



# LJ 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 (Court Type: Administrative / Case Category: Special Warrant)

### New Events:

- ARREST WARRANT AFFIDAVIT
- AFFIDAVIT ARREST WARRANT ISSUED
- AFFIDAVIT ARREST WARRANT QUASHED
- AFFIDAVIT ARREST WARRANT RETURNED

### New Ticklers:

- AFFIDAVIT ARREST WARRANT COMPLETION – 105 days

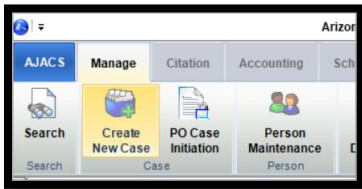
## Warrant Expiration:

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

The Law Enforcement Officer (LEO) will provide the magistrate with an affidavit and two copies (one original for the LEO and a copy for the court's records) of a warrant to be signed by the magistrate, if they find probable cause. (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: **ADMINISTRATIVE**
- Case Category: **SPECIAL WARRANT**
- Case Type: **AFFIDAVIT ARREST WARRANT**
- Filing Type: **AFFIDAVIT**
- Commenced By: **LAW ENFORCEMENT**

A screenshot of the 'Create a New Case' window in the AJACS software. The window has a title bar with 'Create a New Case' and a close button. Below the title bar are 'OK' and 'Cancel' buttons. The main area contains a 'Filing Date' field with the value '09/26/2025'. Below this is a 'Case Type Information' section with several dropdown menus: 'Court Type' (ADMINISTRATIVE), 'Case Category' (SPECIAL WARRANT), 'Case Type' (AFFIDAVIT ARREST WARRANT), 'Case Sub Type' (empty), 'Filing Type' (AFFIDAVIT), 'Commenced By' (LAW ENFORCEMENT), and 'Case Status' (OPEN). Each dropdown menu has a red exclamation mark icon next to it.

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

Enter the named person in the arrest warrant as a party with the role type of OTHER. 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 then click OK when the Result pop-up window appears confirming the creation of the case.

The screenshot shows the 'Manage Case' application window. The 'New Case Properties' section includes dropdown menus for Court Type (ADMINISTRATIVE), Case Type (AFFIDAVIT ARREST WARRANT), Filing Date (09/26/2025), and Commenced By (LAW ENFORCEMENT). Below this, there are fields for Case Category (SPECIAL WARRANT) and Case Filing Type (AFFIDAVIT). The 'Parties' section is active, showing 'General Party Information' for a person named JOHN DOE SMITH, with fields for Organization/Last, First, Middle, Suffix, and Role Type (OTHER). It also includes 'Contact Information' with fields for Address Type (RESIDENCE), Address (9865 W MAIN ST), Zip (85534), City (DUNCAN), State (ARIZONA), and Country (UNITED STATES). Other sections include 'Person Details' (Date of Birth, Date of Death, Driver License #, DL State, SSN, Gender) and 'Vehicle Information' (Year, Make, Model, Color, License Plate #, VIN, Reg. Exp. Date, License Plate Type, Legal Gross Weight, Country, State).

This is a close-up of the 'New Case Properties' section from the 'Manage Case' window. It shows the 'Court Type' dropdown set to 'ADMINISTRATIVE' and the 'Case Category' dropdown set to 'SPECIAL WARRANT'.

The 'Result' pop-up window displays a blue information icon and the text: 'Case Successfully Created with Case Number - M0747SW2025017124'. There is an 'OK' button at the bottom right.

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

The magistrate will provide the clerk with the affidavit and the 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 on the case number in the list of cases.

The screenshot shows the 'New Cases' side menu with a search bar and a list of cases. The case number 'M0747 SW2025017124' is highlighted in blue.

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.

Docket the affidavit (probable cause statement) as: **ARREST WARRANT AFFIDAVIT** (the Event Filing Date should be the date the magistrate signed the warrant) then click Save to proceed to the next event.

General Case Information Court Type ADMINISTRATIVE

Case Number M0747SW2025017124 Case Type AFFIDAVIT ARREST WARRANT

Category Desc AFFIDAVIT Case Sub Type

Group Desc Case Filing Date 09/26/2025

Event Filing Date 09/26/2025 03:07 PM Case Status PRE-ARRAIGNMENT

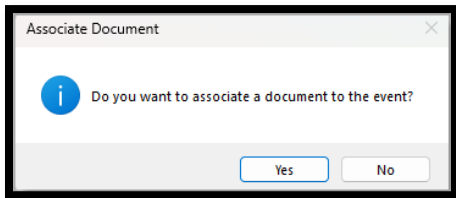
Data Entry Date 09/26/2025 03:07 PM Judge

Event Requestor

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

Event Entry Type	Parties	Comment
<input checked="" type="checkbox"/> affidavit	<input type="checkbox"/> Party Name	<input type="checkbox"/> Party Role
<input type="checkbox"/> AFFIDAVIT OF SERVICE FILED	<input checked="" type="checkbox"/> SMITH, JOHN DOE	<input type="checkbox"/> OTHER
<input type="checkbox"/> AFFIDAVIT OF SERVICE FILED - SMALL CLAIMS		
<input checked="" type="checkbox"/> ARREST WARRANT AFFIDAVIT		
<input type="checkbox"/> MOTION AND AFFIDAVIT TO WAIVE OR REDUCE COST BO...		

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.



Docket the copy of the issued warrant as: **AFFIDAVIT ARREST WARRANT ISSUED** (using the same steps as noted above) (the Event Filing Date should be the date the magistrate signed the warrant) then click Save and Close.

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

After docketing the **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.

The Register of Actions should look like similar to the image below after docketing the initial events:

Date Stamped	Party	Description
09/26/2025 03:07 PM	SMITH, JOHN DOE	AFFIDAVIT ARREST WARRANT ISSUED
09/26/2025 03:06 PM	SMITH, JOHN DOE	ARREST WARRANT AFFIDAVIT
09/26/2025 03:05 PM	SMITH, JOHN DOE	Case Initiated - AFFIDAVIT

## 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.

Docket the return of the warrant as **AFFIDAVIT ARREST WARRANT RETURNED** and scan and attach the document to the event. Docketing this event should 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 **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 before the case will auto close. This tickler 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
	AFFIDAVIT ARREST WARRANT COMPLETION	AFFIDAVIT ARREST WARRANT ISSUED			12/26/2025	14				Y

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.

Update Frequent Events Assign/Reassign Case Create Task Status History Case Admi

General Case Information

Case Number	M0760SW2025000008	Filing Date	09/26/2025 09:58 AM
Court Type	ADMINISTRATIVE	Filing Type	AFFIDAVIT
Case Category	SPECIAL WARRANT	Case Status	PRE-ARRAIGNMENT
Case Type	AFFIDAVIT ARREST WARRANT	Case Status Date	09/26/2025 09:58 AM
Case Sub Type		Case Judge	
Assigned Courtroom		Courtroom Asgmt Dt	

Sealed Case  Restricted Case  Jury Trial Requested  Complex  Remove From

Commenced By LAW ENFORCEMENT

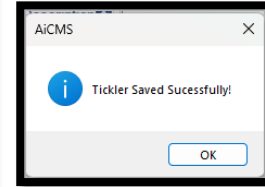
Related Cases	Drag a column header here to group by that column.									
Service of Process	Tickler	Firing Event Entry	Additional Des							
	AFFIDAVIT ARREST WARRANT COMPLETION	AFFIDAVIT ARREST WARRANT ISSUED								

Modify Tickler

Are you sure you want to modify the tickler?

Yes 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.



When the *Due Date* for the tickler passes without a satisfying event (**AFFIDAVIT ARREST WARRANT QUASHED** or **AFFIDAVIT ARREST WARRANT RETURNED**), the tickler will display in the Expired Tickler tab in the Tickler Management module for 14 days (until the grace period elapses). This module can be found in the Manage top menu.

After the grace period, the tickler will auto-satisfy itself and add the **CASE CLOSED** event to the Register of Actions and close the case. The Ticklers screen display *N* in the Active column and the Satisfied Date will reflect the date that the tickler expired.

Related Cases	Drag a column header here to group by that column.									
Service of Process	Tickler	Firing Event Entry Ty	Additional Descripti	Comments	Due Date	Grace Days	Satisfied Date	Satisfying Event Ent	Charge(s)	Active
Ticklers	AFFIDAVIT ARREST WARRANT COMPLETION	AFFIDAVIT ARREST WARRANT ISSUED			12/26/2025	14	01/09/2026			N
Work Queue										

Court Associations	Drag a column header here to group by that column.			
Court Dates	Date Stamped	Party	A	Description
Court Mandates	01/09/2026 10:41 AM			CASE CLOSED
Disbursement Journal	09/26/2025 10:40 AM	SMITH, JOHN DOE		AFFIDAVIT ARREST WARRANT ISSUED
Documents	09/26/2025 10:40 AM	SMITH, JOHN DOE		ARREST WARRANT AFFIDAVIT
Exhibit Tracking	09/26/2025 10:38 AM	SMITH, JOHN DOE		Case Initiated - AFFIDAVIT

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

AJACS Manage Citation Accounting Scheduling Bond Utilities Administration Interface Queues System Help

Batch Check In/Out Number Pattern Rules Resource Group Number Sequence Refresh Middleware AVT's Refresh Caching Ranking Criteria Plea Scheduling Pattern Hearing Result Criteria Events Configuration DDS Records Matching Matrix Person Matching Rule Administration Job Manager GCI Configuration Tickler Management

Utilities

Tickler Management

Search Print Export Reset Delete Tickler Modify Tickler Close

Case Number  Active (Y/N) Yes

Tickler Type AFFIDAVIT ARREST WARRANT COMPLETION Tickler Date (From) 12/01/2025 (To) 01/09/2026

Event Type  User Name

Court Type

Court Room  Citation Number

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 a due date in the date range selected.

Drag a column header here to group by that column.

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		12/28/2025	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	