFFIDAVIT ARREST WARRANT COMPLETION* tickler then select *Yes* when the *Modify Tickler* message appears.

The screenshot shows the 'Update' window for a case. The 'General Case Information' section includes fields for Case Number (S1300SW202580062), Court Type (CRIMINAL), Case Category (SPECIAL WARRANT), Case Type (AFFIDAVIT ARREST WARRANT), Case Sub Type, Judge Group, and Judge Asgmt. Date. The 'Sealed Case' checkbox is checked, and 'Commenced By' is set to LAW ENFORCEMENT. Below this is a 'Restitution' section with a similar 'Drag a column header here to group by that column.' instruction. The 'Service of Process' section contains a table with the following data:

Service of Process	Tickler	Firing Event Entry Type	Additional Descrip
Special Handling	AFFIDAVIT ARREST WARRANT COMPLETION	WARRANT: AFFIDAVIT ARREST WARRANT ISSUED	

The 'Modify Tickler' dialog box contains a question mark icon and the text: "Are you sure you want to modify the tickler?". There are two buttons at the bottom: "Yes" and "No".

Modify the *Due Date* and *Warning Date* to be the date the magistrate set on the warrant, enter appropriate comments in the *Comments* box, then click *Ok* to save the updates to the tickler. Select *OK* when the *Tickler Saved Successfully!* message appears.

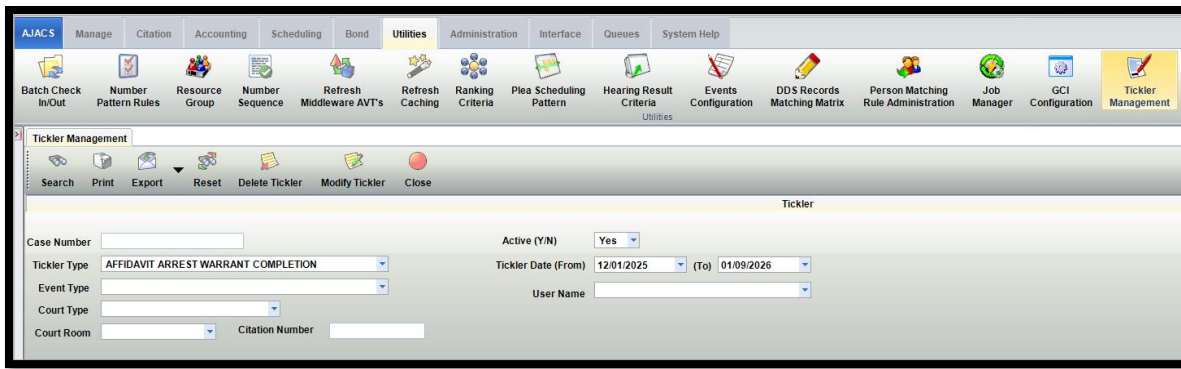
The 'Modify Tickler' form has the following fields and values:

- Tickler Type: AFFARRESTWARRANT
- Due Date: 11/03/2025
- Satisfying Event Types: (empty)
- Warning Date: 11/03/2025
- Next Event Types: (empty)
- Active: Yes
- Comments: Judge Smith set expiration date of warrant for November 3, 2025.

Buttons for "Show Group Members", "Ok", and "Cancel" are visible at the top right. A "Selected Users" list is at the bottom.

The 'AiCMS' message box displays an information icon and the text: "Tickler Saved Successfully!". There is an "OK" button at the bottom.

Courts may review active ticklers by selecting *Tickler Management* in the *Utilities* top menu and perform a search as demonstrated below:



After selecting **AFFIDAVIT ARREST WARRANT COMPLETION** from the Tickler Type drop-down, select the appropriate date range then click Search to view the outstanding warrants that have a due date in the date range selected.

Case Number	Last Name	First Name	Tickler Type	Firing Event Entry Type	Satisfying Event Entry Type	Tickler Date	Due Days	Due Date e-Notified	Counts	Charges	Active	Event Date	Court Room
M0760SW2025000004	SMITH	JOHN	AFFIDAVIT ARRE	AFFIDAVIT ARREST WARR		12/26/2025	100				Y	09/12/2025	
M0760SW2025000005	SMITH	JOHN DOE	AFFIDAVIT ARRE	AFFIDAVIT ARREST WARR		12/20/2025	94				Y	09/06/2025	
M0760SW2025000002	DOE	JOHN	AFFIDAVIT ARRE	AFFIDAVIT ARREST WARR		12/16/2025	90				Y	09/16/2025	

Review the active ticklers (timing as determined by your local court policies and procedures) and close cases when the warrants expire to ensure the cases are able to move to the ERRD queue, when appropriate.