

IN THE SUPREME COURT OF THE STATE OF ARIZONA
ADMINISTRATIVE OFFICE OF THE COURTS

In the Matter of:)	
)	
UTILIZATION OF THE DEFENSIVE)	Administrative Directive
DRIVING TRACKING SYSTEM II)	No. <u>2011 - 26</u>
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)	

Arizona Code of Judicial Administration (ACJA) § 7-201(D)(2)(a), as adopted by Administrative Order No. 2007-103, orders the Administrative Director of the Administrative Office of the Courts (AOC) to adopt policies and procedures for the implementation of laws pertaining to the Defensive Driving Program, and in conformity with ACJA § 7-205: Defensive Driving.

ARS § 28-3395(B) and ACJA § 7-205(F)(25)(a) requires the Supreme Court establish procedures for schools to remit reports required by the Supreme Court and in compliance with specified transmission requirements. The statewide defensive driving database has been technologically modified and enhanced to provide improvements to the efficiency, efficacy and accountability for remitting state and court payments. The new system, DDTSII, includes the following improvements:

- A web-based application which school personal can use from any computer with internet access;
- Improved reconciliation of state fee and court diversion fee payments;
- Receipting of remitted fees to each case in the court's case management system, in compliance with the minimum accounting standards adopted by the Supreme Court;
- Real time defendant eligibility checks and change requests from a defensive driving school's internal system; and
- The ability for a defensive driving school to correct data errors and efficiently change data field values on saved records and completion records without prior approval.

IT IS DIRECTED, in compliance with ACJA § 7-205(F)(28)(f), that each certified defensive driving school shall utilize the DDTSII enhanced state fee and court diversion fee payment reporting functionality.

IT IS FURTHER DIRECTED that staff from the Administrative Office of the Courts shall provide a user's manual and training covering the operation of this new system.

IT IS FURTHER DIRECTED that staff from the Administrative Office of the Courts shall provide thirty (30) days written notice to each certified defensive driving school of the

implementation date of the DDTSII. Certified schools shall utilize the DDTSII system and shall use the procedures outlined in the User Manual as the standard training and operational manual for the remittance and reporting of court diversion fees, state fees, and state surcharges.

Dated this 11th day of August, 2011.

David K. Byers
Administrative Director