

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, January 18, 2017

1:30 – 3:30

(602) 452-3288 Meeting ID: 9179

1/17/2017 Agenda:

AOC

- The Restricted/Sealed spreadsheets have been reviewed and a compilation is attached.
 - *Please review and be prepared to discuss.*
 - *Items highlighted in yellow will need group discussion.*
 - *The results will be submitted to the GJ Steering Committee in March for a final decision.*

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, January 18, 2017

1:30 – 3:30

(602) 452-3288 Meeting ID: 9179

1/17/2017 Agenda:

Jurisdictions Represented:

Cochise – Marth Rivera, Fran Ranacelli, Casey Streeter

Coconino – Val Wyant

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

Graham – Stephanie Newton

Greenlee – Pam Pollack

Maricopa – Kathy Whittaker

Mohave- Della Hiser

Pima –John Baird

Pinal – Odette Apodaca, Betty Finney

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

Yavapai- Donna McQuality, Karen Wilkes, Shannon Shoemake, Julie Malinowski, Rachel Roehe, Charlotte

VanLandingham, Kelly Gregorio

AOC- Beth Peterson

AOC

- The Restricted/Sealed spreadsheets have been reviewed and a compilation is attached.
 - *Please review and be prepared to discuss.*
 - *Items highlighted in yellow will need group discussion.*
 - *The results will be submitted to the GJ Steering Committee in March for a final decision.*
 - *The group reviewed the spreadsheet line by line. I have attached a draft of the updated spreadsheet to the minutes for the group to review, approve and return by February 1. I will work with Della Hiser and Karen Wilkes to prepare a document based on the group's recommendations for Della to present to the User Group on February 9. We will review once more as a group at the February GJ Standards meeting.*
- *In early 2015 the AOC realized that there were duplicates of the event – Order: Order of Commitment (Incarceration). We end-dated one but inadvertently end-dated the wrong one. The one that remained active was the system generated event so it no longer displayed to manually select for the courts that used it.*
 - *Apache County recently notified us that they are seeing this event every time they add incarceration to an adjudicated charge. We found that any time a charge is adjudicated and probation or incarceration is added, a system event is added to the ROA but they are hidden. Apache County doesn't use this event so they would like it removed. After*

discussion with the group yesterday, we agreed to change the system generated event to just say – Incarceration and it will be hidden.

- *We are adding Order: Order of Commitment (Incarceration) as a manual event so that it is available in the drop down for courts that want to use it. This will be day forward.*
- *If your court wants the past Order: Order of Commitment (Incarceration) events to display on the ROA, you will need to request it. Please send me an email by February 1 so that I can enter a remedy for those to be created.*

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, February 15, 2017

1:30 – 3:30

(602) 452-3288 Meeting ID: 9179

2/15/2017 Agenda:

AOC

- Standardized Restricted/Sealed Events.
 - *Karen Wilkes, Della Hiser and I met on Monday to discuss the list of proposed restricted/sealed events. We determined that there were 36 events that should be sealed/restricted and there are 4 that need discussion. We will be reviewing the list with the User Group on 2/9/17. We will be discussing the results at this meeting.*

- Pursuant to R-16-0041, two court forms have been amended.
 - Form 6 – Release Order (Effective 4/3/2017)
 - <http://ajinweb/selfserv/Criminal/AOCCR41FORM6%2004032017.docx>

 - Form 7 – Appearance Bond (Effective 4/3/2017)
 - <http://ajinweb/selfserv/Criminal/AOCCR41FORM7%2004032017.docx>

 - Below is the link to view the legislation:
 - http://www.azcourts.gov/Portals/20/2016%20December%20Rules%20Agenda/R_16_0041.pdf

- Requests for a script on **Order: Commitment (Incarceration)**:
 - Only two courts (Gila and Santa Cruz) have sent an email requesting a script to have all instances of this event previously docketed to display unhidden on the ROA. I will be submitting this request on 2/16/17 so if you would like to be included, please let me know.

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, February 15, 2017

1:30 – 3:30

(602) 452-3288 Meeting ID: 9179

2/15/2017 Agenda:

Jurisdictions Represented:

Cochise – Marth Rivera,

Gila - Vicki Aguilar, Esther Rios,

Graham – Stephanie Newton

Maricopa – Brenda Burton

Mohave- Della Hiser, Corrine Hester

Pima –John Baird

Pinal – Odette Apodaca, Betty Finney, Mary Bell

Santa Cruz – Valeria Fuentes

Yavapai- Donna McQuality, Karen Wilkes, Shannon Shoemake, Rachel Roehe, Charlotte VanLandingham, Kelly Gregorio

Yuma – Jeff Breeden, Lawrence Tortora

AOC- Patrick McGrath

AOC

- Standardized Restricted/Sealed Events.
 - Karen Wilkes, Della Hiser and I met on Monday to discuss the list of proposed restricted/sealed events. We determined that there were 36 events that should be sealed/restricted and there are 4 that need discussion. We will be reviewing the list with the User Group on 2/9/17. We will be discussing the results at this meeting.
 - *Della explained that the items for discussion were not associated to statutes or rules but we felt they needed to be restricted because of sensitive items/info that may be included with the documents. The group should send responses on these items and any comments/concerns about other proposed Restricted/Sealed events by 2/24/17.*
- Pursuant to R-16-0041, two court forms have been amended.
 - Form 6 – Release Order (Effective 4/3/2017)
 - <http://ajinweb/selfserv/Criminal/AOCCR41FORM6%2004032017.docx>
 - Form 7 – Appearance Bond (Effective 4/3/2017)
 - <http://ajinweb/selfserv/Criminal/AOCCR41FORM7%2004032017.docx>
 - Below is the link to view the legislation:

- http://www.azcourts.gov/Portals/20/2016%20December%20Rules%20Agenda/R_16_0041.pdf
 - *Pinal noted that they had sent a list of questions to the AOC regarding these updated forms. Pat McGrath explained that there had been a meeting and that a response would be sent to the court on their questions but for the most part, no processes have changed. Courts should continue using the forms in the same manner.*
- Requests for a script on **Order: Commitment (Incarceration)**:
- Only two courts (Gila and Santa Cruz) have sent an email requesting a script to have all instances of this event previously docketed to display unhidden on the ROA. I will be submitting this request on 2/16/17 so if you would like to be included, please let me know.
 - *I spoke with Beth Peterson and she provided the following information on the request for the scripts:*
 - *The event that is being generated from the Charge/Sentencing screen and the event that is available for manual use have two different ID numbers. The script request will only be for the events that have been manually created.*
 - *On the email I sent yesterday I asked for responses by 2/23/17 but you can just send your request with your response to the Restricted/Sealed events on the 24th. Thank you to the courts who have already sent their requests.*

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, March 15, 2017

1:30 – 3:30

(602) 452-3288 Meeting ID: 9179

3/15/2017 Agenda:

Mohave

- Request to have case status change on event **Order: Dismissing Dependency**.
 - *Requesting the following event code will trigger an automatic case status change to "Adjudicated". Order: Dismissing Dependency*
 - *This event is used at the conclusion of dependency cases to adjudicate the case.*

- Request to have case statuses changed on events **Notice: Voluntary Dismissal, Notice: Voluntary Dismissal with Prejudice** and **Notice: Voluntary Dismissal without Prejudice**.
 - *Requesting the following event codes will trigger an automatic case status change to "Adjudicated". Notice: Voluntary Dismissal; Notice: Voluntary Dismissal with Prejudice; and Notice: Voluntary Dismissal without Prejudice*
 - *These events are used to docket pleadings filed by Plaintiff which adjudicate the case. We currently change the case status manually to "adjudicated".*

AOC

- The Proposed Restricted/Sealed Events
 - I received 5 responses to my request for input on the 4 items up for discussion. Yavapai noted in their response that they had concerns about restricted/sealing events that were not based upon rule or statute. We brought this up at the GJ Steering Committee meeting on 3/2/17. It was decided that the subject would be presented at the Clerk's meeting on the next day. No final decision was reached at that meeting, therefore, Marcus Reinkensmeyer will be discussing this issue with our legal department.

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, March 15, 2017

1:30 – 3:30

(602) 452-3288 Meeting ID: 9179

3/15/2017 Agenda:

Jurisdictions Represented:

Cochise – Marth Rivera, Fran Ranacelli

Gila - Vicki Aguilar, Esther Rios, Terri Griego

Mohave- Della Hiser

Pima –John Baird, Andy Dowdle

Pinal –Betty Finney, Mary Bell

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

Yavapai- Donna McQuality, Karen Wilkes, Rachel Roehe, Charlotte VanLandingham, Kelly Gregorio

Yuma – Michael Bell, Lawrence Tortora

AOC- Patrick McGrath

Mohave

- Request to have case status change on event **Order: Dismissing Dependency**.
 - *Requesting the following event code will trigger an automatic case status change to "Adjudicated". Order: Dismissing Dependency*
 - *This event is used at the conclusion of dependency cases to adjudicate the case.*
 - *Granted*
- Request to have case statuses changed on events **Notice: Voluntary Dismissal, Notice: Voluntary Dismissal with Prejudice** and **Notice: Voluntary Dismissal without Prejudice**.
 - *Requesting the following event codes will trigger an automatic case status change to "Adjudicated". Notice: Voluntary Dismissal; Notice: Voluntary Dismissal with Prejudice; and Notice: Voluntary Dismissal without Prejudice*
 - *These events are used to docket pleadings filed by Plaintiff which adjudicate the case. We currently change the case status manually to "adjudicated".*
 - *These were granted and we also added "- Case' to the end of each event.*

AOC

- The Proposed Restricted/Sealed Events
 - I received 5 responses to my request for input on the 4 items up for discussion. Yavapai noted in their response that they had concerns about restricted/sealing events that were not based upon rule or statute. We brought this up at the GJ Steering Committee meeting on 3/2/17. It was decided that the subject would be presented at the Clerk's meeting on the next day. No final decision was reached at

that meeting, therefore, Marcus Reinkensmeyer will be discussing this issue with our legal department.

- I have opened a TFS (#33459) to add the restricted and sealed flag to the agreed upon events and to remove the restricted/sealed flag from the agreed upon events. We will wait to update the 4 outstanding events until we hear from AOC Legal.

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, April 19, 2017

1:30 – 3:30

(602) 452-3533 Meeting ID: 991434768

4/19/2017 Agenda:

Cochise

- Request to add default case/party status to **Statement: Conciliation Court Statement**
 - When a case goes into conciliation, the event STAYS the case; however, we need a code to return case status to OPEN. Could we use STATEMENT: Conciliation Court Statement with attached case status of **OPEN** and party status (each) of **Active**?

Pinal

- Request for new events **Indicator: Standard Baby Court** and **Indicator: Grant Funded Baby Court** and new Special Handling Type of **Baby Court**.
 - *Pinal County received a grant for processing dependency cases involving children under the age of 5. The codes will allow the Court to track the dependency cases and assist with reporting in an automated manner.*

AOC

- Question from Cochise County
 - *Is the intent of this new case category (IW) to file the dependency petition in that category type if we know it is an ICWA petition? (Yes) Often, we don't know for sure until there is tribal notification. In that instance, we would have opened a JD case – would we then dismiss that case and create the IW case?*
 - *What is the process in the courts that were already handling these types of cases (Pima & Maricopa)? Do they always know they will be ICWA cases when they get them? Please be prepared to discuss.*

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, April 19, 2017

1:30 – 3:30

(602) 452-3533 Meeting ID: 991434768

4/19/2017 Agenda:

Jurisdictions Represented:

Cochise – Marth Rivera, Fran Ranacelli

Gila - Vicki Aguilar, Esther Rios, Anita Escobedo

Graham – Stephanie Newton

Maricopa – Kathy Whittiker

Mohave- Della Hiser

Navajo – Marc Russell

Pima –John Baird

Pinal –Betty Finney, Odette Apodaca

Santa Cruz – Valeria Fuentes, Dolly Legleu

Yavapai- Donna McQuality, Rachel Roehe, Kelly Gregorio

Yuma – Michael Bell, Jeff Breeden

AOC- Patrick McGrath

Cochise

- Request to add default case/party status to **Statement: Conciliation Court Statement**
 - *When a case goes into conciliation, the event STAYS the case; however, we need a code to return case status to OPEN. Could we use STATEMENT: Conciliation Court Statement with attached case status of **OPEN** and party status (each) of **Active**?*
 - **Granted**

Pinal

- Request for new events **Indicator: Standard Baby Court** and **Indicator: Grant Funded Baby Court** and new Special Handling Type of **Baby Court**.
 - *Pinal County received a grant for processing dependency cases involving children under the age of 5. The codes will allow the Court to track the dependency cases and assist with reporting in an automated manner.*
 - **Granted – name has been changed to:**
 - **JD Infant Court – Dependency cases for minors 5 and under**
 - **Grant Funded JD Infant Court - Dependency cases for minors 5 and under that qualify for grant funding**
 - **JD Infant Court – new special handling type**

AOC

- Question from Cochise County
 - *Is the intent of this new case category (IW) to file the dependency petition in that category type if we know it is an ICWA petition? (Yes) Often, we don't know for sure until there is tribal notification. In that instance, we would have opened a JD case – would we then dismiss that case and create the IW case?*
 - *What is the process in the courts that were already handling these types of cases (Pima & Maricopa)? Do they always know they will be ICWA cases when they get them? Please be prepared to discuss.*
 - *Most courts stated that they have already opened the case as a JD by the time they get the paperwork designating it as an ICW case. The group agreed that it is not mandatory to use the IW case category*

I will submit a request to add/change the items above and I will let you know when it has been done. Please note that it is taking 6 to 8 weeks to get updates processed.

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, June 21, 2017

1:30 – 3:30

(602) 452-3533 Meeting ID: 991434768

6/21/2017 Agenda:

Coconino

- Request to add new event: **Notice: Judgment and Payment Reminder**
 - We would like to use the event code Notice: Judgment and Payment Reminder as we have created a merge code for fee deferral collection letters. This code is there but is currently end dated. *(This is from the minutes on 3/19/14: 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?)*
 - For fee deferral collection letters with merged data. This is a new initiative in our Court.

Gila

- Request for case status default to '**Adjudicated**' on **Order: Order for Custodial Evaluation**
 - *In Mental Health cases, the court signs an Order for Custodial Evaluation. This event does not adjudicate the case. Wondering what other courts use? We would like this event to adjudicate the case since this is the title of the court order.*

Santa Cruz

- Request for new event: **Payment: Reimbursement Superior Court**
 - *Santa Cruz County is requesting a new payment event to be named "PAYMENT: REIMBURSEMENT SUPERIOR COURT". Court Administration is requesting an Event Type that would be used for all provider reimbursements that allocate to the same fund, instead of requesting individual cost types.*
 - *There is an event that could work, however it states 'Supreme' Court. We are requesting one for Superior Court.*

AOC

- Update on Sealed/Restricted Event
 - *After the last steering committee meeting, it was agreed that we would have the legal team at the AOC review the 4 events that we were unable to agree on. They are displayed below:*

AFFIDAVIT	AFFIDAVIT: FINANCIAL AFFIDAVIT
JURY	JURY: Juror Questions Submitted to Judge
NOTICE	NOTICE: Confidential Sensitive Data
STATEMENT	STATEMENT: Financial Statement

They believe that the two Financial Events should be restricted (but that decision is not yet final) and that the Confidential Sensitive Data should be covered by **AzrFLP - Rule 43(G)(1)(a)**. They also noted that the Jury Question should not be restricted as Juror Names and numbers should not display anywhere in the file so the questions would not need to be restricted. This review also prompted them to ask for the entire list so we are waiting to hear back from them on the rest of the events.

- On May 31, 2017, the Chief Justice issued an Administrative Order ([AO-2017-44](#)) implementing a 2% increase in base filing fees for Superior Courts. The fee increase has an effective date of **8/9/17**. I have attached a copy of the new filing fees. The AJACS team is working on the updates.
- Additional legislation: [HB2540](#), [CH303: BUDGET; BRB; CRIMINAL JUSTICE; 2017-18](#)
General Jurisdiction civil filing fee updates only per 12-284.03 and 22-281.
Allocation amounts will change for all events/funds (chart attached)
General Effective Date: **8/9/2017**

New Allocation fund for 83% Surcharge per 12-116.01K
ADPS Forensics Fund (41-1730) to replace DNA FUND
Delayed Effective Date: **7/1/2018**

Let group know that the fix for Order: Commitment (Incarceration) has been run in production.

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, June 21, 2017

1:30 – 3:30

(602) 452-3533 Meeting ID: 991434768

6/21/2017 Agenda:

Jurisdictions Represented:

Coconino – Val Wyant

Gila - Esther Rios

Maricopa – Nancy Rodriguez

Mohave- Della Hiser, Fred Shade

Pima –John Baird

Santa Cruz – Valeria Fuentes, Juan Pablo Guzman

Yavapai- Donna McQuality, Rachel Roehe, Karen Wilkes, Charlotte VanLandingham, Shannon Shoemake

Yuma – Michael Bell, Jeff Breeden

AOC- Patrick McGrath

Coconino

- Request to add new event: **Notice: Judgment and Payment Reminder**
 - We would like to use the event code Notice: Judgment and Payment Reminder as we have created a merge code for fee deferral collection letters. This code is there but is currently end dated. (This is from the minutes on 3/19/14: 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?)
 - For fee deferral collection letters with merged data. This is a new initiative in our Court.
 - *Yavapai and Mohave recommended using **Notice: Fee Payment Reminder**. There was discussion about whether proof of service was needed if a Consent Judgment was signed at time of deferral. Val will review the form and work with her IT person. This is **tabled** until next month.*

Gila

- Request for case status default to '**Adjudicated**' on **Order: Order for Custodial Evaluation**
 - In Mental Health cases, the court signs an Order for Custodial Evaluation. This event does not adjudicate the case. Wondering what other courts use? We would like this event to adjudicate the case since this is the title of the court order.
 - *As this was discussed, we realized that the courts are handling this differently. It appears that Mohave's process is adhering most closely to statute. §36-531 states that the medical director in charge of the agency shall prepare, sign and file a petition for the*

court-ordered treatment or a Release from Evaluation Therefore, **Order: Order for Custodial Evaluation** would not adjudicate the case. The courts were advised to follow up with their medical providers or the county attorney to determine why those documents are not being filed.

- This was **denied**.

Santa Cruz

- Request for new event: **Payment: Reimbursement Superior Court**
 - Santa Cruz County is requesting a new payment event to be named “PAYMENT: REIMBURSEMENT SUPERIOR COURT”. Court Administration is requesting an Event Type that would be used for all provider reimbursements that allocate to the same fund, instead of requesting individual cost types.
 - There is an event that could work, however it states ‘Supreme’ Court. We are requesting one for Superior Court.
 - *Santa Cruz states that they need the ability to allocate payments to the Superior Court for fees that should be paid to Court Administration for Pretrial Services and other services. Some courts ask that the defendant pay directly to Court Administration but Juan Pablo stated that since it was part of the case sentencing they prefer to process it through AJACS.*
 - This is **granted**. The new event will be titled **Payment: Provider Reimbursement – Superior Court**. A new General Ledger, Cost Type, Payment Event and Fee Schedule will be created.
 - *I reviewed a couple of databases to see if **PAYMENT: PROVIDR REIMB SUPRM CT** was being used and found that it was being used on a regular basis in at least one county. I will not be end-dating this event.*

AOC

- Update on Sealed/Restricted Event
 - After the last steering committee meeting, it was agreed that we would have the legal team at the AOC review the 4 events that we were unable to agree on. They are displayed below:

AFFIDAVIT	AFFIDAVIT: FINANCIAL AFFIDAVIT
JURY	JURY: Juror Questions Submitted to Judge
NOTICE	NOTICE: Confidential Sensitive Data
STATEMENT	STATEMENT: Financial Statement

They believe that the two Financial Events should be restricted (but that decision is not yet final) and that the Confidential Sensitive Data should be covered by **AzrFLP - Rule 43(G)(1)(a)**. They also noted that the Jury Question should not be restricted as Juror Names and numbers should not display anywhere in the file so the questions would not need to be restricted. This review also prompted them to ask for the entire list so we are waiting to hear back from them on the rest of the events.

Pat advised the group that the 33 restricted events are being reviewed by legal and also that there will be new forms pertaining to interstate child support that need to be restricted in January of 2018. We will let the courts know the outcome of the review by legal when it is complete.

- On May 31, 2017, the Chief Justice issued an Administrative Order ([AO-2017-44](#)) implementing a 2% increase in base filing fees for Superior Courts. The fee increase has an effective date of **8/9/17**. I have attached a copy of the new filing fees. The AJACS team is working on the updates.
- Additional legislation: [HB2540](#), [CH303: BUDGET; BRB; CRIMINAL JUSTICE; 2017-18](#)
General Jurisdiction civil filing fee updates only per 12-284.03 and 22-281.
Allocation amounts will change for all events/funds (chart attached)
General Effective Date: **8/9/2017**

New Allocation fund for 83% Surcharge per 12-116.01K
ADPS Forensics Fund (41-1730) to replace DNA FUND
Delayed Effective Date: **7/1/2018**

- We advised the courts that the AJACS Team was aware of the issue that occurred last time there were legislative updates and that they would be taking steps to prevent this on the new round of updates.
- I advised the group that the fix for the **Order: Commitment (Incarceration)** issue has been run in production.

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, July 19, 2017

1:30 – 3:30

(602) 452-3533 Meeting ID: 991434768

7/19/2017 Agenda:

Coconino

- Request to add new event: **Notice: Judgment and Payment Reminder**
 - This was **tabled last month**. Mohave and Yavapai recommended using **Notice: Fee Payment Reminder**. Val was concerned about whether proof of service was required if a Consent to Judgment was signed at time of deferral. She was going to review the form and work with her IT person to see about using the recommended form.

Gila

- Request for case status default to '**Adjudicated**' on **Statement: Statement**
 - In informal probate cases, the court order is entitled 'Statement of Informal Probate of a Will and Informal Appointment of Personal Representative'. This does not adjudicate the case. We use Statement: Statement since that is the title of the order. What do other courts use?

AOC

- Update on Sealed/Restricted Event
 - Legal has asked for an example of each of the restricted documents. Della and Karen are in the process of providing them.

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, July 19, 2017

1:30 – 3:30

(602) 452-3533 Meeting ID: 991434768

7/19/2017 Agenda:

Jurisdictions Represented:

Apache - Teri Softley

Gila - Esther Rios, Vicki Aguilar, Anita Escobeda

Mohave- Della Hiser

Pima –John Baird

Pinal – Odette Apodaca

Santa Cruz – Dolly Legleu

Yavapai- Donna McQuality, Rachel Roehe, Karen Wilkes, Charlotte VanLandingham, Shannon Shoemake, Kelly Gregorio, Julie Malinowski

AOC- Patrick McGrath

Coconino

- Request to add new event: **Notice: Judgment and Payment Reminder**
 - This was **tabled last month**. Mohave and Yavapai recommended using **Notice: Fee Payment Reminder**. Val was concerned about whether proof of service was required if a Consent to Judgment was signed at time of deferral. She was going to review the form and work with her IT person to see about using the recommended form.
 - **Coconino was not present so this is tabled for next month.**

Gila

- Request for case status default to '**Adjudicated**' on **Statement: Statement**
 - In informal probate cases, the court order is entitled 'Statement of Informal Probate of a Will and Informal Appointment of Personal Representative'. This does not adjudicate the case. We use Statement: Statement since that is the title of the order. What do other courts use?
 - **After some discussion this was tabled. Pat and I will meet with Marretta to discuss how adjudicating this type of case when the PR is appointed impacts time standards. Other courts noted that they used more specific event rather than the generic Statement: Statement. Esther said that Gila was using the more specific events but that she had mistakenly said that they were using Statement: Statement.**

AOC

- Update on Sealed/Restricted Event
 - Legal has asked for an example of each of the restricted documents. Della and Karen are in the process of providing them.
 - **Della and Karen will be submitting the examples soon.**

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, August 16, 2017

1:30 – 3:30

(602) 452-3533 Meeting ID: 991434768

8/16/2017 Agenda:

Mohave

- Request to add new event: **Notice: Discharge from Treatment**
 - We request an event code of "Notice: Discharge from Treatment" to docket notices filed pursuant to ARS 36-542. We have begun receiving documents from a mental health service provider entitled "Discharge of Patient at Expiration of Court Order" in Mental Health cases filed pursuant to Title 36.
 - We had not previously been receiving these documents despite the statute, and the health care provider is filing them on cases as old as 2012, so no current code has previously been used for these.

Santa Cruz

- Request to add new event: **Notice: Transmittal of Record to Lower Court**
 - The notice requested is: NOTICE: TRANSMITTAL OF RECORD TO LOWER COURT as per city's court policy and procedure a transmittal of record is needed when the case is remanded from court to their court.
 - To be used on all cases where a transmittal record is required.

AOC

- Miscellaneous
 - Val asked me to remove the item tabled for Coconino last month. They are using the recommended **Notice: Fee Payment Reminder**.
 - Still no update on the **Restricted/Sealed events**.
 - Regarding the Gila request to 'Adjudicate' a case when the Personal Representative is appointed – Marretta stated that time standards is based on the Closing Statement being filed. She will confirm with the committee and let us know the outcome.

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, August 16, 2017

1:30 – 3:30

(602) 452-3533 Meeting ID: 991434768

8/16/2017 Agenda:

Jurisdictions Represented:

Gila - Esther Rios, Vicki Aguilar, Anita Escobeda

Mohave- Della Hiser, Fred Sharp, Andrew Dixon

Pima –John Baird

Pinal – Odette Apodaca

Santa Cruz – Valeria Fuentes, Juan Pablo Guzman

Yavapai- Donna McQuality, Shannon Shoemake, Kelly Gregorio

AOC- Patrick McGrath

Mohave

- Request to add new event: **Notice: Discharge from Treatment**
 - We request an event code of "Notice: Discharge from Treatment" to docket notices filed pursuant to ARS 36-542. We have begun receiving documents from a mental health service provider entitled "Discharge of Patient at Expiration of Court Order" in Mental Health cases filed pursuant to Title 36.
 - We had not previously been receiving these documents despite the statute, and the health care provider is filing them on cases as old as 2012, so no current code has previously been used for these.
 - **Granted.**

Santa Cruz

- Request to add new event: **Notice: Transmittal of Record to Lower Court**
 - The notice requested is: NOTICE: TRANSMITTAL OF RECORD TO LOWER COURT as per city's court policy and procedure a transmittal of record is needed when the case is remanded from court to their court.
 - To be used on all cases where a transmittal record is required.
 - **This was Withdrawn. Court will use Certificate: Transmittal.**

AOC

- Miscellaneous
 - Val asked me to remove the item tabled for Coconino last month. They are using the recommended **Notice: Fee Payment Reminder**.
 - Still no update on the **Restricted/Sealed events**.

- Regarding the Gila request to ‘Adjudicate’ a case when the Personal Representative is appointed – Marretta stated that time standards is based on the Closing Statement being filed. She will confirm with the committee and let us know the outcome.
- **Gila stated that in many cases they never get a Closing Statement. Then Per Rule 15.2 would apply:**

Dismissal of Probate, Special Administration or Subsequent Administration Proceedings for Lack of Prosecution.

1. Two years after initiation of a case filed pursuant to Title 14, Chapter 3, A.R.S., the court shall issue a notice of impending dismissal of the case unless at least one of the following has been filed in the case:
 - a. A closing statement authorized by § 14-3933;
 - b. A Petition to settle the estate authorized by §§ 14-3931 and -3932;
 - c. An order terminating the appointment of a special administrator pursuant to § 14-3618; or
 - d. An order setting the case for future trial, hearing, or conference or an order extending the administration of the estate beyond two years.

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, October 18, 2017

1:30 – 3:30

(602) 452-3533 Meeting ID: 991434768

10/18/2017 Agenda:

AOC

- Update on Restricted/Sealed events
 - I received the following email from Jennifer Greene:
 - I've added a column in your original table to indicate where I agree or disagree with each of the 40 document types being on this restricted list, and added rule or statutory citations for my opinion. The nine categories I don't agree with or am uncertain about are highlighted in yellow.

Proposed Standardized Sealed/Restricted Events

Proposed Restricted Events:

Event Category	Event	Restrict	Agree/Disagree
ACCOUNTING	ACCOUNTING: ACCOUNTING	AzrPBP - Rule 7	Y Probate Rule 7
ACCOUNTING	ACCOUNTING: FINAL	AzrPBP - Rule 7	Y Probate Rule 7
ACCOUNTING	ACCOUNTING: CONSERVATORSHIP ESTATE BUDGET	AzrPBP - Rule 7	Y Probate Rule 7
AFFIDAVIT	AFFIDAVIT: SOCIAL SECURITY NUMBER	Keep	Y Rule 123(c)(3)
APPLICATION	APPLICATION: VACATE CONVICTION 13- 907.01/HUMAN TRAFFICKING	Keep	? RCrimP Form 21(a)
CERTIFICATE	CERTIFICATE: Birth Certificate	Keep	Y ARS § 36-324
CERTIFICATE	CERTIFICATE: Death Certificate	Keep	Y ARS § 36-324

Event Category	Event	Restrict	Agree/Disagree
MINUTE ENTRY	Minute Entry: Grand Jury Minutes	Add- restricted per Rule:AzrCRP 12.8 ©	Y ARS § 13-2812 RCrimPro 12.8
MISCELLANEOUS	MISCELLANEOUS: Information Sheet	AzrPBP - Rule 7	Y Probate Rule 7
MISCELLANEOUS	MISCELLANEOUS: Inventory	AzrPBP - Rule 7	Y Probate Rule 7
MISCELLANEOUS	MISCELLANEOUS: Inventory and Appraisalment	AzrPBP - Rule 7	Y Probate Rule 7
MISCELLANEOUS	MISCELLANEOUS: INVENTORY OF ASSETS / LIABILITIES	AzrPBP - Rule 7	Y Probate Rule 7
MISCELLANEOUS	MISCELLANEOUS: Proof of Restricted Account	AzrPBP - Rule 7	? Probate Rules Form 10 not mentioned in Rule 7
MISCELLANEOUS	MISCELLANEOUS: SENSITIVE DATA SHEET	AzrFLP - Rule 43(G)(1)(a)	Y ARFLP 43(G)(1)(a)
ORDER	ORDER: Approval of Revised Outpatient Treatment Plan	Keep	?
ORDER	ORDER: Order for Wiretap	Keep	Y ARS §§13-3010(G) & 13-3011
ORDER	ORDER: Denying Wiretap	Keep	Y ARS §§ 13-3010(G) & 13-3011
ORDER	Order: Income Withholding Order	Add- restricted	Y ARFLP 43(G)(1)(c)
ORDER	Order: Termination of Income Withholding Order	Add- restricted	Y ARFLP 43(G)(1)(c)
ORDER	ORDER: VACATE CONVICTION 13-907.01/HUMAN TRAFFICKING	Keep	? Criminal Rules Form 23(a)
REPORT	REPORT: Confidential Criminal History	Keep	Y ARS § 41-1750

Event Category	Event	Restrict	Agree/Disagree
REPORT	REPORT: Examiner Report	Keep	Y Probate Rule 7
REPORT	REPORT: Medical Records	Keep	Y Probate Rule 7
REPORT	REPORT: Modified Physician's Report	Keep	Y Probate Rule 7
REPORT	REPORT: of Physician	Keep	Y Probate Rule 7
REPORT	REPORT: Psychological Evaluation	Keep	? While I agree I can't find a supporting rule or statute, so a motion would be needed
REPORT	REPORT: Psychosexual Evaluation	Keep	Y 123(d)(2)(A)
REPORT	REPORT: RULE 26.5 EXAM REPORT	Keep	Y RCrimP 26.6; 123(d)(2)(A)
REPORT	REPORT: TEST RESULTS	Keep	Y 123(d)(2)(A)
RULE 11	RULE 11: RULE 11.5 STIPULATION	Keep	? What does this look like?
STATEMENT	STATEMENT: VERIFIED VICTIM STATEMENT	Keep	Y ARS § 13-4426.01
STATEMENT	STATEMENT: VICTIM IMPACT STATEMENT	Keep	Y ARS § 13-4426.01

Proposed Sealed Events:

Event Category	Event	Sealed	Agree/Disagree
JURY	JURY: Lists	Keep - Change to Sealed	Y R CrimP 18.3 & ARS § 21-312
MISCELLANEOUS	MISCELLANEOUS: SEALED DOCUMENT	Keep	Y Assuming court has ordered it sealed
RULE 11	RULE 11: RULE 11 DOCTOR REPORT	Keep - change to sealed	Y 123(d)(2)(A)
TRANSCRIPTS	TRANSCRIPTS: TRANSCRIPT GRAND JURY PROCEEDINGS	Keep	Y ARS § 13-2812

Items for discussion:

Event Category	Event	Discussion Needed	Agree/Disagree
AFFIDAVIT	AFFIDAVIT: FINANCIAL AFFIDAVIT	Keep - Discuss w/User Group	N This record should be redacted, not restricted ARFLP Form 2
JURY	JURY: Juror Questions Submitted to Judge	Keep - Discuss w/User Group	? RCrimPro 18.6 says some questions “shall not be read or answered,” but the rule doesn’t call for them to be destroyed the way it does juror notes and notebooks.
NOTICE	NOTICE: Confidential Sensitive Data	Keep - Discuss w/User Group-Similar to Sensitive Data Sheet	Y ARFLP 43(G) Juvenile Rule 47
STATEMENT	STATEMENT: Financial Statement	Keep discuss w/group	Y and N Yes as to the Parental Assessment Financial Stmt filed in delinquency cases is protected by Juvenile Rules 19 & 30(A); No as to the Deft’s Financial Stmt filed in criminal cases, RCrimPro Form 5(a) is marked “confidential; however the request for appointment of counsel is not confidential, so a portion of this record would need to be redacted.

- Jennifer will be attending the meeting so please be prepared to discuss.

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, October 18, 2017

1:30 – 3:30

(602) 452-3533 Meeting ID: 991434768

10/18/2017 Agenda:

Jurisdictions Represented:

Coconino – Val Wyant

Gila - Esther Rios, Anita Escobeda, Teri Griego

Graham – Stephanie Newton

Mohave- Della Hiser

Maricopa – Chris Driscoll

Pima –John Baird, Andy Dowdle

Pinal – Odette Apodaca

Santa Cruz – Valeria Fuentes

Yavapai- Shannon Shoemake, Kelly Gregorio, Karen Wilkes

Yuma – Michael Bell

AOC- Jennifer Greene

AOC

- Update on Restricted/Sealed events
 - *I received the following email from Jennifer Greene:*
 - *I've added a column in your original table to indicate where I agree or disagree with each of the 40 document types being on this restricted list, and added rule or statutory citations for my opinion. The nine categories I don't agree with or am uncertain about are highlighted in yellow.*

Proposed Standardized Sealed/Restricted Events

Proposed Restricted Events:

Event Category	Event	Restrict	Agree/Disagree
ACCOUNTING	ACCOUNTING: ACCOUNTING	AzrPBP - Rule 7	Y Probate Rule 7
ACCOUNTING	ACCOUNTING: FINAL	AzrPBP - Rule 7	Y Probate Rule 7
ACCOUNTING	ACCOUNTING: CONSERVATORSHIP ESTATE BUDGET	AzrPBP - Rule 7	Y Probate Rule 7

Event Category	Event	Restrict	Agree/Disagree
AFFIDAVIT	AFFIDAVIT: SOCIAL SECURITY NUMBER	Keep	Y Rule 123(c)(3)
APPLICATION	APPLICATION: VACATE CONVICTION 13-907.01/HUMAN TRAFFICKING	Keep Remove	RCrimP Form 21(a) If the application is granted, case must be manually restricted.
CERTIFICATE	CERTIFICATE: Birth Certificate	Keep	Y ARS § 36-324
CERTIFICATE	CERTIFICATE: Death Certificate	Keep	Y ARS § 36-324
MINUTE ENTRY	Minute Entry: Grand Jury Minutes	Add- restricted per Rule:AzrCRP 12.8 ©	Y ARS § 13-2812 RCrimPro 12.8
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MISCELLANEOUS	MISCELLANEOUS: Inventory and Appraisalment	AzrPBP - Rule 7	Y Probate Rule 7
MISCELLANEOUS	MISCELLANEOUS: INVENTORY OF ASSETS / LIABILITIES	AzrPBP - Rule 7	Y Probate Rule 7
MISCELLANEOUS	MISCELLANEOUS: Proof of Restricted Account	AzrPBP - Rule 7 Remove	? Probate Rules Form 10 not mentioned in Rule 7 The forms already state to include only the last 4 digits of the account number
MISCELLANEOUS	MISCELLANEOUS: SENSITIVE DATA SHEET	AzrFLP - Rule 43(G)(1)(a)	Y ARFLP 43(G)(1)(a)
ORDER	ORDER: Approval of Revised Outpatient Treatment Plan	Keep Remove	? The event - Report: Treatment Plan - should be restricted The order should not

Event Category	Event	Restrict	Agree/Disagree
			be restricted. Adding this to the list
ORDER	ORDER: Order for Wiretap	Keep	Y ARS §§13-3010(G) & 13-3011
ORDER	ORDER: Denying Wiretap	Keep	Y ARS §§ 13-3010(G) & 13-3011
ORDER	Order: Income Withholding Order	Add- restricted	Y ARFLP 43(G)(1)(c)
ORDER	Order: Termination of Income Withholding Order	Add- restricted	Y ARFLP 43(G)(1)(c)
ORDER	ORDER: VACATE CONVICTION 13-907.01/HUMAN TRAFFICKING	Keep Remove	? Criminal Rules Form 23(a) If the application is granted, case must be manually restricted.
REPORT	REPORT: Confidential Criminal History	Keep	Y ARS § 41-1750
REPORT	REPORT: Examiner Report	Keep	Y Probate Rule 7
REPORT	REPORT: Medical Records	Keep	Y Probate Rule 7
REPORT	REPORT: Modified Physician's Report	Keep	Y Probate Rule 7
REPORT	REPORT: of Physician	Keep	Y Probate Rule 7
REPORT	REPORT: Psychological Evaluation	Keep	? While I agree I can't find a supporting rule or statute, so a motion would be needed This applies in Criminal cases but not in Family Law cases. After discussion we decided to leave in

Event Category	Event	Restrict	Agree/Disagree
			place and ask for rules to be amended to make this confidential.
REPORT	REPORT: Psychosexual Evaluation	Keep	Y 123(d)(2)(A)
REPORT	REPORT: RULE 26.5 EXAM REPORT	Keep	Y RCrimP 26.6; 123(d)(2)(A)
REPORT	REPORT: TEST RESULTS	Keep	Y 123(d)(2)(A)
RULE 11	RULE 11: RULE 11.5 STIPULATION	Keep Remove	? Per Jennifer this is an agreement by the parties that the court can decide the matter on the expert's reports, which would be filed separately or entered as exhibits.
STATEMENT	STATEMENT: VERIFIED VICTIM STATEMENT	Keep	Y ARS § 13-4426.01
STATEMENT	STATEMENT: VICTIM IMPACT STATEMENT	Keep	Y ARS § 13-4426.01

Proposed Sealed Events:

Event Category	Event	Sealed	Agree/Disagree
JURY	JURY: Lists	Keep - Change to Sealed	Y R CrimP 18.3 & ARS § 21-312
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TRANSCRIPTS	TRANSCRIPTS: TRANSCRIPT GRAND JURY PROCEEDINGS	Keep	Y ARS § 13-2812

Items for discussion:

Event Category	Event	Discussion Needed	Agree/Disagree
AFFIDAVIT	AFFIDAVIT: FINANCIAL AFFIDAVIT	Keep - Discuss w/User Group Remove	N This record should be redacted, not restricted ARFLP Form 2 Per Jennifer: This is ARFLAP Form 2 and doesn't itself contain sensitive data; however, the form requires parties to attach pay stubs and tax forms, and pro-se parties typically fail to redact their SSN's. Need to amend the form to include a warning about the filer's responsibility to redact attachments.
JURY	JURY: Juror Questions Submitted to Judge	Keep - Discuss w/User Group Remove	Y RCrimPro 18.6 says some questions "shall not be read or answered," but the rule doesn't call for them to be destroyed the way it does juror notes and notebooks.
NOTICE	NOTICE: Confidential Sensitive Data	Keep - Discuss w/User Group-Similar to Sensitive Data Sheet	Y ARFLP 43(G) Juvenile Rule 47
STATEMENT	STATEMENT: Financial Statement	Keep discuss w/group	Y and N Yes as to the Parental Assessment Financial Stmt filed in delinquency cases is protected by Juvenile Rules 19 & 30(A); No as to the Deft's Financial Stmt filed in criminal cases, RCrimPro Form 5(a) is marked "confidential; however the request for appointment of counsel is not confidential, so a portion of this record would need to be redacted. After some discussion it was determined that one court had combined the forms so the portion regarding appointment of counsel will be removed.

• Jennifer will be attending the meeting so please be prepared to discuss.

- Jennifer will follow up with CSD/Exec and get a decision on who should take the lead in modifying the rules/forms.

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, November 15, 2017

1:30 – 3:30

(602) 452-3533 Meeting ID: 991434768

11/15/2017 Agenda:

Mohave

- In order to comply with Administrative Order 2017-117 regarding exceptions to eFiling, two new events will be added to Yavapai and Mohave production by 12/1/2017. They will be added statewide on a later date.
 - **Motion: For eFile Exception and Order: For eFile Exception.** I have attached a copy of the AO (unsigned).

Pinal

- Request for new event – **Certificate: of Compliance**
 - *On behalf of the COSCs from around AZ, I would like to request to have a new event created in AJACS that is titled: CERTIFICATE OF COMPLIANCE for docketing purposes. This event request is in regards to ARS 25-518 (C) which pertains to the suspension and/or restriction of a party's DL if they are not compliant with their child support orders.*
 - *There is a new document that has been drafted by the AG's office titled "Certificate of Compliance" (copy attached). The document references ARS 25-518 (C). The language within the document is talking about DES filing an affidavit stating that the party complied with court orders and should have any suspensions or restrictions from the party's DL removed.*

AOC

- Cochise would like to know how courts are handling consolidating cases. Below is an excerpt from 3/19/14 meeting minutes. Please be prepared to discuss.
 - **Discuss case status on consolidated cases. Bert Cisneros will update the workgroup.**
 - **There was much discussion on this item. We clarified how the functionality is now working. If the court wants the status on the child case to be consolidated, they can docket the order (on the child case) or they can manually change the status (on the child case) to consolidated, but it must be done before the consolidation function is used. If they want the status on the child case to be adjudicated, they will need to manually change that (on the**

child case) before the consolidation function is used. Juan Pablo voiced concern about there being a consolidation event on the parent case. When the consolidation function is used, it automatically adds the 'Order: Consolidation' to the parent case so that is a non-issue. Bert said he will start counting the status of 'Consolidated' as adjudicated but he is not sure if the reports group will be able to make that update to the reports before they are deployed. He will discuss with them and let us know.

- Regarding when to change the case status on probate cases to closed, Marretta Mathes reported the following:
 - Most everyone on the committee agreed that the point of measurement should not be at the appointment of PR. However, there was some concern the current measurement as adopted, i.e. waiting until the closing statement, notice of complete settlement, etc. is filed, might not be appropriate either since these things take quite some time to be filed, if they are ever filed. The courts have the ability to dismiss the case after a set time if nothing is filed, but the timeframe in rule exceeds the standard.
 - So, these are the types of things the committee wants to look at, but they first want to see how many cases are actually meeting the time standard and are being resolved via closing statement, complete settlement, or order approving final distribution before adjusting the standard.
- Discuss possibility of cancelling the December 20th meeting.
- Additional Request for Time Standards from Marretta Mathes
 - I was wondering about the following events and whether there is any reason that these shouldn't trigger a case status of "adjudicated".
 - Order: Complete Settlement of Estate
 - Order: Approving Final Accounting, Discharge, Distribution

GJ Code Standardization and Clerk's User Group Meeting

Agenda

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11/15/2017 Agenda:

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 - **Motion: For eFile Exception and Order: For eFile Exception.** I have attached a copy of the AO (unsigned).
 - **Group asked if we could remove 'For' from the events. I spoke with Beth and it's already being pushed to production. If we pull it back, it may not make the 12/1/17 deadline.**

Pinal

- Request for new event – **Certificate: of Compliance**
 - On behalf of the COSCs from around AZ, I would like to request to have a new event created in AJACS that is titled: CERTIFICATE OF COMPLIANCE for docketing purposes. This event request is in regards to ARS 25-518 (C) which pertains to the suspension and/or restriction of a party's DL if they are not compliant with their child support orders.
 - There is a new document that has been drafted by the AG's office titled "Certificate of Compliance" (copy attached). The document references ARS 25-518 (C). The language within the document is talking about DES filing an affidavit stating that the party complied with court orders and should have any suspensions or restrictions from the party's DL removed.
 - **Two new events will be added**
 - **Request: Certificate of Compliance**
 - **Certificate: Compliance**

AOC

- Cochise would like to know how courts are handling consolidating cases. Below is an excerpt from 3/19/14 meeting minutes. Please be prepared to discuss.
 - Discuss case status on consolidated cases. Bert Cisneros will update the workgroup.

- o Kathy Montijo asked about the new federal forms described below and how they will be restricted. We will be working on these in house as they mandated and we will have an update at the January meeting:

TO: Clerks of the Superior Courts of Arizona
FROM: Office of the Attorney General, Child Support Section
DATE: June 14, 2017
RE: New OCSE Intergovernmental Forms

42 U.S.C. 666(f) requires all states to have enacted the Uniform Interstate Family Support Act of 2008 (UIFSA). To date, all states have complied. Section 311(b) of UIFSA requires the use of federally approved (or substantially similar) forms in interstate child support proceedings.

On January 12, 2017, the Office of Child Support Enforcement (OCSE) issued AT-17-01, announcing the revised intergovernmental forms. In developing the revised forms, one of the common themes that came up during the comment period was the protection of personal information.

State child support agencies have until January 15, 2018 to implement the use of the new forms. The previous forms should continue to be honored until states are able to implement the revised versions.

The forms that the court should expect to see are attached with instructions:

1. Personal Information Form for UIFSA § 311 (new form);
2. General Testimony;
3. Letter of Transmittal Requesting Registration (This replaces the letter requesting registration and Registration Statement);
4. Notice of Determination of Controlling Order;
5. Uniform Support Petition; and
6. Declaration in Support of Establishing Parentage.

Forms 1-3 notify the court that the document contains sensitive information. Although the documents are permitted to be filed with the court, they cannot be filed or included in a record available to the general public. The reason for this prohibition is that the forms include information that may pose a significant risk to an individual if made available in a public forum or if inappropriately disclosed. For that reason, we are requesting that these forms be maintained as a confidential record, similarly to a sensitive data form.
