

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, January 21, 2015

1:30 – 3:30

(602) 452-3288 Meeting ID: 3357

### 1/21/2015 Agenda: -

- **Cochise:**

- Request to add **Charging Document: Supervening/Superseding Indictment** with default status of 'Open'. Additionally, add default statuses of 'Stayed' to events **Minute Entry: Motion – Remand to Grand Jury** and **Order: Remanding to Grand Jury**.
  - *When the Defendant is re-Indicted, the County Attorney provides a document titled "Superseding Indictment" and we would want that to trigger a case status of OPEN. However, the code we now use doesn't do that. The clerk docket it as CHARGING DOCUMENT: Indictment (again), and then types Superseding Indictment in the comments section. Could we get a new code – CHARGING DOCUMENT: Superseding Indictment – with a triggered status of OPEN*
  - *Criminal Rule 8 addresses **excluded** time. Rule 8.4b speaks to delays resulting from a remand for new probable cause determination – a remand to Grand Jury. We have two event entry types addressing remand, but neither STAYS the case:*
    - *Minute Entry: Motion – Remand to Grand Jury*
    - *Order: Remanding to Grand Jury*

- **Santa Cruz:**

- Request for new event code: **Report: ACJIS Report**
  - **Tabled from November** - *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:**

- **Discussion regarding how to process 'Excess Proceeds – Sale' cases.**

- When AJACS was first deployed, this was considered a case type with the hierarchy shown below.
  - **Civil>Civil>Excess Proceeds – Sale**
- According to my historical data, that case type should have been end-dated on 11/25/2008 and the new hierarchy should have made this a case sub-type (shown below):
  - **Civil>Civil>Contract>Excess Proceeds – Sale**
- I believe that some databases missed the update and so some courts continued to use the first one. If courts are using the first one, these cases are not displaying on Public Access. If they are using the second one, they are displaying on Public Access which is correct per AOC Legal.
- Day forward, please use the process shown below:

The screenshot shows a 'Create a New Case' dialog box with the following fields:

- Filing Date: 01/14/2015
- Case Type Information:
  - Court Type: CIVIL
  - Case Category: CIVIL
  - Case Type: **CONTRACT** (highlighted with a red box)
  - Case Sub Type: EXCESS PROCEEDS - SALE
  - Filing Type: |
  - Commenced By: |

- **The meetings for this year are set up as WebEx's. If you do not want to participate in the WebEx, simply dial the phone number and meeting id shown at the top of the agenda. If you do want to attend the WebEx, the meeting invitation contains a link and instructions on how to connect.**

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, January 21, 2015

1:30 – 3:30

(602) 452-3288 Meeting ID: 3357

### 1/21/2015 Agenda: -

**Attendees:** Terri Griego /Gila; Debbie Flores/La Paz; Della Hiser/Mohave; Jane Phillips/Pima; Odette Apodaca/Pinal; Valeria Fuentes/Santa Cruz; Donna McQuality, Kelly Gregorio, Karen Wilkes, Julie Malinowski, Johnathan Derois/Yavapai; Daniel Salcido/Yuma; Denise Lundin, Pat McGrath, Karla Williams/AOC.

- **Cochise:**

- Request to add **Charging Document: Supervening/Superseding Indictment** with default status of **'Open'**. Additionally, add default statuses of **'Stayed'** to events **Minute Entry: Motion – Remand to Grand Jury** and **Order: Remanding to Grand Jury**.
  - *When the Defendant is re-Indicted, the County Attorney provides a document titled "Superseding Indictment" and we would want that to trigger a case status of OPEN. However, the code we now use doesn't do that. The clerk docket it as CHARGING DOCUMENT: Indictment (again), and then types Superseding Indictment in the comments section. Could we get a new code – CHARGING DOCUMENT: Superseding Indictment – with a triggered status of OPEN*
  - *Criminal Rule 8 addresses **excluded** time. Rule 8.4b speaks to delays resulting from a remand for new probable cause determination – a remand to Grand Jury. We have two event entry types addressing remand, but neither STAYS the case:*
    - *Minute Entry: Motion – Remand to Grand Jury*
    - *Order: Remanding to Grand Jury*
  - **Request is tabled. Requestor needs to be present at meeting for discussion.**

- **Santa Cruz:**

- Request for new event code: **Report: ACJIS Report**
  - **Tabled from November** - *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.
- **Santa Cruz has withdrawn this request.**

- **AOC:**

- **Discussion regarding how to process 'Excess Proceeds – Sale' cases.**

- When AJACS was first deployed, this was considered a case type with the hierarchy shown below.
  - **Civil>Civil>Excess Proceeds – Sale**
- According to my historical data, that case type should have been end-dated on 11/25/2008 and the new hierarchy should have made this a case sub-type (shown below):
  - **Civil>Civil>Contract>Excess Proceeds – Sale**
- I believe that some databases missed the update and so some courts continued to use the first one. If courts are using the first one, these cases are not displaying on Public Access. If they are using the second one, they are displaying on Public Access which is correct per AOC Legal.
- Day forward, please use the process shown below:

- **Courts asked if the incorrect case type could be fixed to display on Public Access. Stephanie said that it is possible. The case type just needs to be added to the list for the data warehouse to capture. I will be submitting a remedy with that request.**
- **The meetings for this year are set up as WebEx's. If you do not want to participate in the WebEx, simply dial the phone number and meeting id shown at the top of the agenda. If you do want to attend the WebEx, the meeting invitation contains a link and instructions on how to connect.**

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, February 18, 2015

1:30 – 3:30

(602) 452-3288 Meeting ID: 3357

### 2/18/2015 Agenda: -

- **Cochise: (Tabled from last month)**
  - Request to add **Charging Document: Supervening/Superseding Indictment** with default status of **'Open'**. Additionally, add default statuses of **'Stayed'** to events **Minute Entry: Motion – Remand to Grand Jury** and **Order: Remanding to Grand Jury**.
    - *When the Defendant is re-Indicted, the County Attorney provides a document titled "Superseding Indictment" and we would want that to trigger a case status of OPEN. However, the code we now use doesn't do that. The clerk docket it as CHARGING DOCUMENT: Indictment (again), and then types Superseding Indictment in the comments section. Could we get a new code – CHARGING DOCUMENT: Superseding Indictment – with a triggered status of OPEN*
    - *Criminal Rule 8 addresses **excluded** time. Rule 8.4b speaks to delays resulting from a remand for new probable cause determination – a remand to Grand Jury. We have two event entry types addressing remand, but neither STAYS the case:*
      - *Minute Entry: Motion – Remand to Grand Jury*
      - *Order: Remanding to Grand Jury*
  - Request to add default status of **'Adjudicated'** to **Order: Granting Summary Judgment**.
    - *Request to have Order: Granting Summary Judgment automatically adjudicate the case status. To save time and ensure case gets adjudicated upon docketing.*
- **Graham:**
  - Request for new tender type or payment source of: **Web**
    - *Need to add new tender type or payment source. Tender type to WEB or a payment source of online or Web.*
    - *We will start taking payments online and this will help track those payments.*
      - *AOC recommendation is to add a **new payment source of Web** and then use tender type of credit card.*
- **Yavapai:**
  - Request to add event entry: **Order: Restore Former Name**
    - *We are requesting a new event code be added: Order: Restore Former Name to coincide with the event code: Request: Restore Former Name. We would also request no status change be attached to this event.*

- We are currently using Order: Name Change however, that event was created primarily for civil name change cases and has a status of "Adjudicated" attached to it. When our office is docketing a decree that changes case status to "Adjudicated" and then the order for a name change is docketed which also adds a case status of "Adjudicated". We do not feel the current Order: Name Change is appropriate for DO cases.
- **AOC:**
  - **Follow up to discussion regarding the case type for Excess Proceeds - Sale.**
    - A remedy has been submitted requesting that the cases opened with the incorrect case type (Excess Proceeds – Sale) be updated to display on Public Access. Remedy is still pending at this time.

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, February 18, 2015

1:30 – 3:30

(602) 452-3288 Meeting ID: 3357

### 2/18/2015 Agenda: -

**Attendees:** Fran Ranacelli/Cochise; Martha Anderson/Coconino; Anita Escobedo, Vicki Aguilar, Esther Rios, Terri Griego /Gila; Debbie Flores/La Paz; Della Hiser/Mohave; John Baird/Pima; Valeria Fuentes/Santa Cruz; Donna McQuality, Kelly Gregorio, Karen Wilkes, Julie Malinowski, Shaunna Kelbaugh, Johnathan Derois/Yavapai; Daniel Salcido/Yuma; Pat McGrath, Karla Williams/AOC.

- **Cochise: (Tabled from last month)**
  - Request to add **Charging Document: Supervening/Superseding Indictment** with default status of 'Open'. Additionally, add default statuses of 'Stayed' to events **Minute Entry: Motion – Remand to Grand Jury** and **Order: Remanding to Grand Jury**.
    - When the Defendant is re-Indicted, the County Attorney provides a document titled "Superseding Indictment" and we would want that to trigger a case status of OPEN. However, the code we now use doesn't do that. The clerk docketed it as CHARGING DOCUMENT: Indictment (again), and then types Superseding Indictment in the comments section. Could we get a new code – CHARGING DOCUMENT: Superseding Indictment – with a triggered status of OPEN
    - Criminal Rule 8 addresses **excluded** time. Rule 8.4b speaks to delays resulting from a remand for new probable cause determination – a remand to Grand Jury. We have two event entry types addressing remand, but neither STAYS the case:
      - Minute Entry: Motion – Remand to Grand Jury
      - Order: Remanding to Grand Jury
    - **Request to add new event 'Charging Document: Superseding Indictment' is granted and case status will default to 'Open' and party status to 'Active'.**
    - **Order: Remanding to Grand Jury – request to add default case status of 'Stay' and party status to 'Stayed - Remand Defendant To Grand Jury' granted.**
  - Request to add default status of 'Adjudicated' to **Order: Granting Summary Judgment**.
    - Request to have **Order: Granting Summary Judgment** automatically adjudicate the case status. To save time and ensure case gets adjudicated upon docketing.
    - **Request denied.** Many times there is more than one defendant on a case.
- **Graham:**

- Request for new tender type or payment source of: **Web**
    - Need to add new tender type or payment source. Tender type to WEB or a payment source of online or Web.
    - We will start taking payments online and this will help track those payments.
      - AOC recommendation is to add a **new payment source of Web** and then use tender type of credit card.
      - **Granted**
        - **Group also asked if a radio button for 'Web' on the receipting screen could be added. This is a system parameter and after discussion with Stephanie, it is not feasible. It's a system parameter which would have to be done with a code change. If an item is not already targeted for a version, then it would not be done before sometime next year. Stephanie believes that the 'Source' radio buttons are redundant but that would also take a code change to remove. Recommendation is use 'Mail In' radio button and payment source of 'Web' which would only display 'Credit Card' for a tender type.**
- **Yavapai:**
  - Request to add event entry: **Order: Restore Former Name**
    - We are requesting a new event code be added: Order: Restore Former Name to coincide with the event code: Request: Restore Former Name. We would also request no status change be attached to this event.
    - We are currently using Order: Name Change however, that event was created primarily for civil name change cases and has a status of "Adjudicated" attached to it. When our office is docketing a decree that changes case status to "Adjudicated" and then the order for a name change is docketed which also adds a case status of "Adjudicated". We do not feel the current Order: Name Change is appropriate for DO cases.
      - **Granted. This is for use in Family Law cases.**
- **AOC:**
  - **Follow up to discussion regarding the case type for Excess Proceeds - Sale.**
    - A remedy has been submitted requesting that the cases opened with the incorrect case type (Excess Proceeds – Sale) be updated to display on Public Access. Remedy is still pending at this time.
    - **Group to contact Eric Ciminski if they have any questions.**

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, March 18, 2015

1:30 – 3:30

(602) 452-3288 Meeting ID: 3357

### 3/18/2015 Agenda: -

- **Yuma:**
  - Request to add default status of 'Re- Adjudicated' to **Order: Modifying Probation Supervision.**
    - *This would normally be used after a Petition: Modify Intensive Probation - Level of Supervision (code 14462) which adds a REOPENED case status.*
  - Request '**Miscellaneous: Release from Evaluation**' (code 11418) automatically change case status to 'Adjudicate'
    - *This is normally used after a Mental Health Case is opened for a Court Ordered Evaluation and would help Adjudicate those cases automatically*
    - *These codes are currently already in use within AJACS. The change to the case status would help to make the various time standards, AJACS and CourTools reports more accurate.*
- **Graham:**
  - Discussion about requested payment source of 'Web' from last month.
    - *Stephanie has been working on this and has discovered some issues. Any payments taken using the new payment source will show on the Cash Drawer Balance Report under the 'Others' field.*
    - *The request from the court does not involve strictly credit cards. It may require a new tender type.*
    - *Since the court's request is more involved than previously stated, more discussion is needed.*
- **AOC:**
  - **Miscellaneous items discussion.**
    - *Case Type 'Excess Proceeds – Sale': Issue has been resolved and instructions were sent on 3/4/15. Please contact Eric Ciminski if you have any questions.*
    - *Party status '**Remand to Grand Jury**' and '**Stayed – Remand Defendant to Grand Jury**'. Are they the same thing? Order: Remand to Grand Jury currently triggers 'Stayed-Remand Defendant to Grand Jury'. 'Remand to Grand Jury' is not attached to any events at this time.*
    - *Party Statuses – **Answered, Active and Answered/Active**. Do we need all three?*
    - *Secretary of State Report: Pat McGrath will be discussing the need for a new event.*

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, March 18, 2015

1:30 – 3:30

(602) 452-3288 Meeting ID: 3357

### 3/18/2015 Agenda: -

- **Yuma:**
  - Request to add default status of 'Re- Adjudicated' to **Order: Modifying Probation Supervision.**
    - *This would normally be used after a Petition: Modify Intensive Probation - Level of Supervision (code 14462) which adds a REOPENED case status.*
    - **Granted.** *The Party Status default will be 'Terminated-Re-Adjudicated'.*
  - Request '**Miscellaneous: Release from Evaluation**' (code 11418) automatically change case status to 'Adjudicate'
    - *This is normally used after a Mental Health Case is opened for a Court Ordered Evaluation and would help Adjudicate those cases automatically*
    - *These codes are currently already in use within AJACS. The change to the case status would help to make the various time standards, AJACS and CourTools reports more accurate.*
    - **Granted.** *The Party Status default will be 'Terminated – Dismissed'.*
- **Graham:**
  - Discussion about requested payment source of 'Web' from last month.
    - *Stephanie has been working on this and has discovered some issues. Any payments taken using the new payment source will show on the Cash Drawer Balance Report under the 'Others' field.*
    - *The request from the court does not involve strictly credit cards. It may require a new tender type.*
    - *Since the court's request is more involved than previously stated, more discussion is needed.*
    - **Court agreed to proceed with new Payment Source of 'Web' and new Tender Type of 'Online Credit Card'.**
- **AOC:**
  - **Miscellaneous items discussion.**
    - *Case Type 'Excess Proceeds – Sale': Issue has been resolved and instructions were sent on 3/4/15. Please contact Eric Ciminski if you have any questions.*
    - *Party status '**Remand to Grand Jury**' and '**Stayed – Remand Defendant to Grand Jury**'. Are they the same thing? Order: Remand to Grand Jury currently triggers 'Stayed-Remand Defendant to Grand Jury'. 'Remand to Grand Jury' is not attached to any events at this time.*
    - **Courts agreed to end-date Party Status of 'Remand to Grand Jury'.**

- Party Statuses – **Answered, Active and Answered/Active.** Do we need all three?
- *Courts agreed to end-date Party Status of ‘Answered’ and ‘Answered/Active’.*
- Secretary of State Report: Pat McGrath will be discussing the need for a new event.
- *Pat discussed adding ‘Order: Appointing Guardian/Conservator’ to trigger the Secretary of State Report but now believes that more discussion is necessary. I will add it to the agenda for next month.*

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, April 15, 2015

1:30 – 3:30

(602) 452-3288 Meeting ID: 3357

### 4/15/2015 Agenda: -

- **Santa Cruz:**

- Request to add new event: **Notice: Release of Recorded Judgment Lien.**
  - *It will be used once a judgment has been satisfied and the recorded lien has been released.*
  - *Court is currently using Notice: Notice and entering text.*
- Request to add new code: **Judgment: JV Disposition on a PTR.**
  - Add JV Disposition on a PTR with a **re-adjudication trigger**. This will allow us to run an event type on all dispositions on a PTR and also differentiate a disposition (1<sup>st</sup> time) from a disposition on a PTR.
- Request for new event: **Minute Entry: JV Continuance.**
  - Can we add JV Continuance, we do not have an event type for continued hearings. We do have ME-Motion to Continue but since all juvenile event types start with a JV then I believe we should be consistent with that format for juvenile matters.
  - To be used when a juvenile hearing is continued. Currently using Minute Entry: Motion-Continue.

- **AOC:**

- **Miscellaneous items discussion.**
  - After discussion at User Group, we may be adding a new event as a qualifier for SOS Reporting.
  - *Are these two ME's the same thing:*

1255823	MINUTE ENTRY: JV GENERAL HEARING	06/19/2009	N
1255818	MINUTE ENTRY: JV IA	01/22/2014	N
2000450	MINUTE ENTRY: JV INITIAL APPEARANCE	01/22/2014	N
2000451	MINUTE ENTRY: JV INITIAL APPEARANCE ON PETITION TO REVOKE	01/22/2014	N

- I sent out a request to members on Tuesday regarding recommendations for Juvenile events that occur infrequently and how they are handled. I received responses from three courts and they are displayed below after each scenario in a different color. Please review for discussion on the 15<sup>th</sup>.

Current situation:

There are many hearings held or documents filed that do not fall under our current standard case types (JV, JD, B, etc. Pima County only). For many of these instances the event is a one-time occurrence with nothing further done.

Here is a list (common, but not exhaustive):

- **Pay Affidavits** - These are sent to us by women who are giving their child up for adoption. They must file this affidavit as per 8-114 (B) when receiving monies for living expenses. In Maricopa County these documents are submitted as Motion for Birth Mother expenses. It is considered a petition and issued a JA Adoption number. We do not have a process for this situation, and don't know that we have ever received any of these. Interested to see responses, as we have not seen this.
- **Perpetuation Testimony (consents to adoption or Judicial Consent)** - This is testimony given by the birth parent(s) to the Court for an out of county/state adoption. These are given a JR Relinquishment number. The intent is for the parent to relinquish their rights so the child can be adopted in another jurisdiction.
- **Extradition (fugitive warrants)** - Minor is picked up on a warrant from another county and a hearing is held, but no JV case is created because no petition is filed. Fugitive of Jurisdiction (FOJ) - These are given a JV Delinquency case number here at the time of hearing, even if the child is released. The County attorney files a JV case in this circumstance usually with a charge of FTA. The judge here holds a hearing, and the County attorney generally files a Motion to Dismiss the case here after the juvenile is sent back to the home state. (Same thing when a runaway juvenile is picked up locally). Same process.
- **Records Access requests** - This is filed with us when a person or entity wants to search for a file that is closed to the public. A Judge will rule on what, if any, information is to be given. We follow the same process & we file these types of requests in the file. We have opened a civil case for this situation in the past. Request to Judge is filed within the case in question.
- **ICWA Waiver** - This is filed and a hearing held when the parents are waiving the right to Indian Child Welfare Act (ICWA) preference. Regular filing in a JD dependency case. This might be filed in the associated Juvenile Dependency case.
- **Out of state adoption affidavits** - These affidavits are filed with us for prospective parents who are out-of-state under interstate compacts. We file in the adoption case if one exists in Maricopa County. These might be filed in the associated adoption case. County Attorney handles most adoptions in our county, interested to see other responses as well.
- **Confidential Intermediary filings** - These are documents filed with us when a court order is needed to obtain records from Vital Records. 8-121 (D) and 8-134 (C). These types of documents are filed in the JA Adoption case. I don't believe we have had this issue come up.
- **Miscellaneous Orders** - Transport orders, Application to Omit Address, Notices of Appearance in diversion cases, Denial of Change of Venue, etc. These are filed in the corresponding case. Need more info on this one not very clear. Only the denial of Change of Venue, basically the case will remain in our office as the Change of Venue was denied.

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, April 15, 2015

1:30 – 3:30

(602) 452-3288 Meeting ID: 3357

### 4/15/2015 Agenda: -

**Attendees:** Vicki Barton/Cochise; Anita Escobedo, Vicki Aguilar, Terri Griego /Gila; Ryan Hurley/La Paz; Della Hiser/Mohave; Jane Phillips, Ray Rivas/Pima; Marla Randall/Navajo; Valeria Fuentes, Juan Pablo Guzman/Santa Cruz; Donna McQuality, Kelly Gregorio, Karen Wilkes, Becky Hamilton, Julie Malinowski, Shaunna Kelbaugh, Johnathan Derois, Rachel Roehe, Shannon Shoemake/Yavapai; Daniel Salcido/Yuma; Pat McGrath, Karla Williams, Stephanie Lujan/AOC.

#### ▪ Santa Cruz:

- Request to add new event: **Notice: Release of Recorded Judgment Lien.**
  - *It will be used once a judgment has been satisfied and the recorded lien has been released.*
  - *Court is currently using Notice: Notice and entering text.*
  - *Most courts use Judgment: Satisfaction of Judgment. This was denied.*
- Request to add new code: **Judgment: JV Disposition on a PTR.**
  - Add JV Disposition on a PTR with a **re-adjudication trigger**. This will allow us to run an event type on all dispositions on a PTR and also differentiate a disposition (1<sup>st</sup> time) from a disposition on a PTR.
  - *After some discussion, this request was granted so that form specific to juveniles could be associated. Case status of Re-Adjudicated and Party Status of Terminated – Re-Adjudicated were also added.*
- Request for new event: **Minute Entry: JV Continuance.**
  - Can we add JV Continuance, we do not have an event type for continued hearings. We do have ME-Motion to Continue but since all juvenile event types start with a JV then I believe we should be consistent with that format for juvenile matters.
  - To be used when a juvenile hearing is continued. Currently using Minute Entry: Motion-Continue.
  - *After some discussion, this request was granted so that form specific to juveniles could be associated.*
  - *Stephanie is also going to confirm that Minute Entry: JV General Hearing is enabled in all databases.*

#### ▪ AOC:

- **Miscellaneous items discussion.**

- After discussion at User Group, we may be adding a new event as a qualifier for SOS Reporting.
- **A TFS has been submitted to add 'Order: Appointing Guardian/Conservator' to the list of events qualifying for the SOS Report.**
- *Are these two ME's the same thing:*

1255823	MINUTE ENTRY: JV GENERAL HEARING	06/19/2009	N
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2000450	MINUTE ENTRY: JV INITIAL APPEARANCE	01/22/2014	N
2000451	MINUTE ENTRY: JV INITIAL APPEARANCE ON PETITION TO REVOKE	01/22/2014	N

- **Minute Entry: JV IA end-dated**
- I sent out a request to members on Tuesday regarding recommendations for Juvenile events that occur infrequently and how they are handled. I received responses from three courts and they are displayed below after each scenario in a different color. Please review for discussion on the 15<sup>th</sup>.
- **Courts agreed to add the following Category and Case Type under the Juvenile Court Type:**
  - **Category – Miscellaneous –JM**
  - **Case Type - Miscellaneous**

Current situation:

There are many hearings held or documents filed that do not fall under our current standard case types (JV, JD, B, etc. Pima County only). For many of these instances the event is a one-time occurrence with nothing further done.

Here is a list (common, but not exhaustive):

- **Pay Affidavits** - These are sent to us by women who are giving their child up for adoption. They must file this affidavit as per 8-114 (B) when receiving monies for living expenses. **In Maricopa County these documents are submitted as Motion for Birth Mother expenses. It is considered a petition and issued a JA Adoption number. We do not have a process for this situation, and don't know that we have ever received any of these. Interested to see responses, as we have not seen this.**
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# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, May 20, 2015

1:30 – 3:30

(602) 452-3288 Meeting ID: 3357

### 5/20/2015 Agenda: -

- **Pinal:**
  - Request to add new event: **Conditions: Conditions of Probation – Computer Terms.**
    - *This event has become a common document being filed with the sentencing documents as a special condition of probation on sex offender dispositions.*
    - *Court is currently using CONDITIONS: CONDITIONS OF PROBATION with Computer notated in the comment field.*
  - Request to add new code: **CONDITIONS: Conditions of Probation- Mental Health Terms.**
    - *This event has become a common document being filed with the sentencing documents as a special condition of probation on cases wherein the defendant had rule 11 issues but was still found competent.*
    - *Court is currently using CONDITIONS: CONDITIONS OF PROBATION with Mental Health Terms notated in the comment field.*
  - Request for new event: **Motion: To Set Hearing/Trial.**
    - *To be used in any case where a party is requesting a hearing or trial be set. Currently staff was using the MOTION: To Set / Certificate of Readiness, but this has an auto update to the case and party status'. 90% of the time this is in a dependency case where the case is in a reopened status and we are having to manually correct both the case and party status.*
- **Yavapai:**
  - Request to remove automatic party status from – **Verdict: Acquitted/Not Guilty.**
    - *Remove the automatic party status of Terminated - Acquitted associated with the docket code Verdict: Acquitted/Not Guilty. NOTE: This is the only Verdict docket which changes the party 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 party status would not be Terminated - Acquitted. For accurate reporting purposes, we are currently having to manually change the party status.*
- **AOC:**
  - Three new events will be created to comply with new legislation effective 7/3/2015.
    - SB1116 – **Order: Comm Rest in Lieu of Fines/Fees**
    - HB2553 – **Application: Vacate Conviction 13-907.01**
    - HB2553 – **Order: Vacate Conviction 13-907.01**

- New dispo – Code 77

OPERATOR DISPOSITION	EXISTING DISPOSITION
I (01/01/1900-12/31/2099)	
77-SET ASIDE PURSUANT TO	10-PLEA GUILTY/RESP SEN
77-SET ASIDE PURSUANT TO	11-PLEA GUILTY/RESP SEN
77-SET ASIDE PURSUANT TO	12-BAIL/DEPOSIT GIVEN/F
77-SET ASIDE PURSUANT TO	20-JDGMT GUILTY/RESP S
77-SET ASIDE PURSUANT TO	21-JDGMT GUILTY/RESP S
77-SET ASIDE PURSUANT TO	22-JDGMT GUILTY RESP/B

- o In March, 2013 some new Cost types were added to the AVT’s for civil filing fees. When the allocation for the new cost types were set-up, the wrong GL was selected in 5 courts. The AOC will be correcting the Cost GL Allocations on 5/31/15 so that going forward on 6/1/15, the allocations will be correct. The 5 courts will need to do a JV Entry moving the funds from the wrong GL to the correct GL. In some cases, it may take more than one month to move all of the funds. I will be contacting you next week with the amounts that need to be transferred.
- o At the March 18, 2015 meeting, the group agreed to end-date the party statuses of ‘Answered’ and ‘Answered/Active’ leaving ‘Active’ as the correct status. End-dating a party status does not keep it from displaying when the event is used. When that event is used, it generates a message saying ‘**Event is going to change the party status that is either disabled or not effective. Do you still want to change the event?**’ In order to prevent this, we would need to change any event that contains the end-dated party statuses to display the ‘Active’ party status. Below are the events that would be updated. Do the courts agree with this update?

Document Type	Document Sub-type	Case Status	Party Status
Answer	and Counterclaim		Answered
Answer	and Cross Claim		Answered
Answer	Answer		Answered
Answer	Answer to Cross-Claim		Answered
Answer	of Garnishee		Answered
Answer	to 3rd Party Complaint		Answered
Response	to Determination of Factual Improper Party Status		Answered/Active
Response	to Determination of Factual Innocence		Answered/Active
Response	to Petition for Annulment		Answered/Active
Response	to Petition for Annulment w/Children		Answered/Active
Response	to Petition for Dissolution		Answered/Active

Response	to Petition for Dissolution of Marriage w/Children		Answered/Active
Response	to Petition for Legal Separation		Answered/Active
Response	to Petition for Legal Separation w/Children		Answered/Active

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, May 20, 2015

1:30 – 3:30

(602) 452-3288 Meeting ID: 3357

### 5/20/2015 Agenda: -

**Attendees:** Teri Softley/Apache; Vicki Barton/Cochise; Anita Escobedo, Vicki Aguilar/Gila; Stephanie Lujan/La Paz; Virlynn Tinnell, Corinne Hester/Mohave; Jane Phillips, Andy Dowdle/Pima; Sandy Offt, Odette Apodaca/Pinal; Marla Randall/Navajo; Valeria Fuentes/Santa Cruz; Donna McQuality, Kelly Gregorio, Julie Malinowski, Shaunna Kelbaugh, Johnathan Derois, Shannon Shoemake/Yavapai; Daniel Salcido/Yuma; Pat McGrath, Karla Williams, Carolyn Kolia/AOC.

- **Pinal:**

- Request to add new event: **Conditions: Conditions of Probation – Computer Terms.**
  - This event has become a common document being filed with the sentencing documents as a special condition of probation on sex offender dispositions.
  - Court is currently using CONDITIONS: CONDITIONS OF PROBATION with Computer notated in the comment field.
  - *Not something other counties would use. Denied.*
- Request to add new code: **CONDITIONS: Conditions of Probation- Mental Health Terms.**
  - This event has become a common document being filed with the sentencing documents as a special condition of probation on cases wherein the defendant had rule 11 issues but was still found competent.
  - Court is currently using CONDITIONS: CONDITIONS OF PROBATION with Mental Health Terms notated in the comment field.
  - *Not something other counties would use. Denied.*
- Request for new event: **Motion: To Set Hearing/Trial.**
  - To be used in any case where a party is requesting a hearing or trial be set. Currently staff was using the MOTION: To Set / Certificate of Readiness, but this has an auto update to the case and party status'. 90% of the time this is in a dependency case where the case is in a reopened status and we are having to manually correct both the case and party status.
  - *Courts agreed they could use this. New event – Motion: Trial will be added with no status defaults.*

- **Yavapai:**

- Request to remove automatic party status from – **Verdict: Acquitted/Not Guilty.**

- Remove the automatic party status of Terminated - Acquitted associated with the docket code Verdict: Acquitted/Not Guilty. NOTE: This is the only Verdict docket which changes the party 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 party status would not be Terminated - Acquitted. For accurate reporting purposes, we are currently having to manually change the party status.
- Courts agreed to remove the default party status.

- AOC:

- Three new events will be created to comply with new legislation effective 7/3/2015.
  - SB1116 – Order: Comm Rest in Lieu of Fines/Fees
  - HB2553 – Application: Vacate Conviction 13-907.01
  - HB2553 – Order: Vacate Conviction 13-907.01

- New dispo – Code 77

OPERATOR DISPOSITION	EXISTING DISPOSITION
I (01/01/1900-12/31/2099)	
77-SET ASIDE PURSUANT TO	10-PLEA GUILTY/RESP SEN
77-SET ASIDE PURSUANT TO	11-PLEA GUILTY/RESP SEN
77-SET ASIDE PURSUANT TO	12-BAIL/DEPOSIT GIVEN/F
77-SET ASIDE PURSUANT TO	20-JDGMT GUILTY/RESP S
77-SET ASIDE PURSUANT TO	21-JDGMT GUILTY/RESP S
77-SET ASIDE PURSUANT TO	22-JDGMT GUILTY RESP/B

- This is tabled until the next meeting. I will review to see if there are other events that contain just the statute number. Jeff Mangis recommended updating any event with a statute number to include descriptive text. This will help identify the correct event for the court user.
  - Patrick Scott noted that a new statewide form is being created for Application: Vacate Conviction 13-907.01. He will notify the courts when it is ready.
- In March, 2013 some new Cost types were added to the AVT's for civil filing fees. When the allocation for the new cost types were set-up, the wrong GL was selected in 5 courts. The AOC will be correcting the Cost GL Allocations on 5/31/15 so that going forward on 6/1/15, the allocations will be correct. The 5 courts will need to do a JV Entry moving the funds from the wrong GL to the correct GL. In some cases, it may take more than one month to move all of the funds. I will be contacting you next week with the amounts that need to be transferred.
    - No questions.
  - At the March 18, 2015 meeting, the group agreed to end-date the party statuses of 'Answered' and 'Answered/Active' leaving 'Active' as the correct status. End-dating a party status does not keep it from displaying when the event is used. When that event is used, it generates a message saying 'Event is going to change the party status that is either disabled or not effective. Do you still want to change the event?' In order to prevent this, we would need to

change any event that contains the end-dated party statuses to display the 'Active' party status. Below are the events that would be updated. Do the courts agree with this update?

- Courts agreed to change the party status on any events containing the case status of 'Answered' or 'Answered/Active' to 'Active'.

Document Type	Document Sub-type	Case Status	Party Status
Answer	and Counterclaim		Answered
Answer	and Cross Claim		Answered
Answer	Answer		Answered
Answer	Answer to Cross-Claim		Answered
Answer	of Garnishee		Answered
Answer	to 3rd Party Complaint		Answered
Response	to Determination of Factual Improper Party Status		Answered/Active
Response	to Determination of Factual Innocence		Answered/Active
Response	to Petition for Annulment		Answered/Active
Response	to Petition for Annulment w/Children		Answered/Active
Response	to Petition for Dissolution		Answered/Active
Response	to Petition for Dissolution of Marriage w/Children		Answered/Active
Response	to Petition for Legal Separation		Answered/Active
Response	to Petition for Legal Separation w/Children		Answered/Active

- Mohave submitted a request for discussion regarding the new 'Order Regarding Deferral or Waiver of Court Fees and Costs and Notice Regarding Consent Judgment'. The concern is that the Parent Information Program is included on the same line as fees for summons or subpoenas. Some courts state that the judge may grant a deferral but order the party to attend the class and pay the PIP fee. Jeff Mangis suggested changing the form so that the PIP fee is on a separate line. Patrick Scott stated that if Jeff wanted to write it up, it could be submitted to Dave Byers who has to approve updates on statewide forms. We discovered that the fee is included automatically in some counties when the case created. This is tabled until next month so that the AOC can determine how the fee is being assessed in all counties. Once that has been determined, we can discuss a process for assessing the fee.
- Pat McGrath gave a brief update on NICS. He will follow up after he does more testing.

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, June 17, 2015

1:30 – 3:30

(602) 452-3288 Meeting ID: 3357

### 6/17/2015 Agenda: -

- **Cochise:**
  - Request that **Order: Modifying Support** have the automatic case status of **re-adjudicate**.
    - *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.*
  - Request that the **Order: Stopping Wage Assignment** be end-dated and create **Order: Termination of Income Withholding Order**.
    - *The new event will trigger a Re-Adjudicated the case status and show the party status as Terminated - Post Decree/Judgment.*
    - *The form is no longer referred to as Stopping Wage Assignment and it will be easier for docking clerks to use the correct code along with the correct name of the pleading.*
- **AOC:**
  - **Tabled from last month.**
    - Two new events will be created to comply with new legislation effective 7/3/2015.
    - HB2553 – **Application: Vacate Conviction 13-907.01/Human Trafficking**
    - HB2553 – **Order: Vacate Conviction 13-907.01/Human Trafficking**

### Recommended Disposition:

**SP.01 = Set Aside Pursuant to 13-907.01/Human Traffic**

SA	SET ASIDE PURSUANT TO 13-905/ <b>Restoration of Civil Rights</b>	
SP	SET ASIDE PURSUANT TO 13-907/ <b>At Discharge</b>	
ST	SET ASIDE PURSUANT TO 13-905 & 13-907 – <b>How is this different than the two above?</b>	

- Please remind the group that if the application to vacate the conviction under 13-907.01 is granted the case becomes confidential.

- 29.6 Record confidential.**  
**When a court grants an application submitted by a sex trafficking victim, all paper and electronic records of the conviction vacated are confidential. The record will be disclosed upon request to the sex trafficking victim or for good cause as ordered by the court. The court must order that notations be made in law enforcement and prosecution records that the conviction was vacated and the applicant was a victim of a crime.**

*Jeff Mangis noted that it would be nice to add a description instead of just using the statute. I agreed to identify any events that contained only the statutes so that they can be reviewed by the group to determine if a description should be added. The events display below:*

**Existing Events with Statute numbers**

Affidavit	of Physician (36-533B)	Affidavit from physician who conducted an evaluation of a party on the case.	Use when affidavits are received from evaluating physicians following the initial filing of petition for court ordered treatment.
Affidavit	of Applicant (36-533B)	Affidavit from applicant to require an evaluation of party to determine need for court ordered treatment.	Use when affidavit is filed along with Petition for Court Ordered Treatment per A.R.S. 36-533B.
Notice	Pursuant to 8-106G	Pursuant to Arizona Revised Statute §8-106(G), in order to establish Paternity, each potential father must be served notice which contains the following information: An adoption is planned; The potential father has a right to consent or withhold consent to the adoption; The potential father has a responsibility to initiate paternity proceedings by statute and to	Use when the notice required by A.R.S. 8-106G has been generated/issued by the court.
Notice	Pursuant to 8-113E	8-113. Removal from home; expedited hearings; probationary period  A. A child who has been placed in a certified adoptive home by any agency or the division shall not be removed from the home except on order of the Juvenile court. The agency or the division may request a hearing for removal before the	Use when the court has generated/issued notice of a hearing as required by A.R.S. 8-113E.
Statement	Statement Pursuant to ARS 14-5651	This form is completed by the judge and states whether the potential guardian meets the requirements for guardianship. This is an official form from the Arizona Court System, which complies with all applicable laws and statutes.  Frequently used in Guardian/Conservator & Probate	Use when the Statement Pursuant to 14-5651 is received by the court.

- Mohave submitted a request for discussion regarding the new ‘Order Regarding Deferral or Waiver of Court Fees and Costs and Notice Regarding Consent Judgment’. The concern is that the Parent Information Program is included on the same line as fees for summons or subpoenas. Some courts state that the judge may grant a deferral but order the party to attend the class and pay the PIP fee. Jeff Mangis suggested changing the form so that the PIP fee is on a separate line. Patrick Scott stated that if Jeff wanted to write it up, it could be submitted to Dave Byers who has to approve updates on statewide forms. We discovered that the fee is included automatically in some counties when the case created. **This is tabled** until next month so that the AOC can determine how the fee is being assessed in all counties. Once that has been determined, we can discuss a process for assessing the fee.

***Below is a breakdown of how each courts assesses the PIP Fee***

Apache	Case Type	Payment Event
		PAYMENT: PARENT EDUCATION CLASS
		PAYMENT: ESTABLISH 25-502 NEW
Cochise	Case Type	Payment Event
		PAYMENT: PARENT EDUCATION CLASS
		PAYMENT: ESTABLISH 25-502 NEW
Coconino	Case Type	Payment Event
		PAYMENT: PARENT EDUCATION CLASS
		PAYMENT: ESTABLISH 25-502 NEW
Gila	Case Type	Payment Event
		PAYMENT: PARENT EDUCATION CLASS
		PAYMENT: ESTABLISH 25-502 NEW
Graham	Case Type	Payment Event
		PAYMENT: PARENT EDUCATION CLASS
		PAYMENT: ESTABLISH 25-502 NEW
Greenlee	Case Type	Payment Event
		PAYMENT: PARENT EDUCATION CLASS
		PAYMENT: ESTABLISH 25-502 NEW
La Paz	Case Type	Payment Event
	ANNULMENT W/CHILDREN	PAYMENT: ANS / RESP DISSOLUTION / SEPARATION / ANNULLMENT W/ CHILDREN
	DISSOLUTION W/CHILDREN	PAYMENT: ANS / RESP INTERSTATE WAGE ASSIGNMENT
	LEGAL DECISION-MAKING / PARENTING TIME (DIVORCE)	PAYMENT: ANS / RESP PETITION TO ESTABLISH SUPPORT
	LEGAL DECISION-MAKING / PARENTING TIME (NON-DIVORCE)	PAYMENT: ANS / RESP RECIPROCAL INITIAL
	CHILD SUPPORT	PAYMENT: ANS / RESP RECIPROCAL RESPONSE
		PAYMENT: ANS / RESP UIFSA
		PAYMENT: FAMILY LAW INITIAL APPEARANCE W/ CHILD
		PAYMENT: MOTION ORDER OF ASSIGNMENT POST DECREE

		PAYMENT: PET FOR DISSOLUTION / SEPARATION / ANNULMENT W/ CHILDREN
		PAYMENT: PETITION ENFORCE SUP
		PAYMENT: PETITION ENFORCE VSTS
		PAYMENT: PETITION POST ADJUDICATION
		PAYMENT: PARENT EDUCATION CLASS
		PAYMENT: ESTABLISH 25-502 NEW
		PAYMENT: RESPONSE POST ADJUDICATION
		PAYMENT: PETITION POST ADJUDICATION
<b>Mohave</b>	<b>Case Type</b>	<b>Payment Event</b>
	ANNULMENT W/CHILDREN	PAYMENT: ANS / RESP DISSOLUTION / SEPARATION / ANNULMENT W/ CHILDREN
	DISSOLUTION W/CHILDREN	PAYMENT: PET FOR DISSOLUTION / SEPARATION / ANNULMENT W/ CHILDREN
	LEGAL SEPARATION W/CHILDREN	PAYMENT: PARENT EDUCATION CLASS
		PAYMENT: ESTABLISH 25-502 NEW
<b>Navajo</b>	<b>Case Type</b>	<b>Payment Event</b>
	DISSOLUTION W/CHILDREN	PAYMENT: PET FOR DISSOLUTION / SEPARATION / ANNULMENT W/ CHILDREN
	LEGAL SEPARATION W/CHILDREN	PAYMENT: ANS / RESP DISSOLUTION / SEPARATION / ANNULMENT W/ CHILDREN
	PATERNITY	PAYMENT: PARENT EDUCATION CLASS
		PAYMENT: ESTABLISH 25-502 NEW
<b>Pinal</b>	<b>Case Type</b>	<b>Payment Event</b>
		PAYMENT: PARENT EDUCATION CLASS
		PAYMENT: ESTABLISH 25-502 NEW
<b>Santa Cruz</b>	<b>Case Type</b>	<b>Payment Event</b>
	ANNULMENT W/CHILDREN	PAYMENT: PARENT EDUCATION CLASS
	DISSOLUTION W/CHILDREN	
	LEGAL SEPARATION W/CHILDREN	
<b>Yavapai</b>	<b>Case Type</b>	<b>Payment Event</b>
	DISSOLUTION W/CHILDREN	PAYMENT: FAM LAW REL POST ADJ TRANSFR
		PAYMENT: FAMILY LAW TRANSFER
		PAYMENT: PARENT EDUCATION CLASS
<b>Yuma</b>	<b>Case Types</b>	<b>Payment Events</b>
	LEGAL SEPARATION W/CHILDREN	PAYMENT: ANS / RESP DISSOLUTION / SEPARATION / ANNULMENT W/ CHILDREN
	DISSOLUTION W/CHILDREN	PAYMENT: ANS / RESP FOREIGN JUDGMENT LEGAL DECISION-MAKING
	ANNULMENT W/CHILDREN	PAYMENT: ANS / RESP PETITION FOR LEGAL DECISION-MAKING
	LEGAL DECISION-MAKING / PARENTING TIME (DIVORCE)	PAYMENT: ANS: THIRD PARTY RIGHTS
	LEGAL DECISION-MAKING / PARENTING TIME (NON-DIVORCE)	PAYMENT: ESTABLISH 25-502 NEW
	THIRD PARTY RIGHTS (DIVORCE)	PAYMENT: PARENT EDUCATION CLASS

	<b>THIRD PARTY RIGHTS (NON-DIVORCE)</b>	<b>PAYMENT: PET FOR DISSOLUTION / SEPARATION / ANNULMENT W/ CHILDREN</b>
	<b>PARENTING TIME (DIVORCE)</b>	<b>PAYMENT: PET FOR PARENTING TIME</b>
	<b>PARENTING TIME (NON-DIVORCE)</b>	<b>PAYMENT: PET FOR THIRD PARTY RIGHTS</b>
	<b>THIRD PARTY RIGHTS</b>	<b>PAYMENT: PETITION ESTABLISH LEGAL DECISION-MAKING / PARENTING TIME</b>
		<b>PAYMENT: PETITION FOR LEGAL DECISION-MAKING</b>

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, June 17, 2015

1:30 – 3:30

(602) 452-3288 Meeting ID: 3357

### 6/17/2015 Agenda: -

**Attendees:** Vicki Barton/Cochise; Correnia Snyder/Maricopa; Stephanie Newman/Graham; Odette Apodaca/Pinal; Valeria Fuentes/Santa Cruz; Becky Hamilton, Donna McQuality, Kelly Gregorio, Rachel Roehe, Shannon Shoemake/Yavapai; Pat McGrath, Karla Williams, Carolyn Kolia/AOC.

- **Cochise:**

- Request that **Order: Modifying Child Support** have the automatic case status of 'Re-adjudicated'.
  - 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. **Granted. Additionally, the party status will default to 'Terminated – Re-Adjudicated'**
- Request that the **Order: Stopping Wage Assignment** be end-dated and create **Order: Termination of Income Withholding Order**.
  - The new event will trigger a Re-Adjudicated the case status and show the party status as Terminated - Post Decree/Judgment.
  - The form is no longer referred to as Stopping Wage Assignment and it will be easier for docking clerks to use the correct code along with the correct name of the pleading.
  - **Order: Stopping Wage Assignment will not be end-dated but 'Order: Termination of Income Withholding Order' will be Granted. Case status will default to Re-Adjudicated and party status to Terminated – Post Decree/Judgment. I will review in June 2016 to see if the old order can be end-dated. I will also review to see if more events need to be associated with the new order and have recommendations for them on the agenda next month.**

- **AOC:**

- **Tabled from last month.**
  - Two new events will be created to comply with new legislation effective 7/3/2015.
  - HB2553 – **Application: Vacate Conviction 13-907.01/Human Trafficking**
  - HB2553 – **Order: Vacate Conviction 13-907.01/Human Trafficking**
  - **Both granted.**

Recommended Disposition:

- **SP.01 = Set Aside Pursuant to 13-907.01/Human Traffic. **Granted.****  
**Members will also discuss disposition of ‘SET ASIDE PURSUANT TO 13-905 & 13-907’ (see below) with their criminal clerks to see if it is used. If it is not used, we will end-date.**

SA	SET ASIDE PURSUANT TO 13-905/ <b>Restoration of Civil Rights</b>	
SP	SET ASIDE PURSUANT TO 13-907/ <b>At Discharge</b>	
ST	SET ASIDE PURSUANT TO 13-905 & 13-907 – <b>How is this different than the two above?</b>	

- **Patrick Scott asked me to remind the group that if the application to vacate the conviction under 13-907.01 is granted the case becomes confidential.**

- **29.6 Record confidential.**

When a court grants an application submitted by a sex trafficking victim, all paper and electronic records of the conviction vacated are confidential. The record will be disclosed upon request to the sex trafficking victim or for good cause as ordered by the court. The court must order that notations be made in law enforcement and prosecution records that the conviction was vacated and the applicant was a victim of a crime.

**Members also decided that if the conviction is set aside, the entire case needs to be restricted.**

- *Jeff Mangis noted that it would be nice to add a description instead of just using the statute. I agreed to identify any events that contained only the statutes so that they can be reviewed by the group to determine if a description should be added. The events display below:*

**Existing Events with Statute numbers**

Affidavit	of Physician (36-533B)	Affidavit from physician who conducted an evaluation of a party on the case.	Use when affidavits are received from evaluating physicians following the initial filing of petition for court ordered treatment.
Affidavit	of Applicant (36-533B)	Affidavit from applicant to require an evaluation of party to determine need for court ordered treatment.	Use when affidavit is filed along with Petition for Court Ordered Treatment per A.R.S. 36-533B.
Notice	Pursuant to 8-106G	Pursuant to Arizona Revised Statute §8-106(G), in order to establish Paternity, each potential father must be served notice which contains the following information: An adoption is planned; The potential father has a right to consent or withhold consent to the adoption; The potential father has a responsibility to initiate paternity proceedings by statute and to	Use when the notice required by A.R.S. 8-106G has been generated/issued by the court.
Notice	Pursuant to 8-113E	8-113. Removal from home; expedited hearings; probationary period  A. A child who has been placed in a certified adoptive home by any agency or the division shall not be removed from the home except on order of the Juvenile court. The agency or the division may request a hearing for removal before the	Use when the court has generated/issued notice of a hearing as required by A.R.S. 8-113E.



		PAYMENT: ESTABLISH 25-502 NEW
<b>Greenlee</b>	<b>Case Type</b>	<b>Payment Event</b>
		PAYMENT: PARENT EDUCATION CLASS
		PAYMENT: ESTABLISH 25-502 NEW
<b>La Paz</b>	<b>Case Type</b>	<b>Payment Event</b>
	ANNULMENT W/CHILDREN	PAYMENT: ANS / RESP DISSOLUTION / SEPARATION / ANNULLMENT W/ CHILDREN
	DISSOLUTION W/CHILDREN	PAYMENT: ANS / RESP INTERSTATE WAGE ASSIGNMENT
	LEGAL DECISION-MAKING / PARENTING TIME (DIVORCE)	PAYMENT: ANS / RESP PETITION TO ESTABLISH SUPPORT
	LEGAL DECISION-MAKING / PARENTING TIME (NON-DIVORCE)	PAYMENT: ANS / RESP RECIPROCAL INITIAL
	CHILD SUPPORT	PAYMENT: ANS / RESP RECIPROCAL RESPONSE
		PAYMENT: ANS / RESP UIFSA
		PAYMENT: FAMILY LAW INITIAL APPEARANCE W/ CHILD
		PAYMENT: MOTION ORDER OF ASSIGNMENT POST DECREE
		PAYMENT: PET FOR DISSOLUTION / SEPARATION / ANNULMENT W/ CHILDREN
		PAYMENT: PETITION ENFORCE SUP
		PAYMENT: PETITION ENFORCE VSTS
		PAYMENT: PETITION POST ADJUDICATION
		PAYMENT: PARENT EDUCATION CLASS
		PAYMENT: ESTABLISH 25-502 NEW
		PAYMENT: RESPONSE POST ADJUDICATION
		PAYMENT: PETITION POST ADJUDICATION
<b>Mohave</b>	<b>Case Type</b>	<b>Payment Event</b>
	ANNULMENT W/CHILDREN	PAYMENT: ANS / RESP DISSOLUTION / SEPARATION / ANNULLMENT W/ CHILDREN
	DISSOLUTION W/CHILDREN	PAYMENT: PET FOR DISSOLUTION / SEPARATION / ANNULMENT W/ CHILDREN
	LEGAL SEPARATION W/CHILDREN	PAYMENT: PARENT EDUCATION CLASS
		PAYMENT: ESTABLISH 25-502 NEW
<b>Navajo</b>	<b>Case Type</b>	<b>Payment Event</b>
	DISSOLUTION W/CHILDREN	PAYMENT: PET FOR DISSOLUTION / SEPARATION / ANNULMENT W/ CHILDREN
	LEGAL SEPARATION W/CHILDREN	PAYMENT: ANS / RESP DISSOLUTION / SEPARATION / ANNULLMENT W/ CHILDREN
	PATERNITY	PAYMENT: PARENT EDUCATION CLASS
		PAYMENT: ESTABLISH 25-502 NEW
<b>Pinal</b>	<b>Case Type</b>	<b>Payment Event</b>
		PAYMENT: PARENT EDUCATION CLASS
		PAYMENT: ESTABLISH 25-502 NEW
<b>Santa Cruz</b>	<b>Case Type</b>	<b>Payment Event</b>
	ANNULMENT W/CHILDREN	PAYMENT: PARENT EDUCATION CLASS
	DISSOLUTION W/CHILDREN	
	LEGAL SEPARATION W/CHILDREN	

<b>Yavapai</b>	<b>Case Type</b>	<b>Payment Event</b>
	DISSOLUTION W/CHILDREN	PAYMENT: FAM LAW REL POST ADJ TRANSFR
		PAYMENT: FAMILY LAW TRANSFER
		PAYMENT: PARENT EDUCATION CLASS
<b>Yuma</b>	<b>Case Types</b>	<b>Payment Events</b>
	LEGAL SEPARATION W/CHILDREN	PAYMENT: ANS / RESP DISSOLUTION / SEPARATION / ANNULMENT W/ CHILDREN
	DISSOLUTION W/CHILDREN	PAYMENT: ANS / RESP FOREIGN JUDGMENT LEGAL DECISION-MAKING
	ANNULMENT W/CHILDREN	PAYMENT: ANS / RESP PETITION FOR LEGAL DECISION-MAKING
	LEGAL DECISION-MAKING / PARENTING TIME (DIVORCE)	PAYMENT: ANS: THIRD PARTY RIGHTS
	LEGAL DECISION-MAKING / PARENTING TIME (NON-DIVORCE)	PAYMENT: ESTABLISH 25-502 NEW
	THIRD PARTY RIGHTS (DIVORCE)	PAYMENT: PARENT EDUCATION CLASS
	THIRD PARTY RIGHTS (NON-DIVORCE)	PAYMENT: PET FOR DISSOLUTION / SEPARATION / ANNULMENT W/ CHILDREN
	PARENTING TIME (DIVORCE)	PAYMENT: PET FOR PARENTING TIME
	PARENTING TIME (NON-DIVORCE)	PAYMENT: PET FOR THIRD PARTY RIGHTS
	THIRD PARTY RIGHTS	PAYMENT: PETITION ESTABLISH LEGAL DECISION-MAKING / PARENTING TIME
		PAYMENT: PETITION FOR LEGAL DECISION-MAKING

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, July 15, 2015

1:30 – 3:30

(602) 452-3288 Meeting ID: 3357

### 7/15/2015 Agenda: -

- **Apache:**
  - We are requesting the following Sentencing Types: 1) **Juvenile Detention** 2) **Juvenile Detention with monetary** 3) **Juvenile Detention w/probation** 4) **Juvenile Detention w/probation and monetary**. To be used for Juvenile dispositions. Currently using 'Formal Reprimand'.
- **Gila:**
  - Gila would like to discuss the process for Petition and Orders to Revoke. The default to 'Re-Adjudicated' from the 'Order: Revoke Probation' is causing issues for their court
- **AOC:**
  - Do we need case/party statuses for the new events below:
    - **Application: Vacate Conviction 13-907.01/Human Trafficking**  
**Order: Vacate Conviction 13-907.01/Human Trafficking**
  - This was tabled from last month for the group to ask their users if they need 'SET ASIDE PURSUANT TO 13-905 & 13-907'.
    - *Couldn't the dispositions below be used? Additionally, should the text displaying in red be added to the disposition?*

SA	SET ASIDE PURSUANT TO 13-905/ <b>Restoration of Civil Rights</b>
SP	SET ASIDE PURSUANT TO 13-907/ <b>At Discharge</b>

- Existing Events with Statute numbers
  - *I have reviewed the statutes below and they are all current. Do we want to add text to make the event more identifiable? Recommendations are in red.*
    - Affidavit: of Physician (36-533B)/ **Involuntary Treatment**
    - Affidavit: of Applicant (36-533B)/**Involuntary Treatment**
    - Notice: Pursuant to 8-106G/**Establish Paternity for Adoption**
    - Notice: Pursuant to 8-113E/**Removal from Home**
    - Statement Pursuant to ARS 14-5651/**Qualification of Guardian**

- New event **Petition: Termination of Income Withholding.**
  - *I have reviewed all events pertaining to income withholding as requested by the group and I believe that the above-referenced event is need in order to begin the process of moving away from the term 'Wage Assignment'. Do you agree?*
  
- Please see Hearing Results below. Do you believe the highlighted one can be end-dated?

<u>Result</u>	<u>Effective Date</u>
Under Advisement	11/20/2007
Under Advisement – Case	4/2/2008
Under Advisement - Issue	4/2/2008
  
- In the process of syncing up the ACCESS and AJACS databases, I have found some appearance reasons in AJACS that are not in ACCESS. Could you please review and be prepared for discussion at the meeting.
  - *Contested Adjudication Hearing*
  - *Consented Adoption*
  - *Order to Appear (is this the same as **Petition – Order to Appear**)*
  - *Pre Protective Conference*
  - *Status Review*
  
- During the review process, I identified a payment code that exists in some databases but not in others. Is this a valid payment code?
  - *Payment: Drug Lab Remediation*

# GJ Code Standardization and Clerk's User Group Meeting

## Meeting Notes and Action Items Agenda

Wednesday, July 15, 2015

1:30 – 3:30

(602) 452-3288 Meeting ID: 3357

### Jurisdictions Represented:

Apache- Teri Softley

Cochise- Fran Rancarelli

Gila- Vicki Aguilar, Esther Rios, Terri Griego

Mohave- Della Hiser

Navajo- Marla Randall

Pinal- Odette Apodaca

Yavapai- Karen Wilkes, Shannon Shoemake, Shaunna Kelbaugh, Julie Malinowski, Jonathon Derois

Yuma- Daniel Salcido

AOC- Patrick McGrath, Karla Williams

### 7/15/2015 Agenda: -

- **Apache:**

- We are requesting the following Sentencing Types: 1) **Juvenile Detention** 2) **Juvenile Detention with monetary** 3) **Juvenile Detention w/probation** 4) **Juvenile Detention w/probation and monetary**. To be used for Juvenile dispositions. Currently using 'Formal Reprimand'. **Granted**. **Group agreed that these would be helpful, and there was a difference between ADOC and Juvenile Detention. Accordingly, no objections to adding these Sentence Types pending a discussion with the AJACS team to determine if adding them has a negative impact architecturally.**

- **Gila:**

- Gila would like to discuss the process for Petition and Orders to Revoke. The default to '**Re-Adjudicated**' from the '**Order: Revoke Probation**' is causing issues for their court. **Denied**. **Following a good discussion, and a reference to AZ Criminal Procedure Rule 27.6, the group agreed that the issues being experienced in the court are business process related, and need to be resolved between the court and the probation department.**

- **AOC:**

- Do we need case/party statuses for the new events below:
  - **Application: Vacate Conviction 13-907.01/Human Trafficking**
    - **Yes**. **Case Status change to REOPEN; Party Status change to POST SENTENCE MATTERS**
  - **Order: Vacate Conviction 13-907.01/Human Trafficking**
    - **Yes**. **Case Status change to RE-ADJUDICATED; Party Status change to TERMINATED – RE-ADJUDICATED**

- This was tabled from last month for the group to ask their users if they need ‘SET ASIDE PURSUANT TO 13-905 & 13-907’. **Request was made by Yavapai to change the & to a / in this event entry, and group agreed that this should be done. Granted.**
  - Couldn’t the dispositions below be used? **No.** Additionally, should the text displaying in **red** be added to the disposition? **Yes.** **Group agreed that the dispositions below could be used, including the descriptive text.**

SA	SET ASIDE PURSUANT TO 13-905/ <b>Restoration of Civil Rights</b>
SP	SET ASIDE PURSUANT TO 13-907/ <b>At Discharge</b>

- Existing Events with Statute numbers
  - I have reviewed the statutes below and they are all current. Do we want to add text to make the event more identifiable? **Yes.** Recommendations are in **red.**
    - Affidavit: of Physician (36-533B)/ **Involuntary Treatment**
    - Affidavit: of Applicant (36-533B)/**Involuntary Treatment**
    - Notice: Pursuant to 8-106G/**Establish Paternity for Adoption**
    - Notice: Pursuant to 8-113E/**Removal from Home**
    - Statement Pursuant to ARS 14-5651/**Qualification of Guardian**

**Group approved adding text, but cautioned that in the future care should be taken to avoid lengthy textual descriptions due to character limits in the fields.**

- New event **Petition: Termination of Income Withholding.**
  - I have reviewed all events pertaining to income withholding as requested by the group and I believe that the above-referenced event is need in order to begin the process of moving away from the term ‘Wage Assignment’. Do you agree? **Granted.** **Yes, agreed, with the following amendment:**

**Petition: Terminate Income Withholding Order; Change Party Status to POST JUDGMENT MATTERS; Also, check to determine if Order changes Party Status. Order: Termination of Income Withholding Order’ changes party status to Terminated – Post Decree/Judgment.**

- Please see Hearing Results below. Do you believe the highlighted one can be end-dated? **No.**

<u>Result</u>	<u>Effective Date</u>
<b>Under Advisement</b>	<b>11/20/2007</b>
Under Advisement – Case	4/2/2008
Under Advisement - Issue	4/2/2008

**Group preferred not to end date the Hearing Result, as there may be times when whether it’s a case or issue is unclear. After review of the historical ACCESS database, I discovered that hearing result ‘Under Advisement’ was end-dated on 4/2/2008 but was never updated in AJACS. I will leave the as is with no end-date.**

- In the process of syncing up the ACCESS and AJACS databases, I have found some appearance reasons in AJACS that are not in ACCESS. Could you please review and be prepared for discussion at the meeting.
  - *Contested Adjudication Hearing*
  - *Consented Adoption*

- *Order to Appear (is this the same as **Petition – Order to Appear**)*
- *Pre Protective Conference*
- *Status Review*

**Tabled to allow more time for group to review.**

o During the review process, I identified a payment code that exists in some databases but not in others. Is this a valid payment code? **Yes.**

- *Payment: Drug Lab Remediation*

**Group preferred that this code be kept alive, added to any databases where it's missing, and notify the group when it is added.**

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, August 19, 2015

1:30 – 3:30

(602) 452-3288 Meeting ID: 3357

### 8/19/2015 Agenda: -

- Yavapai:
  - Requesting new event: **Order: Terminating DUI Court – Successful**
    - *The new codes for the DUI Court allows for consistency in events used for the DUI & Drug Courts. Further, request is being made for this event code to automatically change the Case Status to **RE-ADJUDICATED** and the Party Status to **TERMINATED-RE-ADJUDICATED**. Once the participant is terminated from the program, the case is concluded unless/until a petition to violate probation is filed.*
    - *The event code requested would be used for the purpose of removing the defendant successfully from the program and for that to display on the ROA. The addition of this event code, as well as the automatic change to case and party status, will allow for more accurate statistical reporting of specialty courts.*
  - Requesting new event: **Order: Terminating DUI Court – Unsuccessful**
    - *The requested event code exist for the Drug Court program. The new code for the DUI Court would allow for consistency in the events used for the Drug and DUI Court program that take place together twice a month and have approximately 285 participants. Further, request is being made for this event code to automatically change the Case Status to **RE-ADJUDICATED** and the Party Status to **TERMINATED-RE-ADJUDICATED**. Once the participant is terminated from the program the case is concluded unless/until a petition is filed for violation of probation.*
    - *The event code requested would be used for the purpose of removing the defendant unsuccessfully from the program and for that to display on the ROA. The addition of this event code, as well as the automatic change to case and party status, will allow for more accurate statistical reporting of specialty courts.*
  - Request to modify case/party status on existing events: **Order: Terminating Drug Court – Successful** and : **Order: Terminating Drug Court – Unsuccessful**
    - *Once the participant is terminated from the program the case is concluded, unless/until a petition to violate probation is filed. The automatic change to case and party status will allow for more accurate statistical reporting of specialty courts.*

- **AOC**

- Tabled from last meeting to allow courts more time to review:
  - *In the process of syncing up the ACCESS and AJACS databases, I have found some appearance reasons in AJACS that are not in ACCESS. Could you please review and be prepared for discussion at the meeting.*
    - *Contested Adjudication Hearing*
    - *Consented Adoption*
    - *Order to Appear (is this the same as **Petition – Order to Appear**)*
    - *Pre Protective Conference*
    - *Status Review*
- It was brought to my attention that there are some issues in the table for Language Codes.
  - *Hindu is not a language, it is a religion. The language is Hindi. Your tables will be updated to reflect that change.*
  - *Portuguese is also misspelled in the AJACS tables so that will be corrected as well.*
  - *Other instances in the Language Code tables where the ACCESS database and AJACS do not match.*
    - *AJACS contains the Language Code of ‘Malai’. The correct spelling is ‘Malay’. The spelling will be corrected and it will be added to the ACCESS database.*
    - *ACCESS contains the Language Code of ‘Indonesian’. This will be added to the AJACS database.*
    - *‘Navajo’ displays in AJACS but not in ACCESS. ‘Native American’ displays in ACCESS but not in AJACS. Recommendation is to remove ‘Native American’ from ACCESS and add ‘Navajo’. Additionally, please be prepared to discuss which other Native American languages need to be added to both databases.*
- Please be prepared to discuss what your process is for IV-D cases on which a warrant has been issued and the defendant has been arrested. A court noted that when a warrant is quashed Post-Adjudication, the case status is automatically changed to ‘Reopened’. If the defendant posts the bond, the case is set for Review Hearings to monitor if they are making their payments as ordered. Should the case status be changed to Re-Adjudicated after each review hearing or should it just stay in the Reopened status? This will be important once Time Standards for Post Adjudicated Family Law cases goes into effect next year.

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, August 19, 2015

1:30 – 3:30

(602) 452-3288 Meeting ID: 3357

### Jurisdictions Represented:

Cochise- Vicki Barton

Gila- Vicki Aguilar, Esther Rios, Anita Escobedo, Terri Griego

Graham – Stephanie Newton

La Paz – Stephanie Lujan

Mohave- Della Hiser, Corrine Hester

Pinal- Odette Apodaca

Santa Cruz – Valeria Fuentes, Juan Pablo Guzman

Yavapai- Donna McQuality, Kelly Gregorio, Karen Wilkes, Rachel Roehe, Shaunna Kelbaugh, Becky Hamilton

AOC- Mary Foltz, Carolyn Kolia

### 8/19/2015 Agenda: -

- Yavapai:

- Requesting new event: **Order: Terminating DUI Court – Successful**
  - The new codes for the DUI Court allows for consistency in events used for the DUI & Drug Courts. Further, request is being made for this event code to automatically change the Case Status to **RE-ADJUDICATED** and the Party Status to **TERMINATED-RE-ADJUDICATED**. Once the participant is terminated from the program, the case is concluded unless/until a petition to violate probation is filed.
  - The event code requested would be used for the purpose of removing the defendant successfully from the program and for that to display on the ROA. The addition of this event code, as well as the automatic change to case and party status, will allow for more accurate statistical reporting of specialty courts.
  - **Granted**
- Requesting new event: **Order: Terminating DUI Court – Unsuccessful**
  - The requested event code exist for the Drug Court program. The new code for the DUI Court would allow for consistency in the events used for the Drug and DUI Court program that take place together twice a month and have approximately 285 participants. Further, request is being made for this event code to automatically change the Case Status to **RE-ADJUDICATED** and the Party Status to **TERMINATED-RE-ADJUDICATED**. Once the participant is terminated from the program the case is concluded unless/until a petition is filed for violation of probation.
  - The event code requested would be used for the purpose of removing the defendant unsuccessfully from the program and for that to display on the ROA. The addition of this

event code, as well as the automatic change to case and party status, will allow for more accurate statistical reporting of specialty courts.

- **Granted**

- Request to modify case/party status on existing events: **Order: Terminating Drug Court – Successful** and : **Order: Terminating Drug Court – Unsuccessful**
  - **Change to Re-Adjudicated and Terminated – Re-Adjudicated**
  - Once the participant is terminated from the program the case is concluded, unless/until a petition to violate probation is filed. The automatic change to case and party status will allow for more accurate statistical reporting of specialty courts.
  - **Granted**
- **AOC**
  - Tabled from last meeting to allow courts more time to review:
    - In the process of syncing up the ACCESS and AJACS databases, I have found some appearance reasons in AJACS that are not in ACCESS. Could you please review and be prepared for discussion at the meeting.
      - Contested Adjudication Hearing
      - Consented Adoption
      - Order to Appear (is this the same as **Petition – Order to Appear**)
      - Pre Protective Conference
      - Status Review
      - **Tabled – checking to see if it's possible to determine how many times they have been used.**
  - It was brought to my attention that there are some issues in the table for Language Codes.
    - Hindu is not a language, it is a religion. The language is Hindi. Your tables will be updated to reflect that change.
    - Portuguese is also misspelled in the AJACS tables so that will be corrected as well.
    - Other instances in the Language Code tables where the ACCESS database and AJACS do not match.
      - **AJACS** contains the Language Code of 'Malai'. The **correct spelling** is **'Malay'**. The spelling will be corrected and it will be added to the ACCESS database.
      - **ACCESS** contains the Language Code of **'Indonesian'**. This will be **added to the AJACS database.**
      - 'Navajo' displays in AJACS but not in ACCESS. 'Native American' displays in ACCESS but not in AJACS. Recommendation is to remove 'Native American' from ACCESS and add 'Navajo'. Additionally, please be prepared to discuss which other Native American languages need to be added to both databases.
      - **Adding Apache to AJACS and ACCESS**
  - Please be prepared to discuss what your process is for IV-D cases on which a warrant has been issued and the defendant has been arrested. A court noted that when a warrant is quashed Post-Adjudication, the case status is automatically changed to 'Reopened'. If the defendant posts the bond, the case is set for Review Hearings to monitor if they are making their payments as ordered. Should the case status be changed to Re-Adjudicated after each review hearing or should it just stay in the Reopened status? This will be important once Time Standards for Post Adjudicated Family Law cases goes into effect next year.

- Tabled - Below are all the Minute Entries that currently trigger a case/party status change. Would it make sense to create a new minute entry specific to the IV-D cases to trigger a re-adjudication?

Document Type	Document Sub-type	Case Status	Party Status
Minute Entry	JV Disposition on PTR	Re-Adjudicated	Terminated-Re-Adjudicated
Minute Entry	JV Disposition	Adjudicated	Terminated - Disposition Entered
Minute Entry	Sentencing	Adjudicated	Terminated - Sentenced
Minute Entry	Sentencing (Partial)	Stayed	Adult Diversion Program
Minute Entry	Denying Emancipation of a Minor	Adjudicated	Terminated - Not Emancipated
Minute Entry	Disposition	Re-Adjudicated	Terminated-Re-Adjudicated
Minute Entry	Emancipation of a Minor	Adjudicated	Terminated - Emancipated

- We have added some new case subtypes for the purpose of eFiling. It is not a mandatory field but it will be necessary when users begin filing via the web. It will mirror the choices on the Civil Coversheet. Even though it is not mandatory, the more complete the information at initiation, the better. Please feel welcome to use them when initiating civil cases at the counter!

Court Type	Case Category	Case Type	Case Subtype	Start Date
Civil	Civil	Contract	Construction Defects -Res/Comm 20 + Struct	18-Aug-15
Civil	Civil	Contract	Construction Defects -Res/Comm 6-19 Struct	18-Aug-15
Civil	Civil	Medical Malpractice	Other	18-Aug-15
Civil	Civil	Medical Malpractice	Hospital	18-Aug-15
Civil	Civil	Medical Malpractice	Physician D.O.	18-Aug-15
Civil	Civil	Medical Malpractice	Physician M.D.	18-Aug-15
Civil	Civil	Tort Motor Vehicle	Wrongful Death	18-Aug-15
Civil	Civil	Tort Motor Vehicle	Property Damage	18-Aug-15
Civil	Civil	Tort Motor Vehicle	Non-Death/Personal Injury	18-Aug-15

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, September 16, 2015

1:30 – 3:30

(602) 452-3288 Meeting ID: 3357

### 9/16/2015 Agenda: - **Updated**

- **AOC - FARE/DSO :**
  - Requesting new Tender Type – **EFT – Electronic Funds Transfer**
    - This will be used for Debt Setoff payments which are moving from being sent to the courts as a check to being deposited into the courts bank account as an electronic funds transfer. The EFT tender type does currently exist in the LJ AJACS system and for consistency sake we request the same tender type be added to the GJ AJACS system.
  - Currently the tender type used with a Debt Setoff payment receipt in AJACS is "Check". We are requesting the new tender type so it can replace "Check" when receipting a Debt Setoff payment.
    - In light of how the Debt Setoff payments will be processed, should we end-date the tender type of 'Debt Setoff'? It is not currently associated to any Payment Sources.
  - Tabled from last meeting to allow courts more time to review:
    - In the process of syncing up the ACCESS and AJACS databases, I have found some appearance reasons in AJACS that are not in ACCESS. Could you please review and be prepared for discussion at the meeting.
      - Contested Adjudication Hearing
      - Consented Adoption
      - Order to Appear (is this the same as **Petition – Order to Appear**)
      - Pre Protective Conference
      - Status Review
    - Carolyn is running some reports to determine who is using these appearance reasons and how often they are used. I will have the results on the next agenda.
    - Tabled - Below are all the Minute Entries that currently trigger a case/party status change. Would it make sense to create a new minute entry specific to the IV-D cases to trigger a re-adjudication?

Document Type	Document Sub-type	Case Status	Party Status
Minute Entry	JV Disposition on PTR	Re-Adjudicated	Terminated-Re-Adjudicated
Minute Entry	JV Disposition	Adjudicated	Terminated - Disposition Entered
Minute Entry	Sentencing	Adjudicated	Terminated - Sentenced

Minute Entry	Sentencing (Partial)	Stayed	Adult Diversion Program
Minute Entry	Denying Emancipation of a Minor	Adjudicated	Terminated - Not Emancipated
Minute Entry	Disposition	Re-Adjudicated	Terminated-Re-Adjudicated
Minute Entry	Emancipation of a Minor	Adjudicated	Terminated - Emancipated

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, September 16, 2015

1:30 – 3:30

(602) 452-3288 Meeting ID: 3357

### 9/16/2015 Agenda: - **Updated**

- AOC - FARE/DSO :
  - Requesting new Tender Type – **EFT – Electronic Funds Transfer**
    - *This will be used for Debt Setoff payments which are moving from being sent to the courts as a check to being deposited into the courts bank account as an electronic funds transfer. The EFT tender type does currently exist in the LJ AJACS system and for consistency sake we request the same tender type be added to the GJ AJACS system.*
    - Currently the tender type used with a Debt Setoff payment receipt in AJACS is "Check". We are requesting the new tender type so it can replace "Check" when receipting a Debt Setoff payment.
      - **Granted**
    - In light of how the Debt Setoff payments will be processed, should we end-date the tender type of 'Debt Setoff'? It is not currently associated to any Payment Sources.
      - **Granted**
  - Tabled from last meeting to allow courts more time to review:
    - *In the process of syncing up the ACCESS and AJACS databases, I have found some appearance reasons in AJACS that are not in ACCESS. Could you please review and be prepared for discussion at the meeting.*
      - Contested Adjudication Hearing
      - Consented Adoption
      - Order to Appear (is this the same as **Petition – Order to Appear**)
      - Pre Protective Conference
      - Status Review
    - *Carolyn is running some reports to determine who is using these appearance reasons and how often they are used. I will have the results on the next agenda.*
      - **Appearance reasons will remain as is**
    - Tabled - Below are all the Minute Entries that currently trigger a case/party status change. Would it make sense to create a new minute entry specific to the IV-D cases to trigger a re-adjudication?
      - **IV-D cases are not going to be excluded for purposes of time standards. I will come up with some proposals for a process for the courts follow in**

order to comply with time standards. I will send the proposals before the next meeting so that we can discuss at the meeting.

- It was discovered that on 4/15/15, I incorrectly created a minute entry for 'JV Disposition on PTR' instead of a judgment. We will be adding a new event in production databases 'Minute Entry: JV Disposition on PTR' with a default of case status of 'Re-Adjudicated' and party status or 'Terminated - Re-Adjudicated'. I will be adding the correct judgment event to my ACCESS database.

Document Type	Document Sub-type	Case Status	Party Status
Minute Entry	JV Disposition on PTR	Re-Adjudicated	Terminated-Re-Adjudicated
Minute Entry	JV Disposition	Adjudicated	Terminated - Disposition Entered
Minute Entry	Sentencing	Adjudicated	Terminated - Sentenced
Minute Entry	Sentencing (Partial)	Stayed	Adult Diversion Program
Minute Entry	Denying Emancipation of a Minor	Adjudicated	Terminated - Not Emancipated
Minute Entry	Disposition	Re-Adjudicated	Terminated-Re-Adjudicated
Minute Entry	Emancipation of a Minor	Adjudicated	Terminated - Emancipated

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, October 21, 2015

1:30 – 3:30

(602) 452-3288 Meeting ID: 3357

### 10/21/2015 Agenda:

- **Gila:**
  - Requesting that case status default to **Adjudicated** for **Order: Protection:**
    - *When docketing an Order: Protection, case status is not changed by the system to Adjudicated. Gila requests that the event automatically change the case status to Adjudicated.*
  - Requesting that case status default to **Inactive** for **Notice: Placing on Dismissal Calendar:**
    - *When docketing "Notice: Placing on Dismissal Calendar" the case status is not changed to Inactive; a manual change is required. Needed in civil and domestic cases. Case status was changed (to Inactive) when using event "Notice: Placing on Inactive Calendar".*
- **Yavapai:**
  - Request to modify the case & party status defaults for the following two events:
    - **Petition: Terminate/Discharge Probation** to **Reopen** the case and change the party status to **Post Sentence Matters**.
    - **Order: Terminate/Discharge Probation** to **Re-Adjudicate** the case and change the party status to **Terminated: Re-Adjudicated**.
- **AOC:**
  - Tabled from last month
    - *Recommendation for case status on **IV-D cases**; There is still no firm date as to what Phase this will be in. The recommendation is to manually change the status to 'Re-Adjudicated'. Users will still be able to schedule these cases for review with this status. This is open to discussion but we would like a consensus for a standard process.*

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, October 21, 2015

1:30 – 3:30

(602) 452-3288 Meeting ID: 3357

### 10/21/2015 Agenda:

#### Jurisdictions Represented:

Apache – Teri Softley

Gila- Vicki Aguilar, Esther Rios, Terri Griego

Graham – Stephanie Newton

Mohave- Della Hiser, Corrine Hester

Pinal- Sandy Offt

Santa Cruz – Valeria Fuentes

Yavapai- Karen Wilkes, Rachel Roehe, Shaunna Kelbaugh, Becky Hamilton, Shannon Shoemake, Julie Malinowski, Jonathon Derois

AOC- Carolyn Kolia

- **Gila:**
  - **Requesting that case status default to Adjudicated for Order: Protection:**
    - When docketing an Order: Protection, case status is not changed by the system to Adjudicated. Gila requests that the event automatically change the case status to Adjudicated.
    - **Granted.** Pinal & Yavapai objected as they open their Protective Orders in the existing Family Law case. A poll was taken to see how many courts open separate cases for Orders of Protection and of the nine courts present, only two did not.
  - Requesting that case status default to **Inactive** for **Notice: Placing on Dismissal Calendar:**
    - When docketing "Notice: Placing on Dismissal Calendar" the case status is not changed to Inactive; a manual change is required. Needed in civil and domestic cases. Case status was changed (to Inactive) when using event "Notice: Placing on Inactive Calendar".
    - **Granted.** There was discussion regarding how this event should only be used on Civil cases. Notice: Placing on Inactive Calendar should be used on Family Law & Probate cases.
- **Yavapai:**
  - Request to modify the case & party status defaults for the following two events:
    - **Petition: Terminate/Discharge Probation to Reopen** the case and change the party status to **Post Sentence Matters.**
    - **Granted.**

- **Order: Terminate/Discharge Probation to Re-Adjudicate** the case and change the party status to **Terminated: Re-Adjudicated**.

- **Granted**

- **AOC:**

- Tabled from last month

- Recommendation for case status on **IV-D cases**; There is still no firm date as to what Phase this will be in. The recommendation is to manually change the status to 'Re-Adjudicated'. Users will still be able to schedule these cases for review with this status. This is open to discussion but we would like a consensus for a standard process.
- **After discussion, courts agreed that manually changing case status to Re-Adjudicated is an acceptable practice.**
- **Della asked about what process other courts use when a juror fails to appear and the judge orders an OSC. They recently opened MI cases in order to set the OSC but MI cases do not allow for warrants. I asked Patrick Scott and he said he believed they should be Civil cases. Recommendation going forward is to use Civil Cases.**

# GJ Code Standardization and Clerk's User Group Meeting

## Agenda

Wednesday, November 18, 2015

1:30 – 3:30

(602) 452-3288 Meeting ID: 3357

### 11/18/2015 Agenda: -

- **YAVAPAI:**
  - Requesting modification to a party status – **Service: Acceptance.**
    - We are requesting the event *SERVICE: ACCEPTANCE* be modified. Currently, the event automatically changes the party status to *SERVED* and we have to manually change the party status back to either "Active" or "Rule 11," depending on what the status was prior to the Service docket. Our request is to remove the automatic change in party status, so there is no party status associated with this event. A similar request was approved on January 15, 2015 in regards to the event *SERVICE: PROOF OF SERVICE*.
  - Requesting modification to a party status – **Service: Certificate.**
    - We are requesting the event *SERVICE: CERTIFICATE* be modified. Currently, the event automatically changes the party status to *SERVED* and we have to manually change the party status back to either "Active" or "Rule 11," depending on what the status was prior to the Service docket. Our request is to remove the automatic change in party status, so there is no party status associated with this event. A similar request was approved on January 15, 2015 in regards to the event *SERVICE: PROOF OF SERVICE*.
- **AOC:**
  - **Discussion** needed to consider adding the following events to the NICS Reporting criteria:
    - ORDER: Appointing Temporary Guardian
    - ORDER: Appointing Temporary Conservator
    - ORDER: Appointing Temporary Guardian/Conservator

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#### Jurisdictions Represented:

Cochise- Fran Rancarelli, Vicki Barton

Coconino – Martha Anderson

Gila- Vicki Aguilar, Esther Rios, Anita Escobeda, Terri Griego

Graham – Darlee Maylen, Stephanie Newton

Greenlee – Pam Pollack

La Paz – Stephanie Lujan

Maricopa – Shannon Branham

Mohave- Della Hiser, Corrine Hester

Pima – Andy Dowdle, Kelly Roberts-Freeman, John Baird

Pinal- Odette Apodaca

Santa Cruz – Valeria Fuentes, Juan Pablo Guzman, Dolly Legleu

Yavapai- Karen Wilkes, Shannon Shoemake, Shaunna Kelbaugh, Julie Malinowski, Jonathon Derois, Donna

McQuality, Kelly Gregorio

Yuma- Daniel Harris

AOC- Patrick McGrath, Karla Williams, Patrick Scott, Carolyn Kolia

#### • YAVAPAI :

- Requesting modification to a party status – **Service: Acceptance.**
  - We are requesting the event SERVICE: ACCEPTANCE be modified. Currently, the event automatically changes the party status to SERVED and we have to manually change the party status back to either "Active" or "Rule 11," depending on what the status was prior to the Service docket. Our request is to remove the automatic change in party status, so there is no party status associated with this event. A similar request was approved on January 15, 2015 in regards to the event SERVICE: PROOF OF SERVICE.
  - **Granted**
- Requesting modification to a party status – **Service: Certificate.**
  - We are requesting the event SERVICE: CERTIFICATE be modified. Currently, the event automatically changes the party status to SERVED and we have to manually change the party status back to either "Active" or "Rule 11," depending on what the status was prior to the Service docket. Our request is to remove the automatic change in party status, so there is no party status associated with this event. A similar request was approved on January 15, 2015 in regards to the event SERVICE: PROOF OF SERVICE.
  - **Granted**

- **AOC:**
  - **Discussion** needed to consider adding the following events to the NICS Reporting criteria:
    - ORDER: Appointing Temporary Guardian
    - ORDER: Appointing Temporary Conservator
    - ORDER: Appointing Temporary Guardian/Conservator
    - After discussion, it was decided that the event of **NICS: Incapacitated/Guardian Appointment - NICS Transmission** should be used in conjunction with the events above if the court wants it sent to NICS.
    - There was additional discussion about the memo that recently went out about the **National Instant Background Check System**. He stated that the main focus was on regarding applications for the purchase of firearms as opposed to NICS submissions for mental health. He noted that he will send out a list of phone numbers that DPS currently uses so that you can make sure that they have your correct phone number.
  - New warrant type and form:
    - *Breach of Pretrial Conditions of Release per 7.5 RCP. Effective 1/1/16.*
      - *Patrick Scott will be sending out a sample of the new warrant form as well as some clarification as to how the form should be used. There seemed to be much concern with the new form so Patrick Scott recommended that the courts review and report any updates they feel are necessary by January 10, 2016 as that is the deadline for Petitions for Rule Changes.*
    - *Does anyone use Violation Warrants and if so, by what Authority?*
      - *There are no courts that are using this warrant type so I will be end-dating it.*