

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, January 18th, 2012

1:30 – 2:30

(602) 452-3193 Access Code 7002

Tabled from 12/14/2011:

- Apache:
 - o Request to add “Unclassified” as a case type under the case category of “Out of County Juvenile.”

- Pinal:
 - o Request to add the following Events:
 - “Request: For Order Granting or Denying Custody Hearing” to FL (See Example Below)
 - **La Paz** – *Requests further information*
 - **Yavapai** - *The “Request: Request for Order Granting or Denying Custody Hearing” doesn’t make sense to me. Who would make a request to deny a hearing? If this is one party requesting an order granting a custody hearing and the other party requests an order denying the hearing, would it make more sense to have two separate dockets rather than combining them? I may be missing something on this one.*
 - **Requesting court is following up on this request to determine if this should just be a generic hearing request and if it does not need to reiterate the wording on the form. Tabled until next agenda.**
 - “Payment: Forensic Interview” to CR & JV
 - *Ordered as a fee at the time of Sentencing (in the sentencing judgment) (\$500).*
 - **La Paz** - *What is a forensic interview and what authority permits the assessment?*
 - *Is this being assessed pursuant to ARS §13-1414, which requires the county to pay for the forensic interview, or ARS §13-824, which the court can assign the fee to the defendant?*
 - **Requesting court is following up on this request and this item is tabled until next agenda.**

- Coconino:
 - o Request to add “Warrant: Violation Warrant” back to code standardization and trigger a Case Status of “Reopened” and a Party Status of “Post Sentence Matters.”
 - *This was one of the warrant events we end dated when we removed specific warrant events and began utilizing the warrant type codes to signify the warrant type.*
 - *Requestor would like to add this code back to utilize the system’s ability to automatically change the case and party statuses upon docketing of this event.*

- Since “Petition: Revoke Probation” already puts the case into a “Reopened” status with a party status of “Post Sentence Matters,” the requestor has requested we add a new case status of “Stayed Post Adjudication” to readily be able to determine if the case is pre or post adjudication. Since “Warrant: Issued” puts the case into a stayed status, this will be keeping consistent with that while being able to readily see it is post adjudication.
 - In addition, if we add this new case status of, “Stayed Post Adjudication” with the new event of, “Warrant: Violation Warrant,” the requestor requests that the party status automatically change to, “Warrant” as the new case status removes the need for the party status to show it is “Post Sentence Matters.” Changing the party status to “Warrant” also keeps our status change conventions consistent.
- Apache requests that since “Petition: Revoke Probation” already puts the case into a “Reopened” status with a party status of “Post Sentence Matters,” that if this new warrant event code is added, the case status automatically be changed to “Stayed” and the party status to “Warrant” to follow the same statuses we put for all warrants being issued. However, since “Warrant: Warrant Issued” already puts the case into “Stayed” status, is there a need for this code?
- This item has been tabled by the requestor. The group could not agree if it is required to track if a case is “Stayed” pre or post adjudication. In addition, even if the court needs to track if a case is “Stayed” pre or post adjudication, there are currently ways of doing this: First, by looking at the warrant type, specifically “Violation Warrant” in this instance, the user will know the case is post-adjudication. In addition, the user can view the status history and see if a case has been adjudicated. If the case has been adjudicated and it is now stayed, the user will know it is post-adjudication.
 - A lot of the concerns regarding adding these codes are that it will create additional codes for things that are already captured. Also, there was concern about training users which “Stayed” status they should use.
 - On the other hand, the requestor, as well as some others, said that the ways currently available to track if a case is post-adjudication in “Stayed” status is an additional step. Even though they can look at events or status history, it would be easier to just have a new case status of “Stayed Post Adjudication.”
- This matter will be added to next month’s agenda for further consideration.

- Pinal:

- Request to add “Payment: Court-Appointed Advisor” to FL pursuant to Arizona Rules of Family Law Procedure 10(F)
 - ARFLP 10(F):
 - **F. Fees and Expenses in Custody Proceeding.** The court may allocate fees and expenses between the parties as the court deems appropriate.
 - ARFLP 10(A)(1) allows the court to appoint one or more of the following:
 - a. a best interests attorney;
 - b. a child’s attorney; or
 - c. a court-appointed advisor.
 - The group agreed the court should be using “Payment: Miscellaneous Fees,” which already exists in code standardization, for this. The code was not approved and will not be added to code standardization.
 - However, the Court contacted me after the meeting to request this be put on the next agenda because the Judge confirmed they do collect money for this and the court would like the specific code for tracking. This will be added to the next agenda.

1/18/2012 Agenda:

- La Paz:

- Request to add the following Event Entry Types to Criminal arising from ACJA Section 6-207, Appendix A, Line 20:
 - 20. I will comply with the following sanctions based on my behavior:
 - Up to ___ community restitution hours (in addition to any ordered under condition #17), as directed by the APD.
 - Up to ___ days in the county jail (in addition to any ordered under condition #18), at the discretion of the Court, upon recommendation from the APD.
 - Petition: Implement Deferred Incarceration Sanction
 - Order: Implementing Deferred Incarceration Sanction
 - Petition: Implement Deferred Community Restitution Sanction
 - Order: Implementing Deferred Community Restitution Sanction
 - Petition: Implement Deferred Incarceration & Community Restitution Sanction
 - Order: Implementing Deferred Incarceration & Community Restitution Sanction

- Yavapai:

- Request to end date “Order: Quashing Warrant” and “Order: Warrant”
 - These seem to be duplicates of “Warrant: Quashed” and “Warrant: Ordered”
 - Are courts using these differently, or are they being used the same and should we end date “Order: Quashing Warrant” and “Order: Warrant?”
- Request to remove case/party status from “Warrant: Ordered”
 - Currently, “Warrant: Ordered” sets the case status to “Stayed” and the party status to “Warrant.”
 - Yavapai requests these statuses be removed as the actual issuance of the warrant should change the status. They also state that, “*A Judge could order a warrant and then vacate the order prior to the warrant being issued,*” thus it shouldn’t have changed the status.
 - However, if the group does not agree to remove the case and party status from “Warrant: Ordered,” then Yavapai requests, “Warrant: Vacated” change the **party case** status to “Open” or “Reopened” depending on if the case is pre or post-adjudication. “Warrant: Vacated” currently sets the party status to “Active.”

- Apache:

- Request to add “Unclassified” as a case type under the case category of “Out of County Juvenile.”

- Mohave:

- Should the case status for “Adoption Certification” cases be changed to “Adjudicated” when the order pre-certifying the adoption is signed, even though the pre-certification for adoption is valid for 18 months (ARS §8-105(I))?
- How are courts currently handling Minor Guardianship/Conservatorship cases when the minor becomes an adult? Are the courts adjudicating the Minor Guardianship/Conservatorship once the minor is an adult and opening a new Adult Guardianship/Conservatorship case, or are they just continuing the minor case?

ACJA 6-207 – Appendix A

Section 6-207: Uniform Conditions of Supervised Probation Appendix A

Uniform Conditions of Supervised Probation Form IN THE SUPERIOR COURT OF THE STATE OF ARIZONA UNIFORM CONDITIONS OF SUPERVISED PROBATION

STATE OF ARIZONA COUNTY/DIVISION: _____ / _____

VS. CR: _____

_____ §13-901.01 Offense: 1st 2nd Ineligible
PID#: _____
OFFENSE(S): _____

The Court is suspending imposition or execution of sentence and, under the supervision of the Adult Probation Department (APD),
PLACING the defendant on probation for a period of _____ year(s) month(s) days lifetime to begin ____/____/____ or upon absolute discharge from prison for a separate offense or upon release from prison for felony DUI (____ months; ____ days credit for time served) upon release from prison pursuant to A.R.S. § 13-603(K)
REINSTATING the defendant on probation for a period of _____ year(s) month(s) days lifetime to begin ____/____/____ with a revised expiration date of ____/____/____.

I AGREE TO THE FOLLOWING AS CONDITIONS OF THE SUSPENSION OF IMPOSITION OR EXECUTION OF SENTENCE: (Conditions Checked Also Apply)

- LAW ABIDING BEHAVIOR**
1. I will maintain a crime-free lifestyle by obeying all laws, and not engaging or participating in any criminal activity.
 2. I will not possess or control any stun guns, tasers, firearms, ammunition, deadly or prohibited weapons as defined in A.R.S. § 13-3101.
 3. I will report any contact I have with law enforcement to the APD within 72 (or ____) hours.
 4. I will submit to search and seizure of person and property by the APD without a search warrant.
 5. If deported or processed through voluntary departure, I will not return to the United States without legal authorization during the term of my probation. If I am deported or processed through voluntary departure, all conditions remain in effect except for _____.
- REPORTING TO APD**
6. I will report to the APD within 72 (or ____) hours of sentencing, absolute discharge from prison, release from incarceration, or residential treatment and continue to report as directed. I will also keep APD advised of progress toward case plan goals and comply with any written directive of the APD to enforce compliance with the conditions of probation. I will provide a sample for DNA testing if required by law.
- RESIDENCE**
7. I will provide the APD safe, unrestricted access to my residence and receive prior approval of the APD before changing my residence. I will reside in a residence approved by the APD.
 8. I will request and obtain written permission of the APD prior to leaving the state (county).
 9. I may apply for Interstate Compact supervision in the state of _____ and will not proceed to that state until reporting instructions are received and the APD issues a written travel permit.
 10. I may apply for an Inter-County transfer and will not proceed to that County until APD issues written authorization.

UNIFORM CONDITIONS OF SUPERVISED PROBATION – PAGE 2 OF 3

STATE OF ARIZONA COUNTY/DIVISION: _____ / _____

VS. _____ CR: _____

TREATMENT/BEHAVIOR CHANGE/PRO-SOCIAL ACTIVITIES

11. I will actively participate and cooperate in any program of counseling or assistance as determined by APD, or as required by law, given assessment results and/or my behavior. I will sign any release or consent required by the APD so the APD can exchange information in relation to my treatment, behavior and activities.

12. I will not possess or use illegal drugs or controlled substances and will submit to drug and alcohol testing as directed by the APD.

13. I will obtain written approval of the APD prior to associating with anyone I know who has a criminal record. I will not knowingly associate with any person engaged in criminal behaviors.

14. I will seek, obtain, and maintain employment, if legally permitted to do so, and/or attend school. I will inform the APD of any changes within 72 hours.

15. I will be financially responsible by paying all restitution, fines, and fees in my case as imposed by the Court. I understand, if I do not pay restitution in full, the Court may extend my probation.

16. I will not consume or possess any substances containing alcohol.

SPECIAL REQUIREMENTS

17. I will complete a total of _____ hours of community restitution. I will complete a set number of hours per month as directed in writing by my probation officer. I will complete these hours at a site approved by the APD.

18. I will serve _____ days month(s), in the county jail beginning ____/____/____ with credit for _____ days served, not to be released until ____/____/____. I will report to the APD within 72 (or _____) hours of my release from jail. I will comply with all program rules.

Be screened for or shall participate in Work Furlough, if eligible or Work Release, if eligible

19. I will not have any contact with the victim(s) in any form, unless approved in writing by the APD.

20. I will comply with the following sanctions based on my behavior:

Up to _____ community restitution hours (in addition to any ordered under condition #17), as directed by the APD.

Up to _____ days in the county jail (in addition to any ordered under condition #18), at the discretion of the Court, upon recommendation from the APD.

21. I will abide by the attached special conditions of probation:

Intensive Probation Sex Offender Gang _____

Domestic Violence Drug Court _____

Mental Health DUI Court/Program _____

22. _____

UNIFORM CONDITIONS OF SUPERVISED PROBATION – PAGE 3 OF 3

STATE OF ARIZONA COUNTY/DIVISION: _____ / _____

VS. _____ CR: _____

Based upon the defendant's agreement to abide by the Conditions of Supervision set forth, above, as well as my review and approval of such conditions, I hereby impose and order that these conditions are in effect, and the defendant shall comply with said conditions.

Judge of the Superior Court Date

RECEIPT AND ACKNOWLEDGMENT: *I acknowledge receipt of the conditions of probation and any attachments added. I understand that by not abiding by the conditions of probation my probation could be revoked and the Court may sentence me in accordance with the law. In addition, I waive extradition for any probation revocation proceedings in this matter.*

Defendant	Date
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Defendant's Address Apt.	City State Zip Phone
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DISTRIBUTION: Original – Court, Copies – APD, Defendant **Revision 2010**

GJ Code Standardization and Clerk's User Group Meeting

Minutes

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1:30 – 2:30

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1/18/2012 Agenda:

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ACJA 6-207 – Appendix A

Section 6-207: Uniform Conditions of Supervised Probation Appendix A

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PLACING the defendant on probation for a period of _____ year(s) month(s) days lifetime to begin ____/____/____ or

upon absolute discharge from prison for a separate offense or

upon release from prison for felony DUI (____ months; ____ days credit for time served)

upon release from prison pursuant to A.R.S. § 13-603(K)

REINSTATING the defendant on probation for a period of _____ year(s) month(s) days lifetime to begin ____/____/____ with a revised expiration date of ____/____/____.

I AGREE TO THE FOLLOWING AS CONDITIONS OF THE SUSPENSION OF IMPOSITION OR EXECUTION OF SENTENCE: (Conditions Checked Also Apply)

LAW ABIDING BEHAVIOR

1. I will maintain a crime-free lifestyle by obeying all laws, and not engaging or participating in any criminal activity.
2. I will not possess or control any stun guns, tasers, firearms, ammunition, deadly or prohibited weapons as defined in A.R.S. § 13-3101.
3. I will report any contact I have with law enforcement to the APD within 72 (or ____) hours.
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REPORTING TO APD

6. I will report to the APD within 72 (or ____) hours of sentencing, absolute discharge from prison, release from incarceration, or residential treatment and continue to report as directed. I will also keep APD advised of progress toward case plan goals and comply with any written directive of the APD to enforce compliance with the conditions of probation. I will provide a sample for DNA testing if required by law.

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7. I will provide the APD safe, unrestricted access to my residence and receive prior approval of the APD before changing my residence. I will reside in a residence approved by the APD.
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10. I may apply for an Inter-County transfer and will not proceed to that County until APD issues written authorization.

UNIFORM CONDITIONS OF SUPERVISED PROBATION – PAGE 2 OF 3

STATE OF ARIZONA COUNTY/DIVISION: _____ / _____

VS. _____ CR: _____

TREATMENT/BEHAVIOR CHANGE/PRO-SOCIAL ACTIVITIES

11. I will actively participate and cooperate in any program of counseling or assistance as determined by APD, or as required by law, given assessment results and/or my behavior. I will sign any release or consent required by the APD so the APD can exchange information in relation to my treatment, behavior and activities.

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Domestic Violence Drug Court _____

Mental Health DUI Court/Program _____

22. _____

UNIFORM CONDITIONS OF SUPERVISED PROBATION – PAGE 3 OF 3

STATE OF ARIZONA COUNTY/DIVISION: _____ / _____

VS. _____ CR: _____

Based upon the defendant's agreement to abide by the Conditions of Supervision set forth, above, as well as my review and approval of such conditions, I hereby impose and order that these conditions are in effect, and the defendant shall comply with said conditions.

Judge of the Superior Court Date

RECEIPT AND ACKNOWLEDGMENT: *I acknowledge receipt of the conditions of probation and any attachments added. I understand that by not abiding by the conditions of probation my probation could be revoked and the Court may sentence me in accordance with the law. In addition, I waive extradition for any probation revocation proceedings in this matter.*

Defendant	Date
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Defendant's Address Apt.	City State Zip Phone
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DISTRIBUTION: Original – Court, Copies – APD, Defendant **Revision 2010**

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, February 22nd, 2012

1:30 – 2:30

(602) 452-3193 Access Code 7002

2/22/2012 Agenda:

- AOC:

- Code changes/additions from Recent Probate Rule Amendments:
- Rule 15.1(A):
 - Request to change “Petition: Appoint Guardian Ad Litem” to “Motion: Appoint Guardian Ad Litem.”
 - A. A PARTY REQUESTING THE APPOINTMENT OF A GUARDIAN AD LITEM SHALL MAKE THE REQUEST IN A MOTION THAT SETS FORTH WHY THE APPOINTMENT IS NECESSARY OR ADVISABLE AND WHAT, IF ANY, SPECIAL EXPERTISE IS REQUIRED OF THE GUARDIAN AD LITEM.
 - No objections, this code will be changed in code standardization.
- Rule 18(C)
 - Request to add the following Events:
 - Notice: of Repetitive Filing
 - Order: Striking Repetitive Filing
 - C. IF A PARTY HAS A GOOD FAITH BELIEF THAT AN INTERESTED PERSON HAS FILED A MOTION OR PETITION THAT REQUESTS THE SAME OR SUBSTANTIALLY SIMILAR RELIEF TO THE RELIEF REQUESTED IN AN EARLIER MOTION OR PETITION FILED BY THE SAME INTERESTED PERSON WITHIN THE PRECEDING TWELVE MONTHS, AND IF THE LATER FILED MOTION OR PETITION DOES NOT DESCRIBE IN DETAIL A CHANGE IN FACT OR CIRCUMSTANCE THAT SUPPORTS THE REQUESTED RELIEF, THE PARTY MAY FILE A NOTICE OF REPETITIVE FILING. THIS NOTICE SHALL BE FILED NO LATER THAN THE RESPONSE OR OBJECTION DEADLINE FOR THE ALLEGEDLY REPETITIVE FILING AND SHALL INCLUDE THE TITLE AND DATE OF THE ALLEGED REPETITIVE FILING, THE TITLE AND DATE OF THE EARLIER FILING, AND THE DATE OF THE COURT'S RULING ON THE EARLIER FILING. A NOTICE OF REPETITIVE FILING SHALL HAVE THE EFFECT OF STAYING THE DEADLINE TO RESPOND OR OBJECT TO THE ALLEGED REPETITIVE FILING UNTIL FURTHER ORDER OF THE COURT. THE COURT MAY SUMMARILY STRIKE A REPETITIVE MOTION, WITHOUT HEARING, ON ITS OWN INITIATIVE OR FOLLOWING RECEIPT OF A NOTICE OF REPETITIVE FILING.
 - No objections, these codes will be added to code standardization.

- Rule 26.1
 - Request to add the following Events:
 - Request: for Written Findings on Appointment of Guardian/Conservator
 - Order: Written Findings on Appointment of Guardian/Conservator
 - 26.1 FOLLOWING A WRITTEN REQUEST BY A PERSON WITH HIGHER PRIORITY FOR APPOINTMENT AS A GUARDIAN OR CONSERVATOR BUT WHO WAS PASSED OVER BY THE COURT IN FAVOR OF APPOINTING A PERSON WITH LOWER PRIORITY, THE COURT SHALL MAKE A SPECIFIC FINDING REGARDING THE COURT'S DETERMINATION OF GOOD CAUSE AND WHY THE PERSON WAS NOT APPOINTED. THE REQUEST MUST BE MADE WITHIN TEN DAYS AFTER THE ENTRY OF THE ORDER.
 - No objections, these codes will be added to code standardization.

- AOC Informational:

- Request to change “Application: Application to Restore Right to Own or Carry Firearms” to “Petition: Petition to Restore Right to Own or Carry Firearms” pursuant to the language in ARS §13-925.
 - No objections, this change will be made in code standardization.
 - Discussion occurred regarding this code and if it will still change the case to “Reopened” and the party status to “Post Sentence Matters”. This code will continue to change the case/party status.
 - After further discussion, it was agreed that we need a new code of “Petition: Petition to Restore Right to Own or Carry Firearms – Federal” because when these are filed in regards to federal cases, the case status should be set to “Open” and the party status to “Active”. Both the new event and the attached statuses will be added to code standardization.
- Request to change “Minute Entry: Application for Restoration of Civil Rights or Vacation of Conviction or Right to Carry Firearm” to “Minute Entry: Petition for Restoration of Civil Rights or Vacation of Conviction or Right to Carry Firearm”.
 - No objections, this change will be made in code standardization.
 - After further discussion, it was agreed that we need a new code of “Minute Entry: Petition for Restoration of Civil Rights or Vacation of Conviction or Right to Carry Firearm – Federal”. The new event will be added to code standardization.
- Request to change appearance reason of “Hearing: Application for Restoration of Civil Rights or Vacation of Conviction or Right to Carry Firearm” to “Hearing: Petition for Restoration of Civil Rights or Vacation of Conviction or Right to Carry Firearm”.
 - No objections, this change will be made in code standardization.
 - After further discussion, it was agreed that we need a new code of “Hearing: Petition for Restoration of Civil Rights or Vacation of Conviction or Right to Carry Firearm – Federal”. The new event will be added to code standardization.
-
- Added the following Events pursuant to ARS §13-925 to Probate/Mental Health in Code Standardization(Already existed for CR)(Note - This does not affect AJACS as AJACS does not filter events by court type yet):

All Documents	
Document Type	Document Sub-Type
Petition	Petition to Restore Right to Own or Carry Firearms

All Documents	
Document Type	Document Sub-Type
Order	Restoring Right to Own or Carry Firearms
Minute Entry	Petition for Restoration of Civil Rights or Vacation of Conviction or Right to Carry Firearm

- Added the following Appearance Reason pursuant to ARS §13-925 to Probate/Mental Health (Already existed for CR)(Note – This does affect AJACS as Appearance Reasons filter by Court Type):

Hearing Types and Minute Entries	
Calendar Type	Calendar Event
Hearing	Petition for Restoration of Civil Rights or Vacation of Conviction or Right to Carry Firearm

- Yavapai:
 - Request to modify “Petition: Terminate Probation” to “Petition: Terminate/Discharge Probation” to reflect the existing order of, “Order: Terminate/Discharge Probation.”

- Yavapai:
 - Request to remove the case status of “Adjudicated” from the following Events:

Order	Appointing Guardian/Conservator	x	Adjudicated
Order	Appointing Limited Guardian	x	Adjudicated
Order	Appointing Special Conservator	x	Adjudicated
Order	Appointing Successor Conservator	x	Adjudicated
Order	Appointing Successor Guardian	x	Adjudicated
Order	Appointing Successor Guardian/Conservator	x	Adjudicated

- Yavapai:
 - If an adoption certification case expires and then the parties submit a pre-certification application months after the expiration date, is this considered a brand new case or would you put it in the expired case number. *We are wondering what the other counties would do in this type of situation. What is the statewide standard expectation on this?*
 - Request to add the following event entry type to Juvenile Dependency:
 - Petition: Amended Dependency
 - *This would be used only when correcting the original petition and for stat purposes. This is not to be used when a new child comes into the case.*

- LJ Rule 11 cases:
 - How are courts processing cases where the case originated in LJ court, it is then sent to GJ for determination of mental competency, and then sent back to LJ court?
 - Should the court be opening a new case?
 - If opening a new case, what case category and case type should they be using?
 - What Disposition code should they use upon completion?
 - What code should they use to docket the initial filing? What code should they use to docket the ruling?
- Request to automatically change the party status of “Order: Modifying Sentence” to “Terminated – Re-Adjudicated”.
- Request to automatically change the case/party status of “Order: Post Judgment/Decree” to the case status of “Re-Adjudicated” and the party status of “Terminated – Re-Adjudicated”.
 - Currently, this is set to change the case status to “Re-Closed”.
 - *In most domestic cases there can be continuous post petitions or regular filings (Post Filings, Notice to Employer, Acknowledgement, Satisfaction of Judgment, Motion to Reconsider, etc..) throughout the case and as we view your definition of re-adjudicated that fits more than re-closed with these type of cases.*
- Request to automatically change the case/party status of “Order: Recertification” to the case status of “Re-Adjudicated” and the party status of “Certified as Adoptive Parent(s) – Extended”.
- Request to automatically change the party status of “Order: Restoring Civil Rights” to “Terminated – Re-Adjudicated”.
- Request to automatically change the party status of “Order: Restoring Right to Own or Carry Firearms” to “Terminated – Re-Adjudicated”.
- Request to remove the automatic case/party status of “Petition: Enforce Custody”, “Petition: Parenting Time”, and “Petition: Enforce Support”.
 - Currently these automatically change the cases status to “Reopened” and the party status to “Post Decree. *However, Yavapai receives theses pre and post-decree and would like the automatic case/party status changes removed so the user can update them based on if the case is pre or post-decree.*
- Request to add “Judgment: Judgment and Sentence – Partial” as an event entry type to CR.
 - Request to automatically change the case status to “Stayed” and the party status to “Adult Diversion Program” upon docketing of this event.
 - *This would be used in CR cases where a Defendant is sentenced on certain counts, with other counts being deferred until the completion of a Drug Offender Treatment Program.*
- *When a Superior Court Judge sees a defendant on an initial appearance after being picked up on a warrant and then sets future hearings and bail, what events should Yavapai use in AJACS to enter that scenario? Should the case status be set to open or re-open and the party status to active?*

GJ Code Standardization and Clerk's User Group Meeting

Minutes

Wednesday, February 22nd, 2012

1:30 – 2:30

(602) 452-3193 Access Code 7002

2/22/2012 Agenda:

- AOC:

- Code changes/additions from Recent Probate Rule Amendments:
- Rule 15.1(A):
 - Request to change “Petition: Appoint Guardian Ad Litem” to “Motion: Appoint Guardian Ad Litem.”
 - A. A PARTY REQUESTING THE APPOINTMENT OF A GUARDIAN AD LITEM SHALL MAKE THE REQUEST IN A MOTION THAT SETS FORTH WHY THE APPOINTMENT IS NECESSARY OR ADVISABLE AND WHAT, IF ANY, SPECIAL EXPERTISE IS REQUIRED OF THE GUARDIAN AD LITEM.
 - No objections, this code will be changed in code standardization.
- Rule 18(C)
 - Request to add the following Events:
 - Notice: of Repetitive Filing
 - Order: Striking Repetitive Filing
 - C. IF A PARTY HAS A GOOD FAITH BELIEF THAT AN INTERESTED PERSON HAS FILED A MOTION OR PETITION THAT REQUESTS THE SAME OR SUBSTANTIALLY SIMILAR RELIEF TO THE RELIEF REQUESTED IN AN EARLIER MOTION OR PETITION FILED BY THE SAME INTERESTED PERSON WITHIN THE PRECEDING TWELVE MONTHS, AND IF THE LATER FILED MOTION OR PETITION DOES NOT DESCRIBE IN DETAIL A CHANGE IN FACT OR CIRCUMSTANCE THAT SUPPORTS THE REQUESTED RELIEF, THE PARTY MAY FILE A NOTICE OF REPETITIVE FILING. THIS NOTICE SHALL BE FILED NO LATER THAN THE RESPONSE OR OBJECTION DEADLINE FOR THE ALLEGEDLY REPETITIVE FILING AND SHALL INCLUDE THE TITLE AND DATE OF THE ALLEGED REPETITIVE FILING, THE TITLE AND DATE OF THE EARLIER FILING, AND THE DATE OF THE COURT'S RULING ON THE EARLIER FILING. A NOTICE OF REPETITIVE FILING SHALL HAVE THE EFFECT OF STAYING THE DEADLINE TO RESPOND OR OBJECT TO THE ALLEGED REPETITIVE FILING UNTIL FURTHER ORDER OF THE COURT. THE COURT MAY SUMMARILY STRIKE A REPETITIVE MOTION, WITHOUT HEARING, ON ITS OWN INITIATIVE OR FOLLOWING RECEIPT OF A NOTICE OF REPETITIVE FILING.
 - No objections, these codes will be added to code standardization.

- Rule 26.1
 - Request to add the following Events:
 - Request: for Written Findings on Appointment of Guardian/Conservator
 - Order: Written Findings on Appointment of Guardian/Conservator
 - 26.1 FOLLOWING A WRITTEN REQUEST BY A PERSON WITH HIGHER PRIORITY FOR APPOINTMENT AS A GUARDIAN OR CONSERVATOR BUT WHO WAS PASSED OVER BY THE COURT IN FAVOR OF APPOINTING A PERSON WITH LOWER PRIORITY, THE COURT SHALL MAKE A SPECIFIC FINDING REGARDING THE COURT'S DETERMINATION OF GOOD CAUSE AND WHY THE PERSON WAS NOT APPOINTED. THE REQUEST MUST BE MADE WITHIN TEN DAYS AFTER THE ENTRY OF THE ORDER.
 - No objections, these codes will be added to code standardization.

- AOC Informational:

- Request to change “Application: Application to Restore Right to Own or Carry Firearms” to “Petition: Petition to Restore Right to Own or Carry Firearms” pursuant to the language in ARS §13-925.
 - No objections, this change will be made in code standardization.
 - Discussion occurred regarding this code and if it will still change the case to “Reopened” and the party status to “Post Sentence Matters”. This code will continue to change the case/party status.
 - Currently, “Order: Restoring Right to Own or Carry Firearms” puts the case into “Re-Closed” case status. The group agreed this should be change to “Re-Adjudicated”.
 - After further discussion, it was agreed that we need a new code of “Petition: Petition to Restore Right to Own or Carry Firearms – Federal” under CV because when these are filed in regards to federal cases, the case status should be set to “Open” and the party status to “Active” and they are filed as new CV cases. Both the new event and the attached statuses will be added to code standardization.
 - Also, the group agreed since these set the case to “Open/Active”, we need a new event of “Order: Restoring Right to Own or Carry Firearms - Federal” added to CV, and it should automatically change the case status to “Adjudicated” and the party status to “Terminated – Judgment/Order”.
 - The group also agreed we need a new code of “Application: Application to Restore Civil Rights – Federal” added to CV with a case status of “Open” and a party status of “Active”.
 - In addition, the group agreed we need a new code of “Order: Restoring Civil Rights – Federal” added to CV with a case status of “Adjudicated” and a party status of “Terminated – Judgment/Order”.
- Request to change “Minute Entry: Application for Restoration of Civil Rights or Vacation of Conviction or Right to Carry Firearm” to “Minute Entry: Petition for Restoration of Civil Rights or Vacation of Conviction or Right to Carry Firearm”.
 - No objections, this change will be made in code standardization.
 - After further discussion, it was agreed that we need a new code of “Minute Entry: Petition for Restoration of Civil Rights or Vacation of Conviction or Right to Carry Firearm – Federal” added to CV. The new event will be added to code standardization.

- Request to change appearance reason of “Hearing: Application for Restoration of Civil Rights or Vacation of Conviction or Right to Carry Firearm” to “Hearing: Petition for Restoration of Civil Rights or Vacation of Conviction or Right to Carry Firearm”.
 - No objections, this change will be made in code standardization.
 - After further discussion, it was agreed that we need a new code of “Hearing: Petition for Restoration of Civil Rights or Vacation of Conviction or Right to Carry Firearm – Federal” added to CV. The new event will be added to code standardization.

- Added the following Events pursuant to ARS §13-925 to Probate/Mental Health in Code Standardization(Already existed for CR)(Note - This does not affect AJACS as AJACS does not filter events by court type yet):

All Documents	
Document Type	Document Sub-Type
Petition	Petition to Restore Right to Own or Carry Firearms
Order	Restoring Right to Own or Carry Firearms
Minute Entry	Petition for Restoration of Civil Rights or Vacation of Conviction or Right to Carry Firearm

- No objections, this will be added to code standardization.

- Added the following Appearance Reason pursuant to ARS §13-925 to Probate/Mental Health (Already existed for CR)(Note – This does affect AJACS as Appearance Reasons filter by Court Type):

Hearing Types and Minute Entries	
Calendar Type	Calendar Event
Hearing	Petition for Restoration of Civil Rights or Vacation of Conviction or Right to Carry Firearm

- No objections, this will be added to code standardization.

- Yavapai:
 - Request to modify “Petition: Terminate Probation” to “Petition: Terminate/Discharge Probation” to reflect the existing order of, “Order: Terminate/Discharge Probation.”
 - No objections, this code will be changed in code standardization.
- Yavapai:
 - Request to remove the case status of “Adjudicated” from the following Events:

Order	Appointing Guardian/Conservator	x	Adjudicated
Order	Appointing Limited Guardian	x	Adjudicated
Order	Appointing Special Conservator	x	Adjudicated
Order	Appointing Successor Conservator	x	Re-Adjudicated
Order	Appointing Successor Guardian	x	Re-Adjudicated
Order	Appointing Successor Guardian/Conservator	x	Re-Adjudicated

- Request to automatically change the case/party status of “Order: Post Judgment/Decree” to the case status of “Re-Adjudicated” and the party status of “Terminated – Re-Adjudicated”.
 - Currently, this is set to change the case status to “Re-Closed”.
 - *In most domestic cases there can be continuous post petitions or regular filings (Post Filings, Notice to Employer, Acknowledgement, Satisfaction of Judgment, Motion to Reconsider, etc..) throughout the case and as we view your definition of re-adjudicated that fits more than re-closed with these type of cases.*
 - **No objections, this change will be made in code standardization.**

- Request to automatically change the case/party status of “Order: Recertification” to the case status of “Re-Adjudicated” and the party status of “Certified as Adoptive Parent(s) – Extended”.
 - **No objections, this change will be made in code standardization.**

- Request to automatically change the party status of “Order: Restoring Civil Rights” to “Terminated – Re-Adjudicated”.
 - **No objections, this change will be made in code standardization.**

- Request to automatically change the party status of “Order: Restoring Right to Own or Carry Firearms” to “Terminated – Re-Adjudicated”.
 - **No objections, this change will be made in code standardization.**

- Request to remove the automatic case/party status of “Petition: Enforce Custody”, “Petition: Parenting Time”, and “Petition: Enforce Support”.
 - Currently these automatically change the cases status to “Reopened” and the party status to “Post Decree. *However, Yavapai receives these pre and post-decree and would like the automatic case/party status changes removed so the user can update them based on if the case is pre or post-decree.*
 - **After discussion, the group agreed the majority of these petitions are filed post-decree and that it is easier to manually change the status on the few that come in pre-decree than all of them including the post-decree. Thus, the group agreed to leave the case and party statuses attached to them and for the cases where they are filed pre-decree, the user should manually change the status to “Open/Active”. Yavapai subsequently agreed to the groups reasoning and removed their request.**

- Request to add “Judgment: Judgment and Sentence – Partial” as an event entry type to CR.
 - Request to automatically change the case status to “Stayed” and the party status to “Adult Diversion Program” upon docketing of this event.
 - *This would be used in CR cases where a Defendant is sentenced on certain counts, with other counts being deferred until the completion of a Drug Offender Treatment Program.*
 - **No objections, this event code along with the change in statuses will be added to code standardization.**

- *When a Superior Court Judge sees a defendant on an initial appearance after being picked up on a warrant and then sets future hearings and bail, what events should Yavapai use in AJACS to enter that scenario? Should the case status be set to open or re-open and the party status to active?*
 - **After discussion, it was determined Yavapai is trying to quash a warrant after the defendant has appeared before the court. The group agreed they should be docketing the event of “Warrant: Quashed” as this will remove the warrant flag and will change the case status to “Open” and the party status to “Active”.**

GJ Code Standardization and Clerk's User Group Meeting

Minutes

Wednesday, March 21st, 2012

1:30 – 2:30

(602) 452-3193 Access Code 7002

3/21/2012 Agenda:

- AOC/Pima:
 - o Request to add the following event entry types to all case categories:
 - Report: Status Report
 - Notice: Change of Firm/Address
 - This will be used when an attorney files a Notice indicating a change of firm or a change of firm address. This should only be used for Attorney's changing addresses of their firm or changing firms.
 - There currently is "Notice: Change of Address" for party or attorney to indicating a change in address, but this code will be to indicate an attorney is moving firms.
- AOC:
 - o Request to add the event entry type of "Order: Income Withholding Order" to FL.
 - This will allow the court to tie the income withholding for support form to this event.
 - <http://www.acf.hhs.gov/programs/cse/forms/OMB-0970-0154.pdf>
 - Pursuant to Section 466(b)(5) of the Social Security Act (45 CFR 303.100, and 45 CFR 309.110) all entities including, but not limited to, state and tribal child enforcement agencies, courts/tribunals, private attorneys and custodial parties must use the OMB-approved Income Withholding Order (IWO) form when notifying employers to withhold child support from the obligor's income. This applies to all cases including non IV-D Orders of Assignment or other court ordered withholding notices sent to employers.
 - Currently, "Statement: Income Withhold Order/Clearinghouse" exists in code standardization. Should this be used instead of the newly requested code to attach the new income withholding for support form?
 - Also, it should be noted that the federally mandated Income Withholding Order is replacing the Order of Assignment form currently promulgated for use by the courts by the Arizona Supreme Court pursuant to ARS §25-507.
- Pinal:
 - o Request to add "Warrant: Quashed – Post Adjudication" to CV, CR, JD, FL, GC, JV, JE, JP, MH, PB and SV.
 - Request to automatically change the case status of this code to "Reopened" and the party status to "Post Judgment".
 - Currently, "Warrant: Quashed" sets the case and party status back to Open/Active. This causes issues with Post-Adjudication cases. This code would remedy the issue.
 - o Request to add "Response: to Petition to Modify" to CR, JV and FL.
 - o Request to add "Juvenile Adjudicated" as a disposition code to JV.

mandated back. Mohave would like a way to track cases that are currently on appeal in an appellate court.

- La Paz:

- Request to add the Probation Status of “Release”.
 - *The issue we are having is that we are working on a delinquent restitution report and this is one of the fields the report pulls. When a defendant is released from probation, we cannot end the probation term, so we have to enter a probation status. If we try to enter a probation status of early release and the date, we receive a pop up saying it cannot be after the probation end date.*

Addendum:

- Santa Cruz:

- Request to add “Order: Modifying Child Support” to FL.
- Request to add “Petition: Terminate Guardianship” to GC.
 - We already have “Order: Terminating Guardianship”.
- Request to add “Notice: Non-Appearance Hearing” to GC.
 - *It’s mainly used when the judge signs a notice of hearing to review the annual guardianship/conservatorship and its accountings, BUT the title reads Notice of Non-Appearance hearing; meaning that on that certain day the judge needs to review the file, but no one will appear for an actual hearing. This Notice is sent to the parties.*
- Request to add “Decree: Dissolution with Children” to FL.
 - The request was solely for “with Children”, but do we need “Decree: Dissolution without Children as well?”

**SUPERIOR COURT OF ARIZONA
MOHAVE COUNTY**

In Re the Marriage of

(Name of Petitioner)

Case Number: _____

**NOTICE REGARDING CHILD
SUPPORT FORMS**

VS

(Name of Respondent)

IT IS MANDATORY THAT YOU FILE A PARENT'S WORKSHEET FOR CHILD SUPPORT AMOUNT SO THE COURT HAS THE NECESSARY FINANCIAL INFORMATION TO MAKE A CHILD SUPPORT DETERMINATION IN YOUR CASE. EVEN IF YOU AGREE TO \$0 CHILD SUPPORT, YOU MUST COMPLETE THE FORM.

PETITIONER: You MUST file a Parent's Worksheet for Child Support Amount with your initial paperwork and serve it on the other party in your case prior to any hearing.

RESPONDENT: If you do not file your own Parent's Worksheet for Child Support Amount, the Court will assume that you agree with the financial information provided by Petitioner.

The parties may prepare and file a Joint Parent's Worksheet if they agree on the figures to be used to calculate child support.

You may utilize the free online child support calculator at: <http://www.supreme.state.az.us/childsup> or you may obtain the forms from the Clerk's office or Law Library.

GJ Code Standardization and Clerk's User Group Meeting

Minutes

Wednesday, March 21st, 2012

1:30 – 2:30

(602) 452-3193 Access Code 7002

3/21/2012 Agenda:

- AOC/Pima:
 - o Request to add the following event entry types to all case categories:
 - Report: Status Report
 - No objections, this code will be added to code standardization.
 - Notice: Change of Firm/Address
 - This will be used when an attorney files a Notice indicating a change of firm or a change of firm address. This should only be used for Attorney's changing addresses of their firm or changing firms.
 - There currently is "Notice: Change of Address" for party ~~or attorney~~ to indicating a change in address, but this code will be to indicate an attorney is moving firms.
 - No objections, this code will be added to code standardization.
- AOC:
 - o Request to add the event entry type of "Order: Income Withholding Order" to FL.
 - This will allow the court to tie the income withholding for support form to this event.
 - <http://www.acf.hhs.gov/programs/cse/forms/OMB-0970-0154.pdf>
 - Pursuant to Section 466(b)(5) of the Social Security Act (45 CFR 303.100, and 45 CFR 309.110) all entities including, but not limited to, state and tribal child enforcement agencies, courts/tribunals, private attorneys and custodial parties must use the OMB-approved Income Withholding Order (IWO) form when notifying employers to withhold child support from the obligor's income. This applies to all cases including non IV-D Orders of Assignment or other court ordered withholding notices sent to employers.
 - Currently, "Statement: Income Withhold Order/Clearinghouse" exists in code standardization. Should this be used instead of the newly requested code to attach the new income withholding for support form?
 - Also, it should be noted that the federally mandated Income Withholding Order is replacing the Order of Assignment form currently promulgated for use by the courts by the Arizona Supreme Court pursuant to ARS §25-507.
 - Discussion occurred and it was decided that "Order: Income Withholding Order" will be added to code standardization for immediate use for the new Federal Income Withholding Form. However, since it is mandated that the new form be utilized beginning 5/31/2012, "Order: Wage Assignment" will not be end dated until 5/31/2012 and can still be used by the courts until that date.
 - It was also discussed and agreed upon that "Statement: Income Withhold Order/Clearinghouse" will remain in code standardization and AJACS indefinitely, and is to be used to docket the statement filed by DCSE.

- Pinal:

- Request to add “Warrant: Quashed – Post Adjudication” to CV, CR, JD, FL, GC, JV, JE, JP, MH, PB and SV.
 - Request to automatically change the case status of this code to “Reopened” and the party status to “Post Judgment”.
 - Currently, “Warrant: Quashed” sets the case and party status back to Open/Active. This causes issues with Post-Adjudication cases. This code would remedy the issue.
 - **No objections, this code will be added to code standardization.**
- Request to add “Response: to Petition to Modify” to CR, JV and FL.
 - **No objections, this code will be added to code standardization.**
- Request to add “Juvenile Adjudicated” as a disposition description and the disposition code as “JA”.
 - Pinal uses AJACS to enter charges for JV cases. They need a way to dispose of the case without reporting to DPS.
 - Should they continue to use AJACS to enter these charges for their record keeping?
 - **No objections, this code will be added to code standardization.**

- Mohave:

- Request to add “Attorney General” as a filing type to PB for Guardianship cases.
 - **No objections, this code will be added to code standardization.**
- Request to add “Letters: Proof of Recording Letters” to PB and GC.
 - New changes to ARPP 26(E), which went into effect 2/1/12, states, “*The conservator shall file a copy of the recorded letters with the court in which the conservator was appointed within 30 days after the county recorder has issued the recorded conservator's letters.*”
 - **No objections, this code will be added to code standardization.**
- Request to add “Notice: Informal Appointment of PR” to PB.
 - *This is different from “Application: for Informal Appointment of PR”, which already exists, because a Notice of Informal Appointment is what gets filed after the person has been appointed so that they can send the Notice to the heirs letting them know they were appointed. An Application for Informal Appointment of PR is what they file asking the Court to appoint them as PR.*
 - **No objections, this code will be added to code standardization.**
- Request to add “Notice: Regarding Child Support Forms” to FL.
 - *There is an Administrative Order in Mohave County which directs the Clerk to include these forms in their packets and file one in at the time an initial filing comes in where child support may be in dispute. (See example at end of Agenda).*
 - **No objections, this code will be added to code standardization.**
- Request to add “Notice: Application in Informal Proceedings” to PB.
 - The Application is made in Informal Proceedings.
 - ARS §14-3301
 - **No objections, this code will be added to code standardization.**

- Request to add “Notice: Conclusions of Fact and Law Pursuant to 25-331” and “Request: Conclusions of Fact and Law Pursuant to 25-331” to FL.
 - ARS §25-331:
 - A. In all proceedings brought pursuant to this title, the court shall provide the following written notification to all parties:
You may request conclusions of fact and law on the following issues, if they are contested: the issues of child custody, relocation requests, spousal maintenance, community property, community debt and child support. To request conclusions of fact and law, you must file a written request with the court before the trial or the evidentiary hearing. If you make a written request before the trial or evidentiary hearing, the court will make conclusions of fact and law as part of the final decision.
 - B. The court shall provide the notification required by subsection A to all parties in the minute entry setting the case for a trial or evidentiary hearing.
 - The court states they need the Notice because they are reading subsection A to provide notice in all proceedings, not just in the scheduling ME as stated in subsection B.
 - Discussion occurred and it was decided that I will add the following issue to the next AOC Legal Issues Group Agenda to decide: whether or not the courts should be including the notification required by ARS §25-331(A) in all notifications, as read by some Judges in Mohave County, or just the Minute Entry and/or Order setting the case for a trial or evidentiary hearing pursuant to ARS §25-331(B).
 - This item is tabled until a decision is rendered by the AOC Legal Issues Group.

- How are courts tracking cases that are currently on appeal to the appellate courts? Tracking the case using the event of “Notice: Appeal” will bring in all cases, including those that have been mandated back. Mohave would like a way to track cases that are currently on appeal in an appellate court.
 - Courts are using the party status of “Stayed – Appealed to Higher Court” to track when a case is currently on appeal in an appellate court.

- La Paz:

- Request to add the Probation Status of “Release”.
 - *The issue we are having is that we are working on a delinquent restitution report and this is one of the fields the report pulls. When a defendant is released from probation, we cannot end the probation term, so we have to enter a probation status. If we try to enter a probation status of early release and the date, we receive a pop up saying it cannot be after the probation end date.*
 - No objections, this code will be added to code standardization.

Addendum:

- Santa Cruz:

- Request to add “Order: Modifying Child Support” to FL.
 - No objections, this code will be added to code standardization.

- Request to add “Petition: Terminate Guardianship” to GC.
 - We already have “Order: Terminating Guardianship”.
 - No objections, this code will be added to code standardization.

- Request to add “Notice: Non-Appearance Hearing” to GC.
 - *It’s mainly used when the judge signs a notice of hearing to review the annual guardianship/conservatorship and its accountings, BUT the title reads Notice of Non-Appearance hearing; meaning that on that certain day the judge needs to review the file, but no one will appear for an actual hearing. This Notice is sent to the parties.*
 - No objections, this code will be added to code standardization.
- Request to add “Decree: Dissolution with Children” to FL.
 - The request was solely for “with Children”, but do we need “Decree: Dissolution without Children as well?
 - Discussion occurred and it was agreed that while there currently exists all of the codes below, some should be end dated and all courts should be using the codes not including “with Children” or “without Children” as this is indicated in the case types of “Dissolution w/Children” and “Dissolution w/o Children”.
 - Currently existing codes that are to be end dated:

All Documents		
Document Type	Document Sub-Type	End Date
Consent	Decree of Dissolution with Children	3/21/2012
Consent	Decree of Dissolution without Children	3/21/2012
Decree	Default Dissolution with Children	3/21/2012
Decree	Default Dissolution without Children	3/21/2012

- Codes which should be used:

All Documents	
Document Type	Document Sub-Type
Decree	Default
Decree	of Dissolution
Consent	Decree of Dissolution

- Note that “Consent: Decree of Dissolution” is a newly added code that the group agreed was necessary to be used in lieu of “Consent: Decree of Dissolution with Children” and “Consent: Decree of Dissolution without Children”.
 - “Consent: Decree of Dissolution” shall set the case status to “Adjudicated” and the party status to “Terminated – Stipulated Decree”.
- To reiterate, the courts are to use “Decree: Default”, “Decree: of Dissolution” and “Consent: Decree of Dissolution” with the case types of “Dissolution w/Children” and “Dissolution w/o Children”.
- The issue came up as to how should the courts handle if a dissolution is filed within an Order of Protection case? Also, how would they know if it is with or without Children if the case type is “Order of Protection”?
 - The group agreed that if a dissolution is filed in an Order of Protection case, the dissolution should be filed separately in a new case using the case types of “Dissolution w/Children” or “Dissolution w/o Children”.
 - The group also agreed if this same scenario occurred in a existing Custody case and a dissolution is filed, the dissolution should be filed separately in a new case using the case types of “Dissolution w/Children” or “Dissolution w/o Children”.

**SUPERIOR COURT OF ARIZONA
MOHAVE COUNTY**

In Re the Marriage of

(Name of Petitioner)

Case Number: _____

**NOTICE REGARDING CHILD
SUPPORT FORMS**

VS

(Name of Respondent)

IT IS MANDATORY THAT YOU FILE A PARENT'S WORKSHEET FOR CHILD SUPPORT AMOUNT SO THE COURT HAS THE NECESSARY FINANCIAL INFORMATION TO MAKE A CHILD SUPPORT DETERMINATION IN YOUR CASE. EVEN IF YOU AGREE TO \$0 CHILD SUPPORT, YOU MUST COMPLETE THE FORM.

PETITIONER: You MUST file a Parent's Worksheet for Child Support Amount with your initial paperwork and serve it on the other party in your case prior to any hearing.

RESPONDENT: If you do not file your own Parent's Worksheet for Child Support Amount, the Court will assume that you agree with the financial information provided by Petitioner.

The parties may prepare and file a Joint Parent's Worksheet if they agree on the figures to be used to calculate child support.

You may utilize the free online child support calculator at: <http://www.supreme.state.az.us/childsup> or you may obtain the forms from the Clerk's office or Law Library.

GJ Code Standardization and Clerk's User Group Meeting

Minutes

Wednesday, April 18th, 2012

1:30 – 2:30

(602) 452-3193 Access Code 7002

4/18/2012 Agenda:

- Pinal:

- Request to add the Event Entry Type of “Judgment: Post Adjudication Judgment/Order”.
 - *This would be used in cases where the original Judgment / Order has already been entered and a party files a post judgment petition and another judgment/order is entered. This is occurring mostly in support enforcement (family law) and the current event of JUDGMENT: JUDGMENT is auto updating the party status to TERMINATED-JUDGMENT/ORDER, when the additional judgment would actually cause the party status to remain the same as it is.*
 - *This is an actual Judgment, but does not necessarily change the statuses. An example...original child support/medical, etc judgment is entered. No party comes in and requests to modify anything, but through numerous “review” and “review of payment” hearings a new judgment is entered. In this case there is no document to REOPEN the case so there should not be an update to the statuses.*

- Mohave:

- What case type are courts using to initiate a new case where a public employee/official files an application to have their personal information restricted (See the end of the agenda for the Instruction Form)?
 - Mohave is currently filing these under Unclassified Civil. However, they have to remove the filing fees attached every time this is filed. Should we have a new case type for these with no fees attached?
- AJACS Issue: While not a standardization issue, Mohave would like to discuss Cost Type Descriptions. Mohave is requesting either that if cost types are associated to ARS codes, then those cost type descriptions include the ARS code, or that cost type descriptions are not abbreviated so they can easily be searched.
 - *For example, the cost type description for ARS §13-824 reads, “Forensic Invstgtn Costs”. However, this is not directly referenced under ARS §13-824. So when the court assesses the assessment, they do not know directly which cost type to select. It would be more clear if the description read, “13-824 Forensic Invstgtn Costs”.*
 - However, the cost type (combination of the event code description and receivable type) is directly promulgated by the following memo that was sent out by Janet Johnson and this could just be a training issue.
 - **“Automation Changes for the 50th Legislature – First Regular Session”:**
 - **HB2406, Chapter 115 – Crimes; Forensic Interviews; Mandatory effective 1/1/2012**

- In addition to any other assessment the court shall order the person to pay an assessment of \$500 if convicted for a dangerous crime against children as defined in section 13-705 or sexual assault. This mandatory assessment is not subject to surcharge and cannot be waived or reduced.

 - Automation impact – A new event code, receivable code, agency code and allocation settings have been created for this process.
 - Event Code = 9718 - FUND: FORENSIC INVSTGTN COSTS
 - Receivable Type = 1E – FORENSIC INVSTGTN
 - Allocation of fee = 100% to County Treasurer/Forensic Investigation Fund (ZFIF)
 - Priority of Payment = 180
-
- *There will be some of these that have multiple statutes tied to them, and for those, we wouldn't want to list a whole string of ARS codes, but for some of these, the statute in the description would be helpful.*

INSTRUCTIONS

Affidavit in Support of Application to Restrict Public Access to Personal Information (For use by public employees/officials)

USE THIS FORM IF:

- You are a public employee or public official eligible to apply for the relief afforded by either A.R.S. §§ 11-483, 11-484, 16-153 and/or 28-454, and
- You can show facts sufficient to establish that either your life or safety or the life or safety of your family or other person living at your primary residence is in danger of physical harm and that granting the public access restrictions specified in these statutes will reduce this danger.

TO COMPLETE THIS FORM YOU WILL NEED:

A. To restrict public access to your home address and phone number in property-related records maintained by the County Recorder, Assessor or Treasurer:

- The full legal description and book, map, and parcel number of your home.
- The document locator number and date of recordation of each document on file with these agencies that you want to protect, and
- A copy of the pages from each such document that show the document locator number and your full name and address or your full name and telephone number.

B. To restrict public access to your home address and phone number in voter registration records:

- The full legal name and date of birth of everyone with whom you reside whose voting records you wish to have protected. In some circumstances, you also may need to attach new voter registration forms (see information under item 12 below).

C. To restrict public access to your home address and phone number in Motor Vehicle Division (MVD) records:

- The date of birth and driver's license number or state identification number for yourself and anyone with whom you reside whose MVD records you wish to have protected, this may include business entities that use your home address to conduct their affairs.

HOW TO COMPLETE THE AFFIDAVIT FORM:

TYPE OR PRINT NEATLY USING **BLACK INK**. THIS IS AN OFFICIAL MANDATORY FORM, DO NOT ALTER THE FORMAT, PAGINATION, OR LINE NUMBERING, OR SUBMIT THIS FORM AS A DOUBLE-SIDED DOCUMENT. You may add extra pages if needed to provide complete information under any item.

All applicants must fill in items 1 - 6, item 7 (if applicable), 8 and 9. Determine which type(s) of records you want to protect, and

- A. Complete items 10 and 11 and include the required attachments if you want to restrict public access to your property-related records maintained by the County Recorder, County Assessor, and County Treasurer.
- B. Complete item 12 if you want to restrict public access to your voting records; you also may need to include new voter registration forms (see instructions below).
- C. Complete items 13 and 14 if you want to restrict public access to your MVD records.

Match each numbered item in the instructions with the same numbered item on the affidavit.

1. Fill in your full legal name.
2. Check the box for each type of record you are seeking to protect.
3. Check the box that describes your job.
4. Provide the name of the law enforcement or other public agency that employs you.
5. Provide your job title and a description of your duties.
6. Explain why you believe your life or safety or that of someone who lives with you is in danger of physical harm.
7. If you want the court to act immediately on your affidavit, explain why immediate protection is needed. Applicable statutes provide that in the absence of a request for immediate action supported by facts justifying an earlier consideration, the presiding judge may rule on the application at the end of each quarter.
8. Explain why the danger you described in item 6 will be reduced by restricting public access to your home address and phone number in the public records you identified in item 2.
9. Fill in your home address and phone number. This must be the address of your primary residence, not a secondary property you own or use only occasionally.
10. If you want to protect property-related records maintained by the County Recorder, Assessor, and/or Treasurer, provide the parcel number, book, map, and full legal description of your primary residence.
11. If you want to protect property-related records maintained by the County Recorder, Assessor, and/or Treasurer, provide the document locator number and recording date of each instrument to be redacted. The document locator number is also known as the recording number.
12. You have the option of requesting that your household members' addresses and phone numbers be protected from public access in voting records. To do this, fill in the full name and birth date of each person to be protected on the lines provided. Check the box next to each name if you want to add these individuals to the Permanent Early Voting List. You may be required to attach a completed voter registration form for yourself and these individuals (see below for more information):

PLEASE NOTE: There are two circumstances in which new voter registration forms need to be attached to this affidavit:

PLEASE NOTE: Item 11 requires you to attach a copy of any page from each of the documents you listed that displays your name and primary residential address or your name and phone number. Do not include records that identify only your spouse or some other owner of the property where you reside. To assist the County Recorder, please hand-write on each of these copies the "document locator number" also known as the recording number of the document. You are responsible for ensuring that all your records are listed and attached. The County cannot redact any documents that you have not identified in your affidavit. Instructions for public employee/officials affidavit Page

A. If addresses are changing from what is currently on the voter registration form. The elections office needs to be able to contact voters by mail; therefore, if there is an address change you need to attach to your affidavit a new voter registration form for each person in the household whose information will be protected. The new registration forms must include a home address (which will be redacted). You have the option to provide an alternate “mailing” address on the voter registration form such as an office address or P.O. Box. If no alternate address is listed, your election materials will be mailed to the residence address on file. *Do not use your employer’s mailing address for any members of your household, if your employer has not agreed to accept mail on their behalf. If a mailing from the elections office is returned by the Post Office for incorrect address, the household members’ names will be moved to an “inactive” voter list, and they may no longer receive election materials by mail, including mail-in ballots.*

B. If you want to add yourself or your household members to the Permanent Early Voter List (PEVL). If your request for protection is granted you should always vote by mail in the future to maintain that protection. Should you go to the polls to vote, you will have to vote a provisional ballot, and a publicly-accessible record of voter information will be created which the registrar will not be able to protect. The PEVL is a way for voters to automatically receive an early ballot by mail for all elections in which the county voter registration rolls are used to prepare the voter list. A new voter registration form is necessary to be added to the PEVL. *Participation in the PEVL is merely a convenience for voters and is **not a requirement** for receiving record protection.*

13. If you want to protect your MVD records, provide your name, birth date, and driver’s license number or state identification number. PLEASE NOTE: your MVD record cannot be redacted without your driver’s license or state identification number.

14. You have the option of requesting that your household members’ addresses and phone numbers be protected from public access in MVD records, including legal entities such as a corporation, partnership, or trust that uses your home address and may be the registered owner of a motor vehicle. Type or print the full name, birth date, and driver’s license or state identification number of each person whose records you want to protect. For legal entities, provide the name and the customer number issued by MVD to that entity. If any household members you list are employed as peace officers, they should complete their own affidavits to ensure that MVD will restrict public access to their photograph pursuant to A.R.S. § 28-454(I).

WHEN YOU HAVE COMPLETED THE AFFIDAVIT:

Date and sign the affidavit in the presence of a notary public. The affidavit must be filed with the presiding superior court judge of the county in which you reside. Give your affidavit with all necessary attachments to the commanding officer or supervisor responsible for filing it on your behalf.

PLEASE BE ADVISED this process is designed to protect your primary residential address and phone number in a limited class of public records ONLY. If your application is granted, your home address and phone number may still be publicly-accessible in other public records and commercially-available databases.

The length of time your information can be protected will vary depending on the agency involved. You are urged to read all applicable statutes and contact each of the participating agencies directly to determine the consequences and on-going responsibilities associated with restricting public access to your information. Instructions for public employee/officials affidavit Page 3 of 3 AOC ver. 9/2007

GJ Code Standardization and Clerk's User Group Meeting

Minutes

Wednesday, April 18th, 2012

1:30 – 2:30

(602) 452-3193 Access Code 7002

4/18/2012 Agenda:

- Pinal:

- Request to add the Event Entry Type of “Judgment: Post Adjudication Judgment/Order”.
 - *This would be used in cases where the original Judgment / Order has already been entered and a party files a post judgment petition and another judgment/order is entered. This is occurring mostly in support enforcement (family law) and the current event of JUDGMENT: JUDGMENT is auto updating the party status to TERMINATED-JUDGMENT/ORDER, when the additional judgment would actually cause the party status to remain the same as it is.*
 - *This is an actual Judgment, but does not necessarily change the statuses. An example...original child support/medical, etc judgment is entered. No party comes in and requests to modify anything, but through numerous “review” and “review of payment” hearings a new judgment is entered. In this case there is no document to REOPEN the case so there should not be an update to the statuses.*
 - **No objections, this code will be added to code standardization.**

- Mohave:

- What case type are courts using to initiate a new case where a public employee/official files an application to have their personal information restricted (See the end of the agenda for the Instruction Form)?
 - Mohave is currently filing these under Unclassified Civil. However, they have to remove the filing fees attached every time this is filed. Should we have a new case type for these with no fees attached?
 - **The group agreed that the case type of, “Request to Seal Personal Information,” which was added to code standardization on 9/8/2008, but was not added to AJACS, shall be added to AJACS and used for these requests. This case type falls under the Court Type of “Administrative” and the Case Category of “Miscellaneous”.**
 - **Since this case falls under the “Miscellaneous” Case Category under the “Administrative” Court Type, the case numbers and case files will reflect “MI”.**
- AJACS Issue: While not a standardization issue, Mohave would like to discuss Cost Type Descriptions. Mohave is requesting either that if cost types are associated to ARS codes, then those cost type descriptions include the ARS code, or that cost type descriptions are not abbreviated so they can easily be searched.
 - *For example, the cost type description for ARS §13-824 reads, “Forensic Invstgtn Costs”. However, this is not directly referenced under ARS §13-824. So when the court*

assesses the assessment, they do not know directly which cost type to select. It would be more clear if the description read, "13-824 Forensic Invstgtn Costs".

- However, the cost type (combination of the event code description and receivable type) is directly promulgated by the following memo that was sent out by Janet Johnson and this could just be a training issue.
- **“Automation Changes for the 50th Legislature – First Regular Session”:**
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 - Receivable Type = 1E – FORENSIC INVSTGTN
 - Allocation of fee = 100% to County Treasurer/Forensic Investigation Fund (ZFIF)
 - Priority of Payment = 180

- *There will be some of these that have multiple statutes tied to them, and for those, we wouldn't want to list a whole string of ARS codes, but for some of these, the statute in the description would be helpful.*
- **The group discussed this matter and it was decided that all cost types will be spelled out and will not contain abbreviations. We will not add ARS codes to each cost type as we want to maintain standard formats and some cost types are provided for by numerous statutes and adding each statute code is not feasible.**

INSTRUCTIONS

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WHEN YOU HAVE COMPLETED THE AFFIDAVIT:

Date and sign the affidavit in the presence of a notary public. The affidavit must be filed with the presiding superior court judge of the county in which you reside. Give your affidavit with all necessary attachments to the commanding officer or supervisor responsible for filing it on your behalf.

PLEASE BE ADVISED this process is designed to protect your primary residential address and phone number in a limited class of public records ONLY. If your application is granted, your home address and phone number may still be publicly-accessible in other public records and commercially-available databases.

The length of time your information can be protected will vary depending on the agency involved. You are urged to read all applicable statutes and contact each of the participating agencies directly to determine the consequences and on-going responsibilities associated with restricting public access to your information. Instructions for public employee/officials affidavit Page 3 of 3 AOC ver. 9/2007

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, May 16th, 2012

1:30 – 2:30

(602) 452-3193 Access Code 7002

5/16/2012 Agenda:

- La Paz:
 - o Request to add the following event entry types to all case categories:
 - Appeals: Opening Brief
 - Appeals: Responsive Brief
 - Appeals: Reply Brief
- Coconino:
 - Request to automatically change the case status of “Order: Closing Conciliation” to “Open”.
 - Request to automatically change the case status of “Order: Placing in Conciliation Court” to “Stayed”.
- AOC:
 - o Request to add the following event entry type to CR:
 - “Order: Denying Restoration of Civil Rights or Vacation of Conviction or Right to Carry Firearm”
 - Request to automatically change the case status to “Adjudicated” and the party status to “Terminated – Judgment/Order”.
 - o Request to add the following event entry type to CV:
 - “Order: Denying Restoration of Civil Rights or Vacation of Conviction or Right to Carry Firearm - Federal”
 - Request to automatically change the case status to “Adjudicated” and the party status to “Terminated – Judgment/Order”.
 - o These are to be used for when the Restoration of Civil Rights, Vacation of Conviction, Right to Carry Firearm are denied. We are including them all in one code to stay similar to the Minute Entries we added in February.
 - o Request to add the following codes to PB pursuant to the new statute ARS §14-5304.02, effective 8/2/2012:
 - A PERSON FOR WHOM A LIMITED GUARDIAN IS APPOINTED SHALL RETAIN THE RIGHT TO VOTE IF THE PERSON FILES A PETITION, HAS A HEARING AND THE JUDGE DETERMINES BY CLEAR AND CONVINCING EVIDENCE THAT THE PERSON RETAINS SUFFICIENT UNDERSTANDING TO EXERCISE THE RIGHT TO VOTE.
 - Request to add the following event entry types to PB, effective 8/2/2012:
 - Petition: Incapacitated/Retain Right to Vote
 - Order: Retain Right to Vote - Granted

- Request to automatically change the case status to “Adjudicated” and the party status to “Terminated – Court Order”.
- Order: Retain Right to Vote – Denied
 - Request to automatically change the case status to “Adjudicated” and the party status to “Terminated – Court Order”.
- Minute Entry: Petition to Retain Right to Vote
- Request to add the following Appearance Reason to PB, effective 8/2/2012
 - Hearing: Petition to Retain Right to Vote
- Should there be a filing fee attached to these?

- Yavapai:

- Request to add “Notice: Notice Rule 16(g)” to CV (See example at the end of the agenda):
 - Notice to the parties that they have 90 days after the first appearance to discuss the following:
 - The possibilities of prompt settlement of the case **AND**
 - Whether the parties might benefit from an appropriate form of alternative dispute resolution (ADR).
- Request to add make the following changes to case/party statuses.:

Description	Case Category	Current CS Case Status	Yavapai Requested Case Status	Current CS Party Status	Yavapai Requested Party Status	Comments
APPLICATION: PRE-ADOPTION CERTIFICATION	AD	Open	Open	Active	Pending Certification as Adoptive Parent(s)	
MOTION: Modify Sentence	CR	Reopened	Reopened		Post Sentence Matters	
Order: Transfer of Probation	CR	Adjudicated	Adjudicated		Terminated - Transferred	
ORDER: VACATING/SET ASIDE JUDGMENT OF GUILT	CR	Re-Closed	Re-Closed		Terminated - Re-Adjudicated	This may currently set the case status to "Adjudicated", however it should set the case to "Re-closed" based on the notes in the spreadsheet. Will add the party Status to the Agenda for Discussion
PETITION: Modify Conditions of Probation	CR		Reopened		Post Sentence Matters	
REQUEST:PROBATION REVIEW HEARING	CR		Reopened		Post Sentence Matters	
RULE 32: Reply to Response to Rule 32 Petition	CR	Reopened	None	Rule 32	None	Case status would already be reopen by Petition. No case status should apply.

Description	Case Category	Current CS Case Status	Yavapai Requested Case Status	Current CS Party Status	Yavapai Requested Party Status	Comments
RULE 32: Response to Rule 32 Petition	CR	Reopened	None	Rule 32	None	Case status would already be reopen by Petition. No case status should apply.
ORDER: Revoke Probation	CR, JV	Re-Closed	None	Post Sentence Matters	None	Since this order would be followed by something else such as, "Order for Warrant" which would stay the case, the case status should not change to readjudicated. Discussion
PETITION: Modify Intensive Probation - Level of Supervision	CR, JV		Reopened		Post Sentence Matters	
RULE 11: Motion for Rule 11	CR, JV	Stayed	None	Rule 11	None	This "Motion" should not change the case status until the order is signed.
RULE 11: Motion for Rule 11 Pre-Screen	CR, JV	Stayed	None	Rule 11	None	This "Motion" should not change the case status until the order is signed.
JUDGMENT: AMENDED JUDGMENT	CV		Re-Adjudicated		Terminated - Re-Adjudicated	
JUDGMENT: AMENDED JUDGMENT AND SENTENCE	CR		Re-Adjudicated		Terminated - Re-Adjudicated	
ORDER: Final Order of Condemnation	CV		Adjudicated		Terminated - Judgment / Order	
REQUEST: STOP / MODIFY WAGE ASSIGNMENT	CV, FL, GC, PB		Reopened		Post Judgment	Post Judgment only exists in PB currently in CS, will need to add to CV, FL & GC.
Request: Dismiss Injunction Against Workplace Harassment	CV, JV IN		Reopened		Post Injunction Matters	"Post Injunction Matters" will need to be added to CV in CS

Description	Case Category	Current CS Case Status	Yavapai Requested Case Status	Current CS Party Status	Yavapai Requested Party Status	Comments
Request: Dismiss Injunction Against Harassment	CV, JV IN		Reopened		Post Injunction Matters	"Post Injunction Matters" will need to be added to CV in CS
DECREE: DEFAULT ANNULMENT	FL		Adjudicated		Terminated - Decree by Default	
DECREE: DEFAULT LEGAL SEPARATION	FL		Adjudicated		Terminated - Decree by Default	
DECREE: RULE 55 DEFAULT DECREE	FL		Adjudicated		Terminated - Decree by Default	
PETITION: PETITION/MOTION TO ENFORCE DECREE	FL		Reopened		Post Judgment	
APPLICATION: FOR CERTIFICATE OF REGISTRAR	GC	Open	Reopened	Active	Post Judgment	
ORDER: TERMINATING GUARDIANSHIP	GC, JD, SV	Closed	In GC cases, This has been discussed and it was decided the case status should be set to "Closed" and the party status to "Terminated - Court Order". However, in Dependency and Severance cases, the group agreed that this should not update the status. Since the events are not filtered by case category in AJACS, I agree this should not have case/party statuses attached as it shouldn't change the statuses in JD and SV cases. I will add this to the agenda to discuss if the group agrees the statuses should be removed from this event.	Terminated - Court Order	In GC cases, This has been discussed and it was decided the case status should be set to "Closed" and the party status to "Terminated - Court Order". However, in Dependency and Severance cases, the group agreed that this should not update the status. Since the events are not filtered by case category in AJACS, I agree this should not have case/party statuses attached as it shouldn't change the statuses in JD and SV cases. I will add this to the agenda to discuss if the group agrees the statuses should be removed from this event.	In GC cases, This has been discussed and it was decided the case status should be set to "Closed" and the party status to "Terminated - Court Order". However, in Dependency and Severance cases, the group agreed that this should not update the status. Since the events are not filtered by case category in AJACS, I agree this should not have case/party statuses attached as it shouldn't change the statuses in JD and SV cases. I will add this to the agenda to discuss if the group agrees the statuses should be removed from this event.

Description	Case Category	Current CS Case Status	Yavapai Requested Case Status	Current CS Party Status	Yavapai Requested Party Status	Comments
ORDER: Certification	JV AD	Closed	Adjudicated		Terminated - Court Order	"Terminated - Court Order" is not currently available for JV AD in CS and will need to be added. I will add this to the agenda for discussion. This may currently set the case status to "Adjudicated, but it should be "Closed" as noted in the status spreadsheet.
MISCELLANEOUS: PROOF OF AUTHORITY	PB	Adjudicated	Adjudicated		Terminated - Administrative	

Addendum:

- AOC:

- Request to add “Payment: Notice of Appeal 12-904” to CV, effective 7/1/2013.
 - Pursuant to SB1193:
 - **Initial case filing fee**
Filing complaint, NOTICE OF APPEAL
UNDER SECTION 12-904 or petition **166.00**

- Request to add “Payment: Notice of Appearance 12-907” to CV, effective 7/1/2013.
 - Pursuant to SB1193:
 - **B Subsequent case filing fee**
Filing answer, NOTICE OF APPEARANCE
UNDER SECTION 12-907 or initial appearance **\$ 88.00**

THE CLERK OF THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF YAVAPAI

FILED
DATE: _____
_____ O'Clock _____.M.
SANDRA K MARKHAM, CLERK
BY: _____
Deputy

SANDRA K MARKHAM

CASE NO:

DATE:

TITLE:

COUNSEL:

(Plaintiffs)

(For Plaintiffs)

VS.

(Defendants)

(For Defendants)

WARNING

***Failure to comply with the mandatory procedure described below
may result in the delay of your case and sanctions
being imposed against you by the Court.***

Pursuant to Arizona Rules of Civil Procedure, Rule 16(g):

Within ninety (90) days after the first appearance: _____, all parties in this action **MUST** discuss and consider

1. The possibilities of prompt settlement of the case **AND**
2. Whether the parties might benefit from an appropriate form of alternative dispute resolution (ADR).

These discussions may be in person or by telephone.

A report of the results of these discussions **MUST** be made to the Court within thirty (30) days after the discussions. This report shall be made by all parties completing and signing the **JOINT STATEMENT TO THE COURT RE: ALTERNATIVE DISPUTE RESOLUTION** which is available at the Clerk's office and Self-Service Center at the Courthouse in downtown Prescott or the Verde Valley Justice Facility, 2840 North Commonwealth, Camp Verde AZ 86322.

Below are the time limits in this case:

DATE OF FIRST APPEARANCE OF:

all parties in this action **MUST** discuss and consider

DEADLINE FOR END OF DISCUSSIONS:

DEADLINE FOR JOINT STATEMENT TO BE FILED WITH THE COURT:

GJ Code Standardization and Clerk's User Group Meeting

Minutes

Wednesday, May 16th, 2012

1:30 – 2:30

(602) 452-3193 Access Code 7002

5/16/2012 Agenda:

- La Paz:
 - o Request to add the following event entry types to all case categories:
 - Appeals: Opening Brief
 - Appeals: Responsive Brief
 - Appeals: Reply Brief
 - **No Objections. These codes will be added to code standardization.**
- Coconino:
 - Request to automatically change the case status of “Order: Closing Conciliation” to “Open”.
 - **No Objections. This change will be added to code standardization.**
 - Request to automatically change the case status of “Order: Placing in Conciliation Court” to “Stayed”.
 - **No Objections. This change will be added to code standardization.**
- AOC:
 - o Request to add the following event entry type to CR:
 - “Order: Denying Restoration of Civil Rights or Vacation of Conviction or Right to Carry Firearm”
 - Request to automatically change the case status to “Adjudicated” and the party status to “Terminated – Judgment/Order”.
 - o Request to add the following event entry type to CV:
 - “Order: Denying Restoration of Civil Rights or Vacation of Conviction or Right to Carry Firearm - Federal”
 - Request to automatically change the case status to “Adjudicated” and the party status to “Terminated – Judgment/Order”.
 - o These are to be used for when the Restoration of Civil Rights, Vacation of Conviction, Right to Carry Firearm are denied. We are including them all in one code to stay similar to the Minute Entries we added in February.
 - o **This item has been tabled while we await a decision from the Data Standards Committee.**
 - **Issue posed to the Data Standards Committee:**
- **Should courts use specific docket event codes to show if: an application to restore civil rights, a petition to restore the right to own or carry firearms, and/or an application to vacate a conviction, have been granted or denied?**

- This issue arose initially with a court not docketing the correct codes. A member of the public saw his case on public access with the Application to Restore Civil Rights, but there was not an order showing that his rights were restored.
- We informed the court they should be using the specific code of “Order: Restoring Civil Rights”, to which the court agreed. However, we noticed there was not an Order for Denying the Application to Restore Civil Rights. We added “Order: Denying Restoration of Civil Rights or Vacation of Conviction or Right to Carry Firearm” to the 5/16/2012 GJ Code Standardization meeting agenda.
- The courts initially agreed to add it, but then one member asked what happens if a person files an Application to Restore Civil Rights and a Petition to Restore the Right to Own or Carry a Firearm and if one is granted and the other is not? Discussion occurred and the courts were split on how they think the process should be carried out.

Courts in favor of Specific Codes:

- Some courts stated they would like unique codes, codes that we already have in standardization, in order to show whether they have been granted or denied, specifically for the benefit of the public viewing public access.

- o This would include the already existing codes of:

All Documents	
Document Type	Document Sub-Type
Order	Restoring Civil Rights
Order	Restoring Civil Rights - Federal
Order	Restoring Right to Own or Carry Firearms
Order	Restoring Right to Own or Carry Firearms - Federal
Order	Vacating/Set Aside Judgment of Guilt

- There are separate codes for the release from federal prison, pursuant to ARS §13-909 & §13-910, and these are filed as Civil cases.
- Also, instead of adding one code to cover all three scenarios of denying the application or petition, we will add the following codes:

All Documents	
Document Type	Document Sub-Type
Order	Denying Restoration of Civil Rights
Order	Denying Restoration of Civil Rights - Federal
Order	Denying Restoration of Right to Own or Carry Firearms
Order	Denying Restoration of Right to Own or Carry Firearms - Federal
Order	Denying the Vacation of Conviction

- For the members who thought we should continue to have specific codes, they said that if, for example: a person’s civil rights were restored, but their petition to own or carry firearms was denied, the court should docket both “Order: Restoring Civil Rights” and “Order: Denying Restoration of Right to Own or Carry Firearms”. They can then attach the single order to both event docket codes in AJACS or just to one of the specific codes. The actual order tied to the event in AJACS is only viewable by the court and it may not need to be attached to each specific event code. If they decided to attach it to only one specific event code, they would still docket each specific event code, but only attach the order to one of the specific event codes.

- They also agreed that if only, for example, an Application to Restore Civil Rights was filed; they could docket just the order granting or denying that application.
- Yavapai County Superior Court, in favor of having specific codes, stated in regards to a similar situation where multiple specific codes exist:
 - “As an example, if there is a hearing and the judge orders terminating probation, designating the crime(s) as felonies or misdemeanors, dismisses charge(s), and various other things, that is one minute entry order as far as the piece of paper that will be scanned in, but in Yavapai County we go ahead and tie the document to one event, such as Order: Term/Discharge Probation, and then we docket the events designating the offense, dismissing a charge, etc. We like giving the public that detail. We understand that some counties do not like having an event docketed that is not tied to a scanned in document, but we request that we be able to continue our practice of more detail.”

Courts in favor of Generic Codes Codes:

- For the group that was against having specific codes, they argued that we should have one code, “Order: Regarding Restoration of Civil Rights or Vacation of Conviction or Right to Carry Firearm”.
 - The group also agreed we would need a separate code for the applications and petitions arising out of Federal cases, pursuant to ARS §13-909 & 13-910. This code would be, “Order: Regarding Restoration of Civil Rights or Vacation of Conviction or Right to Carry Firearm – Federal”.
- Their reasoning was that there may only be one order from the court that deals with one or multiple of the issues and there should only be one docket event code.
 - To accommodate the members in favor of this proposal, we would end date the existing specific codes and only add the two generic codes listed above.
 - This group also argued that members of the public, who are viewing public access, should have to call the court to determine if the person’s rights were granted, denied, or granted in part and denied in part.
- Mohave County Superior Court, in favor of having only the two generic codes, stated in regards to a similar situation where a generic code exists:
 - “This situation is similar to a Decree of Dissolution of Marriage. The Courts only docket that Decree one time, and that one docket event doesn’t specify the particular orders in the Decree. If a person looking at the Decree on public access wants to know what is in the Decree, they would contact the Court or purchase a copy of the Decree. We feel that the Order Regarding Civil Restoration of Rights should be the same as the Decree. This is a document where the judge might order or deny several different things, and in no other case type or event type have we historically included the judge’s specific orders in our Register of Actions when there is a multiple choice.”
- Request to add the following codes to PB pursuant to the new statute ARS §14-5304.02, effective 8/2/2012:
 - A PERSON FOR WHOM A LIMITED GUARDIAN IS APPOINTED SHALL RETAIN THE RIGHT TO VOTE IF THE PERSON FILES A PETITION, HAS A HEARING AND THE JUDGE DETERMINES BY CLEAR AND CONVINCING EVIDENCE THAT THE PERSON RETAINS SUFFICIENT UNDERSTANDING TO EXERCISE THE RIGHT TO VOTE.
 - Request to add the following event entry types to PB, effective 8/2/2012:
 - Petition: Incapacitated/Retain Right to Vote
 - Order: Retain Right to Vote - Granted
 - Request to automatically change the case status to “Adjudicated” and the party status to “Terminated – Court Order”.

- Order: Retain Right to Vote – Denied
 - Request to automatically change the case status to “Adjudicated” and the party status to “Terminated – Court Order”.
 - Minute Entry: Petition - Retain Right to Vote
 - **No Objections. These codes and case and party status changes will be added to code standardization.**
- Request to add the following Appearance Reason to PB, effective 8/2/2012
 - Hearing: Petition - Retain Right to Vote
 - **No Objections. This code will be added to code standardization.**
 - Should there be a filing fee attached to these?
 - **There is no filing fee for these petitions.**

- Yavapai:

- Request to add “Notice: Notice Rule 16(g)” to CV (See example at the end of the agenda):
 - Notice to the parties that they have 90 days after the first appearance to discuss the following:
 - The possibilities of prompt settlement of the case **AND**
 - Whether the parties might benefit from an appropriate form of alternative dispute resolution (ADR).
 - **No objections. This code will be added to code standardization.**
- Request to add make the following changes to case/party statuses.:

Description	Case Category	Current CS Case Status	Yavapai Requested Case Status	Current CS Party Status	Yavapai Requested Party Status	Comments
APPLICATION: PRE-ADOPTION CERTIFICATION	AD	Open	Open	Active	Pending Certification as Adoptive Parent(s)	No Objections. This change to the party status will be added to code standardization.
MOTION: Modify Sentence	CR	Reopened	Reopened		Post Sentence Matters	No Objections. This change to the party status will be added to code standardization.
Order: Transfer of Probation	CR	Adjudicated	Adjudicated		Terminated – Transferred-Re- Adjudicated	Objections. The group agreed to automatically change the party status to “Terminated – Re-Adjudicated” and the case status should set the case to “Adjudicated”.

Description	Case Category	Current CS Case Status	Yavapai Requested Case Status	Current CS Party Status	Yavapai Requested Party Status	Comments
ORDER: VACATING/SET ASIDE JUDGMENT OF GUILT	CR	Re- Adjudicated	Re-Adjudicated		Terminated - Re- Adjudicated	No Objections. These changes to the case and party status will be added to code standardization.
PETITION: Modify Conditions of Probation	CR		Reopened		Post Sentence Matters	No Objections. These changes to the case and party status will be added to code standardization.
Order: Modifying Conditions of Probation	CR		Re-Adjudicated		Terminated – Re- Adjudicated	This item was added during the agenda and the group agreed it should change the case and party status.
REQUEST:PROBATION REVIEW HEARING	CR		Reopened		Post Sentence Matters	No Objections. These changes to the case and party status will be added to code standardization.
RULE 32: Reply to Response to Rule 32 Petition	CR	Reopened	None	Rule 32	None	Case status would already be reopen by Petition. No case status should apply. No Objections, the case and party status will be removed from this event.
RULE 32: Response to Rule 32 Petition	CR	Reopened	None	Rule 32	None	Case status would already be reopen by Petition. No case status should apply. No Objections, the case and party status will be removed from this event.
ORDER: Revoke Probation	CR, JV	Re- Adjudicated	None	Post Sentence Matters	None	Since this order would be followed by something else such as, "Order for Warrant" which would stay the case, the case

Description	Case Category	Current CS Case Status	Yavapai Requested Case Status	Current CS Party Status	Yavapai Requested Party Status	Comments
						status should not change to readjudicated. No Objections, the case and party status will be removed from this event.
PETITION: Modify Intensive Probation - Level of Supervision	CR, JV		Reopened		Post Sentence Matters	No Objections. These changes to the case and party status will be added to code standardization.
RULE 11: Motion for Rule 11	CR, JV	Stayed	None	Rule 11	None	This "Motion" should not change the case status until the order is signed. The group agreed that the case status changes to "Stayed" and the party status changes to "Rule 11" and no changes should be made to the currently existing case and party status.
RULE 11: Motion for Rule 11 Pre-Screen	CR, JV	Stayed	None	Rule 11	None	This "Motion" should not change the case status until the order is signed. The group agreed that the case status changes to "Stayed" and the party status changes to "Rule 11" and no changes should be made to the currently existing case and party status.
JUDGMENT: AMENDED JUDGMENT	CV		Re-Adjudicated		Terminated Re-Adjudicated	The group agreed that there should be no case or party status attached to this event. Yavapai noted that this is changing the status and AJACS and that the status change should be

Description	Case Category	Current CS Case Status	Yavapai Requested Case Status	Current CS Party Status	Yavapai Requested Party Status	Comments
						removed from AJACS.
JUDGMENT: AMENDED JUDGMENT AND SENTENCE	CR		Re-Adjudicated		Terminated—Re-Adjudicated	The group agreed that there should be no case or party status attached to this event.
ORDER: Final Order of Condemnation	CV		Adjudicated		Terminated - Judgment / Order	No Objections. These changes to the case and party status will be added to code standardization.
REQUEST: STOP / MODIFY WAGE ASSIGNMENT	CV, FL, GC, PB		Reopened		Post Judgment	<p>Post Judgment only exists in PB currently in CS, will need to add to CV, FL & GC.</p> <p>No Objections. These changes to the case and party status will be added to code standardization. Also, the group agreed the party status of “Post Judgment” should be added to CV, FL & GC in Code Standardization.</p> <p>The group agreed this generally comes in cases in post-adjudication, so it should change the case and party status. If these are only temporary, the court should manually go back and change the case status to open.</p>
Request: Dismiss Injunction Against Workplace Harassment	CV, JV IN		Reopened		Post Injunction Matters	<p>“Post Injunction Matters” will need to be added to CV in CS.</p> <p>No Objections. These changes to the case and party status will be added to code standardization.</p> <p>Also, the group agreed the party status of “Post Injunction Matters” should be added to CV in Code</p>

Description	Case Category	Current CS Case Status	Yavapai Requested Case Status	Current CS Party Status	Yavapai Requested Party Status	Comments
						Standardization.
Request: Dismiss Injunction Against Harassment	CV, JV IN		Reopened		Post Injunction Matters	"Post Injunction Matters" will need to be added to CV in CS. No Objections. These changes to the case and party status will be added to code standardization.
DECREE: DEFAULT ANNULMENT	FL		Adjudicated		Terminated - Decree by Default	No Objections. These changes to the case and party status will be added to code standardization.
DECREE: DEFAULT LEGAL SEPARATION	FL		Adjudicated		Terminated - Decree by Default	No Objections. These changes to the case and party status will be added to code standardization.
DECREE: RULE 55 DEFAULT DECREE	FL		Adjudicated		Terminated - Decree by Default	No Objections. These changes to the case and party status will be added to code standardization.
Order: Enforce Custody	FL		Re-Adjudicated		Terminated – Re-Adjudicated	This item was added during the agenda and the group agreed it should change the case and party status.
Order: Enforce Support	FL		Re-Adjudicated		Terminated – Re-Adjudicated	This item was added during the agenda and the group agreed it should change the case and party status.
Order: Enforce Visitation	FL		Re-Adjudicated		Terminated – Re-Adjudicated	This item was added during the agenda and the group agreed it should change the case and party status.
PETITION: PETITION/MOTION TO ENFORCE DECREE	FL		Reopened		Post Judgment Decree	No Objections. These changes to the case and party status will be added to code standardization. Party status should be "Post Decree"

Description	Case Category	Current CS Case Status	Yavapai Requested Case Status	Current CS Party Status	Yavapai Requested Party Status	Comments
APPLICATION: FOR CERTIFICATE OF REGISTRAR	GC	Open	Reopened	Active	Post Judgment	No Objections. These changes to the case and party status will be added to code standardization.
ORDER: TERMINATING GUARDIANSHIP	GC, JD, SV	Closed	In GC cases, This has been discussed and it was decided the case status should be set to "Closed" and the party status to "Terminated - Court Order". However, in Dependency and Severance cases, the group agreed that this should not update the status. Since the events are not filtered by case category in AJACS, I agree this should not have case/party statuses attached as it shouldn't change the statuses in JD and SV cases. I will add this to the agenda to discuss if the group agrees the statuses should be removed from this event.	Terminated - Court Order	In GC cases, This has been discussed and it was decided the case status should be set to "Closed" and the party status to "Terminated - Court Order". However, in Dependency and Severance cases, the group agreed that this should not update the status. Since the events are not filtered by case category in AJACS, I agree this should not have case/party statuses attached as it shouldn't change the statuses in JD and SV cases. I will add this to the agenda to discuss if the group agrees the statuses should be removed from this event.	In GC cases, This has been discussed and it was decided the case status should be set to "Closed" and the party status to "Terminated - Court Order". However, in Dependency and Severance cases, the group agreed that this should not update the status. Since the events are not filtered by case category in AJACS, I agree this should not have case/party statuses attached as it shouldn't change the statuses in JD and SV cases. I will add this to the agenda to discuss if the group agrees the statuses should be removed from this event. The group agreed to remove the case and party statuses from this event as it should not change the status in JD and SV cases, and since AJACS doesn't filter by case category, this should be removed from all case categories in Standardization.

Description	Case Category	Current CS Case Status	Yavapai Requested Case Status	Current CS Party Status	Yavapai Requested Party Status	Comments
ORDER: Certification	AD	Adjudicated	Adjudicated		Terminated - Court Order	<p>"Terminated - Court Order" is not currently available for AD cases in CS and will need to be added. I will add this to the agenda for discussion. This may currently set the case status to "Adjudicated, but it should be "Closed" as noted in the status spreadsheet.</p> <p>No Objections. These changes to the case and party status will be added to code standardization.</p> <p>Also, the group agreed "Terminated – Court Order" will be added to AD case category in Code Standardization.</p>
MISCELLANEOUS: PROOF OF AUTHORITY	PB	Adjudicated	Adjudicated		Terminated - Administrative	<p>No Objections. These changes to the case and party status will be added to code standardization.</p>

Addendum:

- AOC:

- Request to add “Payment: Notice of Appeal 12-904” to CV, effective 7/1/2013.
 - Pursuant to SB1193:
 - **Initial case filing fee**
Filing complaint, NOTICE OF APPEAL
UNDER SECTION 12-904 or petition **166.00**
- Request to add “Payment: Notice of Appearance 12-907” to CV, effective 7/1/2013.
 - Pursuant to SB1193:
 - **B Subsequent case filing fee**
Filing answer, NOTICE OF APPEARANCE
UNDER SECTION 12-907 or initial appearance **\$ 88.00**
- After discussion, this item has been tabled.
 - I further researched this issue after the meeting and determined that, since the filing fee for these is still the same, these can still be filed under the case type of “Unclassified Civil” and the case subtype of “Administrative Review”. The only change that SB1193 made, is that these are no longer referred to as “Complaints”, rather they are now “Notice of Appeals”.
 - Since the fees are the same as the complaints, and the document storage fee and lengthy trial fee are assessed, along with any appropriate local fees, the same fee schedule for complaints can be used and no new case type is required.
 - In addition, we do not need a new payment event code of “Payment: Notice of Appeal” because these fees are assessed at case initiation.
 - Since the “Notice of Appearance” is essentially an Answer, with the same fees attached, the courts can use “Payment: Answer/Civil” or we can add a new fee of “Payment: Notice of Appearance – Administrative Review” with the same fee schedule as the “Payment: Answer/Civil”.
 - Finally, since these are new cases and not a Notice of Appeal on an existing case, it has been suggested we add a new event code of “Notice: Notice of Appeal – Administrative Review” because the current code of “Notice: Appeal” sets the case status to Reopened; which is correct, but these are new cases and should set the status to “Open”. I will add this to the June agenda.

THE CLERK OF THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF YAVAPAI

FILED
DATE: _____
_____ O'Clock _____.M.
SANDRA K MARKHAM, CLERK
BY: _____
Deputy

SANDRA K MARKHAM

CASE NO:

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COUNSEL:

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VS.

(Defendants)

(For Defendants)

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1. The possibilities of prompt settlement of the case **AND**
2. Whether the parties might benefit from an appropriate form of alternative dispute resolution (ADR).

These discussions may be in person or by telephone.

A report of the results of these discussions **MUST** be made to the Court within thirty (30) days after the discussions. This report shall be made by all parties completing and signing the **JOINT STATEMENT TO THE COURT RE: ALTERNATIVE DISPUTE RESOLUTION** which is available at the Clerk's office and Self-Service Center at the Courthouse in downtown Prescott or the Verde Valley Justice Facility, 2840 North Commonwealth, Camp Verde AZ 86322.

Below are the time limits in this case:

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all parties in this action **MUST** discuss and consider

DEADLINE FOR END OF DISCUSSIONS:

DEADLINE FOR JOINT STATEMENT TO BE FILED WITH THE COURT:

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, June 20th, 2012

1:30 – 2:30

(602) 452-3193 Access Code 7002

6/20/2012 Agenda:

- Yavapai:
 - o Request to add make the following changes to case/party statuses:

Description	Case Category	Current CS Case Status	Yavapai Requested Case Status	Current CS Party Status	Yavapai Requested Party Status	Comments
Judgment: Civil Judgment	CR		Adjudicated		Terminated – Judgment/Order	
ORDER: Certifying For Adoption	AD	Adjudicated	Adjudicated		Certified as Adoptive Parent(s)	

- o Request to automatically change the case status to “Stayed” for the event “Order: Juvenile Diversion”.
 - Standardization already has the party status changing to “Juvenile Diversion”, however, it has been noted that this is not currently set in AJACS. This information has been given to the AJACS team to update.
- o Request a new payment event code of “Payment: Law Library Postage & Handling”.
 - *The new event we are requesting is for the law library, but for postage and handling, which should be set up the same as the copy fee code, but this event would need to go to our general fund. Our law library is not set up to take credit cards so we receipt for them and the monies to go to their fund.*

- Pinal:

- o Request to add “Order: Dismissing Post Judgment Petition/Motion/Request” to FL.
 - Request to automatically change the case status to “Re-Adjudicated” and the party status to “Terminated – Re-Adjudicated”.
- o Request to add “Minute Entry: Dismissing Post Judgment Petition/Motion/Request” to FL.
 - Request to automatically change the case status to “Re-Adjudicated” and the party status to “Terminated – Re-Adjudicated”.
- o Request to add the following event entry types:
 - “Allegation: Allegation” to CR
 - *The Attorney General & County Attorney don't always specify their pleadings to match the three choices and we need a general one.*
 - “Plea Agreement: With Waiver of Preliminary Hearing” to CR & JV

- *This document is filed in most of our EDC cases and we are utilizing the “Plea Agreement: Plea Agreement” event and adding comments.*
 - “Statement: Probable Cause Statement” to CR & JV
 - *We receive these on a daily basis in criminal cases and we are utilizing the general “Statement: Statement” event and adding comments.*
 - “Application: Application for Order on Forfeiture & Allocation of Property” to CV
 - *County Attorney files in every civil forfeiture proceeding and we are utilizing the general “Application: Application” event and adding comments.*
 - “Affidavit: Affidavit of Forfeiture Remission or Mitigation” to CV
 - *County Attorney files in forfeiture cases and we are utilizing the general “Affidavit: Affidavit” event and adding comments. Statement could also be used instead of Affidavit.*
 - “Notice: Notice of Release of Property” to CV
 - *County Attorney files in many forfeiture cases and we are utilizing the general “Notice of Filing Miscellaneous Document” event and adding comments.*
 - *When a charge is ordered “undesignated”, what are the other court’s doing to notate this in AJACS? We are placing it in the notes area in the adjudication screen but this does not reflect in public access. Not sure if group agrees an event and/or indicator should be placed in the Register of Actions.*
 - *When processing a default pleading and the attorney labels it “Motion for Default without hearing”, do you train staff to utilize the “Affidavit” events to capture the document or do you utilize the general “Motion” event and add descriptive?*
- AOC – Tabled from 5/16/2012 meeting:
 - Request to add “Payment: Notice of Appeal 12-904” to CV, effective 7/1/2013.
 - Pursuant to SB1193:
 - **Initial case filing fee**
Filing complaint, NOTICE OF APPEAL
UNDER SECTION 12-904 or petition **166.00**
 - Request to add “Payment: Notice of Appearance 12-907” to CV, effective 7/1/2013.
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 - **B Subsequent case filing fee**
Filing answer, NOTICE OF APPEARANCE
UNDER SECTION 12-907 or initial appearance **\$ 88.00**
 - **After discussion, this item has been tabled.**
 - **I further researched this issue after the meeting and determined that, since the filing fee for these is still the same, these can still be filed under the case type of “Unclassified Civil” and the case subtype of “Administrative Review”. The only change that SB1193 made is that these are no longer referred to as “Complaints”. Rather, they are now referred to as “Notice of Appeals”.**
 - **Since the fees are the same as the complaints, and the document storage fee and lengthy trial fee are assessed, along with any appropriate local fees, the same fee schedule for complaints can be used and no new case type is required.**
 - **In addition, we do not need a new payment event code of “Payment: Notice of Appeal” because these fees are assessed at case initiation.**
 - **Since the “Notice of Appearance” is essentially an Answer, with the same fees attached, the courts can use “Payment: Answer/Civil” or we can add a new fee of “Payment: Notice of Appearance – Administrative Review” with the same fee schedule as the “Payment: Answer/Civil”.**

- Finally, since these are new cases and not a Notice of Appeal on an existing case, it has been suggested we add a new event code of “Notice: Notice of Appeal – Administrative Review” because the current code of “Notice: Appeal” sets the case status to Reopened; which is correct, but these are new cases and should set the status to “Open”. I will add this to the June agenda.
 - It has been noted, that while this was discussed at the last meeting, there isn’t a case status or party status attached to “Notice: Appeal”. This was left out because the group did not want this changing the status. Thus, do we still require a new code to set the case status to “Open”, or can the courts use “Notice: Appeal”?

- Addendum:

○ La Paz:

- Request to have “Warrant: Issued” set to restricted.
 - La Paz had a couple of instances where identities were stolen due to demographics being available on warrants. They would like to restrict “Warrant: Issued” so only those users with access can view the event and accompanying warrant.
 - The warrant flag will still display on the case for all users.
 - The warrant will no longer display on public access.

GJ Code Standardization and Clerk's User Group Meeting

Minutes

Wednesday, June 20th, 2012

1:30 – 2:30

(602) 452-3193 Access Code 7002

6/20/2012 Agenda:

- Yavapai:
 - o Request to add make the following changes to case/party statuses:

Description	Case Category	Current CS Case Status	Yavapai Requested Case Status	Current CS Party Status	Yavapai Requested Party Status	Comments
Judgment: Civil Judgment	CR		Adjudicated		Terminated— Judgment/Order	These changes were not approved and will not be made to code standardization. This code is to be used in CR/JV cases and should not adjudicate the case.
ORDER: Certifying Adoption	AD	Adjudicated	Adjudicated		Certified as Adoptive Parent(s)	No Objections. This change to the party status will be added to code standardization. Also, we were informed the Case Status is not updating in AJACS, so this needs to be updated in AJACS.

- o Request to automatically change the case status to “Stayed” for the event “Order: Juvenile Diversion”.
 - Standardization already has the party status changing to “Juvenile Diversion”, however, it has been noted that this is not currently set in AJACS. This information has been given to the AJACS team to update.
 - Discussion occurred and it was decided that this change will be made in code standardization.
 - There were some concerns about what code will be used to take this out of “Stayed” status. The group agreed an order dismissing the case should be docketed and it will change the case status out of “Stayed” status.
- o Request a new payment event code of “Payment: Law Library Postage & Handling”.
 - The new event we are requesting is for the law library, but for postage and handling, which should be set up the same as the copy fee code, but this event would need to go to

our general fund. Our law library is not set up to take credit cards so we receipt for them and the monies to go to their fund.

- **No Objections. This code will be added to code standardization.**

- Pinal:

- Request to add “Order: Dismissing Post Judgment Petition/Motion/Request” to FL.
 - **No Objections. This code will be added to code standardization**
 - Request to automatically change the case status to “Re-Adjudicated” and the party status to “Terminated – Re-Adjudicated”.
 - **No Objections. The case and party status changes will be added to code standardization.**
- Request to add “Minute Entry: Dismissing Post Judgment Petition/Motion/Request” to FL.
 - **No Objections. This code will be added to code standardization**
 - Request to automatically change the case status to “Re-Adjudicated” and the party status to “Terminated – Re-Adjudicated”.
 - **The case and party status changes will not be made in code standardization, as the court should be docketing the order which changes the case and party statuses.**
- Request to add the following event entry types:
 - “Allegation: Allegation” to CR
 - *The Attorney General & County Attorney don’t always specify their pleadings to match the three choices and we need a general one.*
 - **No Objections. This code will be added to code standardization**
 - “Plea Agreement: With Waiver of Preliminary Hearing” to CR & JV
 - *This document is filed in most of our EDC cases and we are utilizing the “Plea Agreement: Plea Agreement” event and adding comments.*
 - **No Objections. This code will be added to code standardization**
 - “Statement: Probable Cause Statement” to CR & JV
 - *We receive these on a daily basis in criminal cases and we are utilizing the general “Statement: Statement” event and adding comments.*
 - **No Objections. This code will be added to code standardization**
 - “Application: Application for Order on Forfeiture & Allocation of Property” to CV
 - *County Attorney files in every civil forfeiture proceeding and we are utilizing the general “Application: Application” event and adding comments.*
 - **No Objections. This code will be added to code standardization**
 - “Affidavit: Affidavit of Forfeiture Remission or Mitigation” to CV
 - *County Attorney files in forfeiture cases and we are utilizing the general “Affidavit: Affidavit” event and adding comments.*
 - **No Objections. This code will be added to code standardization**
 - “Notice: Notice of Release of Property” to CV
 - *County Attorney files in many forfeiture cases and we are utilizing the general “Notice of Filing Miscellaneous Document” event and adding comments.*
 - **No Objections. This code will be added to code standardization**
- *When a charge is ordered “undesigned”, what are the other court’s doing to notate this in AJACS? We are placing it in the notes area in the adjudication screen but this does not reflect in public access. Not sure if group agrees an event and/or indicator should be placed in the Register of Actions.*
 - **The group agreed there should not be an event or indicator used to indicate a charge is undesigned. The group agreed that a charge remains a felony until the defendant successfully completes probation and the judge orders the charge be changed to a**

misdemeanor. This should not be indicated on the Register of Actions and that it will not be indicated on Public Access.

- Also, DPS does not track undesignated charges and if it is transmitted to them as such, they will change it to what the original designation was.

- When processing a default pleading and the attorney labels it “Motion for Default without hearing”, do you train staff to utilize the “Affidavit” events to capture the document or do you utilize the general “Motion” event and add descriptive?
 - The group agreed the court should be using “Application: Default Judgment Without Hearing” as the event, even if they come in as motions.

- AOC – Tabled from 5/16/2012 meeting:

- Request to add “Payment: Notice of Appeal 12-904” to CV, effective 7/1/2013.

- Pursuant to SB1193:

- **Initial case filing fee**

**Filing complaint, NOTICE OF APPEAL
UNDER SECTION 12-904 or petition**

166.00

- Request to add “Payment: Notice of Appearance 12-907” to CV, effective 7/1/2013.

- Pursuant to SB1193:

- **B Subsequent case filing fee**

**Filing answer, NOTICE OF APPEARANCE
UNDER SECTION 12-907 or initial appearance**

\$ 88.00

- After discussion, this item has been tabled.

- I further researched this issue after the meeting and determined that, since the filing fee for these is still the same, these can still be filed under the case type of “Unclassified Civil” and the case subtype of “Administrative Review”. The only change that SB1193 made is that these are no longer referred to as “Complaints”. Rather, they are now referred to as “Notice of Appeals”.
- Since the fees are the same as the complaints, and the document storage fee and lengthy trial fee are assessed, along with any appropriate local fees, the same fee schedule for complaints can be used and no new case type is required.
- In addition, we do not need a new payment event code of “Payment: Notice of Appeal” because these fees are assessed at case initiation.
- Since the “Notice of Appearance” is essentially an Answer, with the same fees attached, the courts can use “Payment: Answer/Civil” or we can add a new fee of “Payment: Notice of Appearance – Administrative Review” with the same fee schedule as the “Payment: Answer/Civil”.
- Finally, since these are new cases and not a Notice of Appeal on an existing case, it has been suggested we add a new event code of “Notice: Notice of Appeal – Administrative Review” because the current code of “Notice: Appeal” sets the case status to Reopened; which is correct, but these are new cases and should set the status to “Open”. I will add this to the June agenda.
 - It has been noted, that while this was discussed at the last meeting, there isn’t a case status or party status attached to “Notice: Appeal”. This was left out because the group did not want this changing the status. Thus, do we still require a new code to set the case status to “Open”, or can the courts use “Notice: Appeal”?
- The group agreed no new payment event codes are required for this bill.
 - For the “Notice of Appeal under Section 12-904”, the group agreed no payment code is necessary because the fees are assessed at case initiation.

- The group agreed for “Notice of Appearance under Section 12-907”, they should be using “Payment: Answer/Civil” since it is essentially an answer with the same fees attached.
- The group also agreed no new Notice of Appeal event is required and they should use “Notice: Appeal” to docket the Notice of Appeal.
 - Since “Notice: Appeal” does not change the case or party status, there is no reason to add a new event.

- Addendum:

○ La Paz:

- Request to have “Warrant: Issued” set to restricted.
 - La Paz had a couple of instances where identities were stolen due to demographics being available on warrants. They would like to restrict “Warrant: Issued” so only those users with access can view the event and accompanying warrant.
 - The warrant flag will still display on the case for all users.
 - The warrant will no longer display on public access.
 - The group agreed that “Warrant: Issued” should not be set to “Restricted” as warrants are part of the public record and should be accessible.

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, July 18th, 2012

1:30 – 2:30

(602) 452-3193 Access Code 7002

7/18/2012 Agenda:

- Mohave:
 - o Request to add Warrant events to Administrative court type.
 - Mohave is issuing FTA warrants for jurors who fail to appear at OSC hearings. They enter the case as a “Miscellaneous” case type under “Administrative” Court type. They would like the warrant events added to the Administrative Court type so they are available for use in these cases.
- La Paz:
 - o Request to add “Notice: Restitution Lien” to CR pursuant to ARS §13-806
 - ARS §13-806:
 - A. The state or any person entitled to restitution pursuant to a court order may file in accordance with this section a restitution lien. A filing fee or any other charge is not required for filing a restitution lien.
 - Request to have this under the event entry category of “Notice” since ARS §13-806(F) states:
 - F. The filing of a restitution lien under this section is **notice** to all persons dealing with the person or property identified in the lien of the state's or victim's claim.
- Coconino:
 - o Request to add the following event entry types to CR:
 - Indicator: Veterans Court
 - Indicator: Removing from Veterans Court
 - These codes should be set to ROA Hidden and should not report on Public Access.
 - Coconino now has a Veterans Court that is a program set up for veterans when they are charged with a felony. The court will get veterans in contact with the VA and other contacts necessary to benefit them, such as mental health counseling.
 - This court is voluntary and the veteran can be asked to be removed from it at any time.
 - These codes will be used to track what cases are in the Veterans Court.

GJ Code Standardization and Clerk's User Group Meeting

Minutes

Wednesday, July 18th, 2012

1:30 – 2:30

(602) 452-3193 Access Code 7002

7/18/2012 Agenda:

- Mohave:
 - o Request to add Warrant events to Administrative court type.
 - Mohave is issuing FTA warrants for jurors who fail to appear at OSC hearings. They enter the case as a “Miscellaneous” case type under “Administrative” Court type. They would like the warrant events added to the Administrative Court type so they are available for use in these cases.
 - **No Objections. Warrants will be added to “Administrative” Court Type. It was also decided to add Service events to “Administrative” Court Type.**
- La Paz:
 - o Request to add “Notice: Restitution Lien” to CR pursuant to ARS §13-806
 - ARS §13-806:
 - A. The state or any person entitled to restitution pursuant to a court order may file in accordance with this section a restitution lien. A filing fee or any other charge is not required for filing a restitution lien.
 - Request to have this under the event entry category of “Notice” since ARS §13-806(F) states:
 - F. The filing of a restitution lien under this section is **notice** to all persons dealing with the person or property identified in the lien of the state's or victim's claim.
 - **It was requested we change the event entry category to “Miscellaneous”. I followed up with the requestor and they approved this change. This code will be added to code standardization as “Miscellaneous: Restitution Lien”.**
- Coconino:
 - o Request to add the following event entry types to CR:
 - Indicator: Veterans Court
 - Indicator: Removing from Veterans Court
 - These codes should be set to ROA Hidden and should not report on Public Access.
 - Coconino now has a Veterans Court that is a program set up for veterans when they are charged with a felony. The court will get veterans in contact with the VA and other contacts necessary to benefit them, such as mental health counseling.
 - This court is voluntary and the veteran can be asked to be removed from it at any time.
 - These codes will be used to track what cases are in the Veterans Court.
 - **No Objections. These codes will be added to code standardization.**

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, August 22nd, 2012

1:30 – 2:30

(602) 452-3193 Access Code 7002

8/22/2012 Agenda:

- Mohave:
 - Request to add “Notice: to Sheriff of Positive Brady Indicator” to CV & FL.
 - This document is sent to the sheriff’s office when there is a positive Brady indicator and is included in the protective order packet distributed by the Arizona Supreme Court.
 - See document at end of Agenda.

- Pinal:
 - Request to automatically change the case/party status of “Judgment: Against Garnishee” to “Re-Adjudicated”/”Terminated – Re-Adjudicated”
 - This code currently changes the party status to “Terminated - Judgment/Order”.
 - *The above event is auto updating the party status to TERMINATED-JUDGMENT/ORDER. Generally this occurs in a Transcript of Judgment case where the original status is TERMINATED-AFFIRMED or after an original judgment is entered. When the application for writ of garnishment is filed the case is REOPENED and the party is POST JUDGMENT, the events following this, such as order for writ would RE-ADJUDICATE/TERMINATED-RE-ADJUDICATED, then the application for judgment against garnishee would RE-OPENED/POST JUDGMENT, then Judgment:Against Garnishee would RE-ADJUDICATE/TERMINATED-RE-ADJUDICATED.*
 - Request to add the following events to CR:
 - “Minute Entry: IA in EDC – Waiver of Prelim And Placement in Adult Diversion Program”
 - “Waiver: of Preliminary Hearing and Consent to Enter Adult Diversion”
 - *Currently, either the waiver of prelim or change of plea with prelim are being utilized, but we really need an event to catch the diversion issue to “stop the clock”.*
 - Request to add “Warrant: Motion for Warrant” to CR, CV, FL, and JV.
 - *We currently have Order: Warrant, but I am finding that we are receiving numerous motions for warrants. This is occurring in criminal, civil and family law cases and currently are being entered using a generic motion event.*

Addendum

- Santa Cruz:
 - Request to add “Order: Authorize Travel” to all case categories.
 - “Motion: Authorize Travel” already exists in code standardization.
 - Request to add “Motion: Release of Garnishment” to CV
 - “Order: Release of Garnishment” already exists in code standardization.

GJ Code Standardization and Clerk's User Group Meeting

Minutes

Wednesday, August 22nd, 2012

1:30 – 2:30

(602) 452-3193 Access Code 7002

8/22/2012 Minutes:

- Mohave:
 - o Request to add “Notice: to Sheriff of Positive Brady Indicator” to CV & FL.
 - This document is sent to the sheriff’s office when there is a positive Brady indicator and is included in the protective order packet distributed by the Arizona Supreme Court.
 - See document at end of Agenda.
 - **No Objections. This code will be added to code standardization.**
- Pinal:
 - o Request to automatically change the case/party status of “Judgment: Against Garnishee” to “Re-Adjudicated”/”Terminated – Re-Adjudicated”
 - This code currently changes the party status to “Terminated - Judgment/Order”.
 - *The above event is auto updating the party status to TERMINATED-JUDGMENT/ORDER. Generally this occurs in a Transcript of Judgment case where the original status is TERMINATED-AFFIRMED or after an original judgment is entered. When the application for writ of garnishment is filed the case is REOPENED and the party is POST JUDGMENT, the events following this, such as order for writ would RE-ADJUDICATE/TERMINATED-RE-ADJUDICATED, then the application for judgment against garnishee would RE-OPENED/POST JUDGMENT, then Judgment:Against Garnishee would RE-ADJUDICATE/TERMINATED-RE-ADJUDICATED.*
 - **No Objections. The automatic case and party status change will be updated in code standardization.**
 - o Request to add the following events to CR:
 - “Minute Entry: IA in EDC – Waiver of Prelim And Placement in Adult Diversion Program”
 - **No Objections. This code will be added to code standardization.**
 - “Waiver: of Preliminary Hearing and Consent to Enter Adult Diversion”
 - *Currently, either the waiver of prelim or change of plea with prelim are being utilized, but we really need an event to catch the diversion issue to “stop the clock”.*
 - **No Objections. This code will be added to code standardization.**
 - o Request to add “Warrant: Motion for Warrant” to CR, CV, FL, and J V.

- *We currently have Order: Warrant, but I am finding that we are receiving numerous motions for warrants. This is occurring in criminal, civil and family law cases and currently are being entered using a generic motion event.*
- **The group agreed this code should be added to code standardization as “Motion: Motion for Warrant”.**
-

Addendum

- Santa Cruz:

- Request to add “Order: Authorize Travel” to all case categories.
 - “Motion: Authorize Travel” already exists in code standardization.
 - **No Objections. This code will be added to code standardization.**
- Request to add “Motion: Release of Garnishment” to CV
 - “Order: Release of Garnishment” already exists in code standardization.
 - **No Objections. This code will be added to code standardization.**

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, September 19th, 2012

1:30 – 2:30

(602) 452-3193 Access Code 7002

9/18/2012 Agenda:

- Mohave:
 - o Request to restrict the following event, "Miscellaneous: Information Sheet".
 - o Request to add "Certificate: Fiduciary Training" to GC & PB.
 - *Probate Rule of Procedure Rule 27.1 indicates that Training for Non-Licensed Fiduciaries is mandatory and we need a way to docket these into our cases.*
 - ARPP 27.1(A) - Any person who is neither a licensed fiduciary under [A.R.S. § 14-5651](#) nor a financial institution shall complete a training program approved by the supreme court before letters to serve as a guardian, conservator, or personal representative are issued unless the appointment was made pursuant to [Sections 14-5310\(a\)](#), [14-5401.01\(a\)](#) or [14-5207\(c\)](#) or unless otherwise ordered by the court.
- Apache:
 - o Request to add the following case statuses to CR:
 - Rule 32
 - Appeal/Rule 32
 - o Request to add the following case status to all court types:
 - Appeal
 - o *Discussion concerning the above request began at the GJ User's group meeting. Courts need a way to identify cases that are on appeal or have an active Rule 32. Reports available through AJACS do not currently have the capability to show these cases.*
 - o Should Rule 32 be tracked by events and the party status of "Rule 32" rather than by case status?
 - o Should appeals be tracked through events and the party status of "Stayed – Appealed to Higher Court"?
 - Previously, the GJ Code Standardization Group decided this was how they should be tracked. Is this an issue for courts and do we require a new case status?

Addendum:

- Santa Cruz:
 - o Should a case be adjudicated or closed after a search warrant is returned on a search warrant case?
 - Should "Warrant: Search Warrant Returned/Property List" automatically change the status to adjudicated or closed as decided above?
 - Are courts using this code on non- search warrant criminal cases? If so, should the court change the status of a search warrant case manually instead of updating it automatically?

- Apache:
 - o Request to add “Order: Protection” and associated events to Guardianship/Conservatorship.

GJ Code Standardization and Clerk's User Group Meeting

Minutes

Wednesday, September 19th, 2012

1:30 – 2:30

(602) 452-3193 Access Code 7002

9/18/2012 Minutes:

- Mohave:
 - o Request to restrict the following event, "Miscellaneous: Information Sheet".
 - No objections. "Miscellaneous: Information Sheet" will be restricted in AJACS. It was also noted that pursuant to ARPP 6(D), "An information form filed pursuant to this rule shall be maintained as a confidential document as provided in Rule 7."
 - Santa Cruz inquired as to how the courts are docketing the civil coversheet. Most courts said they do not docket the civil coversheet. Pinal state they use, "Miscellaneous: Information Sheet", but may go away from docketing it.
 - o Request to add "Certificate: Fiduciary Training" to GC & PB.
 - *Probate Rule of Procedure Rule 27.1 indicates that Training for Non-Licensed Fiduciaries is mandatory and we need a way to docket these into our cases.*
 - ARPP 27.1(A) - Any person who is neither a licensed fiduciary under [A.R.S. § 14-5651](#) nor a financial institution shall complete a training program approved by the supreme court before letters to serve as a guardian, conservator, or personal representative are issued unless the appointment was made pursuant to [Sections 14-5310\(a\)](#), [14-5401.01\(a\)](#) or [14-5207\(c\)](#) or unless otherwise ordered by the court.
 - No objections. This code will be added to code standardization.
- Apache:
 - o Request to add the following case statuses to CR:
 - Rule 32
 - No objections. This code will be added to code standardization.
 - This code will be used when a defendant files a Rule 32 Petition for Post Conviction Relief.
 - Appeal/Rule 32
 - No objections. This code will be added to code standardization.
 - This code will be used when an appeal is pending and a defendant files a Petition for Post Conviction Relief while the appeal is pending.
 - o Request to add the following case status to all court types:
 - Appeal
 - No objections. This code will be added to code standardization.
 - This code will be used when a notice of appeal is filed and the case has moved to a higher court on appeal.

- Discussion concerning the above request began at the GJ User’s group meeting. Courts need a way to identify cases that are on appeal or have an active Rule 32. Reports available through AJACS do not currently have the capability to show these cases.
- Should Rule 32 be tracked by events and the party status of “Rule 32” rather than by case status?
 - The group agreed these should be tracked by the new case statuses.
- Should appeals be tracked through events and the party status of “Stayed – Appealed to Higher Court”?
 - Previously, the GJ Code Standardization Group decided this was how they should be tracked. Is this an issue for courts and do we require a new case status?
 - The group agreed these should be tracked by the new case statuses.
- Discussion occurred as to what events should automatically trigger the case status to change to one of the new codes. It was decided that the following event codes should automatically change to the following case and party statuses:

Notice	Appeal	x	Appeal	x	Stayed - Appealed to Higher Court	
Notice	Appeal (Civil)	x	Appeal	x	Stayed - Appealed to Higher Court	
Notice	Appeal (Criminal)	x	Appeal	x	Stayed - Appealed to Higher Court	
Mandate	Affirmed	x	Re-Adjudicated	x	Terminated - Re- Adjudicated	
Mandate	Case Remanded for New Trial	x	Re-Activated	x	Active	
Mandate	Reversed	X	Re-Activated	x	Active	Already set to change the case/party status
Order	Dismissing Appeal	x	Re-Adjudicated	x	Terminated - Re- Adjudicated	
Rule 32	Petition for Post Conviction Relief	x	Rule 32	x	Rule 32	
Rule 32	Post Conviction Relief Appointment of Counsel	X	Reopened	X	Rule 32	The automatic case/party status changes should be removed from this code.
Rule 32	Post Conviction Relief Extension of Time	X	Reopened	X	Rule 32	The automatic case/party status changes should be removed from this code.
Rule 32	Post Conviction Relief Notice	X	Reopened	X	Rule 32	The automatic case/party status changes should be removed from this code.
Rule 32	Post Conviction Relief Transcript	X	Reopened	X	Rule 32	The automatic case/party status changes should be

Addendum:

- Santa Cruz:
 - Should a case be adjudicated or closed after a search warrant is returned on a search warrant case?
 - It was decided the case status should be “Adjudicated” when a search warrant is returned.
 - Should “Warrant: Search Warrant Returned/Property List” automatically change the status to adjudicated or closed as decided above?
 - It was decided, “Warrant: Search Warrant Returned/Property List” should automatically change the case status to “Adjudicated”.
 - Are courts using this code on non- search warrant criminal cases? If so, should the court change the status of a search warrant case manually instead of updating it automatically?
 - The courts agreed when a search warrant is filed, they open a new search warrant case.
- Apache:
 - Request to add “Order: Protection” and associated events to Guardianship/Conservatorship.
 - This request was denied and will not be added to code standardization.
 - Apache had an instance where the judge ordered a guardianship case be consolidated with an order of protection case. Apache requested “Order: Protection” be added to Guardianship to allow their court to use the PO module for this case. It was decided that this event will not be added to guardianship since this will most likely be a onetime occurrence. The group suggested Apache un-consolidate the two cases if further orders are filed in the order of protection case in order for the PO to be filed directly into that case. Then, the court should consolidate the two cases again after any order has been docketed.

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, October 17th, 2012

1:30 – 2:30

(602) 452-3193 Access Code 7002

10/17/2012 Agenda:

- Mohave:
 - o Request to add “Accounting: Conservatorship Estate Budget” to Probate pursuant to ARPP 30.3.
 - ARPP 30.3 Conservatorship Estate Budget –
 - A. Unless otherwise ordered by the court, the conservator shall file a budget not later than the date the inventory is due and thereafter with each conservator's account, following consultation with any attorney or guardian ad litem for the protected person. The first budget shall cover the date of the conservator's initial appointment through and including the end date of the conservator's first account.
- Cochise:
 - o Request to add “Jury: Order to Show Cause” to all case categories.
 - Currently, Cochise is docketing “Order: Show Cause” when a juror fails to appear for jury duty. They are attaching the event to the defendant on the existing case. They would like this new event code so that it readily appears on public access that the order to show cause is for the juror and not the defendant.
 - The court was informed they may want to add the juror as an Interested Party, so they can attach the event to the juror and not the defendant.
- Santa Cruz:
 - o Request to permanently restrict the follow events:
 - Report: Confidential Criminal History
 - Notice: Confidential Sensitive Data
 - o Request to add “Notice: Purged OP/Injunction - Returned from SO” to CV, JP, & FL.
 - This is a document Santa Cruz receives from their sheriff's office informing the court that the order of protection or injunction has expired and has been removed/purged from their system.
 - o Request to add “Allegation: Allegation re 13-701 (AGGRAVATING)” to CR.
 - o Request to add “Affidavit: Interim Petition” to JV.
 - This is filed when a JV is in detention over the weekend, but not seen before a judge. This will allow the court to track juveniles that were not seen by a judge over the weekend.

GJ Code Standardization and Clerk's User Group Meeting

Minutes

Wednesday, October 17th, 2012

1:30 – 2:30

(602) 452-3193 Access Code 7002

10/17/2012 Agenda:

- Mohave:
 - o Request to add “Accounting: Conservatorship Estate Budget” to Probate pursuant to ARPP 30.3.
 - ARPP 30.3 Conservatorship Estate Budget –
 - A. Unless otherwise ordered by the court, the conservator shall file a budget not later than the date the inventory is due and thereafter with each conservator's account, following consultation with any attorney or guardian ad litem for the protected person. The first budget shall cover the date of the conservator's initial appointment through and including the end date of the conservator's first account.
 - No objections. This code will be added to code standardization.
 - Also, this code shall be set to restricted in AJACS.
- Cochise:
 - o Request to add “Jury: Order to Show Cause” to CV, CR, and JV.
 - Currently, Cochise is docketing “Order: Show Cause” when a juror fails to appear for jury duty. They are attaching the event to the defendant on the existing case. They would like this new event code so that it readily appears on public access that the order to show cause is for the juror and not the defendant.
 - The court was informed they may want to add the juror as an Interested Party, so they can attach the event to the juror and not the defendant.
 - This item has been tabled for next month.
 - Most courts currently initiate a new miscellaneous case for jurors who fail to appear, so that there is no confusion regarding the criminal case. It was suggested that Cochise process these similarly.
 - In addition, since events involving jurors should be restricted from public access, we will need to address if the court uses the existing code of “Order: Show Cause,” then the user will need to manually set the event as restricted at the event level each time.
 - If we add a new code of “Jury: Order to Show Cause,” we can set it to restricted in the tables so no user intervention is required. We will also need a new code of “Minute Entry: Jury Order to Show Cause” in order to set it as restricted so it does not appear on public access and to have a separate form attached to it.
 - o I followed up with IT to discuss what would appear on Public Access regarding Minute Entries. If the minute entry is set to restricted, this will not show up on the case activity screen of Public Access. However, since the Minute Entry Search is done through C2C/OMEA, there is not currently an interface with AJACS and it wouldn't know it is restricted. However, C2C/OMEA looks for a list of minute entry codes and if we do

not had this minute entry to that list, the minute entry will not appear on the Minute Entry Search of Public Access.

- In addition, if the user wants no documents to display on public access for these cases, the user should make the case restricted if opening a new miscellaneous case anytime one is docketed.
- I followed up regarding what is displayed on public access if a party is set to restricted, but the event is not. Public access will still display the event, but not the party. This is an issue for minute entries which are viewable on public access because the minute entry will be available and the juror's name will be included in the minute entry.

- Santa Cruz:

- Request to permanently restrict the follow events:
 - Report: Confidential Criminal History
 - This code will be restricted in AJACS.
 - To clarify, this is not the yellow sheet.
 - Notice: Confidential Sensitive Data
 - This code will be restricted in AJACS
- Request to add “Notice: Purged OP/Injunction - Returned from SO” to CV, JP, & FL.
 - This is a document Santa Cruz receives from their sheriff's office informing the court that the order of protection or injunction has expired and has been removed/purged from their system.
 - This item was discussed and it was agreed to add this code to code standardization.
 - To clarify, not all courts receive this document. This is a separate document from the Sheriff's Office informing the court the order of protection or injunction has been purged. Pursuant to statute, all orders of protection expire after one year. Some jurisdictions receive the order of protection back from the sheriff's office after they expire and do not docket them. This is a separate document that some courts receive and should docket with this code.
- Request to add “Allegation: Allegation re 13-701 (AGGRAVATING)” to CR.
 - No Objections. This code will be added to code standardization.
 - In addition, “Allegation: Allegation re 13-701 (MITIGATING)” will also be added to CR in code standardization as ARS §13-701 allows aggravating or mitigating factors to be considered.
- Request to add “Affidavit: Interim Petition” to JV.
 - This is filed when a JV is in detention over the weekend, but not seen before a judge. This will allow the court to track juveniles that were not seen by a judge over the weekend.
 - This item has been tabled for next month.
 - Santa Cruz clarified that this is an interim petition that is filed by law enforcement before the delinquency petition is filed by the county attorney. Since Santa Cruz needs clarification regarding the legality of this, since there is no authority for law enforcement to file an interim petition and the case only opens when the delinquency complaint is filed by the county attorney, we will table this item until next month when we have more information.