

**GJ Code Standardization User Group and Clerk's User
Group Meeting Agenda
Wednesday, October 24th, 2007**

1:30 – 3:00 p.m.

602-452-3193 #7002

- **Finalize financial code definitions.**
 - **Request for new events/action codes (new from Financial gap sessions)**
 - **Case into Collections**
 - **Remove/Recall (Satisfied) from Collections**
 - **Judgment Satisfied**

- **Review and approve party role codes**

- **Define "Inactive" status for case types. Need to form subcommittee ASAP for November 2nd, 2007 deadline.**

- **Case status definition clarification for cases adjudicated, but fees still owing.**

GJ Code Standardization User Group and Clerk's User Group Meeting Minutes Wednesday, October 24th, 2007

Attendees: Patrick McGrath, Carrie Stoneburner, Susann Young, Laurel Waite, Lillith Avalon, Mary Edie, Debbie Young, Martha Anderson, Vicki Aguilar, Gordon Mulleneaux, Chris Stenson, Virlynn Tinnell, Audrey MacDonald, Andy Dowdle, Carolyn Farley, Odette Apodaca, Dolly Legleu, Sylvia Magallanes, Martha Morales, Shelly Bacon, Diane LaBarbera, Suzie Fields, Terry Rice, Debbie Stevens.

1. **REVIEW AND FINALIZE FINANCIAL CODE DEFINITIONS:** The below definitions were confirmed

Receivable Type: Statutory or local rule assessment such as restitution, fees, fines and surcharges.

Agency: An entity identified by the state, county, or court to receive monies collected as a result of a fee, fine or other assessment.

Action Code: Represents an activity or task that has occurred or is to occur.

Action Code	Description
1	ASSESSMENT
2	FEES WAIVED
3	RECEIPT
4	NSF/DISHONORED
5	FORFEITURE
6	EXONERATE
7	PAYMENT AUTHORIZATION
8	DISBURSE
9	CANCEL CHECK (VOID)
10	REFUND
11	MONETARY ADJUSTMENT
12	NON-MONETARY ADJUSTMENT
13	INTEREST

Account: A composite of an individual or assessed party's financial obligations/receivables ordered by the court or an administrative assessment ordered by the probation department.

Bond Underwriter: Entity that underwrites policies of insurance.

Bondsman: An owner or agent of a bonding agency that provides bond or surety for another party.

Distribution Type: A form of disbursement, such as check, direct deposit, electronic transfer, forfeiture credit.

Disb Type	Description
1	ALLOCATION
2	RESTITUTION
3	CASH BOND REFUND
4	OVERPAYMENT REFUND
5	INTEREST
6	OTH JURIS BAIL
7	MISCELLANEOUS
8	CHILD SUPPORT
9	UNCLAIMED PROPERTY

Financial Event Codes: Represents events associated with financial activities.

In addition, the group held a discussion regarding the best method to note a case that is in collections, recalled from collections and a satisfaction of judgment. However, this discussion will continue at a future meeting.

Also, regarding the question of status for a case that has completed, but has fees owing, the group decided that this "post matters" discussion should continue at a future meeting.

2. REVIEW AND APPROVE PARTY ROLE CODES:

The committee approved the Party Role codes submitted by Carrie Stoneburner. This document has been forwarded to the CMS team, and is also attached to the minutes email notification.

3. INACTIVE STATUS PROJECT REQUEST

Per the request of the AmCad CMS team, a subcommittee will form to review the current document types to determine the start and stop clock events on in-active case types that relate to Coor Tools requirements. Carrie asked for volunteers by 9a.m. (later updated to 10 am.) on Thursday, October 25th. The deadline for the results/conclusions is November 2nd, 2007.

The following items were deferred to future Code Standardization meetings:

- 1) Determine the best method to flag cases that are sent to Collections, recalled from Collections and when judgments are satisfied.
- 2) Case status definitions for post adjudication matters (fees owing, etc).
- 3) The addition of new actions codes submitted by Lillith Avalon: Accrual and Write Off.

Next meeting: Wednesday, November 7th.

GJ Code Standardization User Group and Clerk's User Group Meeting Minutes Wednesday, November 7th, 2007

Attendees: Mary Bellefeuille, Bert Cisneros, Patrick McGrath, Carrie Stoneburner, Sue Hall, Mary Edie, Debbie Young, Vicki Aguilar, Gordon Mulleneaux, Debbie Stevens, Elaine DeBow, Karen Ferrara, Cindy Linnertz, Dolly Legleu, Andy Dowdle, Ed Bradford.

1. APPROVE NEW DOCUMENT TYPES (from "Final Inactive Status for report design requirements 110507")

Order: Deferred Prosecution - **approved**

Order: Terminating Drug Court – Successful - **approved**

Order: Terminating Drug Court – Unsuccessful - **approved**

Rule 11: (document and minute entry) Order: Finding competency - **approved**

Order: Dismissing Appeal - **approved**

~~Order: Reinstate to Active calendar –~~ **hold until further notice (not approved)**

~~Notice: Bankruptcy Discharged –~~ **hold until further notice (not approved)**

2. CONSOLIDATED CASE PROCESSING (from Gap Analysis sessions)

11/7/07 update: The discussion resulted in the following: All records, including financials, would remain on the child case. But, after case consolidation, any additional docketing would be on the Parent Case. If the cases are ever un-consolidated the child case will not display the information that was done on the parent case while they were consolidated. If there were outstanding financials on the child case prior to consolidation they would remain on the child case. So after consolidation if a payment was taken for the receivables on the child case, the money would be applied to the child case. Anything that occurs after consolidation will be posted to the parent case. The only way the child case would be "touched" after consolidation is if there were outstanding receivables on the case prior to the consolidation.

A request was made to display an additional pop-up box asking the user "are you sure...." before the case is consolidated.

3. REQ 6.29 - Ability for the system to automatically apply a prepaid deposit to the appropriate case once the judgment has been issued. Example payment posted before complaint is filed. **NOTES on REQ 6.29** - The group discussed EDC (Early Disposition Court) cases and how to track money for those cases. Sheri recommended that the Code Standardization Committee establish a case type for EDC cases. ***Per the 11/7/07 JAD session and additional input from Sheri, this request is no longer needed.***

4. APPROVE CRIMINAL CASE SUBTYPES (FELONY) (Code Standardization Subcommittee previously approved for statistical reporting). 11/7/07 update: The following felony case subtypes were approved.

Person - Homicide
Person - Sex Offenses
Person - Kidnapping
Person - Robbery
Person - Aggravated Assault
Person - Other Assaults
Property - Burglary
Property - Auto Theft
Property - Other
Drug - Possession
Drug - Other
Weapons
Public Order
Motor Vehicle - DWI / DUI
Motor Vehicle - Moving Violations
Motor Vehicle - Non Moving Violations
Other Felony / Unclassified

**5. APPROVE NEW FILING CASE SUBTYPES (FOR COUR TOOLS REPORTING)
11/7/07 update: The following felony case subtypes were approved**

3.5.4	Filing Method for Case Type - Justice Court Appeal
	Filing Case Type: JP Appeal
	Proposed New Case Subtypes: Criminal and Criminal Traffic, Civil Traffic
3.5.4.1	
3.5.5	Filing Method for Case Type - Muni Court Appeal
	Filing Case Type: Muni Appeal
	Proposed New Case Subtypes: Criminal and Criminal Traffic, Civil Traffic
3.5.5.1	

6. **REQ 5.22** - Identify capital or complex designation. When a litigant requests and court designates an action as a "complex case" (multiple defendants with different time lines) or a capital case (death penalty case). **Notes on REQ 5.22** - In AmCad you must designate a case as complex by adding an Event Type. For Civil Cases the complex case designation can be an event. However, for criminal cases the group wants to be able to designate the complexity of a case by the charges or case types. In one version of AmCad, they can assign "Parts" (Part I, Part II, and Part III) that is automatically selected by the Case Sub-Type selected. This indicator appears at the top of the screens. 'Part' will be renamed to 'Track' to match the current business process. Who is responsible for designating case types that are considered complex? The parameters/timelines of the Tracks also need to be determined so that the CMS will perform the necessary functions when a case is designated as complex. **11/7/07 update: The committee approved the use of a "check box" for both criminal and civil cases. These check boxes would be named "Criminal – Complex" and "Civil – Complex."**

7. **REQ 5.57** - The system should allow for a bench warrant to be issued for counsel or a witness. Issue warrants for non-parties. **NOTES on REQ 5.57** - The group believes that the current functionality in AmCad covers this requirement. Add the party as an association and issue a document warrant. If a juror failed to appear a new case would be added – the juror would not be added as an associated party. The standardization group needs to review this process regarding whether the juror will be added as a new case or the person will be added as an associated party. **11/7/07 update: per previous GJ code standardization discussions, this would result in a new case.**

8. **Procedure for approving additional table information:** A spreadsheet will be sent to the team prior to 12 noon Tuesday, November 13th. This spreadsheet will include AZTEC table information that must be reviewed and approved by the Code Standardization committee prior to November 30th. The spreadsheet will be reviewed by the team at a separate meeting on Friday, November 16th. Then, the team will meet again to discuss at the rescheduled GJ Code standardization meeting on November 20th meeting (the November 21st meeting will be cancelled.) Call in number will be provided.

Next Meeting: Tuesday, November 20th 1:30 – 3:00 p.m.

GJ Code Standardization User Group and Clerk's User Group Meeting Minutes Wednesday, November 7th, 2007

Attendees: Mary Bellefeuille, Bert Cisneros, Patrick McGrath, Carrie Stoneburner, Sue Hall, Mary Edie, Debbie Young, Vicki Aguilar, Gordon Mulleneaux, Debbie Stevens, Elaine DeBow, Karen Ferrara, Cindy Linnertz, Dolly Legleu, Andy Dowdle, Ed Bradford, Shelly Bacon, Lily Shafer.

1. APPROVE NEW DOCUMENT TYPES (from "Final Inactive Status for report design requirements 110507")

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8. **Procedure for approving additional table information:** A spreadsheet will be sent to the team prior to 12 noon Tuesday, November 13th. This spreadsheet will include AZTEC table information that must be reviewed and approved by the Code Standardization committee prior to November 30th. The spreadsheet will be reviewed by the team at a separate meeting on Friday, November 16th. Then, the team will meet again to discuss at the rescheduled GJ Code standardization meeting on November 20th meeting (the November 21st meeting will be cancelled.) Call in number will be provided.

Next Meeting: Tuesday, November 20th 1:30 – 3:00 p.m.

GJ Code Standardization User Group and Clerk's User Group Meeting Agenda

Tuesday, November 20th, 2007

1:30 – 3:00 p.m.

602-452-3193 #7002

1) Case status clarification for consolidation cases (follow-up question from last meeting: what should the case status to be on the parent case and the child case(s) after consolidation?)

2) CourTool Report design requests

- o Request to add new Criminal party status of “Re-Opened”

Re-opened – Post adjudication, means a count of case in which judgments have previously been entered but which have been restored to the court’s pending caseload due to the filing of a request to modify or enforce the existing judgments.

- o Request to add new document subtype of “Dismiss Petition to Revoke” with a document type of “Hearing” under the “Hearing Types and Minute Entry Docs” section.

Approval on the post adjudication subtypes that cause the party status to be considered re-opened for CourTool reports.
See grid below.

	Code Standardization Document Type	Code Standardization Document SubType	Party Status
PJ	'Petition	Petition - Revoke Probation	Re-opened
	HEARING	DISPOSITION	
CL	HEARING	Dismiss Petition to Revoke	
PJ	'Petition	'Modify Conditions of Probation	Re-opened
CL	'Order	'Modifying Conditions of Probation	
PJ	'Petition	'Terminate Probation	Re-opened
CL	'Order	'Terminate/Discharge Probation	
PJ	Petition	DESIGNATE OFFENSE	Re-opened
CL	'Order	'Designating Offense - Felony	

	Code Standardization Document Type	Code Standardization Document SubType	Party Status
PJ	'Application	Application to Restore Civil Rights/Vacate Conviction	Re-opened
CL	Order	Vacating/Set Aside Judgment of Guilt	
	'Order	'Denying	
PJ	'Rule 32	'Post Conviction Relief Notice	Re-opened
CL	'Rule 32	'Ruling on Post Conviction Relief	
PJ	'Notice	'Appeal	Re-opened
CL	'Administrative	'Remand from Higher Court or	
	Mandate	Affirmed	

3) Review Aztec table spreadsheet for approval consideration

GJ Code Standardization User Group and Clerk's User Group Meeting Minutes

Tuesday, November 20th, 2007

Attendees: Vicki Aguilar, Carolyn Farley, Cindy Linnertz, Gordon Mulleneaux, Amy Johnson, Jennifer Jones, Jeannie Hicks, Sue Hall, Andy Dowdle, Susan Klein, Debbie Young, Patrick McGrath, Carrie Stoneburner, Diane LaBarbera and Suzann Young.

1) Case status clarification for consolidated cases: The committee decided to create a new case status of "Consolidated" for the child cases. Bert Cisneros has been contacted and verified there is no negative impact to statistical reporting of these cases. However, the team will need to create a definition for this new case type in order to ensure the cases are treated as "closed" in AmCad. Carrie has added this to the pending agenda items list.

2) CourTool Report design requests: A new "Hearing" document subtype of "Dismiss Petition to revoke" has been approved. The team also recommended the use of an existing criminal party status of "Post Sentence Matters" instead of the new request of "Re-opened." Therefore, the "Re-opened" document subtype has been denied for implementation.

3) Aztec Tables: Please review the attached spreadsheet for the new Code Standardization tables. The Payment codes will require further discussion. Carrie Stoneburner will compare the payment events codes to the fee schedule for similarities. After this analysis is completed, she will forward it to Patrick McGrath for the next steps (work with the Clerks for agreement on a single description for like codes.). Also, Carrie has added the Clerk's request to add a Trial result code table to the pending agenda items list.

A question was presented during the meeting regarding how attorney statuses are treated in AmCad. For example, will an attorney status of "disbarred" prevent the attorney from being assigned to a case? After the meeting, Susann was able to determine that AmCad will track the attorney status by beginning and end dates. Also, a question was raised regarding an interface with the State Bar association. Will there be a live feed back and forth or are we just doing a onetime update, entering in the attorney bar numbers and names? Susann was able to determine that it will be a one time feed in which we will obtain the attorney information (name, address, phone number, bar number). After that, the courts will be responsible for maintaining their attorney tables.

Action items follow-up:

- 1) Time permitting, Susann Young will provide samples of AmCad reports that display allocation setup for different case types. She will need to program a test database to accommodate our request, and will provide these documents ASAP in priority of her workload.
- 2) Patrick McGrath will work with the Clerks to produce a final payment code table.

Next Meeting: Wednesday, December 5th, 2007

GJ Code Standardization User Group and Clerk's User Group Meeting Minutes for Wednesday, December 5th, 2007

Attendees: Martha Anderson, Odette Apodaca, Renee Braner, Andy Dowdle, Jeanne Hicks, Cindy Linnertz, Audrey McDonald, Patrick McGrath, Gordon Mulleneaux, Donna McQuality, Debbie Stevens, Judy Waggoner, Debbie Young, Susann Young, and Carrie Stoneburner

1) Create definition for "Consolidation" case status. This status was created during the November 20th meeting and requires a definition for the Standardization Report.

2) Request for standardization of a Certifications table (this will assist the court in identifying convicted teacher, doctors, nurses, and so on)

- Teacher
- Doctor
- Nurse
- (Additional certifications should be identified for the table)

3) Request for New Document Subtype to be added to all court types, committee to decide what the document type should be (i.e., ordered) :

Early Disposition Court

- one of the event to trigger the time to start on the case aging report

Archived

- to be docketed when a case has been archived

Microfilmed

- to be docketed if a case file has been microfilmed

Destruction of Records (currently exists but only in the Juv Delinquency Document Types and Subtypes)

- to be docketed if a case file has been destroyed

4) Request for new attorney status: Limited Representation

5) Request for approval that the following document subtype should be used to start the clock on a case aging report when determining the number of days pending:

- Initial Appearance
- Arraignment date
- Early Disposition Court

6) Review disposition codes

GJ Code Standardization User Group and Clerk's User Group Meeting Minutes for Wednesday, December 5th, 2007

Attendees: Martha Anderson, Odette Apodaca, Renee Braner, Andy Dowdle, Jeanne Hicks, Cindy Linnertz, Audrey McDonald, Patrick McGrath, Gordon Mulleneaux, Donna McQuality, Debbie Stevens, Judy Waggoner, Debbie Young, Susann Young, and Carrie Stoneburner

1) Create definition for "Consolidated" case status. This status was created during the November 20th meeting and requires a definition for the Standardization Report.

- Update: After a lengthy discussion, the team decided to table this item for a future meeting. Initially, the team agreed that the tentative definition would be: "A child case that has been consolidated into a parent case, and has a case status of "Consolidated". However, concerns were expressed regarding the statistical reporting impact that could not be answered during the meeting time frame. For example, will the case be considered open (still aging)? Closed? Do we still need the specific case status of "consolidated?" Carrie will add this topic to the "Pending Agenda" items list.
- Follow-up information: Susann Young was able to confirm the following with AmCad:
 1. When a case is consolidated, the system will prevent further docket entries from being written to the child case.
 2. There will be a notation on the top of the Related Cases Tab that represents an alert or flag that a case has been consolidated.

2) Request for standardization of a Certifications table (this will assist the court in identifying convicted teacher, doctors, nurses, and so on)

**Teacher
Doctor
Nurse**

(Additional certifications should be identified for the table)

- Update: The team agreed to the addition of this new table with the following initial values: Teacher, Certified Fiduciary, and Legal Document Preparer. Two ARS statutes were mentioned for the reporting requirement: 46-457 and 13-3990. Carrie will add to the Pending Agenda items list to discuss the reporting business practice.

3) Request for New Document Subtype to be added to all court types, committee to decide what the document type should be (i.e., ordered) :

Early Disposition Court

- **one of the event to trigger the time to start on the case aging report**

Archived

- **to be docketed when a case has been archived**

Microfilmed

- **to be docketed if a case file has been microfilmed**

Destruction of Records (currently exists but only in the Juv Delinquency Document Types and

Subtypes)

- **to be docketed if a case file has been destroyed**

- Update: The team agreed to add the following to the Hearing and Minutes Entries Event type, Calendar Type: Administrative: Early Disposition Court, File Archived, File Microfilmed, and Record Destroyed. This will be available to all case types.

4) Request for new attorney status: Limited Representation

- Update: The team agreed to add this attorney status only if it would be at the case level.
- Follow-up information: Susann Young was able to confirm the following: The codes standardization committee will only approve the attorney status if it is added at the case level. Therefore, this will be added.

5) Request for approval that the following document subtype should be used to start the clock on a case aging report when determining the number of days pending:

- **Initial Appearance**
- **Arrest date**
- **Early Disposition Court**

- o Update: These document subtypes were approved as the trigger for the start clock on the case aging report.

6) Review disposition codes

- o Update: Due to time limitations, this item was moved to a future meeting.

Also, Carrie discussed the need to increase the frequency of the meetings from bi-weekly to weekly. Therefore, an additional meeting for December 12th is being set-up. A call-in number and agenda will be provided prior to the meeting.

Next Meeting: Wednesday, December 12th, 2007 (Please note additional meeting)

GJ Code Standardization User Group and Clerk's User Group Meeting Agenda

Wednesday, December 12th , 2007

1:00 – 3:00 p.m.

(602) 452-3193 #7002

- 1. Review request for new codes to be used in the Civil Stat report (document attached)**

GJ Code Standardization User Group and Clerk's User Group Meeting Agenda

Wednesday, December 12th , 2007

1:00 – 3:00 p.m.

(602) 452-3193 #7002

Attendees: Patrick McGrath, Vicki Aguilar, Mary Bellefeuille, Renee Braner, Bert Cisneros, Mark McDermott, Anita Escobedo, Sue Hall, Linda Huston, Cindy Linnertz, Audrey Macdonald, Carolyn Oliver, and Susann Young.

- 1. Review request for new codes to be used in the Civil Stat report (document attached).**
 - o Update: The team approved the document with changes (see attached “Standardization Codes for Civil Stat Report 121207”). Carrie to analyze the proper current case types for the new subtypes.**

Next Meeting: Wednesday, Dec 19, 2007.

GJ Code Standardization User Group and Clerk's User Group Meeting Agenda

Wednesday, December 19th , 2007

1:30 – 3:00 p.m.

(602) 452-3193 #7002

- 1) Civil Cover Sheets update (Carrie Stoneburner)**
- 2) Payment event for \$18 miscellaneous fee update (Carrie Stoneburner)**
- 3) New case category/case type, etc for “Wire Tap” – (Renee Braner)**
- 4) New Rule 65.2 added to Arizona Rules of Civil Procedure – (Jeanne Hicks)**

This new rule can be found at:

http://www.supreme.state.az.us/rules/ramd_pdf/R070007.pdf

GJ Code Standardization User Group and Clerk's User Group

Meeting Minutes

Wednesday, December 19th , 2007

Attendees: Mary Bellefeuille, Andy Dowdle, Audrey Macdonald, Ed Bradford, Carolyn Farley, Lorraine Back, Sue Hall, Beverly Frame, Gordon Mulleneaux, Jeanne Hicks, Debbie Stevens, Debbie Young, Odette Apodaca, and Rene Braner.

1) Civil Cover Sheets

Update: Carrie advised that an effort is underway at the AOC to review Civil Cover sheets in order to be standardized in the future. This civil cover sheet draft would be reviewed by this committee prior to scheduling implementation. The committee requested plenty of lead time for programming and training. Carrie will keep this as a pending agenda item so that updates will be provided as soon as any information is supplied.

2) Payment event for \$18 miscellaneous fee

Update: Carrie advised the committee that she and Patrick McGrath are meeting with several CMS team members on 12/26/07 to learn more about financial processing in AmCad. This training will assist the committee on how to structure the miscellaneous \$18 fee used by the courts. Carrie will report the results at the next meeting.

3) New case category/case type, etc for "Wire Tap"

Update: After discussion, the team suggested changing the Standardization Case Category "SW – Search Warrant" to "SW - Special Warrant". Also, new "Special Warrant" case types should be added under this category. Gordon and Beverly will send a list of recommended case types to Carrie to compile for the next meeting.

4) New Rule 65.2 added to Arizona Rules of Civil Procedure

Update: Carrie advised that "C58" Aztec code has been reserved for the new case type "NCC – Employer Sanction." Also, this will be added in the Standardization (AmCad) tables under the "Civil" Case Category as a new case type. A discussion was held surrounding the fees, if any, that would apply to the respondent. Carrie will forward the inquiry to the appropriate experts at the AOC, and will report back to the committee as soon as any information is supplied. Also, new event codes for implementation in Aztec and the Standardization report are recommended: "Order Suspending Business License," "Order Revoking Business License," and "Order Terminating Business License Suspension." These codes will be reviewed for approval at the next meeting.

New Business: Beverly Frame asked the committee's opinion regarding the need to track DNA testing under 13-610(L) and (M). After a discussion, the following new events were recommended: "Order Revoke DNA," "Order Expunge DNA," and "Petition Expunge DNA." Carrie will add this to the next meeting's agenda for review and final approval.

Next meeting: January 9, 2008 (January 2, 2008 meeting is cancelled.)