

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, January 15, 2014

1:30 – 3:30

(602) 452-3288 Meeting ID: 2902

### 1/15/2014 Agenda: -

- **Coconino:**
  - Request to modify **Service: Proof of Service**.
    - This code changes the party status to SERVED. When docketed to Criminal cases we would prefer it did not change the case status
    - *AJACS only allows one case/party status per event. If we remove the party status, it will be removed from all other court types (including Protective Orders).*
  - Request to modify **Application: Application to Restore Civil Rights - Federal**.
    - Should code Application: Application to Restore Civil Rights - Federal have the same case status and party status as Application: Application to Restore Civil Rights / Vacate Conviction.
    - Shouldn't the case status be Re-Adjudicated? And the party status be Terminated-Re-Adjudicated on both of these?
    - *Is the Application to Restore Civil Rights – Federal always filed on an existing case?*
  - Request to modify **Order: Stay**
    - Should this event change case status to Stayed?
      - If it is used to stay the entire case then the case status should change to STAYED
      - If it is used to stay a single action then the case status should not change, but we need to decide if we need an additional code for this scenario.
- **Mohave**
  - Request to add **Minute Entry : Grand Jury Minutes, Minute Entry: JV Initial Appearance, Minute Entry: JV Initial Appearance on Petition to Revoke** (they have been provisionally added)
    - All of these were “removed” when the non standard codes were removed from out of our tables. We are uncertain what other courts are using for these hearing types, but since we have minute entry forms tied to these codes, we are glad they have been provisionally added, and hope that they can stay. These aren't the kinds of codes that would only be used by one County. All of us have grand juries, and all of us have Juvenile Delinquents.
    - *Corresponding Hearings will need to be added if approved.*

- Request to add **Receipt: Exhibits Destroyed**
  - *There are two ways that an exhibit can be “gotten rid of”. We either release them back to the submitting party, or they are destroyed. At the expiration of the retention time, we send out the mandatory notices to the parties notifying them (basically) that they need to come and get their exhibits, or they are going to be destroyed. Our process involves a form that is sent to the parties and they “mark a box” if they intend to pick up their exhibits, and they “mark another box” if they don’t want their exhibits, and give us permission to destroy them.*
  - *There is already an event code in AJACS for Receipt: Receipt for Release of Exhibits. We need an option for when the exhibits are to be destroyed instead of released.*
- **Discussion:**
  - *We are wondering how other courts handle exhibits for cases where one exhibit is marked for more than one defendant. For example, if two co-defendants are being tried together in one trial, do they mark the exhibits into each case, or do they mark them only once?*
- **Pinal**
  - Request to add **Notice: Non-Appearance**
    - *In certain IVD cases the State does not need to appear because the issues are not related to Child Support matters. The state will file a "Notice of State's non Appearance." The code requested is "NOTICE: NON-APPEARANCE". This code will be used specifically for the "Notice of State's Non-Appearance"*
    - *Court is currently using “Notice: Filing Miscellaneous Document*
  - **Tabled Requests**
    - *Request to add **Indicator: Finding of Dependency** with ability to choose parties and enter comments. Sandy will check to see if Order: Dependency can be used as it is in other counties.*
    - *Request to add **Indicator: Mediation Scheduled** with ability to choose parties and enter comments. Sandy will check to see if Order: Dependency can be used as it is in other counties.*
- **Yavapai**
  - Request to modify **Order: Rule 26.5 Evaluation**
    - *The event "Order: Rule 26.5 Evaluation" was updated changing the party status to Rule 26.5 and we do not think this is a correct party status. A Rule 26.5 evaluation is merely an evaluation post plea or post verdict, but before sentencing. That evaluation does not toll time like a Rule 11 does. It should stay as a case status of open and a party status of Active. We are not sure when this was agreed upon by GJ Standardization.*
    - *I have also been unable to locate information regarding when this change was authorized.*
  - Request to modify **Order: Adjudication**
    - *Requesting the party status of (Adjudicated: Delinquent) be removed from event "Order: Adjudication". We noticed on December 19, 2013 a party status was added. In Yavapai we have used Order: Adjudication for both dependency and delinquent cases. Or is there any suggestion of what event we could use.*

- **AOC**

- Three payment events were provisionally approved back in August of 2009 but never made it to the Code Standard's agenda in Sept, Oct, Nov or Dec of that year. So they never made it into Code Standardization and were end dated during AVT clean up. They have been provisionally added to Pinal.
  - PAYMENT: CONCILIATION COURT NO SHOW FEE
  - PAYMENT: CONCILIATION COURT PARENTING COORDINATION FEE
  - PAYMENT: CONCILIATION COURT HIGH CONFLICT COURSE FEE
  - *These are local fees but they still need to display in GJ Standards in order to keep all court databases standardized. If any other courts need these types of local fees, please contact Stephanie. She will need the Admin Order authorizing the fees in order to set it up.*

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, January 15, 2014

1:30 – 3:30

(602) 452-3288 Meeting ID: 2902

### 1/15/2014 Agenda: -

**Attendees:** Sue Hall/Apache; Martha Anderson, Debbie Young / Coconino; Anita Escobedo, Vicki Aguilar, Esther Rios/Gila; Debbie Flores/La Paz; Shannon Branham, Correnia Snyder/Maricopa; Della Hiser/Mohave; Jane Phillips, Andy Dowdle/Pima; Odette Apodaca, Lisa Porter/Pinal; Valeria Fuentes, Juan Pablo Guzman/Santa Cruz; Kelly Gregorio, Sandi Markham, Shaunna Kelbaugh, Becky Hamilton/Yavapai; Stephanie Lujan, Manuel Burboa, Pat McGrath, Karla Williams/AOC.

#### • Coconino:

- Request to modify **Service: Proof of Service**.
  - This code changes the party status to SERVED. When docketed to Criminal cases we would prefer it did not change the case status
  - AJACS only allows one case/party status per event. If we remove the party status, it will be removed from all other court types (including Protective Orders).
  - This was **approved**. The party status will be removed.
- Request to modify **Application: Application to Restore Civil Rights - Federal**.
  - Should code Application: Application to Restore Civil Rights - Federal have the same case status and party status (*Open/Active*) as Application: Application to Restore Civil Rights / Vacate Conviction (*Reopened/Post Sentence Matters*).
  - Shouldn't the case status be Re-Adjudicated? And the party status be Terminated-Re-Adjudicated on both of these?
  - Is the Application to Restore Civil Rights – Federal always filed on an existing case?
  - This was denied and Martha said she will approach it as a training issue.
  - Martha also asked that the case status for **Order: Restoring Civil Rights** be changed to Re-Adjudicated. That was **approved**.
- Request to modify **Order: Stay**
  - Should this event change case status to Stayed?
    - If it is used to stay the entire case then the case status should change to STAYED
    - If it is used to stay a single action then the case status should not change, but we need to decide if we need an additional code for this scenario.
    - This was **denied**. If the need arises at a later date, it will be revisited.

- **Mohave**

- Request to add **Minute Entry : Grand Jury Minutes, Minute Entry: JV Initial Appearance, Minute Entry: JV Initial Appearance on Petition to Revoke** (they have been provisionally added)
  - All of these were “removed” when the non standard codes were removed from out of our tables. We are uncertain what other courts are using for these hearing types, but since we have minute entry forms tied to these codes, we are glad they have been provisionally added, and hope that they can stay. These aren’t the kinds of codes that would only be used by one County. All of us have grand juries, and all of us have Juvenile Delinquents.
  - **Corresponding Hearings will need to be added if approved.**
  - **Minute Entry : Grand Jury Minutes** -Several courts noted that they are using **Minute Entry: Grand Jury Returns**. After some discussion, it was decided that **Minute Entry: Grand Jury Minutes** would be **tabled**. Della will send a document to the courts explaining what her process is and this will be discussed again at the next meeting.
  - **Minute Entry: JV Initial Appearance** – It was decided at the meeting that Della would start using **Minute Entry: Detention Hearing**. After the meeting I spoke with another court and found that **Minute Entry: JV IA** was being used. I sent a separate email regarding this event. Final outcome (**approved**) is that **Minute Entry: JV IA** will be end-dated and **Minute Entry: JV Initial Appearance** will be enabled. The GJ AJACS Team will notify each court when they make the update. If you have a form associated to **Minute Entry: JV IA** you will need to move it to **Minute Entry: JV Initial Appearance** once you are notified by the AJACS Team. Additionally, **Hearing: JV Initial Appearance** will also be added.
  - **Minute Entry: JV Initial Appearance on Petition to Revoke** was **approved**. **Hearing: JV Initial Appearance on Petition to Revoke** will also be added.
- Request to add **Receipt: Exhibits Destroyed**
  - There are two ways that an exhibit can be “gotten rid of”. We either release them back to the submitting party, or they are destroyed. At the expiration of the retention time, we send out the mandatory notices to the parties notifying them (basically) that they need to come and get their exhibits, or they are going to be destroyed. Our process involves a form that is sent to the parties and they “mark a box” if they intend to pick up their exhibits, and they “mark another box” if they don’t want their exhibits, and give us permission to destroy them.
  - There is already an event code in AJACS for Receipt: Receipt for Release of Exhibits. We need an option for when the exhibits are to be destroyed instead of released.
  - **This was approved.**
- **Discussion:**
  - We are wondering how other courts handle exhibits for cases where one exhibit is marked for more than one defendant. For example, if two co-defendants are being tried together in one trial, do they mark the exhibits into each case, or do they mark them only once?
  - **After discussion with other courts, Della decided that they will be marking the exhibit for both cases.**

- **Pinal**
  - Request to add **Notice: Non-Appearance**
    - In certain IVD cases the State does not need to appear because the issues are not related to Child Support matters. The state will file a "Notice of State's non Appearance." The code requested is "NOTICE: NON-APPEARANCE". This code will be used specifically for the "Notice of State's Non-Appearance"
    - Court is currently using "Notice: Filing Miscellaneous Document"
    - *Other courts noted that they would use this. This was approved.*
  - **Tabled Requests**
    - ~~Request to add **Indicator: Finding of Dependency** with ability to choose parties and enter comments. Sandy will check to see if Order: Dependency can be used as it is in other counties.~~
    - ~~Request to add **Indicator: Mediation Scheduled** with ability to choose parties and enter comments. Sandy will check to see if Order: Dependency can be used as it is in other counties.~~
    - *Sandy Offt requested that these be removed.*
- **Yavapai**
  - Request to modify **Order: Rule 26.5 Evaluation**
    - The event "Order: Rule 26.5 Evaluation" was updated changing the party status to Rule 26.5 and we do not think this is a correct party status. A Rule 26.5 evaluation is merely an evaluation post plea or post verdict, but before sentencing. That evaluation does not toll time like a Rule 11 does. It should stay as a case status of open and a party status of Active. We are not sure when this was agreed upon by GJ Standardization.
    - *I have also been unable to locate information regarding when this change was authorized. This was approved on 5/26/09*
  - *There was discussion between Sandy and Sue. Sue noted that some courts do not set the sentencing date until the evaluation comes back and she believes that when it comes to time standards, the Rule 26.5 party status could be a tool for time calculation. Sandy does not believe that is true. She stated that when the event is ordered, that it adds 30 days to sentencing parameters. We decided to table this item and I will do some research and have an update on the next agenda*
  - Request to modify **Order: Adjudication**
    - Requesting the party status of (Adjudicated: Delinquent) be removed from event "Order: Adjudication". We noticed on December 19, 2013 a party status was added. In Yavapai we have used Order: Adjudication for both dependency and delinquent cases. Or is there any suggestion of what event we could use.
    - *This was approved*
- **AOC**
  - Three payment events were provisionally approved back in August of 2009 but never made it to the Code Standard's agenda in Sept, Oct, Nov or Dec of that year. So they never made it into Code Standardization and were end dated during AVT clean up. They have been provisionally added to Pinal.
    - PAYMENT: CONCILIATION COURT NO SHOW FEE
    - PAYMENT: CONCILIATION COURT PARENTING COORDIANTION FEE
    - PAYMENT: CONCILIATION COURT HIGH CONFLICT COURSE FEE

- *These are local fees but they still need to display in GJ Standards in order to keep all court databases standardized. If any other courts need these types of local fees, please contact Stephanie. She will need the Admin Order authorizing the fees in order to set it up.*
- *These were approved*
- **Discussion on case consolidation.** *Santa Cruz believes that the child case should have a case status of adjudicated. Della stated that the child case status changes to Consolidation automatically upon consolidation of the cases. After testing by her and I, we found that the status actually remains open on the child case. I will be discussing this with Pat for report purposes and Bert for stat purposes. I will have an update on the next agenda.*

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, February 19, 2014

1:30 – 3:30

(602) 452-3288 Meeting ID: 2902

### 2/19/2014 Agenda: -

- **Apache:**
  - Request **Affidavit: Declaration for Modification of Child Support**
    - *This code will be used to keep us on track with one standardization code. We are currently using Notice, Affidavit and Miscellaneous. We want to standardize to one code.*
  
- **Gila:**
  - Request clarification on parties and minute entries:
    - *Our local practice has been to attach all minute entries to the State. We see that this changes the State's party status, when it should be the defendant's party status that changes. Are other counties attaching minute entries to the defendant? We generate our minute entries through Scheduling; sentencings or any minute entries requiring a signature are not finalized (in Scheduling) and are manually docketed.*
  
- **Mohave**
  - Discuss request to add **Minute Entry: Grand Jury Minutes (tabled at last meeting)**
    - **Minute Entry : Grand Jury Minutes** -*Several courts noted that they are using Minute Entry: Grand Jury Returns. After some discussion, it was decided that Minute Entry: Grand Jury Minutes would be tabled. Della will send a document to the courts explaining what her process is and this will be discussed again at the next meeting.*
      - *You will note that we do use Minute Entry: Grand Jury Returns. The document for Minute Entry: Grand Jury Minutes is something that the Grand Jury Foreman signs. The document that is the Indictment is also signed by the Grand Jury Foreman. (See attached document for examples)*
  
- **Yavapai**
  - Request to add **Order: Setting Prob Violation MC** or **Order: Setting PVMC** (Probation Violation Management Conference).
    - *Even though we have an event for Order: Setting Violation Hearing, the violation hearing and a PVMC are very different things. It's confusing because a violation hearing is an actually hearing in court with witnesses and the like, while a PVMC is just like a status conference.*

- It will be used to reflect a Probation Violation Management Conference as opposed to a Violation Hearing.
    - Currently using Order: Setting with comments.
  - Discuss request to modify **Order: Rule 26.5 Evaluation (tabled from last meeting)**
    - The event "Order: Rule 26.5 Evaluation" was updated changing the party status to Rule 26.5 and we do not think this is a correct party status. A Rule 26.5 evaluation is merely an evaluation post plea or post verdict, but before sentencing. That evaluation does not toll time like a Rule 11 does. It should stay as a case status of open and a party status of Active. We are not sure when this was agreed upon by GJ Standardization.
    - There was discussion between Sandy and Sue. Sue noted that some courts do not set the sentencing date until the evaluation comes back and she believes that when it comes to time standards, the Rule 26.5 party status could be a tool for time calculation. Sandy does not believe that is true. She stated that when the event is ordered, that it **adds 30 days to sentencing parameters**. We decided to **table** this item and I will do some research and have an update on the next agenda
    - **Below is an excerpt from Rule 26.5. This is the only reference to time in the rule.**
      - If the need for mental health examination or evaluation is not revealed until after the pre-sentence report is prepared, or if the need for additional testing or examination becomes apparent at a prehearing conference, the **court may delay sentencing for up to an aggregate of 70 days after the determination of guilt**. Reports from examiners or evaluators ordered prior to a prehearing conference, if any, are due (unless the court directs otherwise) at the same time as the pre-sentence report--2 days before sentencing. See **Rule 26.4(b)**.
    - The request to have the party status default to Rule 26.5 was approved on 5/26/09.
    - **Please be prepared to vote on this. One vote per court.**
- **AOC**
  - Discussion on Warrants and when to Quash.
    - Current functionality -
      - Warrant: Arrested:** Leaves the case status at Stayed and party status at Warrant but it removes the flag.
      - Warrant: Served/Executed:** Case status remains at Stayed and party status at Warrant and the flag remains.
      - Warrant: Quashed:** Case status changes to Open and party status to Active and flag is removed.
    - AJACS can be updated so that when the first two events shown above are docketed, the warrant id numbers remain untouched. The status will not be changed to open until the defendant appears before the judge in the issuing court and the warrant is Quashed. At that time the warrant number will be associated to that quashing event.
    - **Please be prepared to vote on this. One vote per court.**

- Case Consolidation and case status
  - Per Bert, at case consolidation, case status on child case should change to consolidated. Once parent case is adjudicated, child case needs to be manually updated to match parent case. See screen shot below from *Statistical Reporting Standards for the Supreme Court*.

### E. Consolidation

**Consolidation does not terminate a case.** Although no further documents are entered in a physical case file nor entries made on a case docket, for case processing purposes (e.g., time standards), the case is not terminated until the case with which it was joined is terminated.

*[NOTE: This was actually a contested position. An alternate position states that the case is terminated because all further reference to its issues and parties from then on will be to the case with which it was joined, i.e., administratively, it no longer exists. As a practical matter, different courts do it each way. Neither is "incorrect", but consistency is necessary for statistical purposes. Both positions were presented to and voted upon by the AJC Superior Court and Limited Jurisdiction Courts Committees at their September, 1994 meetings, in which the above definition passed.]*

- **Please be prepared to vote. One vote per court.**
- Duplicate Events – in the process of defining events, I have found several events that may be duplicates.
  - Are **‘Certificate: Transmittal’** and **‘Certificate: Transmittal Certificate’** the same thing?
  - Are **‘Letters: and Acceptance’** and **‘Letters: Acceptance’** the same thing?
  - Are **‘Motion: Set Restitution Hearing’** and **‘Motion: Restitution Hearing’** the same thing?
  - Are **‘Notice: Dismissal/Case’** and **‘Notice: of Dismissal/Case’** the same thing?
- Miscellaneous items:
  - **‘Certificate: of Notary Public’** has only been used twice in all courts. Can we end-date?
  - What case/party status should default on **Notice: Automatic Transfer to Adult Court?**
  - In preparation for the new Rules of Civil Procedures that are effective 4/15/14, we have created some new ticklers and events to comply with the Rule. I will be adding them to the agenda next month. One of the ticklers that evolved from a Case Flow Manager’s meeting was a request for a 60-day tickler to send a notice to the plaintiff that the case will be dismissed in 60 days for lack of service. We would like to discuss in this meeting to determine if it should be a local code or statewide code. Please be prepared to discuss your civil process.

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, February 19, 2014

1:30 – 3:30

(602) 452-3288 Meeting ID: 2902

### 2/19/2014 Agenda: -

**Attendees:** Sue Hall/Apache; Vicki Barton, Casey Streeter/Cochise; Martha Anderson / Coconino; Anita Escobedo, Vicki Aguilar, Esther Rios, Terri Griego/Gila; Debbie Flores/La Paz; Della Hiser/Mohave; Jane Phillips, Andy Dowdle/Pima; Sandy Offt/Pinal; Valeria Fuentes, Dolly Legleu, Juan Pablo Guzman/Santa Cruz; Kelly Gregorio, Sandi Markham, Karen Wilkes, Donna McQuality, Renee Braner/Yavapai; Stephanie Lujan, Manuel Burboa, Pat McGrath, Karla Williams, Cindy Cook/AOC.

- **Apache:**
  - Request **Affidavit: Declaration for Modification of Child Support**
    - This code will be used to keep us on track with one standardization code. We are currently using Notice, Affidavit and Miscellaneous. We want to standardize to one code.
    - This request is granted.
  
- **Gila:**
  - Request clarification on parties and minute entries:
    - Our local practice has been to attach all minute entries to the State. We see that this changes the State's party status, when it should be the defendant's party status that changes. Are other counties attaching minute entries to the defendant? We generate our minute entries through Scheduling; sentencings or any minute entries requiring a signature are not finalized (in Scheduling) and are manually docketed.
    - Gila will change their process and start attaching M/E's to the defendant(s).
  
- **Mohave**
  - Discuss request to add **Minute Entry: Grand Jury Minutes (tabled at last meeting)**
    - **Minute Entry : Grand Jury Minutes** -Several courts noted that they are using **Minute Entry: Grand Jury Returns**. After some discussion, it was decided that **Minute Entry: Grand Jury Minutes** would be tabled. Della will send a document to the courts explaining what her process is and this will be discussed again at the next meeting.
      - You will note that we do use Minute Entry: Grand Jury Returns. The document for Minute Entry: Grand Jury Minutes is something that the Grand Jury Foreman

signs. The document that is the Indictment is also signed by the Grand Jury Foreman. (See attached document for examples)

- This has been out in the courts provisionally and is being used by several courts so this will be granted. Della noted that they will review their process to determine if they want to change it. The matching hearing type will also be added.

- **Yavapai**

- Request to add **Order: Setting Prob Violation MC** or **Order: Setting PVMC** (Probation Violation Management Conference).
  - Even though we have an event for Order: Setting Violation Hearing, the violation hearing and a PVMC are very different things. It's confusing because a violation hearing is an actual hearing in court with witnesses and the like, while a PVMC is just like a status conference.
  - It will be used to reflect a Probation Violation Management Conference as opposed to a Violation Hearing.
  - Currently using Order: Setting with comments.
  - No other courts stated that they would use this event, therefore, it is denied.
- Discuss request to modify **Order: Rule 26.5 Evaluation** (tabled from last meeting)
  - The event "Order: Rule 26.5 Evaluation" was updated changing the party status to Rule 26.5 and we do not think this is a correct party status. A Rule 26.5 evaluation is merely an evaluation post plea or post verdict, but before sentencing. That evaluation does not toll time like a Rule 11 does. It should stay as a case status of open and a party status of Active. We are not sure when this was agreed upon by GJ Standardization.
  - There was discussion between Sandy and Sue. Sue noted that some courts do not set the sentencing date until the evaluation comes back and she believes that when it comes to time standards, the Rule 26.5 party status could be a tool for time calculation. Sandy does not believe that is true. She stated that when the event is ordered, that it adds 30 days to sentencing parameters. We decided to table this item and I will do some research and have an update on the next agenda
  - Below is an excerpt from Rule 26.5. This is the only reference to time in the rule.
    - If the need for mental health examination or evaluation is not revealed until after the pre-sentence report is prepared, or if the need for additional testing or examination becomes apparent at a prehearing conference, the court may delay sentencing for up to an aggregate of 70 days after the determination of guilt. Reports from examiners or evaluators ordered prior to a prehearing conference, if any, are due (unless the court directs otherwise) at the same time as the pre-sentence report--2 days before sentencing. See Rule 26.4(b).
  - The request to have the party status default to Rule 26.5 was approved on 5/26/09.
  - Please be prepared to vote on this. One vote per court.
  - Results of voting – 4 = Yes. 2 = No. 3 = Majority (Yes). 3 = No opinion. Party status will remain Rule 26.5.

- AOC

- Discussion on Warrants and when to Quash.

- Current functionality -

**Warrant: Arrested:** Leaves the case status at Stayed and party status at Warrant but it removes the flag.

**Warrant: Served/Executed:** Case status remains at Stayed and party status at Warrant and the flag remains.

**Warrant: Quashed:** Case status changes to Open and party status to Active and flag is removed.

- AJACS can be updated so that when the first two events shown above are docketed, the warrant id numbers remain untouched. The status will not be changed to open until the defendant appears before the judge in the issuing court and the warrant is Quashed. At that time the warrant number will be associated to that quashing event.
- **Please be prepared to vote on this. One vote per court.**
- **Courts could not agree to vote. I asked each court to send me an outline of their process and how they believe the statuses should work. This item is tabled.**

- Case Consolidation and case status

- Per Bert, at case consolidation, case status on child case should change to consolidated. Once parent case is adjudicated, child case needs to be manually updated to match parent case. See screen shot below from Statistical Reporting Standards for the Supreme Court.

### **E. Consolidation**

**Consolidation does not terminate a case.** Although no further documents are entered in a physical case file nor entries made on a case docket, for case processing purposes (e.g., time standards), the case is not terminated until the case with which it was joined is terminated.

*[NOTE: This was actually a contested position. An alternate position states that the case is terminated because all further reference to its issues and parties from then on will be to the case with which it was joined, i.e., administratively, it no longer exists. As a practical matter, different courts do it each way. Neither is "incorrect", but consistency is necessary for statistical purposes. Both positions were presented to and voted upon by the AJC Superior Court and Limited Jurisdiction Courts Committees at their September, 1994 meetings, in which the above definition passed.]*

- **Please be prepared to vote. One vote per court.**
- **Courts believe the info is out-dated. Cindy Cook will follow up with Bert, therefore, this item is tabled.**

- Duplicate Events – in the process of defining events, I have found several events that may be duplicates.

- Are **‘Certificate: Transmittal’** and **‘Certificate: Transmittal Certificate’** the same thing?
- Are **‘Letters: and Acceptance’** and **‘Letters: Acceptance’** the same thing?
- Are **‘Motion: Set Restitution Hearing’** and **‘Motion: Restitution Hearing’** the same thing?
- Are **‘Notice: Dismissal/Case’** and **‘Notice: of Dismissal/Case’** the same thing?

- **The courts agreed that these are duplicates. I will be end-dating the highlighted events shown above.**
- Miscellaneous items:
  - **'Certificate: of Notary Public'** has only been used twice in all courts. Can we end-date?
  - **Courts want this to remain as is just in case there is ever a need.**
  - What case/party status should default on **Notice: Automatic Transfer to Adult Court?**
  - **Sandy Offt proposed 'Adjudicated/Terminated Transferred' and no courts opposed so it will be changed to the proposed statuses.**
  - In preparation for the new Rules of Civil Procedures that are effective 4/15/14, we have created some new ticklers and events to comply with the Rule. I will be adding them to the agenda next month. One of the ticklers that evolved from a Case Flow Manager's meeting was a request for a 60-day tickler to send a notice to the plaintiff that the case will be dismissed in 60 days for lack of service. We would like to discuss in this meeting to determine if it should be a local code or statewide code. Please be prepared to discuss your civil process.
  - **Courts believe it should be a local value. I told the courts that Stephanie would be contacting them regarding the new events and ticklers to comply with the new rules and that they could let her know their preference about whether or not they want to use the 60-day tickler.**
- Time Standards request for new codes:
  - **There was a request for 9 new codes to assist with computing excluded time. Courts noted that they already calculate excluded time without the requested codes and do not feel they are necessary therefore, 7 of them were rejected. The only codes requiring further discussion are regarding the Service Member Civil Relief Act. The courts wanted to know if the case would be stayed if there were other parties on the case. After the meeting, Cindy provided information from the rule. That was forwarded to the courts with a request for feedback by 1/26/14. I will send out an email after I have compiled all of the information.**

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, March 19, 2014

1:30 – 3:30

(602) 452-3288 Meeting ID: 2902

### 3/19/2014 Agenda: -

- **Yavapai:**
  - Request to modify existing code **Affidavit: Of Succession to Real Property.**
    - Event "AFFIDAVIT: OF SUCCESSION TO REAL PROPERTY" has a case status of "Adjudicated", however has no party status connected. We think it should be "**Terminated – Administrative**".
  - Request to modify existing code **Decree: Amended Decree.**
    - Event "DECREE: AMENDED DECREE" shows a case status of "Adjudicated" and we are requesting the case status to reflect "Re-adjudicated". An amended decree usually means a decree has already been signed and the case is adjudicated. Now they are making changes to the original decree which puts the case in a reopen & post judgment status. Once the amended decree order is signed the status becomes **Re-Adjudicated & Post Decree/Judgment.**
  - Request to modify existing code **Marriage License: Recordation.**
    - Event "MARRIAGE LICENSE: Recordation" shows a case status of "Adjudicated", however it does not reflect a party status. We are requesting to add a party status of "**Completed**".
  
- **AOC**
  - New Civil Rule Changes:
    - The following events will be added to GJ Standards in order to comply with the new civil rule changes effective 4/15/14. The AJACS Team will be sending training documentation for the use of the new events and ticklers in the near future.
      - **Order: Scheduling Order (Standard)**
      - **Order: Scheduling Order (Expedited)**
      - **Order: Scheduling Order (Complex)**
      - **Report: Joint Report (Standard)**
      - **Report: Joint Report (Expedited)**
      - **Report: Joint Report (Complex)**
      - **Notice: Notice Placing on Dismissal Calendar**
      - **Order: Order Placing on Dismissal Calendar**

- We will be end-dating the following events and replacing the highlighted items with new events containing the ‘Dismissal’ verbiage?

Motion	Continue on the Inactive Calendar
Order	Continuing on Inactive Calendar
Order	Extending Time on the Inactive Calendar
Notice	Placing on Inactive Calendar replacement shown above
Order	Placing on Inactive Calendar replacement shown above
Stipulation	Stipulation to continue on Inactive Calendar

- **Motion: Continue on Dismissal Calendar**
  - **Order: Continuing on Dismissal Calendar**
  - **Order: Extending Time on Dismissal Calendar**
  - **Stipulation: Stipulation to Continue on Dismissal Calendar**
- The following ticklers will be added to GJ Standards in order to comply with the new civil rule changes effective 4/15/14.
    - **CV 120 Day Service Tickler**
    - **CV 270 Day Dismissal Calendar Tickler**
    - **CV 60 Day Dismissal Tickler**
  - The following tickler will be added by request as a local value.
    - **CV 60 Day Service Notice Tickler**
- Request for new events – **Petition: Stay Pursuant to Service Members Civil Relief Act, Order: Stay Lifted Pursuant to Service Members Civil Relief Act.**
    - Eleven courts responded to request for input on these events. Six ‘Yes’, 1 ‘No’ & 4 ‘Go with majority’.
  - Discussion on Warrants
    - Seven courts responded to the request for input on warrants. Three courts believe that all three events should change the case status to ‘**Open**’ and party status to ‘**Active**’. Four courts are fine with status quo. Two courts manually change at least one of the three events. One of the status quo courts would support changing ‘Served/Executed’ to Open/Active.
    - AOC recommendation – Remove case/party status defaults from ‘**Warrant: Served/Executed**’ and ‘**Warrant: Arrested**’. These two events are not used for the same purpose in all courts.
  - Discussion on **HB 2322**
    - There is a need to have an event or indicator to flag appointments of guardians that are only due to physical incapacity.
  - Miscellaneous Items
    - **Petition: Petition to Restore Right to Own or Carry Firearms.** On civil status is Open/Active. On criminal status it is Reopened/Post Sentence Matters.

- Request to end-date **Notice: Judgment Payment Reminder**. Only two courts have used it and it has not been used for several years. Both courts have agreed that it can be end-dated. Is there any reason to keep it active?
- Discuss case status on consolidated cases. Bert Cisneros will update the workgroup.

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, March 19, 2014

1:30 – 3:30

(602) 452-3288 Meeting ID: 2902

### 3/19/2014 Agenda: -

- **Yavapai:**
  - Request to modify existing code **Affidavit: Of Succession to Real Property.**
    - Event "AFFIDAVIT: OF SUCCESSION TO REAL PROPERTY" has a case status of "Adjudicated", however has no party status connected. We think it should be "Terminated – Administrative".
      - **Approved**
  - Request to modify existing code **Decree: Amended Decree.**
    - Event "DECREE: AMENDED DECREE" shows a case status of "Adjudicated" and we are requesting the case status to reflect "Re-adjudicated". An amended decree usually means a decree has already been signed and the case is adjudicated. Now they are making changes to the original decree which puts the case in a reopen & post judgment status. Once the amended decree order is signed the status becomes **Re-Adjudicated & Post Decree/Judgment.**
      - **Approved**
  - Request to modify existing code **Marriage License: Recordation.**
    - Event "MARRIAGE LICENSE: Recordation" shows a case status of "Adjudicated", however it does not reflect a party status. We are requesting to add a party status of "Completed".
      - **Approved**
- **AOC**
  - New Civil Rule Changes:
    - The following events will be added to GJ Standards in order to comply with the new civil rule changes effective 4/15/14. The AJACS Team will be sending training documentation for the use of the new events and ticklers in the near future.
      - **Order: Scheduling Order (Standard)**
      - **Order: Scheduling Order (Expedited)**
      - **Order: Scheduling Order (Complex)**
      - **Report: Joint Report (Standard)**
      - **Report: Joint Report (Expedited)**
      - **Report: Joint Report (Complex)**
      - **Notice: Notice Placing on Dismissal Calendar**

- **Order: Order Placing on Dismissal Calendar**

- We will be end-dating the following events and replacing the highlighted items with new events containing the ‘Dismissal’ verbiage?

Motion	Continue on the Inactive Calendar
Order	Continuing on Inactive Calendar
Order	Extending Time on the Inactive Calendar
Notice	Placing on Inactive Calendar replacement shown above
Order	Placing on Inactive Calendar replacement shown above
Stipulation	Stipulation to continue on Inactive Calendar

- **Motion: Continue on Dismissal Calendar**
- **Order: Continuing on Dismissal Calendar**
- **Order: Extending Time on Dismissal Calendar**
- **Stipulation: Stipulation to Continue on Dismissal Calendar**
  - There are **twelve (12) new events** and they will be pushed to all databases in the next couple of weeks per the AJACS team.
  - There are **four (4) highlighted events** displaying above which will be end-dated as of 4/15/2014.

- The following ticklers will be added to GJ Standards in order to comply with the new civil rule changes effective 4/15/14.

- **CV 120 Day Service Tickler**
- **CV 270 Day Dismissal Calendar Tickler**
- **CV 60 Day Dismissal Tickler**

- The following tickler will be added by request as a local value.

- **CV 60 Day Service Notice Tickler**
  - There are **three (3) new statewide ticklers** and one (1) new local optional tickler. They will be pushed to all databases in the next couple of weeks per the AJACS team.

- Request for new events – **Petition: Stay Pursuant to Service Members Civil Relief Act, Order: Stay Lifted Pursuant to Service Members Civil Relief Act.**
  - Eleven courts responded to request for input on these events. Six ‘Yes’, 1 ‘No’ & 4 ‘Go with majority’.

- **These two (2) new events will be added.**

- Discussion on Warrants
  - Seven courts responded to the request for input on warrants. Three courts believe that all three events should change the case status to ‘Open’ and party status to ‘Active’. Four courts are fine with status quo. Two courts manually change at least one of the three events. One of the status quo courts would support changing ‘Served/Executed’ to Open/Active.



# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, April 16, 2014

1:30 – 3:30

(602) 452-3288 Meeting ID: 2902

### 4/16/2014 Agenda: -

- **Navajo:**
  - Request to modify existing code **Order: Transfer of Jurisdiction.**
    - *This event is putting the case status into a 'Closed' status. I request that the committee consider this code be set to put the case status into 'Adjudicated' status instead. Order: Transfer Jurisdiction is not the last step in the process – the clerk must certify the record on transmittal (and in the case of Navajo County, docket the return of service) before the case is actually completed. The 'Closed' case status allows no further docketing.*
  
- **Pinal:**
  - Pinal County is implementing a Regional Misdemeanor Domestic Violence Court that will be held at the Superior Court. We need to have the ability to track these cases separately and as such the events and appearance reasons below will be required.
    - **Events:**
      - *CONDITIONS: RMDVC – Conditions of Probation Domestic Violence*
      - *CONDITIONS: RMDVC – Conditions of Supervised Probation*
      - *JUDGMENT: RMDVC – Financial Judgment and Order*
      - *PETITION: RMDVC – Modify Conditions of Probation and Order*
      - *PETITION: RMDVC – Modify Conditions of Probation and Notice of Hearing*
      - *ORDER: RMDVC – Terminate / Discharge Probation*
      - *PETITION: RMDVC – Revoke Probation and Order for Warrant or Summons*
      - *WARRANT: RMDVC – Warrant Issued*
      - *MINUTE ENTRY: RMDVC – DV Court Review Hearing*
      - *MINUTE ENTRY: RMDVC – Violation of Probation Hearing*
      - *JUDGMENT: RMDVC – Judgment and Disposition*
    - **Appearance reasons:**
      - *RMDVC - DV COURT REVIEW HEARING*
      - *RMDVC - DV VIOLATION OF PROBATION HEARING*
      - *DISPOSITION HEARING – RMDVC*
  
- **Yavapai:**
  - Request to modify the following events to have a party status of '**Answered/Active**'.

- Event **‘Response: To Petition for Annulment’, ‘Response: to Petition for Dissolution’ and ‘Response: to Petition for Legal Separation’**. All of the other response events with and without children already have the party status of ‘Answered/Active.
  - Request to add **‘Indonesian’** as a language option.
    - Right now the only option is **"Unknown"**.
- **AOC**
  - **SB1284:**
    - The above referenced bill will allow a “peace officer” to request that the general public be prohibited from accessing Superior Court records maintained by the Clerk of Superior Court that contains the peace officer’s personal identifying information. They’ll have to file a “Petition to Prohibit Access to Personal Identifying Information” in the Superior Court of the county in each case that contains such information. If this is chaptered, it will take effect on December 31, 2014.
      - Please see the following link for detailed information  
[http://www.azleg.gov/FormatDocument.asp?inDoc=/legtext/51leg/2r/summary/h.sb1284\\_03-17-14\\_caucuscow.doc.htm&Session\\_ID=112](http://www.azleg.gov/FormatDocument.asp?inDoc=/legtext/51leg/2r/summary/h.sb1284_03-17-14_caucuscow.doc.htm&Session_ID=112)
    - We may be able to use indicators to restrict some items. Manual restrictions may be necessary for specific events and documents.
    - The following events have never been used (or used only once) in any database. Do any of the courts know the purpose for each event?
      - **Petition: Immigration Enforcement**
      - **Petition: Incapacitated/Retain Right to Vote**
      - **Petition: Assess Compact Supervision Fees**
      - **Order: Retain Right to Vote-Granted, Order: Retain Right to Vote-Denied.** Used once in Cochise County.
      - **Report: IQ Evaluation.** Used once in Santa Cruz County.
  - Miscellaneous questions:
    - There is a **‘Petition: Delinquency’, ‘Petition: Incurrigible’** and **‘Petition: Delinquency/Incurrigible**. Do we need all three?
    - There is an **‘Order: Terminating Parent /Child Relationship’** and **‘Order: Terminating Parental Rights’**. Do we need both?
    - There is a **‘Motion: Temporary Orders’** and a **‘Petition: Temporary Orders**. Are they the same thing?
    - There is an **‘Order: Disperse Excess Proceeds’** and an **‘Order: Disburse Excess Proceeds’**. Can we end-date one?
    - There is **‘Report: Psych Evaluation’** and **‘Report: Psychological Evaluation’** and **‘Report: Psychological Report’**. Can we end-date two of them?

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, April 16, 2014

1:30 – 3:30

(602) 452-3288 Meeting ID: 2902

### 4/16/2014 Agenda: -

- **Navajo:**
  - Request to modify existing code **Order: Transfer of Jurisdiction.**
    - *This event is putting the case status into a 'Closed' status. I request that the committee consider this code be set to put the case status into 'Adjudicated' status instead. Order: Transfer Jurisdiction is not the last step in the process – the clerk must certify the record on transmittal (and in the case of Navajo County, docket the return of service) before the case is actually completed. The 'Closed' case status allows no further docketing.*
  - **Granted**
- **Pinal:**
  - Pinal County is implementing a Regional Misdemeanor Domestic Violence Court that will be held at the Superior Court. We need to have the ability to track these cases separately and as such the events and appearance reasons below will be required.
    - **Events:**
      - *CONDITIONS: RMDVC – Conditions of Probation Domestic Violence*
      - *CONDITIONS: RMDVC – Conditions of Supervised Probation*
      - *JUDGMENT: RMDVC – Financial Judgment and Order*
      - *PETITION: RMDVC – Modify Conditions of Probation and Order*
      - *PETITION: RMDVC – Modify Conditions of Probation and Notice of Hearing*
      - *ORDER: RMDVC – Terminate / Discharge Probation*
      - *PETITION: RMDVC – Revoke Probation and Order for Warrant or Summons*
      - *WARRANT: RMDVC – Warrant Issued*
      - *MINUTE ENTRY: RMDVC – DV Court Review Hearing*
      - *MINUTE ENTRY: RMDVC – Violation of Probation Hearing*
      - *JUDGMENT: RMDVC – Judgment and Disposition*
    - **Appearance reasons:**
      - *RMDVC - DV COURT REVIEW HEARING*
      - *RMDVC - DV VIOLATION OF PROBATION HEARING*
      - *DISPOSITION HEARING – RMDVC*
      - ***Recommendation is to create a new specialty court and incorporate the Regional/Limited Jurisdiction verbiage. A meeting is set for 4/22/14 with the AJACS team to discuss this. The court will be contacted later this week.***

- **Yavapai:**
  - Request to modify the following events to have a party status of **‘Answered/Active’**.
    - Event **‘Response: To Petition for Annulment’, ‘Response: to Petition for Dissolution’ and ‘Response: to Petition for Legal Separation’**. All of the other response events with and without children already have the party status of **‘Answered/Active’**.
      - **Granted**
  - Request to add **‘Indonesian’** as a language option.
    - Right now the only option is **"Unknown"**.
      - **Granted**
  
- **AOC**
  - **SB1284:**
    - The above referenced bill will allow a “peace officer” to request that the general public be prohibited from accessing Superior Court records maintained by the Clerk of Superior Court that contains the peace officer’s personal indentifying information. They’ll have to file a “Petition to Prohibit Access to Personal Identifying Information” in the Superior Court of the county in each case that contains such information. If this is chaptered, it will take effect on December 31, 2014.
      - Please see the following link for detailed information [sb1284](#)
    - We may be able to use indicators to restrict some items. Manual restrictions may be necessary for specific events and documents.
      - **Clerks Association has this on their radar and they have submitted questions about how it would work for cases filed after the petition has been submitted by the officer.**
      - **Sue Hall asked for an update on the Arizona Lengthy Trial Fund – There is an AO in the works to grant the courts about 30 days for implementation. It will be updated on a Friday night at midnight.**
  
  - The following events have never been used (or used only once) in any database. Do any of the courts know the purpose for each event?
    - **Petition: Immigration Enforcement –Upon further review I’m not end-dating. This was generated from SB 1070 and there is a civil case type for this.**
    - **Petition: Incapacitated/Retain Right to Vote – Upon further review I’m not end-dating. This was added pursuant to ARS §14-5304.02**
    - **Petition: Assess Compact Supervision Fees –End Dated**
    - **Order: Retain Right to Vote-Granted, Order: Retain Right to Vote-Denied.** Used once in Cochise County– **Upon further review I’m not end-dating. This was added pursuant to ARS §14-5304.02**
    - **Report: IQ Evaluation.** Used once in Santa Cruz County. **–End Dated**
  - Miscellaneous questions:
    - There is a **‘Petition: Delinquency’, ‘Petition: Incurigible’** and **‘Petition: Delinquency/Incurigible**. Do we need all three? **-Yes**

- There is an **'Order: Terminating Parent /Child Relationship'** and **'Order: Terminating Parental Rights'**. Do we need both? **All courts use Order: Terminating Parent/Child Relationship. I will end-date Order: Terminating Parental Rights.**
- There is a **'Motion: Temporary Orders'** and a **'Petition: Temporary Orders'**. Are they the same thing? **8 out of 13 courts used Motion: Temporary Orders more frequently than Petition: Temporary Orders. After discussion with Pat, I'm going to leave both active. He believes that a Petition starts a new action and a motion is to modify something. This may be a training issue. That being said, we are obligated to docket whatever is filed and attorneys may have a different understanding of what the difference is between a Petition and a Motion.**
- There is an **'Order: Disperse Excess Proceeds'** and an **'Order: Disburse Excess Proceeds'**. Can we end-date one? **End date 'Disperse'**
- There is **'Report: Psych Evaluation'** and **'Report: Psychological Evaluation'** and **'Report: Psychological Report'**. Can we end-date two of them? **Yes. I will end date the two that are crossed off.**
- **Bert was unable to get the new stat reports changed to count case status of 'Consolidated' as 'Adjudicated'. There is no estimated future date for when that can happen.**

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, May 21, 2014

1:30 – 3:30

(602) 452-3288 Meeting ID: 2902

### 5/21/2014 Agenda: -

- **Apache:**
  - Request to add new code - **Indicator: AOC Script**
    - *Need an indicator for data script cleanup documentation that would be hidden from public access. This will be used when a fix needs to happen in a court's database and it can only be fixed using a script written by AOC and documentation needs to be provided to AOC.*
  - Request to add new code – **Order: Preliminary Protective Hearing**
    - *Requesting an event code to identify the orders coming out of a Preliminary Protective Hearing.*
  
- **Cochise:**
  - **Discussion item**
    - *Isn't an Injunction Against Harassment case supposed to stay adjudicated even if the defendant requests a hearing? Consequently, the only time the case status may get changed after a hearing could occur, if the Injunction is dismissed after the hearing. Why do we use in Superior Court adjudicated, then reopened, then re-adjudicated? In the Limited Jurisdiction you use closed and it remains closed and eventually is completed, it's never reopened again. I didn't see anything in the civil rules that an Injunction needs to be reopened once a party requests a hearing. At the same time we are not using this methodology for stand-alone Orders of Protections. So what's the difference? Shouldn't an Injunction of Harassment just remain adjudicated once it's granted and was served?*

- **Coconino:**
  - Request to modify existing code – **Order: Modifying Probation Supervision**
    - *Requesting this code place the case in RE-ADJUDICATED status. Currently we manually change the case status to RE-ADJUDICATED. The order will only be used after the defendant has been sentenced to probation and the case has been ADJUDICATED then RE-OPENED.*
  
- **Gila:**
  - **Discussion item**
    - Would like to know how other courts disposition charges in juvenile cases when the prosecutor charges city codes along with the routine 8-201, 8-241, 8-341? Are they asking that these city codes be added to the Tables? Are they showing 8-201 as the charge being dispositioned and then clarifying that in Comments? Is there another way to get around this?
  
- **Pinal:**
  - Request for new Special Handling Court and associated codes.
    - Special Handling Court – **Regional Misdemeanor DV Court**
    - Events – **Order: RMDVC & Order: Order and Conditions of Probation (RMDVC)**
    - Appearance Reason – **RMDVC**
    - Minute Entry – **Minute Entry: RMDVC**
    - Party Status - **RMDVC**
  
- **Yavapai:**
  - Request for new code – **Order: Referring High Conflict PEP Class.**
    - *In the near future our judges will be referring repeat offenders to this class which is held at the college for 8 weeks with two hour sessions each week. The judges want to be able to track these types of events.*
  
- **Yuma**
  - Request to modify existing code – **Order: Revoke Probation**
    - *Order: Revoke Probation event in AJACS should be modified to change the case status to ‘Re-Adjudicated’. Currently the code does not do a case status change. Code is currently being used but it would be more helpful if it had an auto trigger since the corresponding event code – Petition to Revoke – has the ‘Re-Open’ case status trigger.*

- **AOC**

- Miscellaneous items.

- **Arbitration: Notice of Appointment of Civil Arbitrator**

- **Arbitration: Notice of Assignment of Civil Arbitrator**

- *Three courts don't use either. Of the remaining 10, 1 uses 'Assignment' but has only used it twice. I will be end-dating 'Notice: Assignment of Civil Arbitrator'.*

- **Stipulation: Stipulations to Substitute Counsel**

- **Stipulation: Stipulation to Substitute Counsel**

- *Every court uses the 'Stipulation to Substitute Counsel' with only sporadic use of the first one. I will be end-dating the first one.*

- **Stipulation: Transfer of Probation** – used once. What is it used for?

- **Will: Return Receipt** – Never used. Can it be end-dated?

- **Discuss Auto Event Trigger Workgroup**

- **Auto-Event Workgroup – Meetings beginning 6/25/2014**

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, May 21, 2014

1:30 – 3:30

(602) 452-3288 Meeting ID: 2902

### 5/21/2014 Agenda: -

**Attendees:** Teri Softley/Apache; Casey Streeter/Cochise; Martha Anderson, Debbie Young / Coconino; Vicki Aguilar, Esther Rios, Terri Griego/Gila; Della Hiser/Mohave; Marla Randall/Navajo; Jane Phillips, Andy Dowdle/Pima; Valeria Fuentes/Santa Cruz; Kelly Gregorio, Karen Wilkes, Donna McQuality/Yavapai; Carol Ashton, Stephanie Lujan, Karla Williams/AOC.

- **Apache:**
  - Request to add new code - **Indicator: AOC Script**
    - *Need an indicator for data script cleanup documentation that would be hidden from public access. This will be used when a fix needs to happen in a court's database and it can only be fixed using a script written by AOC and documentation needs to be provided to AOC.*
    - **Tabled until it has been reviewed by AJACS User Group. Renny stated it may entail vendor involvement and that it's a more involved process than it appears. Teri to submit to AJACS User Group.**
  - Request to add new code – **Order: Preliminary Protective Hearing**
    - *Requesting an event code to identify the orders coming out of a Preliminary Protective Hearing.*
    - **Granted after a vote by the group (7 yes).**
- **Cochise:**
  - **Discussion item**
    - *Isn't an Injunction Against Harassment case supposed to stay adjudicated even if the defendant requests a hearing? Consequently, the only time the case status may get changed after a hearing could occur, if the Injunction is dismissed after the hearing. Why do we use*

in Superior Court adjudicated, then reopened, then re-adjudicated? In the Limited Jurisdiction you use closed and it remains closed and eventually is completed, it's never reopened again. I didn't see anything in the civil rules that an Injunction needs to be reopened once a party requests a hearing. At the same time we are not using this methodology for stand-alone Orders of Protections. So what's the difference? Shouldn't an Injunction of Harassment just remain adjudicated once it's granted and was served?

- **Tabled as it is regarding case status. Auto-Event group to begin next month.**

- **Coconino:**

- Request to modify existing code – **Order: Modifying Probation Supervision**
  - *Requesting this code place the case in RE-ADJUDICATED status. Currently we manually change the case status to RE-ADJUDICATED. The order will only be used after the defendant has been sentenced to probation and the case has been ADJUDICATED then RE-OPENED.*
  - **Tabled as it is regarding case status. Auto-Event group to begin next month.**

- **Gila:**

- **Discussion item**
  - Would like to know how other courts disposition charges in juvenile cases when the prosecutor charges city codes along with the routine 8-201, 8-241, 8-341? Are they asking that these city codes be added to the Tables? Are they showing 8-201 as the charge being dispositioned and then clarifying that in Comments? Is there another way to get around this?
  - **Recommendation to submit to Stephanie Lujan as she can populate local charges.**

- **Pinal:**

- Request for new Special Handling Court and associated codes.
  - Special Handling Court – **Regional Misdemeanor DV Court**
  - Events – **Order: RMDVC & Order: Order and Conditions of Probation (RMDVC)**
  - Appearance Reason – **RMDVC**
  - Minute Entry – **Minute Entry: RMDVC**

- Party Status – RMDVC
  - **Pinal was not present for meeting. Requests will be moved to next month's agenda.**
- **Yavapai:**
  - Request for new code – **Order: Referring High Conflict PEP Class.**
    - In the near future our judges will be referring repeat offenders to this class which is held at the college for 8 weeks with two hour sessions each week. The judges want to be able to track these types of events.
    - **Denied. After voting, Yavapai would be the only court using this event.**
- **Yuma**
  - Request to modify existing code – **Order: Revoke Probation**
    - Order: Revoke Probation event in AJACS should be modified to change the case status to 'Re-Adjudicated'. Currently the code does not do a case status change. Code is currently being used but it would be more helpful if it had an auto trigger since the corresponding event code – Petition to Revoke – has the 'Re-Open' case status trigger.
    - **Tabled as it is regarding case status. Auto-Event group to begin next month.**
- **AOC**
  - Miscellaneous items.
    - **Arbitration: Notice of Appointment of Civil Arbitrator**  
**Arbitration: Notice of Assignment of Civil Arbitrator**  
Three courts don't use either. Of the remaining 10, 1 uses 'Assignment' but has only used it twice. **I will be end-dating 'Notice: Assignment of Civil Arbitrator'. Casey asked if anyone was using the Arbitrator functionality and Della noted that they were. Casey will be calling Della for more information.**
    - **Stipulation: Stipulations to Substitute Counsel**  
**Stipulation: Stipulation to Substitute Counsel**  
Every court uses the 'Stipulation to Substitute Counsel' with only sporadic use of the first one. **I will be end-dating 'Stipulations to Substitute Counsel'.**
    - **Stipulation: Transfer of Probation** – used once. What is it used for?  
**I will end-date. No one knew how it would be used.**
    - **Will: Return Receipt** – Never used. Can it be end-dated?  
**I will end-date.**
    - **Discuss Auto Event Trigger Workgroup**
    - **Auto-Event Workgroup – Meetings beginning 6/25/2014**

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, June 18, 2014

1:30 – 3:30

(602) 452-3288 Meeting ID: 2902

### 6/18/2014 Agenda: -

- **Pinal:**
  - Request to add Minute Entry and Appearance Reason for - **Injunction Against Harassment and Injunction Against Harassment Workplace**
    - *Requesting two minute entry events and appearance reasons to capture hearing that takes place for Injunction Against Harassment (regular and workplace). These codes already exists for Order of Protections. New codes requested:*
      - **Hearing: Injunction Against Harassment Hearing**
      - **Hearing: Injunction Against Harassment Workplace Hearing**
      - **Minute Entry: Injunction Against Harassment Hearing**
      - **Minute Entry: Injunction Against Harassment Workplace Hearing**
    - *Events will be used to attach forms to and automate the process with available merge codes. We currently have event to capture the hearing held for the initial petition but not the subsequent hearings.*
  - Request to add party role of **Guardian Ad Litem** to Civil Court Type.
    - *The Judge orders a GAL appointed in a civil case. Need ability to add GAL. Court is currently using Interested Party with the same name as the party entered as the attorney type of GAL.*
  - Request to add new warrant types:
    - *We need the following new warrant types per the Supreme Court requirement to use the Rule Warrants (this would be used for grand jury, child support, etc.):*
      - **ARREST WARRANT: PRE-ADJUDICATION**
      - **ARREST WARRANT: POST ADJUDICATION**

- **ARREST WARRANT: PROBATION VIOLATION**
- **ARREST WARRANT: FAILURE TO COMPLY**
- When the court issues or receives a Rule Warrant, we need to be able to enter it in AJACS with the appropriate warrant type.
- These warrant types would display for selection in the Event Management screen when event Warrant: Issued is selected.

The screenshot displays the 'General Case Information' section for a criminal case. The case number is CR201400245, and the case type is FELONY. The event type is WARRANT, and the event filing date is 06/11/2014 12:59 PM. The judge is HIGGINS, ROBERT JAMES. The 'Event Entry Type' list on the left includes various warrant types, with 'WARRANT: ISSUED' selected and highlighted in red. The 'Type Of Warrant' dropdown menu is open, showing a list of warrant types: ARREST WARRANT, BENCH WARRANT, FAILURE TO APPEAR, GOVERNOR'S WARRANT, GRAND JURY WARRANT, PETITION TO REVOKE WARRANT, and SPECIAL WARRANT. The 'WARRANT: ISSUED' option is highlighted in red in the list.

- Request for new Special Handling Court and associated codes (carried over from meeting last month).
  - Special Handling Court – **Regional Misdemeanor DV Court**
  - Events – **Order: RMDVC & Order: Order and Conditions of Probation (RMDVC)**
  - Appearance Reason – **RMDVC**
  - Minute Entry – **Minute Entry: RMDVC**
  - Party Status – **RMDVC**

- **AOC**
  - Discussion on **Vexatious Litigants**. Do any courts already have a process for this?
  - Case type of **Specialty Court**. Only found one instance in all databases. Does anyone know what it would be used for?
  - Are **Response to Petition for Paternity** and **Response to Complaint for Paternity** the same thing? The first one has been used a total of 204 times and the second one has been used a total of 201. Can we end-date one?

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, June 18, 2014

1:30 – 3:30

(602) 452-3288 Meeting ID: 2902

### 6/18/2014 Agenda: -

**Attendees:** Teri Softley/Apache; Fran Ranacelli/Cochise; Martha Anderson, Debbie Young / Coconino; Vicki Aguilar, Esther Rios /Gila; Debbie Flores/La Paz; Della Hiser/Mohave; Marla Randall/Navajo; Correnia Snyder/Maricopa; Jane Phillips, Andy Dowdle/Pima; Carol Ashton, Stephanie Lujan, Karla Williams, Pat McGrath/AOC.

- **Pinal:**
  - Request to add Minute Entry and Appearance Reason for - **Injunction Against Harassment and Injunction Against Harassment Workplace**
    - *Requesting two minute entry events and appearance reasons to capture hearing that takes place for Injunction Against Harassment (regular and workplace). These codes already exists for Order of Protections. New codes requested:*
      - **Hearing: Injunction Against Harassment Hearing**
      - **Hearing: Injunction Against Harassment Workplace Hearing**
      - **Minute Entry: Injunction Against Harassment Hearing**
      - **Minute Entry: Injunction Against Harassment Workplace Hearing**
    - *Events will be used to attach forms to and automate the process with available merge codes. We currently have event to capture the hearing held for the initial petition but not the subsequent hearings.*
    - **All codes were granted.**

- Request to add party role of **Guardian Ad Litem** to Civil Court Type.
    - *The Judge orders a GAL appointed in a civil case. Need ability to add GAL. Court is currently using Interested Party with the same name as the party entered as the attorney type of GAL.*
    - **Granted**
  - Request to add new warrant types:
    - *We need the following new warrant types per the Supreme Court requirement to use the Rule Warrants (this would be used for grand jury, child support, etc.):*
      - **ARREST WARRANT: PRE-ADJUDICATION**
      - **ARREST WARRANT: POST ADJUDICATION**
      - **ARREST WARRANT: PROBATION VIOLATION**
      - **ARREST WARRANT: FAILURE TO COMPLY**
        - *When the court issues or receives a Rule Warrant, we need to be able to enter it in AJACS with the appropriate warrant type.*
        - *These warrant types would display for selection in the Event Management screen when event Warrant: Issued is selected.*
    - *This request was going to be tabled until next month but Patrick Scott sent the following information.*
    - *Rule warrants are in the Rules of Criminal Procedure as approved by the Supreme Court. The forms are in the Rules of Criminal Procedure as approved by the Supreme Court. The forms went through years of review by the Committee on Limited Jurisdiction Courts and the Committee on the Superior Court. The Department of Public Safety has them in the AZAFIS system and in their fingerprint policy manual. We will be adding them to the eWarrant system we are building for statewide use which will interface with AJACS and DPS. Lastly, AOC sent out a statewide memo telling the courts about these warrants in 2008. The warrants need to be in AJACS.*
- I will be adding the four warrant types displayed above.*

General Case Information Court Type **CRIMINAL**

Case Number **CR201400245** Case Type **FELONY** STATE OF ARIZONA vs. JOE MARTINEZ, JR.

Category Desc **WARRANT** Case Sub Type Case Filing Date **04/01/2014** Case Status **STAYED** Judge **HIGGINS, ROBERT JAMES**

Group Desc Event Filing Date **06/11/2014 12:59 PM** Data Entry Date **06/11/2014 12:59 PM** Event Requestor

Print Lead Sheet  Print Barcode  Restricted  Sealed  ROA Hidden

Event Types **Related Events** Forms / Ticklers Custom Tickler

Event Entry Type	Warrant	Comment
WARRANT: ARRESTED		
WARRANT: GRAND JURY WARRANT		
<b>WARRANT: ISSUED</b>		
WARRANT: MISCELLANEOUS DOCUMENTS		
WARRANT: ORDERED		
WARRANT: QUASHED		
WARRANT: QUASHED - POST ADJUDICATION		
WARRANT: QUASHING VIOLATION WARRANT		
WARRANT: RETURNED (UNSERVED)		
WARRANT: SEARCH WARRANT ISSUED		
WARRANT: SEARCH WARRANT RETURNED / PROPERTY LIST		
WARRANT: SERVED / EXECUTED		
WARRANT: VACATED		
WARRANT: WARRANT QUASHED - CHILD SUPPORT		

Warrant Id Parties on Case Charges

Warrant Number

Type Of Warrant Issue Date

- ARREST WARRANT
- BENCH WARRANT
- FAILURE TO APPEAR
- GOVERNOR'S WARRANT
- GRAND JURY WARRANT
- PETITION TO REVOKE WARRANT
- SPECIAL WARRANT

- Request for new Special Handling Court and associated codes (carried over from meeting last month).
  - Special Handling Court – **Regional Misdemeanor DV Court**
  - Events – **Order: Regional Misdemeanor DV Court** & Order: **Order and Conditions of Probation (RMDVC)**
  - Appearance Reason – **Regional Misdemeanor DV Court**
  - Minute Entry – **Minute Entry: Regional Misdemeanor DV Court**
  - Party Status – **Regional Misdemeanor DV Court**
    - *Codes are providing desired information and there are no objections to adding them statewide so all codes are granted. Group voiced concern about everybody understanding the acronyms so Stephanie provided more detailed captions (see highlights above).*
- **AOC**
  - Discussion on **Vexatious Litigants**. Do any courts already have a process for this?

- Three courts are tracking this issue either by spreadsheet or manual notations. HB2021 is not effective until next year so we will work on a recommended process and create the appropriate codes. This pertains to pleadings, motions or other documents on an existing case.
- Case type of **Specialty Court**. Only found one instance in all databases. Does anyone know what it would be used for?
  - The one instance in Coconino was done in error. There was no objection so that case type will be end-dated.
- Are **Response to Petition for Paternity** and **Response to Complaint for Paternity** the same thing? The first one has been used a total of 204 times and the second one has been used a total of 201. Can we end-date one?
  - Group agreed that they are the same thing. I will be end-dating 'Response to Complaint for Paternity' as well as the corresponding 'Complaint: for Paternity'.

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, July 16, 2014

1:30 – 3:30

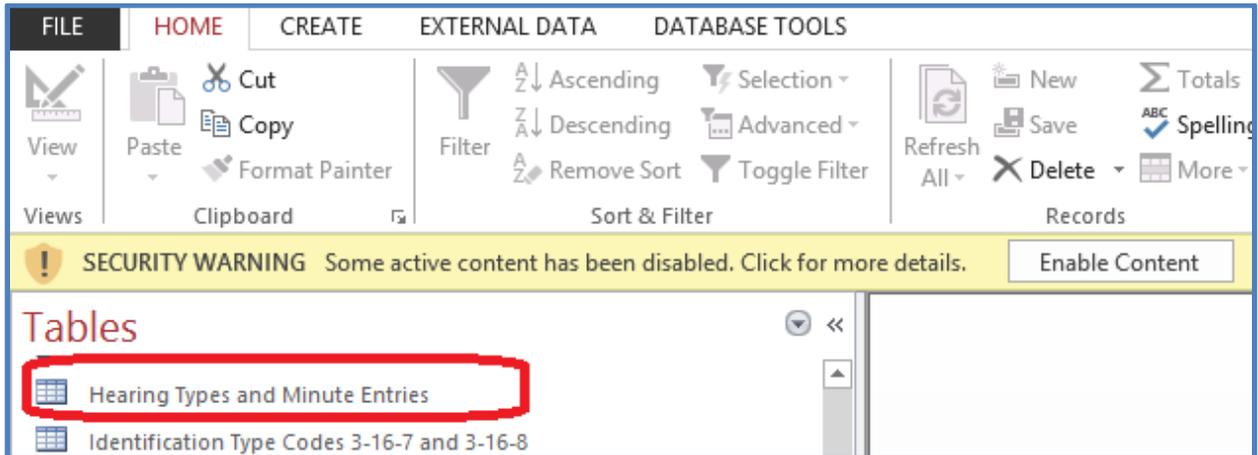
(602) 452-3288 Meeting ID: 2902

### 7/16/2014 Agenda: -

- **Mohave:**
  - Request to add **Report: Public Safety Assessment**
    - A Pretrial Release Program is being implemented in Mohave County. Attached is an example of what the report will look like, the Rules which govern why the report will be confidential (event needs to be restricted), and the Judicial Administration Rules which drive it. (See attachment).
    - There is an existing event in AJACS which we did consider: **Report: Pretrial Service Release Report**. That event is not restricted, and the description of that event almost makes it sound like this event code is for when a Defendant is actually released as opposed to the “Assessment” which is what they are going to be filing in our circumstances.
- **Pinal:**
  - Request to add **Order: Application for Order on Forfeiture & Allocation of Property**.
    - 98% of the forfeitures filed are by the County Attorney's office with the APPLICATION: APPLICATION FOR ORDER ON FORFEITURE & ALLOCATION OF PROPERTY as the opening document.
    - Currently using Order: Forfeiture.
- **AOC:**
  - Request to remove default status on **Minute Entry: Sentencing (Adjudicated)** and **Minute Entry: Disposition (Re-Adjudicated)**
    - Both **Judgment: Judgment and Sentence** and **Minute Entry: Sentencing** are usually generated when a case is sentenced and both default with a status of Adjudicated. Recommendation is to remove the default status from the Minute Entry event. This will prevent duplicate entries on the case status history.
    - Currently, **Minute Entry: Disposition** which is used in PTR matters defaults with status of Re-Adjudicated. Recommendation is to remove

default status from Minute Entry event and add default status of Re-Adjudicated for **Order: Revoke Probation**.

- Further recommendation is to remove default statuses from all Minute Entry events. Minute Entries are categorized with Hearings, not regular events. The second screen shot below includes recommended replacement events for the statuses currently tied to Minute Entries.



Description	Case Status	Recommend/Existing Event
MINUTE ENTRY: DENYING EMANCIPATION OF A MINOR	ADJUDICATED (01/01/1900-12/30/2099)	Order: Denying Emancipation of Minor
Minute Entry: Disposition	RE-ADJUDICATED (01/01/1900-12/30/2099)	<b>Order: Revoke Probation</b>
MINUTE ENTRY: EMANCIPATION OF A MINOR	ADJUDICATED (01/01/1900-12/30/2099)	Order: Emancipation of a Minor
MINUTE ENTRY: JV DISPOSITION	ADJUDICATED (01/01/1900-12/30/2099)	<b>Recommend new event = Order: JV Disposition</b>
Minute Entry: Sentencing	ADJUDICATED (01/01/1900-12/30/2099)	Judgment: Judgment and Sentence
MINUTE ENTRY: SENTENCING (PARTIAL)	STAYED (01/01/1900-12/30/2099)	<b>Judgment: Judgment and Sentence - Partial</b>

- Request to add new payment events – **Payment: Human Traffic Victim Assist** and **Payment: Law Enforcement Boating Safety**
  - Being added to comply with new legislation effective 7/24/2014. Information regarding the legislation will be available on the website and distributed to the Clerks of the Court.
- Update on request for adding party role of Guardian Ad Litem to Civil Court type. The GJ team is unable to make that update at this time. An error is being generated when attempted. We will keep you updated on this issue.

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, July 16, 2014

1:30 – 3:30

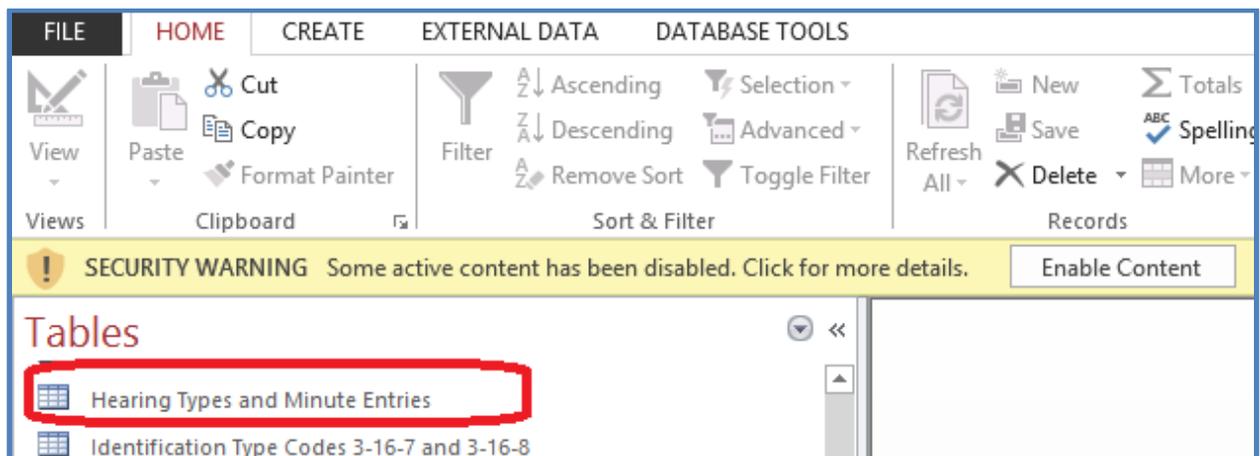
(602) 452-3288 Meeting ID: 2902

### 7/16/2014 Agenda: -

**Attendees:** Teri Softley/Apache; Debbie Young / Coconino; Vicki Aguilar, Terri Griego /Gila; Della Hiser/Mohave; Pam Pollack/Greenlee; Shannon Branham/Maricopa; Jane Phillips, Andy Dowdle/Pima; Sandy Offt/Pinal; Valeria Fuentes/Santa Cruz; Donna McQuality, Kelly Gregorio, Karen Wilkes, Renee Braner, Johnathan Derois/Yavapai; Stephanie Lujan, Karla Williams, Pat McGrath/AOC.

- **Mohave:**
  - Request to add **Report: Public Safety Assessment**
    - A Pretrial Release Program is being implemented in Mohave County. Attached is an example of what the report will look like, the Rules which govern why the report will be confidential (event needs to be restricted), and the Judicial Administration Rules which drive it. (See attachment).
    - There is an existing event in AJACS which we did consider: **Report: Pretrial Service Release Report**. That event is not restricted, and the description of that event almost makes it sound like this event code is for when a Defendant is actually released as opposed to the “Assessment” which is what they are going to be filing in our circumstances.
    - **Denied. None of the other courts have any use for it at this time. It may be revisited at a later date.**
- **Pinal:**
  - Request to add **Order: Application for Order On Forfeiture & Allocation of Property**.
    - 98% of the forfeitures filed are by the County Attorney's office with the APPLICATION: APPLICATION FOR ORDER ON FORFEITURE & ALLOCATION OF PROPERTY as the opening document.
    - Currently using Order: Forfeiture.
    - **Granted. Several courts noted they would use this.**

- **AOC:**
  - Request to remove default status on **Minute Entry: Sentencing (Adjudicated)** and **Minute Entry: Disposition (Re-Adjudicated)**
    - Both **Judgment: Judgment and Sentence** and **Minute Entry: Sentencing** are usually generated when a case is sentenced and both default with a status of Adjudicated. Recommendation is to remove the default status from the Minute Entry event. This will prevent duplicate entries on the case status history.
    - **6 out of 10 courts voted to keep the default status on the Minute Entry. Request denied.**
    - Currently, **Minute Entry: Disposition** which is used in PTR matters defaults with status of Re-Adjudicated. Recommendation is to remove default status from Minute Entry event and add default status of Re-Adjudicated for **Order: Revoke Probation**.
    - **6 out of 10 courts voted to keep the default status on the Minute Entry. Request denied.**
    - Further recommendation is to remove default statuses from all Minute Entry events. Minute Entries are categorized with Hearings, not regular events. The second screen shot below includes recommended replacement events for the statuses currently tied to Minute Entries.
    - **Recommendation denied. Several courts use only the Minute Entries for sentencing and not a separate judgment event. Additionally, several courts want the sentencing to display on OMEA.**



Description	Case Status	Recommend/Existing Event
MINUTE ENTRY: DENYING EMANCIPATION OF A MINOR	ADJUDICATED (01/01/1900-12/30/2099)	Order: Denying Emancipation of Minor
Minute Entry: Disposition	RE-ADJUDICATED (01/01/1900-12/30/2099)	Order: Revoke Probation
MINUTE ENTRY: EMANCIPATION OF A MINOR	ADJUDICATED (01/01/1900-12/30/2099)	Order: Emancipation of a Minor
MINUTE ENTRY: JV DISPOSITION	ADJUDICATED (01/01/1900-12/30/2099)	Recommend new event = Order: JV Disposition
Minute Entry: Sentencing	ADJUDICATED (01/01/1900-12/30/2099)	Judgment: Judgment and Sentence
MINUTE ENTRY: SENTENCING (PARTIAL)	STAYED (01/01/1900-12/30/2099)	Judgment: Judgment and Sentence - Partial

- Request to add new payment events – **Payment: Human Traffic Victim Assist** and **Payment: Law Enforcement Boating Safety**
  - *Being added to comply with new legislation effective 7/24/2014. Information regarding the legislation will be available on the website and distributed to the Clerks of the Court.*
  - **Both are granted.**
  
- Update on request for adding party role of Guardian Ad Litem to Civil Court type. The GJ team is unable to make that update at this time. An error is being generated when attempted. We will keep you updated on this issue.
  - **Stephanie will continue to search for a work around.**
  
- Event requested - **Order: Incapacitated / Guardian Appointed – Physical**
  - *Request from Pat McGrath to create an event to comply with NICS processing. On rare occasions a judge may make a finding that a person is physically incapacitated and not mentally incapacitated. These cases would not be reported to NICS.*
  - **Granted.**

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, August 20, 2014

1:30 – 3:30

(602) 452-3288 Meeting ID: 2902

### 8/20/2014 Agenda: -

- **La Paz:**
  - Request for new event code: **Notice: to Attend Parent Ed Class.**
    - *The reason for this is because AOC requires that we report annually every person who was court ordered to attend the parent education class, and who had completed the class for all paternity/maternity case types, and dissolution/legal separation case types, etc.*
    - *AOC recommendation was to use **Order: Attend Parent Education Class** but Debbie noted that their court uses a notice not an order for this process.*
- **Pinal:**
  - Pinal requests the following party status updates:
    - **Application: for Passport**– Update party status to Terminated – Administrative
    - **Motion: to Withdraw Limited Scope Representation** –Should there be a party status? Current party status is incorrect: Terminated – Outside Collection Agency.
    - **Order: Revoke Probation** – Update party status to Terminated – Re-Adjudicated.
- **AOC:**
  - A request & spreadsheet were sent to the GJ Courts on 6/25/2014. We requested assistance regarding the definition and use of approximately 200 events by 7/25/2014. We received responses from 5 courts. Based on their responses, we have identified 77 events that are candidates for end-dating and 17 events that require more detailed information.
    - *Please review the grid below and be prepared to provide clarification on how you use this event.*

### ***Additional information requested***

Event Category	Event Entry
Affidavit	of Expedited Judgment of arrears
Affidavit	Spousal Affidavit
Appeals	Notice of Mailing
Certificate	Certificate of Posting Cash Bond
Certificate	Certificate of Surrender
Certificate	Secretary of State
Notice	Association
Notice	Commission
Notice	Deposit With Clerk
Miscellaneous	Contract
Judgment	Judgment and Sentence - Partial
Motion	Blakely Hearing
Motion	Transfer to Juvenile Prosecution
Order	Transfer to Juvenile Prosecution
Arbitration	Status Report - Arbitration
Report	Social Service Summary
Petition	Alleging Sexually Violent Person**

**\*\*Civil or Criminal?**

- *Please review the grid below and be prepared to discuss why this event is needed. In the interest of saving time on the call next week, you are welcome to provide input before the meeting.*

### ***Candidates for end-dating***

Event Category	Event Entry
Application	Agreement of Reference
Motion	Allow Impeachment
Miscellaneous	Annual Review of Patient
Process Server	Answer
Petition	Assess Compact Supervision Fees
Order	Attend Violence Awareness Program
Notice	Authority to Post Bond Reinstated
Notice	Authority to Post Bond Revoked

Order	Bail Bond and Release Order
Report	Child Legal Decision-Making and Parenting Review Report
Notice	Community Debts
Affidavit	Concerning Future Contract
Report	Conviction of a Felony
Petition	Court Ordered Treatment from Tribal Court
Judgment	Data Sheet
Notice	Decree Lodged
Will	Destroyed
Notice	Disposition Alternatives
Statement	Disposition Summary Report
Statement	Docket Entries from Sending County
Notice	Filing Charging Document
Notice	First Time Felony Offender
Order	for Appointment of Independent Evaluator
Statement	for Subsequent Administration
Request	for Written Findings on Appointment of Guardian/Conservator
Notice	from ADJC
Process Server	Guidelines
Petition	Hospital Paternity Petition
Petition	Implement Deferred Community Restitution Sanction
Petition	Implement Deferred Incarceration & Community Restitution Sanction
Petition	Implement Deferred Incarceration Sanction
Order	Implementing Deferred Community Restitution Sanction
Order	Implementing Deferred Incarceration & Community Restitution Sanction
Order	Implementing Deferred Incarceration Sanction
Order	Independent Evaluation
Petition	Independent Evaluation
Statement	Information Statement for Judgment
Motion	Joinder Judgment Debtor to Appear
Notice	Last Notice
Request	Medical Director's Request of Continued O/P Treatment
Motion	Money in Lieu of Time Served
Receipt	Monies Due the Spending Court
Non-Bailable Offense	Motion - Continue
Process Server	Non-Provisional
Notice	Notice of Release of Property
Certificate	of Magistracy
Waiver	of Non-Waiver of Extradition
Waiver	of Tax

Non-Bailable Offense	Order - Bail Refused (per 13-3961)
Non-Bailable Offense	Order - Evidentiary Hearing
Order	Order for Service of Documents
Petition	Petition to Re-Activate Dependency
Report	Police
Notice	Praeipere Dismissal Only
Order	Preserve/Protect Estate
Notice	Purged OP/Injunction - Returned from SO
Process Server	References
Order	Removing Document
Notice	Repeat Offender
Request	Revocation of Outpatient Treatment Plan
Petition	Revoke Letters
Order	Revoke Release DNA Conditions
Rule 11	Rule 11.5 Stipulation
Order	Suspending Rule 8
Order	Temporarily Remove File/Exhibits
Notice	Temporary Custody
Notice	Temporary Legal Decision-Making
Response	to Petition for Review
Stipulation	Transfer Of Probation
Notice	Trial Confirmation Conference
Notice	Tribe
Notice	Two Year Review
Miscellaneous	UIFSA Laws
Miscellaneous	Voluntary Wage Assignment
Request	Wage Assignment w/o Notice
Order	Written Findings on Appointment of Guardian/Conservator

- Stephanie wants clarification on the highlighted party statuses shown below. We are asking that these be removed from a config element so that they are considered active for the purposes of scheduling. She believes that the party status should be manually changed to active if the party comes in for additional proceedings? Please be prepared to discuss.

REMAND TO GRAND JURY - CHARGES

SMI COURT

STAYED - APPEALED TO HIGHER COURT

STAYED - REMAND DEFENDANT TO GRAND JURY

STAYED - PROCEEDINGS IN OTHER JURISDICTION

TERMINATED - ACQUITTED

TERMINATED - ADJUDICATED DEPENDENT

TERMINATED - ADJUDICATED NO CAUSE

TERMINATED - ADMINISTRATIVE

TERMINATED - ADOPTION ORDER

TERMINATED - AFFIRMED

TERMINATED - AGE OF MAJORITY

TERMINATED - ANNULMENT

TERMINATED - ARBITRATION AWARD

TERMINATED - CHANGE OF VENUE

TERMINATED - CLOSING STATEMENT

TERMINATED - COMMITTED TO ASH

TERMINATED - COURT ORDER

TERMINATED - DEATH

TERMINATED - DISMISSED

TERMINATED - DISMISSED BY PRAECIPE

TERMINATED - DISMISSED LACK OF SERVICE

TERMINATED - DISMISSED NO ACTIVITY

TERMINATED - DISMISSED OTHER

TERMINATED - EMANCIPATED

TERMINATED - EXECUTED

TERMINATED - EXPIRED

TERMINATED - EXTRADITED

TERMINATED - NOT EMANCIPATED

TERMINATED - NOT EXTRADITED

TERMINATED - NOT SEVERED

TERMINATED - RELINQUISH CUSTODY

TERMINATED - REVERSED

TERMINATED - SEVERED

TERMINATED - STIPULATED

JUDGMENT/ORDER

- Casflow Management is working on an LJ Report regarding appeal cases and has asked how the outcome of appeals from LJ are entered into GJ AJACS. I tried to determine that by reviewing cases in everyone's production support databases. What I found is that some courts add an 'XXX' charge (in criminal appeals) and use appeal dispositions while other courts use events as a disposition. Please be prepared to discuss your appeal process.

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, August 20, 2014

1:30 – 3:30

(602) 452-3288 Meeting ID: 2902

### 8/20/2014 Agenda: -

**Attendees:** Delana Waite, Sue Hall/Apache; Vicki Aguilar, Terri Griego, Esther Rios, Anita Escobeda/Gila; Della Hiser, Heather Gillespie/Mohave; Jane Phillips, Andy Dowdle/Pima; Sandy Offt/Pinal; Valeria Fuentes/Santa Cruz; Donna McQuality, Kelly Gregorio, Karen Wilkes, Renee Braner, Shaunna Kelbaugh, Becky Hamilton, Johnathan Derois/Yavapai; Stephanie Lujan, Karla Williams, Carol Ashton, Pat McGrath/AOC.

- **La Paz:**

- Request for new event code: **Notice: to Attend Parent Ed Class.**
  - *The reason for this is because AOC requires that we report annually every person who was court ordered to attend the parent education class, and who had completed the class for all paternity/maternity case types, and dissolution/legal separation case types, etc.*
  - *AOC recommendation was to use **Order: Attend Parent Education Class** but Debbie noted that their court uses a notice not an order for this process.*
  - *Most courts are using the recommended order. Some are including them in the packets with the judge's signature stamp and others have the Deputy Clerk sign them. Statutes §25-351 and §25-352 provide the authorization for the order. This request is **denied.***

- **Pinal:**

- Pinal requests the following party status updates:
  - **Application: for Passport**– Update party status to Terminated – Administrative
  - *This request was granted.*
  - **Motion: to Withdraw Limited Scope Representation** –Should there be a party status? Current party status is incorrect: Terminated – Outside Collection Agency.
  - *Remove Party Status. This request is granted.*

- **Order: Revoke Probation** – Update party status to Terminated – Re-Adjudicated.
- *This request is granted*
- **AOC:**
  - A request & spreadsheet were sent to the GJ Courts on 6/25/2014. We requested assistance regarding the definition and use of approximately 200 events by 7/25/2014. We received responses from 5 courts. Based on their responses, we have identified 77 events that are candidates for end-dating and 17 events that require more detailed information.
    - *Please review the grid below and be prepared to provide clarification on how you use this event.*

Event Category	Event Entry
Affidavit	of Expedited Judgment of arrears <b>END-DATE</b>
Affidavit	Spousal Affidavit <b>END-DATE</b>
Appeals	Notice of Mailing – Sent to parties once an appeal has been filed electronically
Certificate	Certificate of Posting Cash Bond -Used as bond transmittal from LJ courts. One court uses it so that it is easy to identify on the ROA that a bond has been posted.
Certificate	Certificate of Surrender - Used when a bondsman surrenders their client
Certificate	<p>Secretary of State – Used to report the following case and party info to the Secretary of the state:</p> <ul style="list-style-type: none"> <li>• CR cases on which the defendant is convicted of a felony, or found Guilty Except Insane.</li> <li>• GC cases on which a person is adjudicated as being incapacitated.</li> <li>• MH cases on which the Patient was found to be gravely disabled and for whom a guardian was appointed.</li> </ul> <p>Pat is checking to see if this is still needed when the courts are using the Secretary of State Report</p>
Notice	Association <b>END-DATE</b>
Notice	Commission <b>END-DATE</b>
Notice	Deposit With Clerk <b>END-DATE</b>
Miscellaneous	Contract – Used when a defendant is ordered to participate in adult diversion program or when fees are deferred and the defendant agrees to make payments.
Judgment	Judgment and Sentence – Partial – Used when not all charges have been disposed.
Motion	Blakely Hearing - Blakely requires a jury finding on all facts that push a sentence beyond a

	legally prescribed range. Use this event when a motion for Blakely Hearing is filed.
Motion	Transfer to Juvenile Prosecution – Filed by Prosecutor when it is determined that a defendant is a juvenile and a criminal case has already been opened.
Order	Transfer to Juvenile Prosecution – Order from court to transfer to Juvenile Court. The criminal case should be closed.
Arbitration	Status Report – Arbitration – Request by Judge so that he can review the progress on a case.
Report	Social Service Summary - Used in Adoption cases .
Petition	Alleging Sexually Violent Person** - This is filed by the state as a civil case when a defendant who is convicted of a sexually violent offense is going to be released. In some cases the state believes that they will reoffend and they want them committed to a mental health facility.

**Additional information requested**

?



**\*\*Civil or Criminal**

- *See explanations in red above.*
  
- *Please review the grid below and be prepared to discuss why this event is needed. In the interest of saving time on the call next week, you are welcome to provide input before the meeting.*

### **Candidates for end-dating**

Event Category	Event Entry
Application	Agreement of Reference
Motion	Allow Impeachment <b>-Keep</b>
Miscellaneous	Annual Review of Patient
Process Server	Answer <b>- Keep</b>
Petition	Assess Compact Supervision Fees
Order	Attend Violence Awareness Program
Notice	Authority to Post Bond Reinstated
Notice	Authority to Post Bond Revoked
Order	Bail Bond and Release Order
Report	Child Legal Decision-Making and Parenting Review Report <b>- Keep</b>
Notice	Community Debts
Affidavit	Concerning Future Contract
Report	Conviction of a Felony
Petition	Court Ordered Treatment from Tribal Court <b>- Keep</b>
Judgment	Data Sheet
Notice	Decree Lodged <b>- Keep</b>
Will	Destroyed
Notice	Disposition Alternatives
Statement	Disposition Summary Report
Statement	Docket Entries from Sending County <b>- Keep</b>
Notice	Filing Charging Document
Notice	First Time Felony Offender <b>- Keep</b>

Order	for Appointment of Independent Evaluator
Statement	for Subsequent Administration
Request	for Written Findings on Appointment of Guardian/Conservator
Notice	from ADJC
Process Server	Guidelines
Petition	Hospital Paternity Petition
Petition	Implement Deferred Community Restitution Sanction
Petition	Implement Deferred Incarceration & Community Restitution Sanction
Petition	Implement Deferred Incarceration Sanction <b>Keep</b>
Order	Implementing Deferred Community Restitution Sanction
Order	Implementing Deferred Incarceration & Community Restitution Sanction
Order	Implementing Deferred Incarceration Sanction - <b>Keep</b>
Order	Independent Evaluation
Petition	Independent Evaluation
Statement	Information Statement for Judgment
Motion	Joinder Judgment Debtor to Appear
Notice	Last Notice
Request	Medical Director's Request of Continued O/P Treatment
Motion	Money in Lieu of Time Served
Receipt	Monies Due the Spending Court
Non-Bailable Offense	Motion - Continue
Process Server	Non-Provisional
Notice	Notice of Release of Property - <b>Keep</b>
Certificate	of Magistracy - <b>Keep</b>
Waiver	of Non-Waiver of Extradition
Waiver	of Tax
Non-Bailable Offense	Order - Bail Refused (per 13-3961)
Non-Bailable Offense	Order - Evidentiary Hearing
Order	Order for Service of Documents - <b>Keep</b>
Petition	Petition to Re-Activate Dependency - <b>Keep</b>
Report	Police - <b>Keep</b>
Notice	Praecipe re Dismissal Only
Order	Preserve/Protect Estate
Notice	Purged OP/Injunction - Returned from SO - <b>Keep</b>
Process Server	References
Order	Removing Document - <b>Keep</b>
Notice	Repeat Offender - <b>Keep</b>
Request	Revocation of Outpatient Treatment Plan



REMAND TO GRAND JURY - CHARGES

SMI COURT

STAYED - APPEALED TO HIGHER COURT

STAYED - REMAND DEFENDANT TO GRAND JURY

STAYED - PROCEEDINGS IN OTHER JURISDICTION

TERMINATED - ACQUITTED

TERMINATED - ADJUDICATED DEPENDENT

TERMINATED - ADJUDICATED NO CAUSE

TERMINATED - ADMINISTRATIVE

TERMINATED - ADOPTION ORDER

TERMINATED - AFFIRMED

TERMINATED - AGE OF MAJORITY

TERMINATED - ANNULMENT

TERMINATED - ARBITRATION AWARD

TERMINATED - CHANGE OF VENUE

TERMINATED - CLOSING STATEMENT

TERMINATED - COMMITTED TO ASH

TERMINATED - COURT ORDER

TERMINATED - DEATH

TERMINATED - DISMISSED

TERMINATED - DISMISSED BY PRAECIPE

TERMINATED - DISMISSED LACK OF SERVICE

TERMINATED - DISMISSED NO ACTIVITY

TERMINATED - DISMISSED OTHER

TERMINATED - EMANCIPATED

TERMINATED - EXECUTED

TERMINATED - EXPIRED

TERMINATED - EXTRADITED

TERMINATED - NOT EMANCIPATED

TERMINATED - NOT EXTRADITED

TERMINATED - NOT SEVERED

TERMINATED - RELINQUISH CUSTODY

TERMINATED - REVERSED

TERMINATED - SEVERED

TERMINATED - STIPULATED

JUDGMENT/ORDER

- Casflow Management is working on an LJ Report regarding appeal cases and has asked how the outcome of appeals from LJ are entered into GJ AJACS. I tried to determine that by reviewing cases in everyone's production support databases. What I found is that some courts add an 'XXX' charge (in criminal appeals) and use appeal dispositions while other courts use events as a disposition. Please be prepared to discuss your appeal process.
- *Courts confirmed that most of them do not enter charges on criminal appeals and that everything on the case is process thru events.*

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, September 17, 2014

1:30 – 3:30

(602) 452-3288 Meeting ID: 2902

### 9/17/2014 Agenda: -

- **Cochise:**
  - Request for new event code: **Notice: Notice to Defendant of Effect of Voluntary Absence.**
    - *Used in all new criminal cases to notify defendant of the importance of being present at all hearings (**see attached**). As this is such an important form for the defendant, we felt that it should have a more specific code so it could be better identified in the ROA. Court is currently docketing as Notice: Notice.*
    - AOC recommendation is to use **Notice: Non-Appearence**
  - Request for new event code: **Order: Modifying Support**
    - *We currently have **Petition: Modify Support** that will re-open a case; however, we don't have a corresponding code to re-adjudicate the case. We would like to request that a code be created that will do this, such as **Order: Modifying Support**.*
    - AOC recommendation is **Order: Modifying Child Support**. With agreement from workgroup, this event could be set to trigger the case status of 'Re-Adjudicated'.
  - Request to default Restricted and Sealed on: **Report: Guardian Report.**
    - *Request that when docketing **Report: Guardian Report** that the flags are already checked for Restricted and Sealed, per statute (Local Administrative Order 2013-005 and Arizona Rules of Probate Procedure Rule 7). Statute requires that these documents are placed in a separate confidential folder; therefore, the codes should automatically be checked upon docketing.*

- Request to remove the default status on **Request: For Hearing on Injunction Against Harassment**.
  - *Isn't an Injunction Against Harassment case supposed to stay adjudicated even if the defendant requests a hearing? Consequently, the only time the case status may get changed after a hearing could occur, if the Injunction is dismissed after the hearing.*
  - *Why do we use in Superior Court adjudicated, then reopened, then re-adjudicated? In the Limited Jurisdiction you use closed and it remains closed and eventually is completed, it's never reopened again. I didn't see anything in the civil rules that an Injunction needs to be reopened once a party requests a hearing. At the same time we are not using this methodology for stand-alone Orders of Protections. Shouldn't an Injunction of Harassment just remain adjudicated once it's granted and was served?*
  
- **Pinal:**
  - Request to modify existing default party status on **Petition: Appoint Successor Conservator, Petition: Appoint Successor Guardian and Petition: Appoint Successor Guardian/Conservator**.
    - *Change default status of Active to Post Adjudication Matters for the 3 events shown above.*
  
- **Yavapai:**
  - Request to modify existing default case status on **Verdict: Acquitted/Not Guilty**.
    - *Remove the automatic case status of adjudicated associated with the docket code Verdict: Acquitted/Not Guilty. NOTE: This is the only Verdict docket which changes the case status.*
    - *We docket each verdict individually. There may be a combination of guilty and not guilty verdicts for any given case. If even one verdict is guilty, the case would not be adjudicated. For accurate reporting purposes, we are currently having to manually change the case status and go into the Status History to delete the adjudicated status created by this docket entry.*
  
- **Yuma:**
  - Request to automatically change case status when **Judgment: Judgment and Sentence** is used.
    - *Upon further review and in light of new information that multiple adjudications within the case status will not have an adverse effect on our Monthly Criminal Stat Reports we would like to go back to*

**'Adjudicated'** for case status on event **Judgment: Judgment and Sentence.**

- *The possibility of missing any in our stats outweighs any work that will have to be done in cleanup. It is better to have duplicate adjudications in our case status and ensure that the case is being counted than risk the chance of a minute entry not being done in time of the stat reports being run and have that case be missed in the count.*
- 
- **AOC:**
    - Request for new code: **Indicator: NICS Removal**
      - *A new event is needed for the purpose of a NICS correction. For example, if I inadvertently send case record info to NICS from event code misuse or case number error, we will need a process to recall that info from NICS. Since there probably won't be a document associated, we'll need an INDICATOR that triggers the information being removed from NICS.*

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, September 17, 2014

1:30 – 3:30

(602) 452-3288 Meeting ID: 2902

### 9/17/2014 Agenda: -

**Attendees:** Teri Softley/Apache; Vicki Barton/ Cochise; Corrine/Mohave; Kathy Whittiker/ Maricopa; Jane Phillips, Andy Dowdle/Pima; Odette Apodaca/Pinal; Valeria Fuentes/Santa Cruz; Donna McQuality, Kelly Gregorio, Karen Wilkes, Renee Braner, Shaunna Kelbaugh, Becky Hamilton/Yavapai; Daniel Salcido/ Yuma; Stephanie Lujan, Carolyn Kolia, Karla Williams, Pat McGrath/AOC.

- **Cochise:**
  - Request for new event code: **Notice: Notice to Defendant of Effect of Voluntary Absence.**
    - *Used in all new criminal cases to notify defendant of the importance of being present at all hearings (**see attached**). As this is such an important form for the defendant, we felt that it should have a more specific code so it could be better identified in the ROA. Court is currently docketing as Notice: Notice.*
    - AOC recommendation is to use **Notice: Non-Appearance**
    - **Withdrawn**
  - Request for new event code: **Order: Modifying Support**
    - *We currently have **Petition: Modify Support** that will re-open a case; however, we don't have a corresponding code to re-adjudicate the case. We would like to request that a code be created that will do this, such as **Order: Modifying Support**.*
    - AOC recommendation is **Order: Modifying Child Support**. With agreement from workgroup, this event could be set to trigger the case status of 'Re-Adjudicated'.
    - **Withdrawn**
  - Request to default Restricted and Sealed on: **Report: Guardian Report.**

- Request that when docketing **Report: Guardian Report** that the flags are already checked for Restricted and Sealed, per statute (Local Administrative Order 2013-005 and Arizona Rules of Probate Procedure Rule 7). Statute requires that these documents are placed in a separate confidential folder; therefore, the codes should automatically be checked upon docketing.
    - **Denied. Most courts noted that they do not restrict these reports unless they contain personal information such as account or Social Security numbers.**
  - Request to remove the default status on **Request: For Hearing on Injunction Against Harassment.**
    - Isn't an Injunction Against Harassment case supposed to stay adjudicated even if the defendant requests a hearing? Consequently, the only time the case status may get changed after a hearing could occur, if the Injunction is dismissed after the hearing.
    - Why do we use in Superior Court adjudicated, then reopened, then re-adjudicated? In the Limited Jurisdiction you use closed and it remains closed and eventually is completed, it's never reopened again. I didn't see anything in the civil rules that an Injunction needs to be reopened once a party requests a hearing. At the same time we are not using this methodology for stand-alone Orders of Protections. Shouldn't an Injunction of Harassment just remain adjudicated once it's granted and was served?
    - **After discussion, courts want to leave default status on this event but they also want to change default status on 'Request: Hearing on Order of Protection' to case status to 'Reopened' and party status of 'Post Adjudication Matters'.**
- **Pinal:**
  - Request to modify existing default party status on **Petition: Appoint Successor Conservator, Petition: Appoint Successor Guardian and Petition: Appoint Successor Guardian/Conservator.**
    - Change default status of **Active** to **Post Adjudication Matters** for the 3 events shown above.
    - **Court agreed to change the default party status to 'Post Adjudication Matters' for these events.**
    - **Courts also asked that the default party status on the corresponding order 'Order: Appointing Successor Conservator', 'Order: Appointing Successor Guardian' and 'Order: Appointing Successor Guardian/Conservator' be removed.**
- **Yavapai:**
  - Request to modify existing default case status on **Verdict: Acquitted/Not Guilty.**

- Remove the automatic case status of adjudicated associated with the docket code Verdict: Acquitted/Not Guilty. NOTE: This is the only Verdict docket which changes the case status.
    - We docket each verdict individually. There may be a combination of guilty and not guilty verdicts for any given case. If even one verdict is guilty, the case would not be adjudicated. For accurate reporting purposes, we are currently having to manually change the case status and go into the Status History to delete the adjudicated status created by this docket entry.
    - **Granted.**
- **Yuma:**
  - Request to automatically change case status when **Judgment: Judgment and Sentence** is used.
    - Upon further review and in light of new information that multiple adjudications within the case status will not have an adverse effect on our Monthly Criminal Stat Reports we would like to go back to **'Adjudicated'** for case status on event **Judgment: Judgment and Sentence**.
    - The possibility of missing any in our stats outweighs any work that will have to be done in cleanup. It is better to have duplicate adjudications in our case status and ensure that the case is being counted than risk the chance of a minute entry not being done in time of the stat reports being run and have that case be missed in the count.
    - **Granted.**
- **AOC:**
  - Request for new code: **Indicator: NICS Removal**
    - A new event is needed for the purpose of a NICS correction. For example, if I inadvertently send case record info to NICS from event code misuse or case number error, we will need a process to recall that info from NICS. Since there probably won't be a document associated, we'll need an INDICATOR that triggers the information being removed from NICS.
    - **Granted. The courts do not want it to display on Public Access so Stephanie will not assign a data-warehouse number.**
  - Additional discussion
    - Pat noted that he had a response regarding the use of Secretary of State Certificates versus the Report. The state will accept the report as long as the specific statutes (A.R.S. 16-165A4 and 16-165C) are referenced in the email sent with the report. Coconino and Yuma said that they have been using the report instead of the certificates for year. Debbie in Coconino

*also noted that she does not add a docket event to each case referenced on the report.*

- *Some courts are not being able to use the GJ Request Form on the GJ Standards website. We believe it may be due to a different version of Adobe. The courts will each try to send a form so that we can determine which courts are having an issue. I will add this as an agenda item for October.*

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, October 15, 2014

1:30 – 3:30

(602) 452-3288 Meeting ID: 2902

### 10/15/2014 Agenda: -

- **Santa Cruz:**
  - Request for new event code: **Report: ACJIS Report**
    - *In order to keep files clean, and to protect the ACJIS Report; we want to have a separate docket event for these reports. It will be used to seal, restrict and keep them safe. We are currently using the docket event of Report: Confidential Criminal History because said report is filed along with police reports and the prior criminal history reports. However, if this code is approved then we would be able to docket that separately.*
  
- **Yavapai:**
  - Request to modify existing default case/party status on **Minute Entry: Sentencing (Partial)**.
    - *Event code “Minute Entry: Sentencing (Partial)” status in both case and party were removed on August 24, 2014. In the Standardization meeting minutes on the July 16, 2014 reflect the minute entries were discussed and the request was denied. Not only does our county use this code and their statuses but other counties agreed with this request not to be changed. We are requesting the status code of “Stayed & Adult Diversion Program” to be entered back. Thank you.*
    - **AOC Clarification:** *the request on 7/16/2014 was not for this specific event. It was to remove default statuses from all Minute Entries and that is what was denied. At the final Auto-Event Workgroup Meeting on 8/6/2014, the group asked for the statuses to be removed.*
  
- **AOC:**
  - Discussion on issue with GJ Code Standardization Request form.



# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, October 15, 2014

1:30 – 3:30

(602) 452-3288 Meeting ID: 2902

### 10/15/2014 Agenda: -

**Attendees:** Sue Hall/Apache; Casey Streeter/ Cochise; Martha Anderson, Debbie Young, Val Wyant/Coconino; Terri Griego, Vicki Aguilar, Esther Rio, Anita Escobedo/Gila; Pam Pollack/Greenlee; Debbie Flores/La Paz; Shannon Branham/Maricopa; Heather Muhle/Mohave; Marla Randall/Navajo; John Baird/Pima; Odette Apodaca/Pinal; Donna McQuality, Kelly Gregorio, Karen Wilkes, Julie Malinowski, Shaunna Kelbaugh, Becky Hamilton/Yavapai; Stephanie Lujan, Carolyn Kolia, Karla Williams/AOC.

- **Santa Cruz:**

- Request for new event code: **Report: ACJIS Report**

- *In order to keep files clean, and to protect the ACJIS Report; we want to have a separate docket event for these reports. It will be used to seal, restrict and keep them safe. We are currently using the docket event of Report: Confidential Criminal History because said report is filed along with police reports and the prior criminal history reports. However, if this code is approved then we would be able to docket that separately.*
- **Tabled. Several courts asked exactly what documents this would be used for. Some courts stated that they use 'Miscellaneous: Criminal History' for this purpose. Please be prepared to discuss exactly which documents you are referring to.**

- **Yavapai:**

- Request to modify existing default case/party status on **Minute Entry: Sentencing (Partial).**

- *Event code "Minute Entry: Sentencing (Partial)" status in both case and party were removed on August 24, 2014. In the Standardization meeting minutes on the July 16, 2014 reflect the minute entries were discussed and the request was denied. Not only does our county use this code and their statuses but other counties agreed with this request not to be*

changed. We are requesting the status code of “Stayed & Adult Diversion Program” to be entered back. Thank you.

- **AOC Clarification:** the request on 7/16/2014 was not for this specific event. It was to remove default statuses from all Minute Entries and that is what was denied. At the final Auto-Event Workgroup Meeting on 8/6/2014, the group asked for the statuses to be removed.
- **No objections. Granted.**

- **AOC:**

- Discussion on issue with GJ Code Standardization Request form.
  - **This form should be available for use by most courts. Apache noted that they are unable to send forms in this manner as they don't have AOC email addresses. Sue said they simply create the form, then scan it and attach it to an email. If anyone has issues using the form, please contact me.**
- Upcoming ACCESS database
  - **In conjunction with the Event Dictionary there will be a new Event Entry Table in the ACCESS database and the current one will be disabled. All information including case/party statuses, definitions and usages will display on the new table. The Word version of the codes will be discontinued and a new PDF Report of the Event Entry Table will be launched at the November meeting.**

- **Coconino:**

- Request to add court type of 'Civil' to fee schedule '**Payment: Probate Accounting Fee**'.
  - **Granted.**

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, November 19, 2014

1:30 – 3:30

(602) 452-3288 Meeting ID: 2902

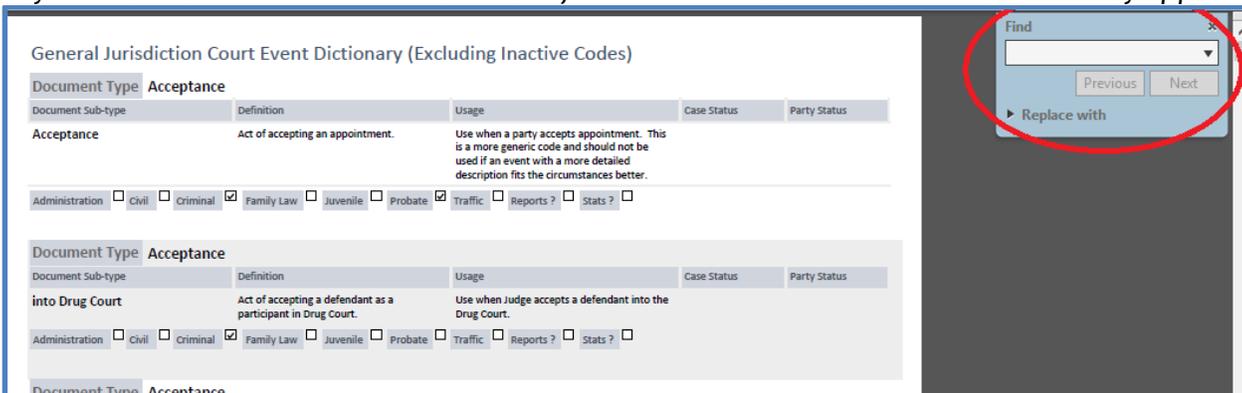
### 11/19/2014 Agenda: -

- **Mohave:**
  - Discussion item regarding **Civil Ticklers:**
    - We are seeing some “issues” with the civil ticklers in Mohave. Many times, when we check the tickler tab, there are cases for which a satisfying event has already been docketed. At first, we thought perhaps it was because the user failed to turn off the tickler when prompted, but now we are starting to suspect that there is an issue with the tickler itself. For example, S8015CV2013-01067 is showing up in expired ticklers, yet, there are two events docketed which should have satisfied this tickler.
  - **Santa Cruz:**
    - Request to add **Minute Entry: Setting Jury Trial.**
      - When we have a change of plea or plea negotiations hearing, and the defendant does not plea but rather requests a jury trial, then we result the hearing as “setting jury trial” held, however we don’t have the minute entry to go with it. We would like to requests minute entry: setting jury trial.
      - **AOC Recommendation: Minute Entry: Setting (Trial Date)**
    - Request for new event code: **Report: ACJIS Report**
      - **Tabled from last month** - In order to keep files clean, and to protect the ACJIS Report; we want to have a separate docket event for these reports. It will be used to seal, restrict and keep them safe. We are currently using the docket event of Report: Confidential Criminal History because said report is filed along with police reports and the prior criminal history reports. However, if this code is approved then we would be able to docket that separately.
      - **Several courts asked exactly what documents this would be used for. Some courts stated that they use ‘Miscellaneous: Criminal History’ for this purpose. Please be prepared to discuss exactly which documents you are referring to.**
  - **AOC:**
    - New party roles added:



- The new ACCESS report will be named 'General Jurisdiction Code Standards'.
- The 'All Documents' tab will be renamed GJ Events - Historical'.
- The new table for events is named 'Event Dictionary', Event Entry Type/Subtype Definitions. This table contains all events, their description, usage, case/party status and court types.
- There will be a new report called 'General Jurisdiction Events'. Below are steps to perform a search on the new report.

Once the report is opened, enter 'CTRL F' and the following screen will display (circled in red). Simply enter a keyword and click on 'Next'. All instances of the word will be retrieved in the order they appear on the report.



- When your court receives the new computers, you will need to request access to ACCESS for the users you designate. Below is a link for information regarding ACCESS and the form you will need to complete:
  - [Request for ACCESS](#)
- Do any courts still need the ACCESS 2000 documents?
- Miscellaneous event questions.
  - There are 3 events (shown below) regarding unsealing:
    - **Petition: Unseal Exhibit**
    - **Petition: Unseal Exhibit/Unseal File**
    - **Petition: Unseal File**

Is there any reason to keep all three? Can we end-date the highlighted events.
  - Do any courts use **Motion: Protective Order** and how is it used?
  - **Petition: Preserve/Protect Estate**- we have end-dated the corresponding **Order: Preserve/Protect Estate** for this event. Does anybody use this?
  - Does anyone use the event **Certificate: of Authority**? Can it be end-dated?
  - Do we need both of these events?
    - **Order: Order Finding of Competency**
    - **Rule 11: Order for Finding of Competency** - triggers 'Open' case status.
  - Do we want a meeting next month? If so, it will be on 12/17/2014.

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, November 19, 2014

1:30 – 3:30

(602) 452-3288 Meeting ID: 2902

### 11/19/2014 Agenda: -

**Attendees:** Teri Softley/Apache; Fran Ranacelli/ Cochise; Debbie Young, Martha Anderson/Coconino; Anita Escobedo, Vicki Aguilar, Esther Rios, Terri Gregorio/Gila; Debbie Flores/La Paz; Corrine Hester, Della Hiser/Mohave; Shannon Branham, Correnia Snyder/Maricopa; Marla Randall/Navajo; Jane Phillips/Pima; Odette Apodaca, Sandra Offt/Pinal; Valeria Fuentes, Juan Pablo Guzman/Santa Cruz; Donna McQuality, Kelly Gregorio, Karen Wilkes, Shaunna Kelbaugh, Becky Hamilton, Johnathan Derois /Yavapai; Stephanie Lujan, Carolyn Kolia, Karla Williams, Pat McGrath/AOC.

- **Mohave:**

- Discussion item regarding **Civil Ticklers:**

- We are seeing some “issues” with the civil ticklers in Mohave. Many times, when we check the tickler tab, there are cases for which a satisfying event has already been docketed. At first, we thought perhaps it was because the user failed to turn off the tickler when prompted, but now we are starting to suspect that there is an issue with the tickler itself. For example, S8015CV2013-01067 is showing up in expired ticklers, yet, there are two events docketed which should have satisfied this tickler.
- **Many courts are not using the civil ticklers. We will be meeting with Della next week to discuss the issues that are occurring.**

- **Santa Cruz:**

- Request to add **Minute Entry: Setting Jury Trial.**

- When we have a change of plea or plea negotiations hearing, and the defendant does not plea but rather requests a jury trial, then we result the hearing as “setting jury trial” held, however we don’t have the minute entry to go with it. We would like to requests minute entry: setting jury trial.
- **AOC Recommendation:** Minute Entry: Setting (Trial Date)
- **This has been resolved by Stephanie. It was just missing from their database due to a space issue after the slash.**

- Request for new event code: **Report: ACJIS Report**

- **Tabled from last month** - In order to keep files clean, and to protect the ACJIS Report; we want to have a separate docket event for these reports. It will be used to seal,

restrict and keep them safe. We are currently using the docket event of Report: Confidential Criminal History because said report is filed along with police reports and the prior criminal history reports. However, if this code is approved then we would be able to docket that separately.

- Several courts asked exactly what documents this would be used for. Some courts stated that they use ‘Miscellaneous: Criminal History’ for this purpose. Please be prepared to discuss exactly which documents you are referring to.
- **The other courts are not having this issue. Many do not even get them from probation. Juan Pablo has requested that this be tabled again so that he has an opportunity to speak with Santa Cruz County Probation.**

○ **AOC:**

○ New party roles added:

- Marriage Applicant 1 and Marriage Applicant 2 have been added to the GJ Codes in order to comply with the recent ruling on marriage equality. Detailed instructions were sent out by the GJ AJACS team on 10/24/2014.
- **Most of the courts are already using these with no issues.**

○ At the User Group Meeting on 11/13/2014, participants were asked to speak with their clerk to see if they wanted the events shown below to display on Public Access. The documents attached to these events would not display on Public Access.

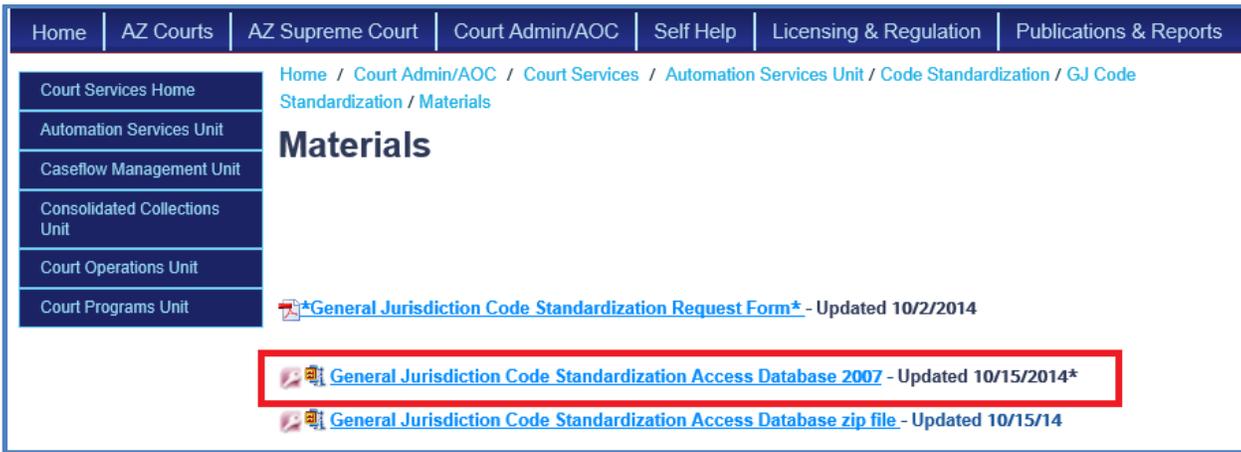
- **Eric Ciminski noted that this has been sent to legal and that the courts do not need to do anything at this time.**

IsRestricted	Is Sensitive	Code	Description	Event Category	ROA Hidden	DW Event Code
Y	N	10218	AFFIDAVIT: SOCIAL SECURITY NUMBER	AFFIDAVIT (01/01/1900-12/30/2099)	N	10127
Y	N	11363	MISCELLANEOUS: INFORMATION SHEET	MISCELLANEOUS (01/01/1900-12/30/2099)	N	10385
Y	N	11440	MISCELLANEOUS: SENSITIVE DATA SHEET	MISCELLANEOUS (01/01/1900-12/30/2099)	N	10412
Y	N	12370	NOTICE: CONFIDENTIAL SENSITIVE DATA	NOTICE (01/01/1900-12/30/2099)	N	10595
Y	N	14783	REPORT: Confidential Criminal History	REPORT (01/01/1900-12/30/2099)	N	11492
Y	N	1256650	ACCOUNTING: CONSERVATORSHIP ESTATE BUDGET	ACCOUNTING (01/01/1900-12/30/2099)	N	12507
N	Y	1256624	NOTICE: NOTICE RULE 16(G)	NOTICE (01/01/1900-12/30/2099)	N	12476
N	Y	1256634	MINUTE ENTRY: IN-HOME INTERVENTION HEARING	MINUTE ENTRY (01/01/1900-12/30/2099)	N	12485

○ Pat McGrath has requested some new codes for the purpose of NICS processing.

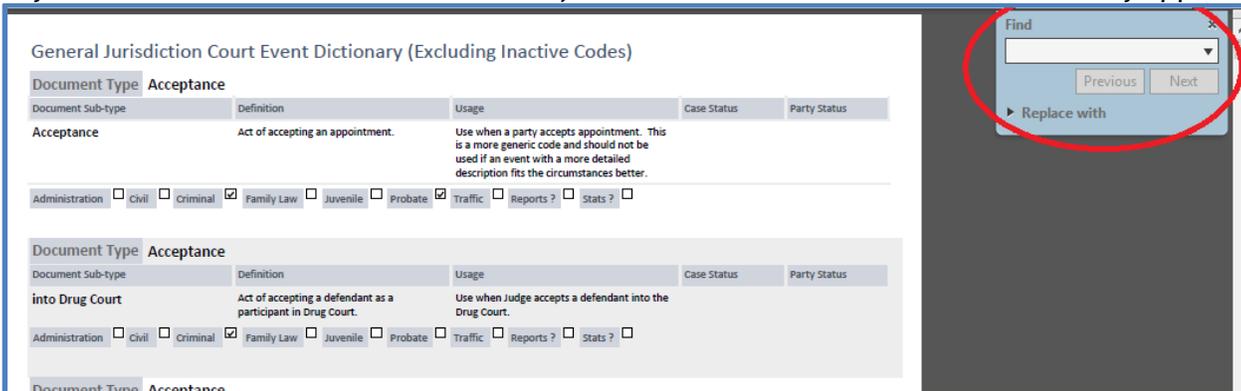
- A new event category: **NICS**
- New event in the NICS event category: **Finding of Incompetency – NICS Transmission.**
- New event in the NICS event category: **Competency Restored- NICS Removal.**
- New event in the NICS category: **Incapacitated/Guardian Appointment – NICS Transmission**
- New event in the NICS category: **Restoration of Rights to Own or Carry Firearms.**
- New event in the NICS category: **NICS Removal (Correction).** This would be replacing the recent event in the Indicator category by the same name.
- Pat will go over the requests in the meeting.
- **All codes were approved.**

- Changes to GJ Code Standardization website.
  - The General Jurisdiction Code Standardization Access 2007 (outlined below), General Jurisdiction Code Standardization Report (PDF) and the Auto-Event spreadsheet (case/party status) will remain on the website for historical purposes only.



- The new ACCESS ~~report~~ database will be named 'General Jurisdiction Code Standards'.
- The 'All Documents' tab will be renamed GJ Events - Historical'.
- The new table for events is named Event Entry Type/Subtype Definitions. This table contains all events, their description, usage, case/party status and court types.
- There will be a new report called General Jurisdiction GJ Event Dictionary'. Below are steps to perform a search on the new report.

Once the report is opened, enter 'CTRL F' and the following screen will display (circled in red). Simply enter a keyword and click on 'Next'. All instances of the word will be retrieved in the order they appear on the report.



- When your court receives the new computers, you will need to request access to ACCESS for the users you designate. Below is a link for information regarding ACCESS and the form you will need to complete:
  - [Request for ACCESS](#)
- Do any courts still need the ACCESS 2000 documents?
- **Not needed.**

- Miscellaneous event questions.
  - There are 3 events (shown below) regarding unsealing:
    - **Petition: Unseal Exhibit**
    - **Petition: Unseal Exhibit/Unseal File – End-Date**
    - **Petition: Unseal File**

Is there any reason to keep all three? Can we end-date the highlighted events.
  - Do any courts use **Motion: Protective Order** and how is it used?
    - **Adding ‘For’ in front of ‘Protective Order’. A remedy has been submitted to update event so that the case will start showing on Public Access.**
  - **Petition: Preserve/Protect Estate**- we have end-dated the corresponding **Order: Preserve/Protect Estate** for this event. Does anybody use this?
    - **Some courts are using. Remove end-date from ‘Order: Preserve/Protect Estate’.**
  - Does anyone use the event **Certificate: of Authority?** Can it be end-dated?
    - **End-Date**
  - Do we need both of these events?
    - **Order: Order Finding of Competency & Order: Order Finding of Incompetency – End-Date**
    - **Rule 11: Order for Finding of Competency** - triggers ‘Open’ case status.
      - **Modify event above (highlighted in green) to read ‘Rule 11-Finding of Competency’. Make same change to corresponding event ‘Rule 11 – Finding of Incompetency’.**
  - **Do we want a meeting next month? If so, it will be on 12/17/2014.**
    - **The group didn’t think there was a need for a December meeting. We will be sending out new invitations for 2015.**