

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, February 18th, 2009

1:30-3:00

(602) 452-3193 #1118

2/18/2009 Agenda:

- Mohave requests the following local fees that need to be assessed through a Payment Type:
 - o **PAYMENT: JV Diversion Prob Over \$40**
 - o **PAYMENT: JV Diversion Prob Under \$40**
 - o **PAYMENT: Superior Ct Warrant Fee \$50**
 - o **PAYMENT: Conciliation Non App Fee**
 - o Currently, the following codes exist in Code Standardization, but Marisa indicated that these will not work, for the following reason -“The JIPS ones are for Juvenile Intense Probation, and this is for diversion cases so they are not on probation (even though it has “Prob” in the description). The conciliation court one would be used to assess conciliation court fees, but this one is for non-appearance.”
 - PAYMENT:Conciliation Court
 - PAYMENT: Jips Mo Prob Fee Over 40
 - PAYMENT:Jips Month Prob Fee Undr 40
 - o Code Standardization recommends that if these codes are not necessary for all courts across the state, that these codes solely be added to Mohave's local tables.
- Cochise requests the following Payment Code be added under Criminal and Juvenile Delinquency:

Payment Codes	
Payment Document Type	Payment Document Subtype
Payment	Out of Custody Competency Restoration

- La Paz requests the following Payment code be added under Family Law
 - o Payment: Petition Post Adjudication w/o Children
- ARCRP 2.6 Amendment:
 - o Add the following document types under Court Type of Criminal:
 - Petition: Refusal to be Fingerprinted
 - Order: Fingerprints

- Arizona Rules of Procedure for Eviction Actions (ARPEA)
 - o New Rules dealing with Eviction actions: "These rules shall govern the procedure in the superior courts and justice courts involving forcible and special detainer actions, which are jointly referred to in these rules as "eviction actions."
 - o New Case Type under Court type Civil and Case Category Civil:
 - Eviction Actions
 - o New Document Types and Subtypes
 - Affidavit: of Service
 - Currently, Service: Affidavit exists, however this new code would follow current standardization. Can we end date Service: Affidavit and add this code?
 - Certificate: of Service
- Pursuant to changes made in SB1247, the Legislative Lead, Melanie Cluff is requesting we change the following payment codes to the codes below. The fee assess was changed to \$25 in SB 1152 in 2005, thus the codes she suggests should not reflect the fee :

Payment Codes	
Payment Document Type	Payment Document Subtype
Payment	Juv Vic Rgts 1x15 Divrsn
Payment	Juv Victm Rgts 1x15 Jips
Payment	Juv Victm Rgts 1x15 Stnd

- o New Codes:

Payment Codes	
Payment Document Type	Payment Document Subtype
Payment	Juv Vic Rgts Divrsn
Payment	Juv Victm Rgts Jips
Payment	Juv Victm Rgts Stnd

- La Paz:
 - o Requests the following Document Types & Subtypes:

All Documents	
Document Type	Document Sub-Type
Order	Under Advisement - Case
Order	Under Advisement - Issue

- o We often have visiting judges assigned to hear La Paz County matters. Those same judges may hold a hearing in their home county. The hearing could end in a under advisement status, but because we have not scheduled the matter we would not be able to result the hearing as under advisement and would therefore need an event.

- Mohave:
 - o Requests the following Codes:
 - Document Types:
 - "Notice: Settlement" – CV Court type, should this be added to all court types?

- “Order: to Appear” – FL Court Type – Should this be added to all Court types?
 - “Order: to Appear Post Judgment/Decree” – FL Court Type – Should this be added to all Court types?
- La Paz:
 - o Requests the following Document Type:
 - “Miscellaneous: Exhibit(s)” – All Court types
 - GJ CMS:
 - o Change Party Role Codes:
 - Petitioner currently is “P” – request to change this to “PE”
 - Plaintiff currently is “PL” – request to change this to “P”
 - CPOR integration looks for P and changes it to Plaintiff, so P is required to be Plaintiff for this integration.
- Non-Standardization Issue - Court Operations – MAS Issue (Ken Kung):

State Remittance Requirement Issues

Background

The authority requiring courts to report and transmit its monthly revenues is identified in Minimum Accounting Standards (MAS) and in Arizona Revised Statutes (ARS).

Minimum Accounting Standards (effective 1-1-2008) require courts to prepare and submit a monthly remittance report identifying how monies deposited are to be distributed. Specifically, MAS O.1 and O.2 prescribes the requirement to identify and submit the remittance report within five business days from the last day of the month to the local treasurer as follows:

MAS O(1) “Each trial court shall prepare a monthly remittance report identifying how monies deposited in a bank account or with the city or county treasurer for the month are to be distributed.”

MAS O(2) “The court shall submit the monthly remittance report within five business days of the last day of the month to their local treasurer.”

Arizona Revised Statutes requires courts to transmit specific monthly revenues (such as, but no limited to state surcharges) collected on the last day of each month to its local treasurer. Further ARS requires the funds transmitted to the local treasurer to be deposited to the state treasurer along with a remittance report on or before the fifteenth day of the month. Specifically ARS §§ 12-116.01 and 12-116.02 specifies as follows:

ARS § 12-116.01 (G) “After a determination by the court of the amount due, the court shall transmit, on the last day of each month, the assessments

collected pursuant to subsections A, B, C and D of this section and a remittance report of the fines, civil penalties and assessments collected pursuant to subsections A, B, C and D of this section to the county treasurer, except that municipal courts shall transmit the assessments and the remittance report of the fines, civil penalties and assessments to the city treasurer.”

ARS § 12-116.01 (H) “The appropriate authorities specified in subsection G of this section shall transmit the forty-seven per cent penalty assessment prescribed in subsection A of this section and the remittance report as required in subsection G of this section to the state treasurer **on or before the fifteenth day of each month** for deposit in the criminal justice enhancement fund established by section 41-2401.”

ARS § 12-116.01 (I) “I. The appropriate authorities specified in subsection G of this section shall transmit the seven per cent penalty assessment prescribed in subsection B of this section and the remittance report as required in subsection G of this section to the state **treasurer on or before the fifteenth day of each month** for allocation pursuant to section 41-2421, subsection J.”

ARS § 12-116.01 (J) “J. The appropriate authorities specified in subsection G of this section shall transmit the penalty assessment prescribed in subsection C of this section and the remittance report as required in subsection G of this section to the state treasurer **on or before the fifteenth day of each month for deposit** in the Arizona deoxyribonucleic acid identification system fund established by section 41-2419.”

ARS § 12-116.02 (E) “After a determination by the court of the amount due, the court **shall transmit, on the last day of each month**, the assessments collected pursuant to subsections A and B of this section and a remittance report of the fines, civil penalties and assessments collected pursuant to subsections A and B of this section to the county treasurer, except that municipal courts shall transmit the assessments and the remittance report of the fines, civil penalties and assessments to the city treasurer.”

ARS § 12-116.02(F) “The thirteen per cent penalty assessment as required in subsection A of this section shall be transmitted by the appropriate authorities prescribed in subsection E of this section to the state treasurer **on or before the fifteenth day of each month**, for deposit in the medical services enhancement fund, established pursuant to section 36-2219.01.”

Issue

Recently it has been brought to our attention that courts may be having some difficulty in complying with the MAS requirement to remit revenues and the associated remittance report to the local treasurer within five business days. Moreover, a review of MAS and various statutes revealed there may be some inconsistent direction regarding reporting and remitting timeframes.

Discussion

We would like to further explore the issues clerks are encountering with regard to meeting MAS and statues. Such discussion could potentially result in technical amendments to MAS.

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2/18/2009 Agenda:

- Mohave requests the following local fees that need to be assessed through a Payment Type:
 - PAYMENT: JV Diverson Prob Over \$40
 - **Approved – JV Court type**
 - PAYMENT: JV Diverson Prob Under \$40
 - **Approved – JV Court type**
 - PAYMENT: Superior Ct Warrant Fee ~~\$50~~
 - **Remove \$50 for standard as this amount is local, but add code without amount. Added to CR and JV court types.**
 - PAYMENT: ~~Conciliation Non App Fee~~
 - **Change to Payment: Mediation Reimbursement Fee**
 - **Add to CV and FL Court types**
 - Currently, the following codes exist in Code Standardization, but Marisa indicated that these will not work, for the following reason - “The JIPS ones are for Juvenile Intense Probation, and this is for diversion cases so they are not on probation (even though it has “Prob” in the description). The conciliation court one would be used to assess conciliation court fees, but this one is for non-appearance.”
 - PAYMENT: Conciliation Court
 - PAYMENT: Jips Mo Prob Fee Over 40
 - PAYMENT: Jips Month Prob Fee Undr 40
 - Code Standardization recommends that if these codes are not necessary for all courts across the state, that these codes solely be added to Mohave's local tables.

- Cochise requests the following Payment Code be added under Criminal and Juvenile Delinquency:

Payment Codes	
Payment Document Type	Payment Document Subtype
Payment	Out of Custody Competency Restoration

- o **Approved**
- La Paz requests the following Payment code be added under Family Law
 - o Payment: Petition Post Adjudication w/o Children
 - o **Approved**
- ARCRP 2.6 Amendment:
 - o Add the following document types under Court Type of Criminal:
 - Petition: Refusal to be Fingerprinted
 - Order: Fingerprints
 - o **Approved**
- Arizona Rules of Procedure for Eviction Actions (ARPEA)
 - o New Rules dealing with Eviction actions: "These rules shall govern the procedure in the superior courts and justice courts involving forcible and special detainer actions, which are jointly referred to in these rules as "eviction actions."
 - o New Case Type under Court type Civil and Case Category Civil:
 - Eviction Actions
 - **Approved, also end date Case type of Forcible Detainer**
 - o New Document Types and Subtypes
 - Affidavit: of Service
 - Currently, Service: Affidavit exists, however this new code would follow current standardization. Can we end date Service: Affidavit and add this code?
 - **Not Approved, the Group decided "Service: Affidavit," which currently exists in code standardization, should be used.**
 - Certificate: of Service
 - **Not Approved, the Group decided "Service: Certificate," which currently exists in code standardization, should be used.**
 - o Note to GJ CMS team, Document types should be filtered to Case category pursuant to court user's requests and requirements document. This should not filter to case type, since, in the majority of instances, all documents falling under a case category will fall under all case types under that case category.
 - Also, users would like the ability to select document type in AJACS and then be able to type the subtype so they do not have to scroll through all document subtypes falling under that document type.
 - i.e.- when select document type of "Motion," be able to begin typing "Dismiss" and it brings user to all Motion document subtypes beginning with Dismiss.
 - *****This functionality currently exists in AJACS, see end of minutes.**

- Pursuant to changes made in SB1247, the Legislative Lead, Melanie Cluff is requesting we change the following payment codes to the codes below. The fee assessed was changed to \$25 in SB 1152 in 2005, thus the codes she suggests should not reflect the fee :

Payment Codes	
Payment Document Type	Payment Document Subtype
Payment	Juv Vic Rgts 1x15 Divrsn
Payment	Juv Victm Rgts 1x15 Jips
Payment	Juv Victm Rgts 1x15 Stnd

- o New Codes:

Payment Codes	
Payment Document Type	Payment Document Subtype
Payment	Juv Vic Rgts Divrsn
Payment	Juv Victm Rgts Jips
Payment	Juv Victm Rgts Stnd

- o Approved, end dated old codes and start dated new codes as of 2/18/2009

- La Paz:

- o Requests the following Document Types & Subtypes:

All Documents	
Document Type	Document Sub-Type
Order	Under Advisement - Case
Order	Under Advisement - Issue

- o We often have visiting judges assigned to hear La Paz County matters. Those same judges may hold a hearing in their home county. The hearing could end in a under advisement status, but because we have not scheduled the matter we would not be able to result the hearing as under advisement and would therefore need an event.
- o Sheri Newman will follow up on this to determine if it is necessary, as such, it will not be added to code standardization as of yet.
- o Sheri Newman determined these codes are no longer necessary and removes this request.

- Mohave:

- o Requests the following Codes:

- Document Types:

- “Notice: Settlement” – CV Court type, should this be added to all court types?
 - o Approved for CV, FL, and PB Court Types
- “Order: to Appear” – FL Court Type – Should this be added to all Court types?
 - o Change to “Order: to Appear Pre Judgment Decree” to FL court type.

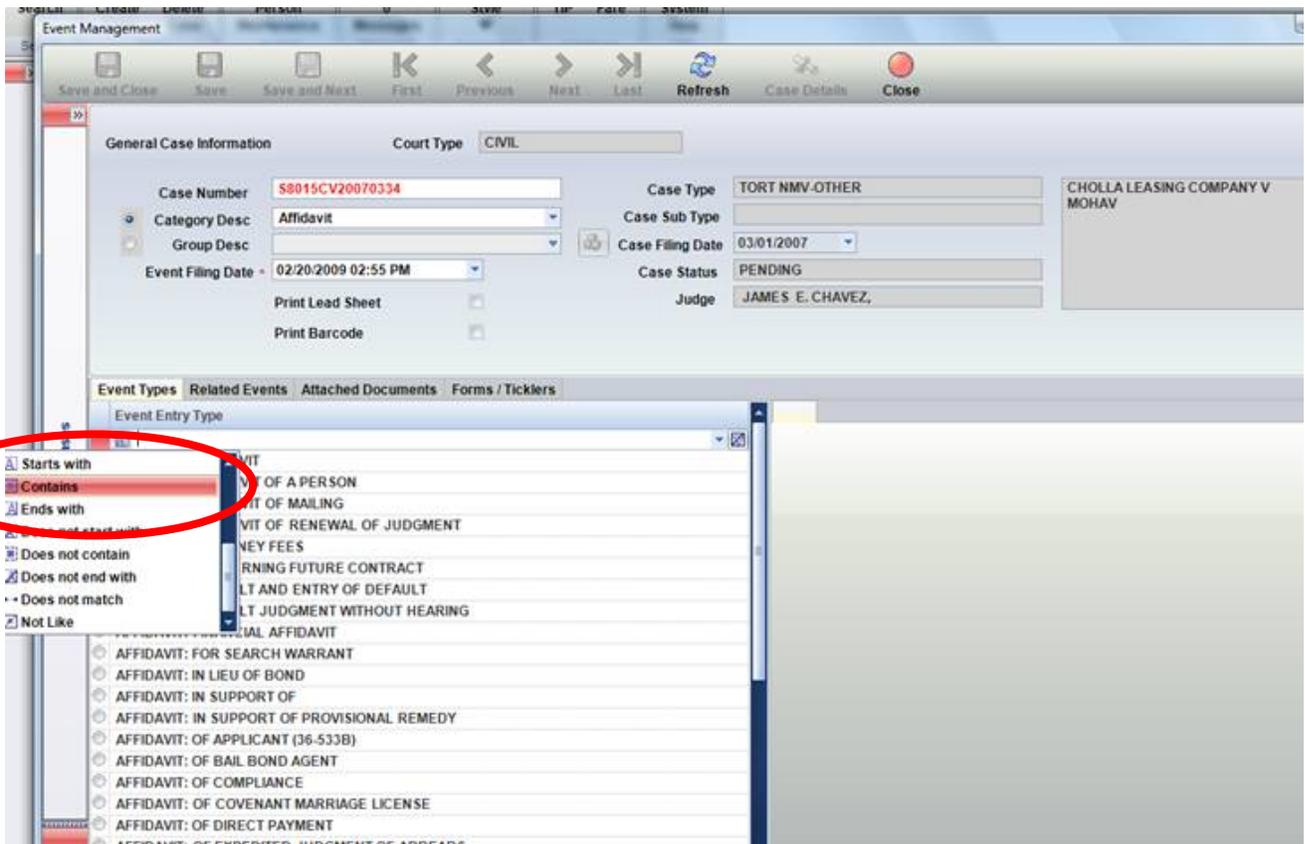
- “Order: to Appear Post Judgment/Decree” – FL Court Type – Should this be added to all Court types?
 - Approved for FL Court Type
- La Paz:
 - Requests the following Document Type:
 - “Miscellaneous: Exhibit(s)” – All Court types
 - Approved
- GJ CMS:
 - Change Party Role Codes:
 - Petitioner currently is “P” – request to change this to “PE”
 - Plaintiff currently is “PL” – request to change this to “P”
 - CPOR integration looks for P and changes it to Plaintiff, so P is required to be Plaintiff for this integration.
 - Approved
- Addendum:
 - Mohave Requests the Following Minute Entries:
 - ~~Minute Entry: Omnibus Hearing~~
 - ~~Minute Entry: Bond Forfeiture Hearing~~
 - ~~Minute Entry: JV IA~~
 - ~~Minute Entry: JV IA PTR~~
 - ~~Minute Entry: JV COP~~
 - ~~Minute Entry: JV COP PTR~~
 - ~~Minute Entry: JV Dispo~~
 - ~~Minute Entry: JV General Hearing~~
 - ~~Minute Entry: JD Hearing~~
 - ~~Minute Entry: PB Hearing~~
 - ~~Minute Entry: GC Hearing~~
 - ~~Minute Entry: Fugitive Hearing~~
 - ~~Minute Entry: Arraignment~~
 - ~~Minute Entry: Adoption Hearing~~
 - ~~Minute Entry: DO Hearing~~
 - ~~Minute Entry: COP~~
 - ~~Minute Entry: COP PTR~~
 - ~~Minute Entry: COP Combo~~
 - Not Approved and request removed pursuant to Mohave’s request.
 - Also, GJ CMS requests all Hearing Types to be duplicated as Minute Entries.
 - i.e. – “Hearing: Advisory” will also exist as “Minute Entry: Advisory”
 - Approved
 - Note to GJ CMS team:
 - Do not have these available in the drop-down where hearing type is selected. Only Hearing Types should be visible on that drop down menu, these should only exist where the Minute Entry information is pulled from and not when the user is selecting the Hearing Type.
 - When user is selecting hearing type, they should not see these minute entries.

Filtering Events in AJACS:

When Docketing an Event the user can filter the list of events when typing in an event by doing to the following

Below is a print screen of the event management screen:

1. Enter the Category Description. (example: Affidavit)
 - a. This triggers the list of event to display that are associated with that event category
2. In the Event Entry Type grid if you click on the picture of the “A” you will get the drop down to select from on how you want to filter the list of events
 - a. For example if you select contains and then start typing in a key word the list will filter by any events that contain that word



In the example below I am typing in the word Judgment and the list is filtered as the work is typed to show only those events that contain that word:



General Case Information

Court Type

Case Number

Case Type

CHOLLA LEASING COMPANY V MOHAV

Category Desc

Case Sub Type

Group Desc

Case Filing Date

Event Filing Date

Case Status

Print Lead Sheet

Judge

Print Barcode

Event Types Related Events Attached Documents Forms / Ticklers

Event Entry Type

Imported Cases

- jud
- AFFIDAVIT: AFFIDAVIT OF RENEWAL OF JUDGMENT
- AFFIDAVIT: DEFAULT JUDGMENT WITHOUT HEARING
- AFFIDAVIT: OF EXPEDITED JUDGMENT OF ARREARS

****Cancelled****

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Agenda

Wednesday, March 18th, 2009

1:30-3:00

(602) 452-3193 #1118

****Cancelled****

3/18/2009 Agenda:

- GJ CMS:
 - o GJ CMS Team would like events which change party and/or case status to be standardized by GJ Code Standardization Committee.
 - o Do Courts think this is something that can be standardized and all courts can agree they will have the same events trigger the same case/party status changes?
 - Or, should this be done individually by each court?
 - If everyone agrees this should be standardized, we will need volunteers for a workgroup to go through each of the 1419 document types to determine if: 1) they trigger a change in case/party status and 2) what the case/party status is changed to.

- Cochise:
 - o Add the following Document type to all Court Types/Case Categories except Administrative

All Documents	
Document Type	Document Sub-Type
Objection	Opposition to

- Santa Cruz/La Paz
 - o Add the following Document type to all Court Types/Case Categories

All Documents	
Document Type	Document Sub-Type
Batch Scan	Batch Scan

****As a reminder:**

From: Waters, Kathy

Sent: February 17, 2009 1:47 PM

To: Adult Probation Chiefs

Cc: Presiding Superior Court Judges; Superior Court Administrators; Byers, Dave; Baumstark, Mike; Scheiderer, Janet; Withey, David

Subject: FW: Increased Probation Fee

Dear Chiefs:

During the special session on the 2009 budget the minimum probation fee was increased from \$50 to \$65. This increase will be effective May 2, 2009. Currently the probation fee is assessed as provided in A.R.S. 13-901 A as follows:

[“When granting probation to an adult the court, as a condition of probation, shall assess a monthly fee of not less than fifty dollars unless, after determining the inability of the probationer to pay the fee, the court assesses a lesser fee.”](#)

This language provides a minimum fee for probation supervision that may only be reduced due to the probationer’s inability to pay this minimum fee.

The current and the increased fee amount applies “When granting probation to an adult...” rather than to all probationers currently on probation. In our opinion the effect of these words is that the minimum fee in effect at the beginning of each term of probation applies throughout that term of probation. Therefore, the court need not adjust current probationer’s fee from \$50 to \$65 unless the current term of probation is revoked and a new term is granted. Effective May 2, 2009 all persons granted a new term of probation will be subject to the new \$65 minimum probation fee subject to the inability to pay the fee as provided by the statute.

Of course, the probation fee for current probationers may be increased above the minimum fee at any time. It would be consistent with our implementation of the minimum probation fee increase in 2002 to \$50 for the courts to raise the fee to the new minimum of \$65 when a probationer comes before the court for some other reason. The policy could provide that the fee of a probationer who comes before the court for any reason during the current term of probation be increased to the new minimum fee of \$65 unless the probationer cannot not afford the increase.

You may want to institute such a policy now or to coincide with the May 2 effective date of the increase in the minimum fee. You do not have to do so, but you could use the increased income for several new charges required due to budgetary changes, such as GPS and risk management premiums.

Kathy

GJ Code Standardization and Clerk's User Group Meeting Agenda

Wednesday, March 26th, 2008

1:30 – 3:00 p.m.

(602) 452-3193 #7002

- 1. Report on Legal Issues 2/19 meeting (fees charged in Employer Sanctions and DNA expungement cases) – Carrie Stoneburner**
- 2. Support category – Odette Apodaca**
- 3. Protective Order spreadsheet - Debbie Stevens**

GJ Code Standardization and Clerk's User Group Meeting Minutes

Wednesday, March 26th, 2008

Attendees: Cheryl Clower, Denise Lundin, Diane LaBarbera, Linda Huston, Andy Dowdle, Cassandra Urias, Carolyn Farley, Sue Hall, Jane Phillips, Casey Streeter, Tim Elliot, Debbie Young, Lorrie Back, Debbie Stevens, Della (Mohave County), Ester Rios, Keith Kaplan and Carrie Stoneburner.

1) Report on Legal Issues 2/19 meeting (fees charged in Employer Sanctions and DNA expungement cases) – Carrie Stoneburner

Meeting update: Carrie attended the 2/19 legal issues meeting and obtained the following opinions:

- **Employer Sanctions:**

Discussion:

AZ Rules Civ. Pro., Rule 65.2(m) provides that fees assessed under the employer sanction legislation (A.R.S. § 23-212, etc.), shall be assessed as prescribed in A.R.S. § 12-284, etc. A.R.S. § 12-284(B) then authorizes a fee of \$61.00 for filing an answer or initial appearance.

Conclusion:

A filing fee of \$61.00 can be charged to a respondent under the new employer sanction legislation. **During the meeting, Carrie advised this is the base fee, not including local charges.

- **DNA Expungement Cases**

Discussion:

If the petition for an order to expunge a person's DNA is filed after an acquittal, the petition should be filed under the original case number and no fee should attach. If a charge was never filed, the petition should be opened as a new case, however, a filing fee still should not be charged, since the proceeding is criminal in nature. The petition for an order to expunge a person's DNA is not similar to an application to restore civil rights, because, with the application to restore civil rights, there is an underlying criminal conviction, whereas, with the petition for an order to expunge, there is no underlying conviction.

Conclusion:

The clerk of superior court should not charge a filing fee for a petition for an order to expunge a person's DNA from the Arizona DNA identification system, filed under A.R.S. § 13-610(M).

2) Protective Order spreadsheet - Debbie Stevens

Meeting update: Debbie Stevens reviewed her court's "training document" to assist her staff in selecting the correct events for Protective Orders, Orders of Protections, Injunction against Harassment and Injunction against Workplace Harassment. She recommended, and the committee agreed, to remove "Petition – Order of Protection" from the JD case category and replace in the JP case category. The team also agreed to change the description of the Unclassified Civil Case subtype: "Civil Emergency Order of Protection" to "Civil Emergency Protective Order." Keith Kaplan also verified these cases expire at the next close of business day.

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, May 20th, 2009

1:30-3:00

(602) 452-3193 #1118

5/20/2009 Agenda:

- Mohave:
 - o Add Consolidated (Criminal) as a disposition code.
 - Group decided to add code pending further comments from Bert Cisneros or other members.
- AOC
 - o Separate Custody/Visitation into Separate case types:
 - Custody
 - Visitation
 - This is for the Family Law coversheet. Should these be separated into individual case types?
 - Received request that "Visitation" Should be changed to "Parenting Time."
 - Should this be changed in addition to separating it from "Custody," or should we add "Parenting Time" as a separate case type, or not at all?
 - Consensus to separate Custody/Visitation into separate case types of "Custody" and "Visitation". Group also agreed new case type of "Parenting Time" should be added to FL, and it would fall under "Visitation" for stat reports.
 - Also added the following case subtypes

Case Subtype Codes 3-4	
Case Type	Case Subtype
Visitation (Divorce)	Title IV-D
Visitation (non-Divorce)	Non Title IV-D
Visitation (Divorce)	Non Title IV-D
Visitation (non-Divorce)	Title IV-D
Parenting Time	Title IV-D
Parenting Time	Non Title IV-D
Custody (Divorce)	Title IV-D
Custody (non-Divorce)	Non Title IV-D
Custody (Divorce)	Non Title IV-D

Case Subtype Codes 3-4	
Case Type	Case Subtype
Custody (non-Divorce)	Title IV-D

- Status Workgroup:

- o Add the following Documents to Administrative Court Type:

Order	Setting Aside/Vacate
Order	Under Advisement Ruling

- o **No objections.**
- o Should all Notary Document Types be removed from Standardization?

All Documents	
Document Type	Document Sub-Type
Notary	Commission Received
Notary	Public Oath and Bond
Notary	Qualifications

- o **Agreed to end date in standardization**

- Cochise:

- o Requests the following Payment Codes be added to AD, CR, JV:

Payment Codes	
Payment Document Type	Payment Document Subtype
Payment	BASE FINE (DRUG)
Payment	EXTRA DUI ASSESSMENT
Payment	EXTREME DUI
Payment	INCARCERATION FEES
Payment	PRISON CONSTRUCTION FUND
Payment	PUBLIC SAFETY EQUIP/DUI
Payment	SEX OFFENDER

- o Note from AJACS team: They also need to be in the ADMIN court type. In Cochise and I believe in Yavapai, they receive a check from the Juvenile probation department and just need to open a case (no charges) to attach the funds and then disburse to the treasurer. They have been doing this thru Admin court type and the misc case type.

- o **No Objections**

- Case/Party Status Workgroup

- o Add the following Party Statuses to Civil Party Statuses:

Party Status 3-15 (Civil by Case Type)
Civil Party Status
Terminated - Dismissed Other

Party Status 3-15 (Civil by Case Type)

Civil Party Status
Terminated - Outside Collection Agency
Stayed – Federal Court

- No Objections
- AJACS Team:
 - Requests a new case type of Habeus Corpus under Court Type of Civil and Case Category of Civil.
 - This is requested because Fee Schedule is attached to the case type and there should not be a fee scheduled attached, however, if Habeus Corpus remains a case sub-type it will have the fee scheduled attached to Unclassified Civil attached to it.
 - No Objections
 - Also Added case subtype of Habeus Corpus under new case type of Habeus Corpus
- Pinal:
 - Payment Codes:

Payment Codes	
Payment Document Type	Payment Document Subtype
Payment	Fingerprint Fee
Payment	Best Interest Attorney
Payment	Petition Modify Child Support

- No objections
- Hearing Types:

Hearing Types and Minute Entries		
Calendar Type	Calendar Event	
Hearing	Hearing	
Hearing	Status Review	Group agreed they should use either status conference Or Review Hearing for this request
Hearing	PreProtective Conference	Group agreed they should use Prehearing Conference For this request
Hearing	Order to Appear	Group agreed they should use what the hearing is about For this request
Hearing	Oral Argument	Group agreed they should use what the hearing is about For this request
Administrative	Inactive Dismissal	

Hearing Types and Minute Entries		
Calendar Type	Calendar Event	
Minute Entry	Inactive Dismissal	
Minute Entry	Oral Argument	Group agreed they should use either status conference Or Review Hearing for this request

Hearing Types and Minute Entries		
Calendar Type	Calendar Event	
Minute Entry	Order to Appear	Group agreed they should use Prehearing Conference For this request
Minute Entry	PreProtective Conference	Group agreed they should use what the hearing is about For this request
Minute Entry	Status Review	Group agreed they should use what the hearing is about For this request
Minute Entry	Hearing	

Hearing (Hearing Type: Hearing, For all court types)
 Status Review (Hearing Type: Hearing, For all court types)
 PreProtective Conference (Hearing Type: Hearing JD case type)
 Order to Appear (Hearing Type: Hearing, For all court types)
 Oral Argument (Hearing Type: Hearing, For all court types)
 Inactive Dismissal (Administrative Hearing Type, CV and DO Court Types)

- Status Workgroup
 - o Document Code to Conciliation Case Category and Family Law Court Type –

All Documents	
Document Type	Document Sub-Type
Order	Placing in Conciliation Court

- o No objections
- o Request to add the following Case Statuses to All Court Types/Case Categories:

Stayed
Under Advisement– Case
Under Advisement– Issue
Under Advisement– Ruling
Stayed – Federal Court

- This will allow for easier tracking of Cases under advisement
- However, adding these codes will change case status out from Active, what are the ramifications of this?
- Can this just be tracked by result codes and document types?
- **It was agreed to add only Under Advisement and not the specified under advisements.**

- JOLTSAZ:
 - o Requests new Document types under JV (Any other court types?):
 - Petition: Supplemental Petition – **add to all Court Types/Categories**
 - Order: Valid Court Order

- Add to Juvenile Dependency
 - Petition: Petition to Re-Activate Dependency
 - **No Objections**

- Mohave:

- Add the Following Hearing Type and Minute Entry to DO cases:

Hearing Types and Minute Entries	
Calendar Type	Calendar Event
Minute Entry	UCCJEA Conference Call
Hearing	UCCJEA Conference Call

- **No Objections**

- Cochise:

- We had a situation where an attorney came in (an Arizona attorney) to file a petition for out of state witness where a person living in our state was being requested to testify in another state regarding a criminal matter. Our Arizona attorney was acting on behalf of a private attorney in the other state. Normally we would not charge a fee (and file it under a civil matter) because the County Attorney's office has always filed this type of case with us. We have never had one like this before where a private attorney is filing on a criminal matter. Our office charged the attorney the civil filing fee, but and after a response from Pat Scott, were told we should not have because it was a criminal matter.

- How is the rest of the state doing this?
- Should this have been a criminal matter and no fee charged or is it a Civil Matter?
 - **It was decided amongst the group to file these as Civil cases with a Civil Filing Fee if the attorney is a private attorney since in AJACS a criminal case must be accompanied with a charge, which these do not have, and because a Civil case is accompanied by a fee.**

- Mohave:

- Request to added sentence code:
- Sentence: Acquittal
 - **No objections**

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, May 20th, 2009

1:30-3:00

(602) 452-3193 #1118

5/20/2009 Agenda:

- Mohave:
 - Add Consolidated (Criminal) as a disposition code.
 - Group decided to add code pending further comments from Bert Cisneros or other members.
 - *Bert Cisneros email:*
 - *I don't think we need an additional code for consolidated cases, these cases should be counted under other "Other Dispositions" when the case is consolidated and under the appropriate manner of disposition category when the case is decided.*
 - *Here is what the national center for state court says about this issue.*

 - *Criminal Cases:*
 - *Consolidated case:* This is a case in which two or more charges/defendants named in separate filing documents are tried/prosecuted together, or where a given defendant is prosecuted on matters contained in two or more filing documents. In reporting trial court dispositions, all the cases except the one into which the cases were consolidated should be reported as disposed at the time of consolidation, and the disposition(s) should be reported in the **Manner of Disposition** matrix under **Other Dispositions**. When the consolidated case has been decided, the disposition should be reported under the appropriate manner of disposition category.

 - *Civil Cases:*
 - *Consolidated case:* This is a case in which two or more actions are combined and tried/processed as one case. In reporting trial court dispositions, all the cases except the one into which the cases were consolidated should be reported as disposed at the time of consolidation, and the disposition(s) should be reported in the **Manner of Disposition** matrix under **Other Civil Dispositions**. When the consolidated case has been decided, the disposition should be reported under the appropriate manner of disposition category.

- From NCSC:
- For reporting purposes, the consolidated case will account for only one disposition, but an accounting of what happened to the defendants will appear in the appropriate subcategories for type of decision, since these statistics indicate what happened to the defendant(s).

- AOC

- Separate Custody/Visitation into Separate case types:
 - Custody
 - Visitation
 - This is for the Family Law coversheet. Should these be separated into individual case types?
 - Received request that “Visitation” Should be changed to “Parenting Time.”
 - Should this be changed in addition to separating it from “Custody,” or should we add “Parenting Time” as a separate case type, or not at all?
 - **Consensus to separate Custody/Visitation into separate case types of “Custody” and “Visitation”. Group also agreed new case type of “Parenting Time” should be added to FL, and it would fall under “Visitation” for stat reports.**
 - **Also added the following case subtypes**

Case Subtype Codes 3-4	
Case Type	Case Subtype
Visitation (Divorce)	Title IV-D
Visitation (non-Divorce)	Non Title IV-D
Visitation (Divorce)	Non Title IV-D
Visitation (non-Divorce)	Title IV-D
Parenting Time	Title IV-D
Parenting Time	Non Title IV-D
Custody (Divorce)	Title IV-D
Custody (non-Divorce)	Non Title IV-D
Custody (Divorce)	Non Title IV-D
Custody (non-Divorce)	Title IV-D

- Status Workgroup:

- Add the following Documents to Administrative Court Type:

Order	Setting Aside/Vacate
Order	Under Advisement Ruling

- **No objections.**
- Should all Notary Document Types be removed from Standardization?

All Documents	
Document Type	Document Sub-Type
Notary	Commission Received
Notary	Public Oath and Bond
Notary	Qualifications

- Agreed to end date in standardization
- Cochise:
 - Requests the following Payment Codes be added to AD, CR, JV:

Payment Codes	
Payment Document Type	Payment Document Subtype
Payment	BASE FINE (DRUG)
Payment	EXTRA DUI ASSESSMENT
Payment	EXTREME DUI
Payment	INCARCERATION FEES
Payment	PRISON CONSTRUCTION FUND
Payment	PUBLIC SAFETY EQUIP/DUI
Payment	SEX OFFENDER

- Note from AJACS team: They also need to be in the ADMIN court type. In Cochise and I believe in Yavapai, they receive a check from the Juvenile probation department and just need to open a case (no charges) to attach the funds and then disburse to the treasurer. They have been doing this thru Admin court type and the misc case type.
- No Objections
- Case/Party Status Workgroup
 - Add the following Party Statuses to Civil Party Statuses:

Party Status 3-15 (Civil by Case Type)
Civil Party Status
Terminated - Dismissed Other
Terminated - Outside Collection Agency
Stayed – Federal Court

- No Objections
- AJACS Team:
 - Requests a new case type of Habeus Corpus under Court Type of Civil and Case Category of Civil.
 - This is requested because Fee Schedule is attached to the case type and there should not be a fee scheduled attached, however, if Habeus Corpus remains a case sub-type it will have the fee scheduled attached to Unclassified Civil attached to it.
 - No Objections
 - Also Added case subtype of Habeus Corpus under new case type of Habeus Corpus
- Pinal:

- Payment Codes:

Payment Codes	
Payment Document Type	Payment Document Subtype
Payment	Fingerprint Fee
Payment	Best Interest Attorney
Payment	Petition Modify Child Support

- No objections
- Hearing Types:

Hearing Types and Minute Entries		
Calendar Type	Calendar Event	
Hearing	Hearing	
Hearing	Status Review	Group agreed they should use either status conference Or Review Hearing for this request
Hearing	PreProtective Conference	Group agreed they should use Prehearing Conference For this request
Hearing	Order to Appear	Group agreed they should use what the hearing is about For this request
Hearing	Oral Argument	Group agreed they should use what the hearing is about For this request
Administrative	Inactive Dismissal	

Hearing Types and Minute Entries		
Calendar Type	Calendar Event	
Minute Entry	Inactive Dismissal	
Minute Entry	Oral Argument	Group agreed they should use either status conference Or Review Hearing for this request
Minute Entry	Order to Appear	Group agreed they should use Prehearing Conference For this request
Minute Entry	PreProtective Conference	Group agreed they should use what the hearing is about For this request
Minute Entry	Status Review	Group agreed they should use what the hearing is about For this request
Minute Entry	Hearing	

Hearing (Hearing Type: Hearing, For all court types)
 Status Review (Hearing Type: Hearing, For all court types)
 PreProtective Conference (Hearing Type: Hearing JD case type)
 Order to Appear (Hearing Type: Hearing, For all court types)
 Oral Argument (Hearing Type: Hearing, For all court types)
 Inactive Dismissal (Administrative Hearing Type, CV and DO Court Types)

- Status Workgroup

- Document Code to Conciliation Case Category and Family Law Court Type –

All Documents	
Document Type	Document Sub-Type
Order	Placing in Conciliation Court

- No objections
- Request to add the following Case Statuses to All Court Types/Case Categories:

Stayed
Under Advisement– Case
Under Advisement– Issue
Under Advisement– Ruling
Stayed – Federal Court

- This will allow for easier tracking of Cases under advisement
- However, adding these codes will change case status out from Active, what are the ramifications of this?
- Can this just be tracked by result codes and document types?
- **It was agreed to add only Under Advisement and not the specified under advisements.**

- JOLTSAZ:

- Requests new Document types under JV (Any other court types?):
 - Petition: Supplemental Petition – **add to all Court Types/Categories**
 - Order: Valid Court Order
- Add to Juvenile Dependency
 - Petition: Petition to Re-Activate Dependency
 - **No Objections**

- Mohave:

- Add the Following Hearing Type and Minute Entry to DO cases:

Hearing Types and Minute Entries	
Calendar Type	Calendar Event
Minute Entry	UCCJEA Conference Call
Hearing	UCCJEA Conference Call

- **No Objections**

- Cochise:

- We had a situation where an attorney came in (an Arizona attorney) to file a petition for out of state witness where a person living in our state was being requested to testify in another state regarding a criminal matter. Our Arizona attorney was acting on behalf of a private attorney in the other state. Normally we would not charge a fee (and file it under a civil matter) because the County Attorney's office has always filed this type of case with us. We have never had one like this before where a private

attorney is filing on a criminal matter. Our office charged the attorney the civil filing fee, but and after a response from Pat Scott, were told we should not have because it was a criminal matter.

- How is the rest of the state doing this?
- Should this have been a criminal matter and no fee charged or is it a Civil Matter?
 - It was decided amongst the group to file these as Civil cases with a Civil Filing Fee if the attorney is a private attorney since in AJACS a criminal case must be accompanied with a charge, which these do not have, and because a Civil case is accompanied by a fee.

- Mohave:

- Request to added sentence code:
- Sentence: Acquittal
 - No objections

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, June 17th, 2009

1:30-3:00

(602) 452-3193 #1118

6/17/2009 Agenda:

- Status Workgroup:
 - o Add the following Party Status to Criminal:
 - Rule 26.5
 - o Dependency:

Terminated -
Adjudicated Dependent

Should we
remove
"Terminated"
from this code?

- o Family Law:
 - Remove the following Documents from FL:

Jury	Juror Questions Submitted to Judge
Jury	Lists
Jury	Peremptory Strike
Jury	Proposed Instructions
Jury	Verdict(s)
Demand	Demand for Jury Trial
Order	Setting Non Jury Trial
Judgment	For Jury Fees
Arbitration	Peremptory Strike

- Add the following Party Statuses to Family Law

Terminated - Affirmed

Terminated - Post
Decree/Judgment

- Should we change "Answered" party status to "Answered/Active?"
 - If so, should we do this to all case categories?

- Or would it be beneficial to leave Answered as is and user can choose Answered and know this will have the same effect of it being a party status of Active?
 - All

Order	Continuing Trial
Order	New Trial
Order	Vacating Trial
Order	Resetting Trial

- Should we make the above codes Specific to Jury and Non-Jury?

Order	Continuing Jury Trial
Order	Continuing Non-Jury Trial
Order	New Jury Trial
Order	New Non-Jury Trial
Order	Vacating Jury Trial
Order	Vacating Non-Jury Trial
Order	Resetting Jury Trial
Order	Resetting Non-Jury Trial

- AOC – Family Law Coversheet:
 - Combine “Parenting Time” case type with “Custody (Divorce)” and “Custody (Non-Divorce)” case types to now read:
 - “Custody/Parenting Time (Divorce)” and
 - “Custody/Parenting Time (Non-Divorce)”
 - This will reflect how the Family Law coversheet is laid out. This will also be captured under the Custody (Divorce) and Custody (Non-Divorce) stats categories respectively.

- Santa Cruz:
 - Currently Santa Cruz Superior Court handles Juvenile Traffic Citations. In AZTEC they use the citation entry screen to enter those Citations with a JT Case Category Code. Currently there is no Traffic Court type or Case Categories in Code Standardization. They are requesting to add:

- Court Type: Traffic
- Case Category: Traffic (w/Case Category Code JT)
- Case Type: Juvenile Traffic

GJ Code Standardization and Clerk's User Group Meeting

Minutes

Wednesday, June 17th, 2009

1:30-3:00

(602) 452-3193 #1118

6/17/2009 Agenda:

- Status Workgroup:

- Add the following Party Status to Criminal:
 - Rule 26.5
 - **No Objections**
- Dependency:

Terminated -
Adjudicated Dependent

Should we
remove
"Terminated"
from this code?

- **This code will be end dated and "Adjudicated Dependent" will be added to code standardization**

○ Family Law:

- Remove the following Documents from FL:

Jury	Juror Questions Submitted to Judge
Jury	Lists
Jury	Peremptory Strike
Jury	Proposed Instructions
Jury	Verdict(s)
Demand	Demand for Jury Trial
Order	Setting Non Jury Trial
Judgment	For Jury Fees
Arbitration	Peremptory Strike

- **After discussion, it was determined these codes are used by some courts and jury trials are reported in stats for family law cases. These codes will remain in code standardization for family law.**
- Add the following Party Statuses to Family Law

Terminated - Affirmed

Terminated - Post Decree/Judgment

- No objections
 - Should we change “Answered” party status to “Answered/Active?”
 - If so, should we do this to all case categories?
 - Or would it be beneficial to leave Answered as is and user can choose Answered and know this will have the same effect of it being a party status of Active?
 - This request was rejected, answered will remain separate from Active
- All

Order	Continuing Trial
Order	New Trial
Order	Vacating Trial
Order	Resetting Trial

- Should we make the above codes Specific to Jury and Non-Jury?

Order	Continuing Jury Trial
Order	Continuing Non-Jury Trial
Order	New Jury Trial
Order	New Non-Jury Trial
Order	Vacating Jury Trial
Order	Vacating Non-Jury Trial
Order	Resetting Jury Trial
Order	Resetting Non-Jury Trial

- No Objections, the non-specific codes will be end dated and the specific codes will be added to code standardization. The Non-Jury Codes will be added to all case categories, the Jury codes will only be added to the case categories which had the non-specific now end dated codes.
- AOC – Family Law Coversheet:
- Combine “Parenting Time” case type with “Custody (Divorce)” and “Custody (Non-Divorce)” case types to now read:

- “Custody/Parenting Time (Divorce)” and
 - “Custody/Parenting Time (Non-Divorce)”
 - This will reflect how the Family Law coversheet is laid out. This will also be captured under the Custody (Divorce) and Custody (Non-Divorce) stats categories respectively.
 - No Objections – Update Case Subtypes falling under this case type to reflect this change as well.
 - End date Case Subtypes falling under Parenting Time case type.
 - Also, add new case subtype of ~~Grand Parenting Time~~ Grandparent Visitation under the Case Types of Visitation (Divorce) and Visitation (Non-Divorce)
- Santa Cruz:
 - Currently Santa Cruz Superior Court handles Juvenile Traffic Citations. In AZTEC they use the citation entry screen to enter those Citations with a JT Case Category Code. Currently there is no Traffic Court type or Case Categories in Code Standardization. They are requesting to add:
 - Court Type: Traffic
 - Case Category: Juvenile Traffic (w/Case Category Code JT)
 - Case Type: Juvenile Traffic
 - Codes to be added to Code Standardization
 - After discussion with the AJACS team, it is necessary to add Traffic as a Court Type within AJACS because the Citation entry screen is tied behind the scenes with this court type. This will be not be viewable by any other court, but will be available if another court decides they need this functionality.
 - After reviewing the tables, none of the required codes to implement the traffic Court type are tied to specific court types/case categories. So, upon implementation of Traffic as a court type, all codes in AJACS should be available to Santa Cruz to use in this court type (without tying them specifically to this court type). However, once the codes are tied specifically to case categories in AJACS, Santa Cruz will need to go through the existing codes in all tables tying codes to case categories and determine which codes should also be tied to Traffic. They may also determine new codes not existing in standardization that need to be added to their tables.
 - Also, as discussed before, eventually it will better fit the court, stats and standardization to have the citation entry screen at case initiation tied to a new case category of Juvenile Traffic under the Court type of Juvenile, rather than traffic.

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, July 22nd, 2009

1:30-3:00

(602) 452-3193 #1118

7/22/2009 Agenda:

- Status Workgroup:
 - o Remove the following Document Types/Subtypes from Juvenile Adoption

Order	Quashing Warrant
Order	Quashing
Motion	Quash
Warrant	Ordered
Warrant	Vacated

- o No Objections
- o Remove the following Document Types/Subtypes from Juvenile Injunction Against Harassment

JV INJ Ag Har	Receipt	Receipt Monetary
JV INJ Ag Har	Notice	Filing Decree
JV INJ Ag Har	Certificate	Death Certificate
JV INJ Ag Har	Payment Contract	Completed
JV INJ Ag Har	Payment Contract	Created
JV INJ Ag Har	Payment Contract	Resumed
JV INJ Ag Har	Payment Contract	Suspended
JV INJ Ag Har	Jury	Peremptory Strike

- No Objections
- Pinal:
 - Add Document type and Subtype “Judgment: Financial Judgment and Order” to CR case category.
 - No Objections
- Santa Cruz
 - Add the following Payment Code to Juvenile Delinquency:
 - Payment: Juv Probation Fees – (Reformatted to match what currently existed)
 - Add the following Payment code to Family Law:
 - Payment: Medical Reimbursement
 - Add the following Case Subtype to Juvenile Diversion case type:
 - Case Subtype: Teen Court
 - Add the following Document type and subtype to Juvenile Delinquency and Criminal:
 - Order: Disposition
 - Add the following Payment code to Traffic:
 - Payment: Defensive Driving
 - No Objections
- Apache:
 - Requests we discuss adding a new case type or case subtype of “Adoption Certification” under the Court Type of Juvenile, Case Category of Adoption, Case Type (if adding new case subtype) of Juvenile Adoption.
 - Apache would like to see the certifications treated separately and tracked separately for tracking purposes. The pre certification is only valid for 1 year and can be extended. At one time, our court was tracking these.
 - If we add a new case type, what should the Case Caption read?
 - Case Captions are tied to case types so a new case subtype would not require a new case caption.
 - The group agreed to add a new case type of “Adoption Certification” under the Court Type of Juvenile and Case Category of Adoption.
 - This will allow for a new case caption to be attached to this case type.
 - The new caption shall read, “In Re the Application of.”
 - The business processes of some courts may need to change due to this new code, since only pre-certifications filed when there is no child available to be adopted will be filed under this case type. Then, if and when a child becomes available for adoption, the Court will initiate a new case under the case type of Juvenile Adoption. This Juvenile Adoption case will then be associated to the Adoption Certification case by the Court. If another child becomes available for adoption and the precertification is still valid, a new Juvenile Adoption case will be initiated and will also be associated to the Adoption Certification case.

- Pima:
 - o Requests to add new Minute Entry, Hearing type and In Chambers calendar type codes that cover the Jury questionnaire issued during voir dire. Pima needed to follow up with the requestor on how this should be worded. There were no objections to adding these new calendar type codes. I will send an update of the exact wording of these new codes.

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, July 22nd, 2009

1:30-3:00

(602) 452-3193 #1118

7/22/2009 Agenda:

- Status Workgroup:
 - o Remove the following Document Types/Subtypes from Juvenile Adoption

Order	Quashing Warrant
Order	Quashing
Motion	Quash
Warrant	Ordered
Warrant	Vacated

- o No Objections
- o Remove the following Document Types/Subtypes from Juvenile Injunction Against Harassment

JV INJ Ag Har	Receipt	Receipt Monetary
JV INJ Ag Har	Notice	Filing Decree
JV INJ Ag Har	Certificate	Death Certificate
JV INJ Ag Har	Payment Contract	Completed
JV INJ Ag Har	Payment Contract	Created
JV INJ Ag Har	Payment Contract	Resumed
JV INJ Ag Har	Payment Contract	Suspended
JV INJ Ag Har	Jury	Peremptory Strike

- No Objections
- Pinal:
 - Add Document type and Subtype “Judgment: Financial Judgment and Order” to CR case category.
 - No Objections
- Santa Cruz
 - Add the following Payment Code to Juvenile Delinquency:
 - Payment: Juv Probation Fees – (Reformatted to match what currently exists in Code Standardization)
 - Add the following Payment code to Family Law:
 - Payment: Medical Reimbursement
 - Add the following Case Subtype to Juvenile Diversion case type:
 - Case Subtype: Teen Court
 - Add the following Document type and subtype to Juvenile Delinquency and Criminal:
 - Order: Disposition
 - Add the following Payment code to Traffic:
 - Payment: Defensive Driving
 - No Objections
- Apache:
 - Requests we discuss adding a new case type or case subtype of “Adoption Certification” under the Court Type of Juvenile, Case Category of Adoption, Case Type (if adding new case subtype) of Juvenile Adoption.
 - Apache would like to see the certifications treated separately and tracked separately for tracking purposes. The pre certification is only valid for 1 year and can be extended. At one time, our court was tracking these.
 - If we add a new case type, what should the Case Caption read?
 - Case Captions are tied to case types so a new case subtype would not require a new case caption.
 - The group agreed to add a new case type of “Adoption Certification” under the Court Type of Juvenile and Case Category of Adoption.
 - This will allow for a new case caption to be attached to this case type.
 - The new caption shall read, “In Re the Application of.”
 - The business processes of some courts may need to change due to this new code, since only pre-certifications filed when there is no child available to be adopted will be filed under this case type. Then, if and when a child becomes available for adoption, the Court will initiate a new case under the case type of Juvenile Adoption. This Juvenile Adoption case will then be associated to the Adoption Certification case by the Court. If another child becomes available for adoption and the precertification is still valid, a new Juvenile Adoption case will be initiated and will also be associated to the Adoption Certification case.

- Pima:
 - Requests to add new Minute Entry and Hearing type as calendar type codes that cover the request for Jury questionnaire issued during voir dire.
 - The following Codes will be added to code standardization under Hearing Types and Minute Entries under all case categories:
 - Hearing: Request for Voir Dire Questionnaire
 - Minute Entry: Request for Voir Dire Questionnaire

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, August 19th, 2009

1:30-3:00

(602) 452-3193 #1118

8/19/2009 Agenda:

- Pinal:
 - o Requests new Qualifiers:
 - Department of Corrections
 - Corrections Corp of America
 - It was decided since qualifiers are standard through DPS, these will not be added as qualifiers, rather they will be added as Indicators subtypes as noted below.
 - o Requests new Document Types/Subtypes to be able to catch these instances on reports that would, on criminal cases, be caught under qualifiers, but since they are not criminal and not qualifiers they need new document types/subtypes:
 - Indicator: Timely Disposition Court
 - Indicator: Integrated Family Court
 - Indicator: Family Law Commissioner Processed
 - Indicator: Guardian
 - Indicator: Severance
 - Indicator: Department of Corrections
 - Indicator: Corrections Corp of America
 - No Objections
- Status Workgroup:
 - o Add a new case status of "Re-Adjudicated" to all Case Categories
 - Re-Closed acts the same way as closed in AJACS and does not allow you to view demographics on the case. Any code we assign Re-Adjudicated to, that should be Re-Closed, will have a note next to it explaining that it should be Re-Closed, but due to the limitations imposed by this, Re-Adjudicated is to be used and should be changed once the system is fixed.
 - Bert agreed with this, and we discussed that Adjudicated falls under the Closed bucket and Re-Adjudicated will fall under the Closed Under Reopened bucket, the same as Re-Closed.
 - No Objections

- Add a new Party Status of “Terminated – Committed to MH Facility” to Mental Health Case Category
 - No Objections
- Remove the following Document Types and Subtypes from MH:

Arbitration	Peremptory Strike
Bond	Bond
Demand	Demand for Jury Trial
Financial	Check Returned Undeliverable
Financial	Stale Data
Judgment	Amended Judgment
Jury	Peremptory Strike
Letters	Acceptance
Letters	and Acceptance
Miscellaneous	Memorandum of Points and Authorities
Motion	Appointment of Special Master
Motion	Continue Trial
Motion	New Trial
Motion	Pretrial Conference
Notice	Filing Bond
Notice	Filing Claim
Notice	Filing Complaint
Notice	Filing Judgment
Notice	Change of Employment
Notice	Filing Acceptance
Notice	Filing Decree
Notice	Court Ordered Obligation
Notice	Publication Fees Due
Order	Modifying Bond
Order	Resetting Pretrial Conference
Order	Setting Pretrial Conference
Order	Continuing Pretrial Conference
Order	New Trial
Order	Continuing Trial
Order	Resetting Trial
Order	Waiving Fees
Order	Setting Trial
Order	Vacating Trial
Petition	Escheat
Receipt	Receipt Monetary
Request	Settlement Conference
Statement	Joint Pretrial Statement

- No Objections

- Removing the following Document Types and Subtypes from Probate:

Arbitration	Appeal from Arbitration and Motion to Set Trial
Arbitration	Arbitration Award
Arbitration	Certificate of Compulsory Arbitration
Arbitration	Controverting Certificate of Compulsory Arbitration
Arbitration	Notice of Appointment of Civil Arbitrator
Arbitration	Notice of Decision
Arbitration	Notice of Hearing in Arbitration Case
Arbitration	Order Transferring Case to Arbitration
Arbitration	Status Report - Arbitration
Arbitration	Stipulation to Transfer to Arbitration
Complaint	Forcible Detainer (Entry)
Judgment	Transcript of Judgment
Motion	Declaratory Judgment
Order	Provisional Remedy
Request	Hearing on Provisional Remedy
Motion	Judgment Debtor to Appear
Notice	Assignment of Rights to Support
Affidavit	in Support of Provisional Remedy
Affidavit	in Support of Provisional Remedy
Application	for Writ of Garnishment
Judgment	Against Garnishee
Writ	of Garnishment
Arbitration	Peremptory Strike
Arbitration	Notice of Assignment of Arbitrator

Notice	Potential Arbiters List
Arbitration	Pre-hearing Conference

- No Objections
 - Add the following Case Status to Probate:
 - Inactive
 - No Objections
 - Add the following Party Statuses to Probate:

Arbitration Appeal/ Motion to Set	If we Keep Arbitration Document Types
Terminated Arbitration Award	If we Keep Arbitration Document Types
In Arbitration	If we Keep Arbitration Document Types
Terminated - Affirmed	
Terminated - Stipulated Judgment/Order	
Terminated - Default Judgment	
Terminated - Dismissed by Praecipe	
Inactive - No Activity	

- Do not Add Arbitration statuses crossed out above, no objections to other codes.
 - Remove the following Document Types/Subtypes from Severance:

Application	for Waiver of Fees
Financial	Check Returned Undeliverable
Financial	Stale Data
Jury	Instructions
Jury	Juror Questions Submitted to Judge
Jury	Lists
Jury	Peremptory Strike
Jury	Verdict(s)

Jury	Voir Dire Questions
Notice	Fee Payment Reminder
Notice	Filing Accounting
Notice	Tax Intercept
Notice	TIP Balance Letter
Order	Deferring Fees
Order	Setting Jury Trial
Order	Writ
Payment Contract	Completed
Payment Contract	Created
Payment Contract	Suspended
Petition	Escheat
Writ	Mandamus
Writ	of Habeas Corpus
Writ	Quashed/Released
Writ	Return of Writ
Writ	Writ
Jury	Proposed Instructions

- No Objections
- Remove the following Party Status from Severance
 - Terminated - Jury Verdict
- No Objections
- Add the following Document Type/Subtype to Severance
 - Order: Terminating Parental Rights
- No Objections
- Remove the following Document Types and Subtypes from “Will” case category:

Application	for Deferral of Fees
Order	Waiving Fees

Receipt	Receipt Monetary
Application	for Waiver of Fees
Financial	Check Returned Undeliverable
Financial	Stale Data
Payment Contract	Completed
Payment Contract	Created
Payment Contract	Resumed
Payment Contract	Suspended
Petition	Escheat
Notice	Tax Intercept
Notice	TIP Balance Letter

- No Objections
- Remove the following Document Types and Subtypes from “Demand for Notice” case category:

Conditions	Conditions of Release
------------	-----------------------

- No Objections

- Mohave:
 - Requests the following Document Types/Subtypes added to the case category of Guardianship/Conservatorship:
 - Order: Guardian
 - Order: Conservator
 - Order: Guardian/Conservator
 - As required under the new probate rules, Mohave is requesting the following events be added under court type Probate, case category Guardianship/Conservatorship.
 - Order: Personal Representative already exists in standardization.

- **No Objections**

- La Paz:

- Request to add new Case Type of “Civil Case Exceeding Jurisdiction” to Court Type of Civil and Case Category of Civil:
 - Civil Case Exceeding Jurisdiction
 - “Trying to open a new civil case, the problem is I can’t create the case as no appropriate case type or case subtype is available. If I select unclassified then the new civil filing fee schedule is used. There are three types of civil case types from which to choose cases that originate from the limited jurisdiction court.”
 - Since Case Types in AJACS have a one-to-one relationship with fee schedules, La Paz requests a new case type to allow for a new fee schedule for Civil cases which Exceed the Jurisdiction of LJ courts and are transferred to GJ Court.
 - A.R.S. § 22-201
 - G. If in any action before a justice of the peace a party files a verified pleading that states as a counterclaim a claim in which the amount involved, exclusive of interest and costs, is more than ten thousand dollars, the justice of the peace shall certify this in the docket, at once stop further proceedings in the action and forward all papers, together with a certified copy of the docket entries in the action, to the superior court, where the action shall be docketed and determined as though originally brought in the superior court. The party shall pay to the clerk of the superior court the same fees required to be paid by a defendant, and no other party in the action before the justice of the peace shall be required to pay any sum. If the party is finally adjudged to be entitled to recover on the counterclaim, exclusive of interest and costs, ten thousand dollars or less, the superior court may deny costs to the party and in addition, may impose costs, including reasonable attorney fees, on the party. The superior court shall have original jurisdiction of the action, but at any time in furtherance of convenience or to avoid prejudice, or if it appears that the amount involved in the counterclaim, exclusive of interest and costs, is ten thousand dollars or less, it may remand the action, or any claim or counterclaim of which the justice court has jurisdiction, to the justice court and may order costs.
 - **No Objections, these will be tracked in Other Civil bucket for stats.**

- Yuma:

- Request to add new Case Type of “Real Property Issue” to Court Type of Civil and Case Category of Civil.
 - Since Case Types in AJACS have a one-to-one relationship with fee schedules, Yuma requests needs a new case type to allow for a new fee schedule for Real Property Issues from LJ courts that are transferred to GJ Court.
 - A.R.S. § 22-201

- D. Justices of the peace have jurisdiction to try the right to possession of real property when title or ownership is not a subject of inquiry in the action. If in any such action the title or ownership of real property becomes an issue, the justice shall so certify in the docket, at once stop further proceedings in the action and forward all papers, together with a certified copy of the docket entries in the action, to the superior court, where the action shall be docketed and determined as though originally brought in the superior court.
 - **No Objections, these will be tracked in Real Property Other bucket for stats.**
- Cochise:
 - Requests a new plea code of “GUILTY/INSANE”
 - To be used as Guilty but Insane, with formatting above to stay the same as formatting currently used in AJACS.
 - No Objections, It was decided to end date “Not Guilty/Insane” and to add “Guilty/Insane”
 - Requests new Sentence Code of “AZ State Hospital” to be added to the Confinement Type Table in AJACS
 - **No Objections, request to add “Treatment Facility” as new code was also approved without objection.**
 - **As discussed, I will add these to the Sentence Code table, but will also add a new Standardization Table of “Confinement Type” and match what is in AJACS for that table as well as add these two new codes.**
 - **These will be added to the DOC/DJC category in stats for tracking purposes.**

Addendum

- Mohave: Requests to add the following Hearing Types and Minute Entries.22
 - **Civil**
 - Hearing: Petition – Order of Protection
 - Minute Entry: Petition – Order of Protection
 - Certain petitions for orders of protection are filed in by the clerk and given CV numbers and the judge can issue an Order of Protection in a Civil Case
 - Already Exists in CS, need to add to CV Case Category
 - **No Objections.**
 - Hearing: Quiet Title
 - Minute Entry: Quiet Title
 - New Code Request
 - **No Objections.**

- Hearing: Request Dismiss Order of Protection
- Minute Entry: Request Dismiss Order of Protection
 - Already Exists in CS, need to add to CV Case Category
 - **No Objections.**

- Hearing: ~~Request Hearing Order of Protection~~ Order of Protection Hearing
- Minute Entry: ~~Request Hearing Order of Protection~~ Order of Protection Hearing
 - This would not be covered under the Request/Petition for the Order of Protection because the Plaintiff is the filing the original Request/Petition. The defendant is entitled to a hearing on an Order of Protection and there is a form that the defendant files when he is requesting that hearing.
 - **Reworded to Order of Protection Hearing, no objections.**

- **Domestic Relations**
 - Hearing: Motion for In-Camera Interview
 - Minute Entry: Motion for In-Camera Interview
 - New Code Request
 - **No Objections**

 - Hearing: ~~Request Hearing Order of Protection~~ Order of Protection Hearing
 - Minute Entry: ~~Request Hearing Order of Protection~~ Order of Protection Hearing
 - This would not be covered under the Request/Petition for the Order of Protection because the Plaintiff is the filing the original Request/Petition. The defendant is entitled to a hearing on an Order of Protection and there is a form that the defendant files when he is requesting that hearing.
 - **Reworded to Order of Protection Hearing, no objections.**

- **Probate**
 - Hearing: Application – Informal Appointment of Personal Representative
 - Minute Entry: Application – Informal Appointment of Personal Representative
 - New Code Request
 - **No Objections**

- **Juvenile Delinquency**
 - Hearing: Contested Adjudication Hearing
 - Minute Entry: Contested Adjudication Hearing
 - New Code Request
 - Objected, this code was not approved to be added.
 - There was discussion on using the Hearing: Adjudication Hearing in lieu of this request. However, this request was to denote that this is a longer hearing than a normal adjudication hearing. It was also discussed that if the comments field for the Hearing Types in AJACS was still there, the user could denote this would be a longer hearing.

- **Juvenile Dependency**
 - Hearing: Evidentiary Hearing
 - Minute Entry: Evidentiary Hearing
 - Already Exists in CS, need to add to JD Case Category
 - No Objections

- **Criminal**
 - Hearing: Bond Forfeiture
 - Minute Entry: Bond Forfeiture
 - This was an additional code requested and approved during the meeting.

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, August 19th, 2009

1:30-3:00

(602) 452-3193 #1118

8/19/2009 Agenda:

- Pinal:
 - o Requests new Qualifiers:
 - Department of Corrections
 - Corrections Corp of America
 - It was decided since qualifiers are standard through DPS, these will not be added as qualifiers, rather they will be added as Indicators subtypes as noted below.
 - o Requests new Document Types/Subtypes to be able to catch these instances on reports that would, on criminal cases, be caught under qualifiers, but since they are not criminal and not qualifiers they need new document types/subtypes:
 - Indicator: Timely Disposition Court
 - Add to CR
 - Indicator: Integrated Family Court
 - Add to FL, JV, DO, JD, GC
 - Indicator: Family Law Commissioner Processed
 - Add to CV, FL, DO
 - Indicator: Guardian
 - Add to JD, GC
 - Indicator: Severance
 - Add to JD, SV
 - Indicator: Department of Corrections
 - Add to CR
 - Indicator: Corrections Corp of America
 - Add to CR
 - No Objections
- Status Workgroup:
 - o Add a new case status of "Re-Adjudicated" to all Case Categories
 - Re-Closed acts the same way as closed in AJACS and does not allow you to view demographics on the case. Any code we assign Re-Adjudicated to, that should be Re-Closed, will have a note next to it explaining that it should be Re-Closed, but due to the limitations

imposed by this, Re-Adjudicated is to be used and should be changed once the system is fixed.

- Bert agreed with this, and we discussed that Adjudicated falls under the Closed bucket and Re-Adjudicated will fall under the Closed Under Reopened bucket, the same as Re-Closed.
- **No Objections**
- Add a new Party Status of “Terminated – Committed to MH Facility” to Mental Health Case Category
 - **No Objections**
- Remove the following Document Types and Subtypes from MH:

Arbitration	Peremptory Strike
Bond	Bond
Demand	Demand for Jury Trial
Financial	Check Returned Undeliverable
Financial	Stale Data
Judgment	Amended Judgment
Jury	Peremptory Strike
Letters	Acceptance
Letters	and Acceptance
Miscellaneous	Memorandum of Points and Authorities
Motion	Appointment of Special Master
Motion	Continue Trial
Motion	New Trial
Motion	Pretrial Conference
Notice	Filing Bond
Notice	Filing Claim
Notice	Filing Complaint
Notice	Filing Judgment
Notice	Change of Employment
Notice	Filing Acceptance
Notice	Filing Decree
Notice	Court Ordered Obligation
Notice	Publication Fees Due
Order	Modifying Bond
Order	Resetting Pretrial Conference
Order	Setting Pretrial Conference
Order	Continuing Pretrial Conference
Order	New Trial
Order	Continuing Trial
Order	Resetting Trial
Order	Waiving Fees

Order	Setting Trial
Order	Vacating Trial
Petition	Escheat
Receipt	Receipt Monetary
Request	Settlement Conference
Statement	Joint Pretrial Statement

- **No Objections**

- Removing the following Document Types and Subtypes from Probate:

Arbitration	Appeal from Arbitration and Motion to Set Trial
Arbitration	Arbitration Award
Arbitration	Certificate of Compulsory Arbitration
Arbitration	Controverting Certificate of Compulsory Arbitration
Arbitration	Notice of Appointment of Civil Arbitrator
Arbitration	Notice of Decision
Arbitration	Notice of Hearing in Arbitration Case
Arbitration	Order Transferring Case to Arbitration
Arbitration	Status Report - Arbitration
Arbitration	Stipulation to Transfer to Arbitration
Complaint	Forcible Detainer (Entry)
Judgment	Transcript of Judgment
Motion	Declaratory Judgment
Order	Provisional Remedy
Request	Hearing on Provisional Remedy
Motion	Judgment Debtor to Appear
Notice	Assignment of Rights to Support
Affidavit	in Support of Provisional Remedy
Affidavit	in Support of Provisional Remedy

Application	for Writ of Garnishment
Judgment	Against Garnishee
Writ	of Garnishment
Arbitration	Peremptory Strike
Arbitration	Notice of Assignment of Arbitrator
Notice	Potential Arbiters List
Arbitration	Pre-hearing Conference

- No Objections
 - Add the following Case Status to Probate:
 - Inactive
 - No Objections
 - Add the following Party Statuses to Probate:

Arbitration Appeal / Motion to Set	If we Keep Arbitration Document Types
Terminated Arbitration Award	If we Keep Arbitration Document Types
In Arbitration	If we Keep Arbitration Document Types
Terminated - Affirmed	
Terminated - Stipulated Judgment/Order	
Terminated - Default Judgment	
Terminated - Dismissed by Praecipe	
Inactive - No Activity	

- Do not Add Arbitration statuses crossed out above, no objections to other codes.
 - Remove the following Document Types/Subtypes from Severance:

Application	for Waiver of Fees
Financial	Check Returned Undeliverable
Financial	Stale Data
Jury	Instructions

Jury	Juror Questions Submitted to Judge
Jury	Lists
Jury	Peremptory Strike
Jury	Verdict(s)
Jury	Voir Dire Questions
Notice	Fee Payment Reminder
Notice	Filing Accounting
Notice	Tax Intercept
Notice	TIP Balance Letter
Order	Deferring Fees
Order	Setting Jury Trial
Order	Writ
Payment Contract	Completed
Payment Contract	Created
Payment Contract	Suspended
Petition	Escheat
Writ	Mandamus
Writ	of Habeas Corpus
Writ	Quashed/Released
Writ	Return of Writ
Writ	Writ
Jury	Proposed Instructions

- **No Objections**
- Remove the following Party Status from Severance
 - Terminated - Jury Verdict
 - **No Objections**
- Add the following Document Type/Subtype to Severance
 - Order: Terminating Parental Rights

- **No Objections**
 - Remove the following Document Types and Subtypes from “Will” case category:

Application	for Deferral of Fees
Order	Waiving Fees
Receipt	Receipt Monetary
Application	for Waiver of Fees
Financial	Check Returned Undeliverable
Financial	Stale Data
Payment Contract	Completed
Payment Contract	Created
Payment Contract	Resumed
Payment Contract	Suspended
Petition	Escheat
Notice	Tax Intercept
Notice	TIP Balance Letter

- **No Objections**
 - Remove the following Document Types and Subtypes from “Demand for Notice” case category:

Conditions	Conditions of Release
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- **No Objections**

- Mohave:

- Requests the following Document Types/Subtypes added to the case category of Guardianship/Conservatorship:
 - Order: Guardian
 - Order: Conservator
 - Order: Guardian/Conservator
 - As required under the new probate rules, Mohave is requesting the following events be added under court type Probate, case category Guardianship/Conservatorship.
 - Order: Personal Representative already exists in standardization.
 - **No Objections**

- La Paz:
 - Request to add new Case Type of “Civil Case Exceeding Jurisdiction” to Court Type of Civil and Case Category of Civil:
 - Civil Case Exceeding Jurisdiction
 - “Trying to open a new civil case, the problem is I can’t create the case as no appropriate case type or case subtype is available. If I select unclassified then the new civil filing fee schedule is used. There are three types of civil case types from which to choose cases that originate from the limited jurisdiction court.”
 - Since Case Types in AJACS have a one-to-one relationship with fee schedules, La Paz requests a new case type to allow for a new fee schedule for Civil cases which Exceed the Jurisdiction of LJ courts and are transferred to GJ Court.
 - A.R.S. § 22-201
 - G. If in any action before a justice of the peace a party files a verified pleading that states as a counterclaim a claim in which the amount involved, exclusive of interest and costs, is more than ten thousand dollars, the justice of the peace shall certify this in the docket, at once stop further proceedings in the action and forward all papers, together with a certified copy of the docket entries in the action, to the superior court, where the action shall be docketed and determined as though originally brought in the superior court. The party shall pay to the clerk of the superior court the same fees required to be paid by a defendant, and no other party in the action before the justice of the peace shall be required to pay any sum. If the party is finally adjudged to be entitled to recover on the counterclaim, exclusive of interest and costs, ten thousand dollars or less, the superior court may deny costs to the party and in addition, may impose costs, including reasonable attorney fees, on the party. The superior court shall have original jurisdiction of the action, but at any time in furtherance of convenience or to avoid prejudice, or if it appears that the amount involved in the counterclaim, exclusive of interest and costs, is ten thousand dollars or less, it may remand the action, or any claim or counterclaim of which the justice court has jurisdiction, to the justice court and may order costs.

- No Objections, these will be tracked in Other Civil bucket for stats.
 - Yuma:
 - Request to add new Case Type of “Real Property Issue” to Court Type of Civil and Case Category of Civil.
 - Since Case Types in AJACS have a one-to-one relationship with fee schedules, Yuma requests needs a new case type to allow for a new fee schedule for Real Property Issues from LJ courts that are transferred to GJ Court.
 - A.R.S. § 22-201
 - D. Justices of the peace have jurisdiction to try the right to possession of real property when title or ownership is not a subject of inquiry in the action. If in any such action the title or ownership of real property becomes an issue, the justice shall so certify in the docket, at once stop further proceedings in the action and forward all papers, together with a certified copy of the docket entries in the action, to the superior court, where the action shall be docketed and determined as though originally brought in the superior court.
 - No Objections, these will be tracked in Real Property Other bucket for stats.
- Cochise:
 - Requests a new plea code of “GUILTY/INSANE”
 - To be used as Guilty but Insane, with formatting above to stay the same as formatting currently used in AJACS.
 - No Objections, It was decided to end date “Not Guilty/Insane” and to add “Guilty/Insane”
 - Requests new Sentence Code of “AZ State Hospital” to be added to the Confinement Type Table in AJACS
 - No Objections, request to add “Treatment Facility” as new code was also approved without objection.
 - As discussed, I will add these to the Sentence Code table, but will also add a new Standardization Table of “Confinement Type” and match what is in AJACS for that table as well as add these two new codes.
 - These will be added to the DOC/DJC category in stats for tracking purposes.

Addendum

- Mohave: Requests to add the following Hearing Types and Minute Entries.22
 - **Civil**
 - Hearing: Petition – Order of Protection
 - Minute Entry: Petition – Order of Protection
 - Certain petitions for orders of protection are filed in by the clerk and given CV numbers and the judge can issue an Order of Protection in a Civil Case
 - Already Exists in CS, need to add to CV Case Category
 - No Objections.

- Hearing: Quiet Title
- Minute Entry: Quiet Title
 - New Code Request
 - **No Objections.**

- Hearing: Request Dismiss Order of Protection
- Minute Entry: Request Dismiss Order of Protection
 - Already Exists in CS, need to add to CV Case Category
 - **No Objections.**

- Hearing: ~~Request Hearing Order of Protection~~ Order of Protection Hearing
- Minute Entry: ~~Request Hearing Order of Protection~~ Order of Protection Hearing
 - This would not be covered under the Request/Petition for the Order of Protection because the Plaintiff is the filing the original Request/Petition. The defendant is entitled to a hearing on an Order of Protection and there is a form that the defendant files when he is requesting that hearing.
 - **Reworded to Order of Protection Hearing, no objections.**

○ **Domestic Relations**

- Hearing: Motion for In-Camera Interview
- Minute Entry: Motion for In-Camera Interview
 - New Code Request
 - **No Objections**

- Hearing: ~~Request Hearing Order of Protection~~ Order of Protection Hearing
- Minute Entry: ~~Request Hearing Order of Protection~~ Order of Protection Hearing
 - This would not be covered under the Request/Petition for the Order of Protection because the Plaintiff is the filing the original Request/Petition. The defendant is entitled to a hearing on an Order of Protection and there is a form that the defendant files when he is requesting that hearing.
 - **Reworded to Order of Protection Hearing, no objections.**

○ **Probate**

- Hearing: Application – Informal Appointment of Personal Representative
- Minute Entry: Application – Informal Appointment of Personal Representative
 - New Code Request
 - No Objections

- **Juvenile Delinquency**
 - Hearing: Contested Adjudication Hearing
 - Minute Entry: Contested Adjudication Hearing
 - New Code Request
 - Objected, this code was not approved to be added.
 - There was discussion on using the Hearing: Adjudication Hearing in lieu of this request. However, this request was to denote that this is a longer hearing than a normal adjudication hearing. It was also discussed that if the comments field for the Hearing Types in AJACS was still there, the user could denote this would be a longer hearing.

- **Juvenile Dependency**
 - Hearing: Evidentiary Hearing
 - Minute Entry: Evidentiary Hearing
 - Already Exists in CS, need to add to JD Case Category
 - No Objections

- **Criminal**
 - Hearing: Bond Forfeiture
 - Minute Entry: Bond Forfeiture
 - This was an additional code requested and approved during the meeting.

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, September 23rd, 2009

1:30-3:00

(602) 452-3193 #1118

9/23/2009 Agenda:

- Status Workgroup
 - o Members of the Status workgroup request a new Party Status of "In Mediation" under Civil and FL
 - **No Objection**
 - o Add new Party Status of "Terminated – Re-Adjudicated" to Criminal
 - **No Objection**
 - o Add the following Document Types/Subtypes to Criminal and JV:

Warrant	Violation Warrant	
Warrant	Quashing Violation Warrant	
Judgment	Judgment and Disposition	
FARE	Do Not Send to FARE	Replaces "FARE: No Send FARE" – Replace in CR and JV

- **No Objection**
- o End Date the following Document Types/Subtypes from Criminal:

Application	for Waiver of Fees
Judgment	Amended Judgment
Judgment	Judgment
Judgment	Proposed Form of Judgment

Judgment	Renewal of Judgment
Jury	Verdict(s)
Miscellaneous	Sensitive Data Sheet
Motion	Relief from Judgment
Order	Stopping Wage Assignment
Order	Wage Assignment
Order	Waiving Fees
Request	Wage Assignment
Verdict	Verdict
FARE	No Send FARE
Arbitration	Peremptory Strike

- No Objection

- Cochise:
 - Requests a new Payment Code of “Payment: Post Adj Conciliation Mediation Petition” under Family Law.
 - They need a new payment code to associate a different Fee schedule.
 - Should this be added locally to Cochise and not statewide?
 - No Objection – This will be added statewide to standardization
- Pinal:
 - Add the following Document Type/Subtype to CR Case Category
 - “Indicator: Removing from Timely Disposition Court”
 - No Objection
- Rule Changes:
 - Add the following document to CR and JV based on changes to AZ Rules of Criminal Procedure 2.6 (Petition: Refusal to be Fingerprinted) that we added new codes for on 1/1/2009.
 - “Notice: Fingerprint Compliance”
 - No Objection

- Mohave:
 - **DO – Domestic Relations**
 - Hearing: Motion - Summary Judgment
 - Minute Entry: : Motion - Summary Judgment
 - Already Exists in CS, need to add to DO Case Category
 - **No Objection**
 - **JV – Juvenile Delinquency**
 - Hearing: Evidentiary Hearing
 - Minute Entry: Evidentiary Hearing
 - Already Exists in CS, need to add to JV Case Category
 - **No Objection**

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, September 23rd, 2009

1:30-3:00

(602) 452-3193 #1118

9/23/2009 Agenda:

- Status Workgroup
 - o Members of the Status workgroup request a new Party Status of "In Mediation" under Civil and FL
 - **No Objection**
 - o Add new Party Status of "Terminated – Re-Adjudicated" to Criminal
 - **No Objection**
 - o Add the following Document Types/Subtypes to Criminal and JV:

Warrant	Violation Warrant	
Warrant	Quashing Violation Warrant	
Judgment	Judgment and Disposition	
FARE	Do Not Send to FARE	Replaces "FARE: No Send FARE" – Replace in CR and JV

- **No Objection**
- o End Date the following Document Types/Subtypes from Criminal:

Application	for Waiver of Fees
Judgment	Amended Judgment
Judgment	Judgment
Judgment	Proposed Form of Judgment

Judgment	Renewal of Judgment
Jury	Verdict(s)
Miscellaneous	Sensitive Data Sheet
Motion	Relief from Judgment
Order	Stopping Wage Assignment
Order	Wage Assignment
Order	Waiving Fees
Request	Wage Assignment
Verdict	Verdict
FARE	No Send FARE
Arbitration	Peremptory Strike

- No Objection

- Cochise:
 - Requests a new Payment Code of “Payment: Post Adj Conciliation Mediation Petition” under Family Law.
 - They need a new payment code to associate a different Fee schedule.
 - Should this be added locally to Cochise and not statewide?
 - No Objection – This will be added statewide to standardization
- Pinal:
 - Add the following Document Type/Subtype to CR Case Category
 - “Indicator: Removing from Timely Disposition Court”
 - No Objection
 - Discussion regarding what indicators are:
 - It was decided at the 8/19/2009 GJ Standardization meeting that, since qualifiers are standard through DPS, new “qualifier” type codes not under Criminal cases will not be added as qualifiers, rather they will be added as “Indicator” subtypes.
 - Indicators are new Document Types/Subtypes to be able to catch instances on reports that would, on criminal cases, be caught under qualifiers, but since they are not criminal and not qualifiers they need new document types/subtypes.

- Rule Changes:
 - o Add the following document to CR and JV based on changes to AZ Rules of Criminal Procedure 2.6 (Petition: Refusal to be Fingerprinted) that we added new codes for on 1/1/2009.
 - “Notice: Fingerprint Compliance”
 - **No Objection**
- Mohave:
 - o **DO – Domestic Relations**
 - Hearing: Motion - Summary Judgment
 - Minute Entry: : Motion - Summary Judgment
 - Already Exists in CS, need to add to DO Case Category
 - **No Objection**
 - o **JV – Juvenile Delinquency**
 - Hearing: Evidentiary Hearing
 - Minute Entry: Evidentiary Hearing
 - Already Exists in CS, need to add to JV Case Category
 - **No Objection**

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, October 21st, 2009

1:30-3:00

(602) 452-3193 #1118

10/21/2009 Agenda:

- Yavapai:

- Request to add the following Hearing Type and Minute Entry to JV case category:

Hearing	Case Management Conference
Minute Entry	Case Management Conference

- Request to add the following Document Type/Subtype to Administrative case category:

Marriage License	Marriage License
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- Request to add the following Payment Code to Civil, Family Law and Probate Court Types:

- Payment: Appeal Bond
- *Currently appeal bonds and trust monies in Yavapai County are handled separately from criminal bonds. Yavapai County has many cases waiting to assess appeal bond on.*

- Request the following Payment Code to Civil Court Type:

- Payment: Petition for OSC

- Request to add the following Payment Code to Civil:

- Payment: Civil Mediation Fee
 - Payment Code for fees used to pay the Mediator

- Request the following Hearing Types and Minute Entries:

- "Hearing: DUI Court" (CR)
- "Minute Entry: DUI Court" (CR)
 - *This is similar to Family Drug Court & Drug Court. We have DUI Court hearings several times a month.*
- "Hearing: Voluntariness Hearing" (CR)
- "Minute Entry: Voluntariness Hearing" (CR)
- "Hearing: Disposition/Diversion Hearing" (JV)
- "Minute Entry: Disposition/Diversion Hearing" (JV)

- *Our judges like to know if a disposition is a diversion.*
- Status/Definition Workgroup:
 - Add the document type/subtype of “Affidavit: Default” to CV and FL
 - Add the document type/subtype of “Certificate: Clerk’s Certificate of Mailing” to all Case Categories
 - Request to change “Application: of Bail Bond Agent Denied” to “Order: Denying Bail Bond Agent Application”
 - Request to change “Arbitration: 2nd Notice of Appointment of Civil Arbitrator” to “Arbitration: Notice of Second Appointment of Civil Arbitrator”
 - Request to change “Arbitration: Order Transferring Case to Arbitration” to “Order: Transferring Case to Arbitration”
- Mohave:
 - Request to add the following Document Type/Subtype to all Case Categories
 - Record: Forwarded to Court of Appeals
 - This code already exists in code standardization; need to add to all case categories.
 - Request to add the following Document Types/Subtypes:
 - Statement: Child Support Guideline Worksheet (FL)
 - Report: Supplemental Presentence Report (CR, JV)
 - Application: Supplemental Information Fee Waiver (All case types except AD, CR, JD)
 - Motion: to Add Allegation (CR)
 - Request to add “Parent” as a Party Role to Probate
 - Request to add the following Hearing Type and Minute Entry for CR
 - Hearing: Request for New Attorney
 - Minute Entry: Request for New Attorney
 - *The presiding criminal judge’s JA has requested the hearing type so she can select this appearance reason when scheduling these types of hearings.*
- Pinal:
 - Request to add the following document types/subtypes:
 - Indicator: Drug Case (CR & JV)
 - Indicator: Domestic Violence (CR)
 - Indicator: Remove from Integrated Family Court (CR)
 - Indicator: Defendant Found Competent (CR)
 - Also this should change the Party Status of the Defendant to Active
 - Request to change “Indicator: Guardian” to “Indicator: Guardianship”
- E-Filing/AOC:
 - Request to add the following document type/subtype to CV and FL:
 - Order: Proposed Order

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, October 21st, 2009

1:30-3:00

(602) 452-3193 #1118

10/21/2009 Agenda:

- Yavapai:

- Request to add the following Hearing Type and Minute Entry to JV case category:

Hearing	Case Management Conference
Minute Entry	Case Management Conference

- **No Objections**

- Request to add the following Document Type/Subtype to Administrative case category:

Marriage License	Marriage License
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- **No Objections**

- Request to add the following Payment Code to Civil, Family Law and Probate Court Types:

- Payment: Appeal Bond
- *Currently appeal bonds and trust monies in Yavapai County are handled separately from criminal bonds. Yavapai County has many cases waiting to assess appeal bond on.*

- **No Objections**

- Request the following Payment Code to Civil Court Type:

- Payment: Petition for OSC

- **No Objections**

- Request to add the following Payment Code to Civil:

- Payment: Civil Mediation Fee
 - Payment Code for fees used to pay the Mediator

- **No Objections**

- Request the following Hearing Types and Minute Entries:

- "Hearing: DUI Court" (CR)
- "Minute Entry: DUI Court" (CR)

- **No Objections**
- Pinal:
 - Request to add the following document types/subtypes:
 - Indicator: Drug Case (CR & JV)
 - Indicator: Domestic Violence (CR)
 - Indicator: Remove from Integrated Family Court (CR)
 - Indicator: Defendant Found Competent (CR)
 - Also this should change the Party Status of the Defendant to Active
 - **No Objections**
 - Request to change “Indicator: Guardian” to “Indicator: Guardianship”
 - **No Objections**
- E-Filing/AOC:
 - Request to add the following document type/subtype to CV and FL:
 - Order: Proposed Order
 - **No Objections**

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, November 18th, 2009

1:30-3:00

(602) 452-3193 #1118

11/18/2009 Agenda:

- Pinal:
 - o Request to Add the following Hearing Type and Minute Entry to DO
 - Hearing: Decree of Dissolution
 - Minute Entry: Decree of Dissolution
 - o Request to add "Change of Venue: Change of Venue Received - Additional Documents" to all Case Categories
- AOC:
 - o Request to add the following Payment Code to CR, JV & TR Court Types
 - Payment: 2009 Probation Surcharge
 - *Effective 11/24/2009 the Probation Surcharge is increasing from 10.00 to 20.00...currently there is a Payment event for the 5.00 surcharge and the 2002 10.00 surcharge, but need one to cover the new increase. This will be for Criminal, Juvenile, and Traffic Court Types.*
 - o Request to change the document type "Complaint: Forcible Detainer (Entry)" to "Complaint: Eviction Action (Entry)"
- Mohave:
 - o Request to add the following Hearing Types and Minute Entries:
 - Hearing: Default (to Probate)
 - Minute Entry: Default (to Probate)
 - *Already Exists in CS, need to add to PB Case Category*
 - Hearing: Petition – Injunction Against Harassment (to DO)
 - Minute Entry: Petition – Injunction Against Harassment (to DO)
 - *Already Exists in CS, need to add to DO Case Category*
 - o Request to add the Party Status of "Completed" to all case types
 - Will act the same as Terminated
 - Design Issue?
- Apache:
 - o Request to add the following Payment Code to CR:
 - Payment: Prosecution Service Fee
- Gila:

- Request to add the following Hearing Types and Minute Entries to CR & JV:
 - Hearing: Motion to Determine Counsel
 - Minute Entry: Motion to Determine Counsel

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, November 18th, 2009

1:30-3:00

(602) 452-3193 #1118

11/18/2009 Agenda:

- Pinal:
 - Request to Add the following Hearing Type and Minute Entry to DO
 - Hearing: Decree of Dissolution
 - Minute Entry: Decree of Dissolution
 - **No Objections – This is when pro per files and the Judge hears and issues the Decree of Dissolution in the Minute Entry**
 - Request to add “Change of Venue: Change of Venue Received - Additional Documents” to all Case Categories
 - **No Objections – To be used when Court Receives Change of Venue and then additional Documents are received.**
- AOC:
 - Request to add the following Payment Code to CR, JV & TR Court Types
 - Payment: 2009 Probation Surcharge
 - *Effective 11/24/2009 the Probation Surcharge is increasing from 10.00 to 20.00...currently there is a Payment event for the 5.00 surcharge and the 2002 10.00 surcharge, but need one to cover the new increase. This will be for Criminal, Juvenile, and Traffic Court Types.*
 - **No Objections**
 - Request to change the document type “Complaint: Forcible Detainer (Entry)” to “Complaint: Eviction Action (Entry)”
 - **No Objection – Will also change the following Hearing Type and Minute Entry to Eviction Action:**
 - **Hearing: Forcible Detainer**
 - **Minute Entry: Forcible Detainer**
 - **Now:**
 - **Hearing: Eviction Action**
 - **Minute Entry: Eviction Action**
- Mohave:
 - Request to add the following Hearing Types and Minute Entries:
 - Hearing: Default (to Probate)
 - Minute Entry: Default (to Probate)

- *Already Exists in CS, need to add to PB Case Category*
 - **No Objections**
 - Hearing: Petition – Injunction Against Harassment (to DO)
 - Minute Entry: Petition – Injunction Against Harassment (to DO)
 - *Already Exists in CS, need to add to DO Case Category*
 - **No Objections**
- Request to add the Party Status of “Completed” to all case types
 - Will act the same as Terminated
 - Design Issue?
 - **The design issue in question is where the user inputs a party status in the person maintenance screen, it is very tedious to read through the “Terminated” party statuses since there are so many and you cannot read them unless you scroll. Until this is fixed (if it is ever changed), everyone on the call agreed to adding a new Party Status of “Completed” to act as terminated for statistical purposes. I will follow-up with Bert Cisneros to see if he has any further issues with this. If he has no issues, then I will add “Completed” as a Party Status to all case categories in standardization.**
 - **Bert and I discussed this issue and I will go ahead and add “Completed” as a party status for all case categories. Bert will collect this party status the same as “Terminated” that is currently in use.**
 - **I also spoke to Renny about getting the screen changed so the user can view the entire party status without having to scroll. He said there would need to be some design changes, but since it is important and “Completed” will only be a temporary fix since the Terminated codes with their respective descriptions can be beneficial for reporting, to go ahead and add a Remedy for this to be changed.**
 - **For now, users may use either “Completed” or the correct “Terminated” code for the party status and both will be counted the same for statistical purposes.**
- Apache:
 - Request to add the following Payment Code to CR & JV:
 - **Payment: ~~Prosecution Service Fee~~ Changed to:**
 - **Payment: Prosecution Cost Recovery Fee**
 - *Recovery for Costs of Prosecution.*
 - **No Objections - Added to JV as well.**
- Gila:
 - Request to add the following Hearing Types and Minute Entries to CR & JV:
 - Hearing: Motion to Determine Counsel
 - Minute Entry: Motion to Determine Counsel
 - **No Objections - Added to Juvenile Dependency as well**

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, December 16th, 2009

12/16/2009 Agenda:

- Santa Cruz:
 - o Request to add the following document type to Criminal case category:
 - "Notice: Change of Judge Upon Request Rule 10.2"
 - *The pleading in Criminal Rules of Procedure 10.2 is titled "Notice of Change of Judge"*
- Definitions Workgroup:
 - o Request to add the following Hearing types and Minute Entries to Family Law:
 - Hearing: Default Legal Separation Hearing
 - Hearing: Default Annulment Hearing
 - Hearing: Default Custody Hearing
 - Minute Entry: Default Legal Separation Hearing
 - Minute Entry: Default Annulment Hearing
 - Minute Entry: Default Custody Hearing
 - o Request to add the following Document Types/Subtypes to Family Law:
 - Decree: at Default Dissolution with Children
 - Decree: at Default Dissolution without Children
 - Decree: at Default Legal Separation
 - Decree: at Default Annulment
 - Decree: Rule 55 Default Decree
- Pinal
 - o Request to add "Re-Activated" case status to all Court Types
 - *Request to add new case status "Re-Activated" this would be used to put a case back into a pending/open status.*
 - *To clarify...the "Re-Opened" cases status would be used for Post Judgment filings.*
 - Spoke to Bert regarding this code and he is okay with adding.
 - o Request to have the following Document Types/Subtypes added to CR and JV:

All Documents	
Document Type	Document Sub-Type
Indicator	Early Disposition Court

All Documents	
Document Type	Document Sub-Type
Indicator	Removed from Early Disposition Court

- Request to have the following Document Type/Subtype added to Guardianship/Conservatorship:
 - Indicator: Title 8 Guardianship

GJ Code Standardization and Clerk's User Group Meeting

Minutes

Wednesday, December 16th, 2009

12/16/2009 Agenda:

- Santa Cruz:
 - o Request to add the following document type to Criminal case category:
 - "Notice: Change of Judge Upon Request Rule 10.2"
 - *The pleading in Criminal Rules of Procedure 10.2 is titled "Notice of Change of Judge"*
 - This item was discussed and it was determined it is necessary to have the two codes, one already existing in code standardization for civil cases and this one for criminal cases. Thus, this code will be added to code standardization.
- Definitions Workgroup:
 - o Request to add the following Hearing types and Minute Entries to Family Law:
 - Hearing: Default Legal Separation Hearing
 - Hearing: Default Annulment Hearing
 - Hearing: Default Custody Hearing
 - Minute Entry: Default Legal Separation Hearing
 - Minute Entry: Default Annulment Hearing
 - Minute Entry: Default Custody Hearing
 - No Objections
 - o Request to add the following Document Types/Subtypes to Family Law:
 - Decree: ~~at~~-Default Dissolution with Children
 - Decree: ~~at~~-Default Dissolution without Children
 - Decree: ~~at~~-Default Legal Separation
 - Decree: ~~at~~-Default Annulment
 - Decree: Rule 55 Default Decree
 - No Objections
- Pinal
 - o Request to add "Re-Activated" case status to all Court Types
 - Request to add new case status "Re-Activated" this would be used to put a case back into a pending/open status.
 - To clarify...the "Re-Opened" cases status would be used for Post Judgment filings.
 - Spoke to Bert regarding this code and he is okay with adding.
 - No Objections

- Request to have the following Document Types/Subtypes added to CR and JV:

All Documents	
Document Type	Document Sub-Type
Indicator	Early Disposition Court
Indicator	Removed from Early Disposition Court

- No Objections
- Request to have the following Document Type/Subtype added to Guardianship/Conservatorship:
 - Indicator: Title 8 Guardianship
 - No Objections