Arizona Supreme Court

CERTIFICATION AND LICENSING DIVISION

DEFENSIVE DRIVING PROGRAM

1501 W. Washington Street, Suite 104

Phoenix, Arizona 85007-3222

602-452-3378

MEMORANDUM

To: All Arizona Limited Jurisdiction and Juvenile Courts

From: Mark Wilson, Director, Certification and Licensing Division

Date: July 30, 2021

Re: Defensive Driving Diversion Fee Report Form and Deadline

As you are aware, the Arizona Code of Judicial Administration (ACJA) provides each court semi-annually the opportunity to adjust the defensive driving diversion fees it charges. If a court elects to modify its diversion fee this semi-annual cycle, those modifications will be effective October 1, 2020 and must be filed with the Certification and Licensing Division by September 1, 2021. For your reference, ACJA §7-205(D)(6)(e)(1) provides,

> *"[A court may] change the court diversion fee up to two times each year, effective either on April 1 or October 1, or on both dates. A court shall notify division staff by March 1st for the April 1st effective date and by September 1st for the October 1st effective date of the court diversion fee to be assessed for each six month period. This notice shall be filed regardless of whether the court changes the fee or retains the current fee, using the form provided by division staff. A notice of a change in a court diversion fee that is received after March 1st for the April 1st effective date, or after September 1st for the October 1st effective date, will not take effect on April 1st or October 1st, respectively, but will be delayed six months until the next change date. Citations and violations issued prior to the effective date of the change in the diversion fee shall be charged under the amount in effect on the date of violation;"*

We have attached a copy of the form that must be returned to the AOC Certification and Licensing Division. Please note other court information changes on the form as appropriate. When completing the form please log into the AOC Defensive Driving Tracking System (DDTS) and check all of the information relevant to your court, including existing fees, contact information

and special instructions for the defensive driving schools. If any of the information is not correct and current, please contact Christopher DeWitt using the contact information provided below.

After reviewing DDTS information relevant to your court, please complete the attached "Court Diversion Fee Report Form." In the space designated for "Your Court's Diversion Fee Change," list an amount only if there will be a fee increase/decrease effective October 1, 2021. This fee is the amount the jurisdiction will receive from a defensive driving school, not the total amount paid by a student to participate in a defensive driving course.

RETURN THE COMPLETED FORM BY SEPTEMBER 1, 2021, to:

Administrative Office of the Courts
Certification and Licensing Division
Attn: Chris DeWitt
1501 W. Washington St., Ste 104
Phoenix, AZ 85007

RETURN THE FORM EVEN IF THERE ARE NO CHANGES. THE FORM MUST BE SIGNED BY YOUR COURT'S PRESIDING JUDGE.

If you have any questions, contact Christopher DeWitt at 602-452-3985 or send an email to Ddrive@courts.az.gov. Your assistance is appreciated.