

# Arizona Supreme Court Steering Committee on Arizona Case Processing Standards

**April 16, 2015 Meeting Agenda**  
1501 W. Washington St. Phoenix, AZ 85007  
State Courts Building, Conference Room 230  
Conference Phone Number: **602-452-3288 OR 520-388-4330**, ID# 3688

## Call to Order

1:30 p.m.	Announcements	Hon. Robert Brutinel, Chair
	Introductions	
	Motion to Approve Minutes <i>Call for Motion Vote**</i>	Hon. Robert Brutinel, Chair
1:35 p.m.	Administrative Orders, Memorandums and Training	Cindy Cook, AOC

## Report Development Updates

1:50 p.m.	Superior Court Case Types	Cindy Cook, AOC
	<ul style="list-style-type: none"> <li>➤ Probate Administration of Estates <b>Reports Developed:</b> Time to Disposition Summary and Detail Age of Active Pending Summary and Detail <i>Call for Motion Vote**</i></li> </ul>	
	<ul style="list-style-type: none"> <li>➤ Probate Guardianship/Conservatorship cases <b>Reports Developed:</b> Time to Disposition Summary and Detail Age of Active Pending Summary and Detail <i>Call for Motion Vote**</i></li> </ul>	
	<ul style="list-style-type: none"> <li>➤ Probate Mental Health Cases <b>Reports Developed:</b> Time to Disposition Summary and Detail Age of Active Pending Summary and Detail <i>Call for Motion Vote**</i></li> </ul>	
2:25 p.m.	Excluded Time <i>Call for Motion Vote**</i>	Cindy Cook, AOC
2:35 p.m.	Justice and Municipal Court Case Types	Cindy Cook, AOC
	<ul style="list-style-type: none"> <li>➤ Misdemeanor <b>Reports Developed:</b> Time to Disposition Summary and Detail Age of Active Pending Summary and Detail</li> </ul>	

		<b>Call for Motion Vote**</b>	
		<ul style="list-style-type: none"> <li>➤ Justice Court Civil  <u>Reports Developed:</u>  Time to Disposition Summary and Detail  Age of Active Pending Summary and Detail  <b>Call for Motion Vote**</b></li> </ul>	
		<ul style="list-style-type: none"> <li>➤ Justice Court Small Claims  <u>Reports Developed:</u>  Time to Disposition Summary and Detail  Age of Active Pending Summary and Detail  <b>Call for Motion Vote**</b></li> </ul>	
3:15 p.m.		Phase 4 and Phase 5 Development Plan	Cindy Cook, AOC
		<ul style="list-style-type: none"> <li>➤ Superior Court</li> <li>➤ Justice and Municipal Court</li> </ul>	
<b><u>New Business</u></b>			
3:25 p.m.		Next Meeting	Hon. Robert Brutinel, Chair
<b><u>Old Business</u></b>			
<b><u>Call to Public</u></b>			
<b><u>Adjourn</u></b>			
3:30 p.m.		Motion to adjourn meeting	Hon. Robert Brutinel, Chair
			<b>** Important Voting Item</b>

## Steering Committee on Arizona Time Standards

SEPTEMBER 24, 2014

1:30 P.M. – 3:30 P.M.

Conference Room 119A/B  
1501 West Washington Street  
Phoenix, Arizona, 85007

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**Present:** Justice Robert Brutinel, Mr. Kent Batty, Mr. Don Jacobson, and Mr. Bill Verdini.

**Telephonic:** Judge Peter Cahill, Ms. Elaina Cano (*Proxy for Andrew Klein*), Judge Jill Davis, Judge Charles Gurtler, Judge Eric L. Jeffery, Judge Mark Moran, Judge Anthony Riojas, and Judge Sally Simmons.

**Absent/Excused:** Judge Richard Fields, Judge Pamela Frasher-Gates, Mr. James Haas, Ms. Michelle Matiski, Judge Steven McMurry, Ms. Jane Nicoletti-Jones, Judge John Rea, and Mr. John W. Rogers.

**Presenters/Guests:** None

**Administrative Office of the Courts:** Ms. Cindy Cook, Ms. Kelly Gray, and Ms. Amy Wood.

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### I. REGULAR BUSINESS

#### A. Welcome and Opening Remarks

The September 24, 2014 meeting of the Steering Committee on Arizona Time Standards was called to order at 1:30 p.m. by the Honorable Robert Brutinel, Chair, and attendance was taken.

Unfortunately, over the summer this Committee lost one of its members. Ms. Sandy Markham, Clerk of Yavapai County will be missed. Ms. Donna McQuality, the newly elected Clerk of Court for the Superior Court of Yavapai County has volunteered, and has the recommendation of her peers, to become a member of this Committee. The paperwork is being processed and awaiting review/approval from the chief justice. Welcome Ms. McQuality!

#### B. Approval of Minutes

The draft minutes from the April 24, 2014 meeting of the Steering Committee on Arizona Time Standards were presented for approval.

- Motion was made by Mr. Kent Batty to approve the draft meeting minutes of the April 24, 2014 meeting of this Committee. Seconded by Mr. Don Jacobson. Motion passed unanimously.

## II. REPORTS DEVELOPMENT UPDATES

### A. Administrative Orders

#### 1. Administrative Order 2014-81

In June of 2014, the Arizona Judicial Council (AJC) recommended approval of several case processing standards. As a result [Administrative Order 2014-81](#) was signed by Chief Justice Bales on August 13, 2014. The order adopted final case processing standards for the following case types:

Superior Court Civil  
Criminal Felony  
Juvenile Delinquency and Status Offense  
Juvenile Neglect and Abuse Permanency Hearing only  
Juvenile Termination of Parental Rights  
Criminal DUI Misdemeanor (Existing standard; justice and municipal courts)

On August 15, 2014 a memorandum was sent to presiding judges, court administrators, and clerks of court that set the first submission date for the Summary Time to Disposition report (e.g., case aging) for all the case types listed above. Additionally, on September 19, 2014, a separate memorandum was sent to the juvenile presiding judges, juvenile directors, dependency administrators, clerks of court, presiding judges, and court administrators that elaborated on the submission date and reporting specifications for the *juvenile* case types listed above. For ALL the above listed case types the first submission date is to be July 31, 2015, for the reporting period of March 1, 2015 - June 30, 2015. Thereafter, it is anticipated that annual submission of Summary Time to Disposition reports encompassing a full year will start in fiscal year 2016.

Throughout the process, this Committee has heard a number of concerns regarding the quality of data found in the case management systems. The lead time given allows ample time for each court to develop accurate reports. In the coming months, it will be important to review the case processing reports, verify the accuracy of the reports and make necessary corrections. To this end, regional training has been completed for the Superior Court Civil and Criminal Felony

AJACS reports. The regional training on Superior Court Civil and Criminal Felony AJACS reports conducted recently seems to have resonated with the participants. Attendees seem to more clearly understand how their data entry affects reporting. A webinar training will also be developed in the near future for new employees and AJACS court users. Follow-up assistance will be provided by AOC staff.

## **B. Reports Demonstration**

Ms. Cindy Cook presented information on the three (3) types of reports available in the AJACS, the purpose of each report, and the differences/similarities between reports. The following three (3) reports are generated in AJACS:

1. Criminal Statistical Reports
2. CourTool Reports
3. Time Standard Reports

Criminal Statistical Reports are SSRS reports that are submitted monthly to the AOC and include the following reports: Criminal Caseload by Defendant; Criminal Manner of Disposition; Criminal Caseload by Charge; and Criminal Manner of Sentencing. The purpose of these reports is to help courts make better operational decisions based on data, answer legislative and media questions, measure workload, and determine the lifecycle of a case.

The CourTool Reports are located in the AJACS case management system and are not submitted to the AOC. The reports can be run by the courts at any time and are useful in determining if a court is timely processing cases and identifying where improvements can be made. These reports are based on the National Center for State Courts CourTool Caseflow Performance Measures. These reports offer the courts a balanced perspective on court operations. Arizona developed the following summary and detail reports:

1. Case Clearance Rates (Measure 2)
2. Time to Disposition (Measure 3)
3. Age of Active Pending Caseload (Measure 4)
4. Trial Date Certainty (Measure 5)

The Time Standard Reports are SSRS reports that measure the courts success in meeting the Arizona Case Processing Time Standards and manage/monitor active pending cases. Standards have been developed for 19 case types in the justice, municipal and superior courts. The reports

available include Time to Disposition Summary, Time to Disposition Detail, Age of Active Pending Summary, and Age of Active Pending Detail.

Ms. Cook described the differences and similarities between the reports.

**Differences:**

Statistical Reports:

- Reports by date range
- Clearance rate by charge
- Counts jury trials started (trials)
- Counts active and inactive pending cases.
- Reports are submitted to AOC

CourTools Reports

- Reports by judge
- Clearance rate by case
- Counts jury trials completed (continuances)
- Calculates age of pending
- Excludes time
- Calculates time at adjudication and re-adjudication

Time Standard Reports

- Reports by judge
- Calculate age of pending
- Excludes time
- Calculates time at adjudication
- No clearance rate or trial date certainty reports
- Reports are submitted to AOC

**Similarities:**

- Accurate data enables the courts to make better decisions
- Reports pull data from same case management system
- Reports pull data from case status table in AJACS
- Reports use same filing date and case status date
- Reports count one case one defendant

Ms. Cook went on to display sample case processing time standard reports in AJACS and explained excluded time. It was pointed out that counties not using AJACS may have issues with excluded time and those counties should consult their IT department when building their reports in other case management systems. The AOC is available to assist with determining what time should be excluded. Some of the columns on the reports are populated from the AJACS calendaring system. If the calendaring information is not entered in AJACS, or any other case management system, the columns on the report will not be populated with future hearing dates or track the number of continuances on a case.

**C. Report Development Updates**

Ms. Cindy Cook updated the Committee on the progress of the reports developed to measure the case processing time standards.

1. Standards Adopted

Standards have been adopted by Administrative Order 2014-81 for the following case types:

- Civil
- Felony
- DUI Misdemeanor
- Juvenile Delinquency and Status Offenses
- Juvenile Permanency Hearing
- Termination of Parental Rights

Reports have been developed in the AJACS case management system and training has been provided for the Civil and Felony case types. DUI Misdemeanor reports were developed in 2008, training has already been provided, and courts already report the required data.

Juvenile reports have been written for Juvenile Delinquency, Permanency Hearing, and Termination of Parental Rights. Ideally, the same process for submitting data to the AOC will be used for all case types including data from JOLTS.

## 2. Standards to be Adopted

### a. Juvenile:

#### i. Dependency: Adjudication Hearing

The Time to Disposition and Age of Active Pending Summary and Detail reports have been developed in JOLTS for this case type. Ms. Cook analyzed data from all 15 counties for this case type for the calendar year 2013. The statewide average for time to disposition of the cases from the date of filing was 81% within 100 days.

The statute and the provisional standard originally adopted the standard of 98% within 90 days and both start measuring from the date of service on the first guardian or parent. JOLTS does not have a field for service and the users are not entering this information into JOLTS. The courts are not currently meeting the standard, but the reports developed are different from the statute and standard. A meeting was held on May 15, 2014 with the Juvenile Workgroup and other juvenile users to discuss adjusting the standard. In this meeting it was decided that 10 days would be added to the standard for the time required for service.

Current Provisional Standard:  
98% within 90 days from date of service  
Recommended Standard:  
98% within 100 days from date of filing

Some Committee members stated that the addition of 10 days to the standard for service may not be enough. The standard may need to be adjusted at a later date to reflect accurately the average time it takes to serve a parent or guardian in Adjudication Hearings.

- Motion was made by Judge Peter Cahill to adopt the standard of 98% within 100 days for Juvenile Dependency Adjudication Hearings with a delayed effective date of July 1, 2015. Seconded by Judge Sally Simmons. Motion passed unanimously.

b. Family Law

i. Dissolution

The Time to Disposition and Age of Active Pending Summary and Detail reports have been developed in AJACS for this case type. AJACS users need to be trained to enter the data so that excluded time is captured on the reports. The reports are finished and scheduled to be deployed to Production in AJACS in October 2014. Pima and Maricopa County already have reports for family law cases. Unfortunately, Maricopa and Pima County reports do not currently exclude time. Each county will independently determine if they will change their current report to reflect excluded time.

Recommended Provisional Standard:  
75% within 180 days  
90% within 270 days  
98% within 365 days

Ms. Cook analyzed data from all 15 counties for this case type. The courts average 70% within 180 days, 84% within 270 days, and 93% within 365 days.

*NOTE: Pima County did not provide data for 270 days. There was one total for the number of cases disposed in 365 days. The percentage for 270 days will likely be 1% or 2% higher. Maricopa provided total number of cases and percentage of cases disposed for FY14 instead of FY13 no excluded time.*

The courts appear to be close to meeting the provisional standards developed by this Committee.

- Motion was made by Mr. Kent Batty to adopt the standard of 75% within 180 days, 90% within 270 days, and 98% within 365 days with a delayed effective date of July 1, 2015. Seconded by Judge Sally Simmons. Motion passed unanimously.

c. Probate

i. Administration of Estates

The Time to Disposition and Age of Active Pending Summary and Detail reports have been developed in AJACS. The reports are scheduled to be deployed to production in AJACS in October 2014. Pima and Maricopa Counties are developing reports, however the data provided does not exclude time for this case type.

Recommended Provisional Standard:

50% within 360 days

75% within 540 days

95% within 720 days

Ms. Cook analyzed data from all 15 counties for this case type. The courts average 48% within 360 days, 56% within 540 days, and 60% within 720 days.

*NOTE: Maricopa County provided data for fiscal year 2014 with no excluded time. Pima County's estimated time to disposition statistics are based on a random sample for fiscal year 2013 (10% of the Formal and Informal Probated Estate and Affidavits of Succession to Real Property cases). The 13 other Arizona counties provided data for fiscal year 2013.*

If data from Maricopa and Pima Counties were removed from the combined court data, the courts averaged 79% within 360 days (instead of 48%), 86% within 540 days (instead of 56%), and 89% within 720 days (instead of 60%). The reason for the disparity between the data for just 13 rural counties and the data for all 15 counties combined is because the Affidavit of Succession to Real Property cases are held open for a year in Pima and Maricopa county. In the 13 rural counties these cases are typically disposed within a few days. Maricopa and Pima Counties use an administrative directive/process that holds open these cases for one (1) year

in order to ease the processing of cases if a challenge is filed in the case. It is believed that the practice of holding open the case for one (1) year stems from the statute of limitations related to personal representative challenges.

It was pointed out that the process of keeping the cases open for one (1) year may not be an efficient business practice in Maricopa and Pima County. Ms. Cook will work with Maricopa and Pima Counties to determine the aim of the business process in question and will present findings in the next meeting of this Committee. It was suggested that the standard may need to be adjusted to accommodate the business practice.

- Motion was made by Mr. Bill Verdini to delay approval of the Probate Administration of Estates Time Standard until additional information is provided to this Committee regarding the business practice in Maricopa and Pima Counties of holding open Affidavit of Succession to Real Property cases for one year. Seconded by Mr. Kent Batty. Motion passed unanimously.

d. Traffic

i. Civil Traffic

In the last meeting of this Committee questions were raised about the achievability of the provisional standard based on data provided. Since the last meeting, the Municipal and Justice Workgroup met to discuss the provisional standard for traffic cases. Ms. Cook analyzed data from 55 limited jurisdiction courts in Arizona for the Civil Traffic case type (15 municipal and 15 justice using the AZTEC case management system, and 25 Maricopa justice courts). The courts average 44% within 30 days, 70% within 60 days, and 85% within 90 days.

*Note: The crystal report developed for the AZTEC courts included in this data sample pulled data based on the date of filing instead of the date of disposition. If the case was filed and disposed during FY13 it appeared on the report and was part of the statistical information presented. The AOC is working on a report that will pull the data from the date of disposition. For all courts in the data sample, the reports do not exclude time for pre-trial diversion programs such as defensive driving, and are not allowing extra time for tickets issued to out of state drivers.*

There was discussion regarding accuracy of the data provided and how this affects the decision to adopt a standard for this case type. It was pointed out that the data provided does not include excluded time and the reporting tools currently available are inadequate. It is anticipated that the numbers will improve as case management systems develop new reports that are capable of measuring excluded time and the time to disposition. The Committee felt it was important to implement a standard at this time, but still wants the option to review the standard as the shortcomings of the reports are addressed and the ability to generate reports is improved.

The workgroup is recommending that the percentages be lowered as followed.

65% within 30 days instead of 75%  
80% within 60 days instead of 90%  
95% within 90 days instead of 98%

- Motion was made by Mr. Don Jacobson to adopt the standard of 65% within 30 days, 80% within 60 days, and 95% within 90 days with a delayed effective date of July 1, 2015, with the caveat that this standard be reviewed when the reports provided by the limited jurisdiction courts case management systems provide reliable and accurate data. Seconded by Judge Anthony Riojas. Motion passed unanimously.

#### **D. Development Plan**

Ms. Cindy discussed the anticipated timeline for development of reports and adoption of additional Time Standards. The standards in Phase 1 have been adopted and the AOC is in the process of implementing the standards. The statistical information for the case types in Phase 2 were presented to the committee today and 3 of the 4 standards will be recommended for approval by the AJC in October. Standards for the case types in Phase 3 will be discussed at the next committee meeting.

i. Phase 1: (April 2014 – March 2015)

The case types in Phase 1 include Felony, Civil, Juvenile Permanency Hearings, Termination of Parental Rights, Delinquency, and DUI. Tasks include AJC Approval of provision standards (April 2014), report distribution and testing (May – July 2014), training on reports (August 2014), data clean up (September 2014 – February 2015), and implementation of standards (March 2015).

ii. Phase 2: (September 2014 – July 2015)

The case types in Phase 2 include Juvenile Adjudication Hearings, Dissolution, Probate Estate Administration, and Civil Traffic. Tasks include developing reports in AJACS, ICIS, AGAVE, and AZTEC, as well as testing of reports (July – September 2014), Steering Committee on Arizona Time Standards review (September 2014), AJC approval (October 2014), training on reports (November 2014), data clean up (December 2014 – June 2015), and implementation of standards (July 2015).

iii. Phase 3: (October 2014 – October 2015)

The case types in Phase 3 include Probate Mental Health Cases, Probate Guardianship/Conservatorship, Justice Civil, Misdemeanors, and Small Claims. Tasks include developing reports for AJACS, ICIS, AGAVE, and AZTEC, as well as testing of reports, (October 2014 – February 2015), Steering Committee on Arizona Time Standards review (April 2015), AJC approval (October 2015), training on reports and data cleanup (July – September 2015), and implementation of standards (October 2015).

iv. Phase 4: (July 2015 – March 2016)

The case types in Phase 4 include Civil Local Ordinances, Evictions, Criminal Post-Conviction Relief, and Family Law Temporary Orders. Tasks include developing reports for AJACS, ICIS, AGAVE, and AZTEC, as well as testing of reports, (July 2015 – September 2015), Steering Committee on Arizona Time Standards review (September 2015), AJC approval (October 2015), training on reports and data cleanup (November 2015 – March 2016), and implementation of standards (March 2016).

v. Phase 5: (October 2015 –October 2016)

The case types in Phase 5 include Family Law Post-Judgment Motions, and Protection Orders (All Courts; Ex parte, Contested and Pre-issuance). Tasks include developing reports for AJACS, ICIS, AGAVE, and AZTEC, as well as testing of reports (October 2015 – February 2016), Steering Committee on Arizona Time Standards review (March 2016), AJC approval (July 2016), training on reports

and data cleanup (July – September 2016) and implementation of standards (October 2016).

The term of the Committee ends on December 31, 2014. In the next couple of weeks a new administrative order will be signed by Chief Justice Bales extending the term of the Committee until December 31, 2015 or December 31, 2016.

### **III. NEW BUSINESS**

#### **A. Next Meeting Dates**

Ms. Cindy Cook proposed two dates/time for the next meeting: Thursday, April 23, 2015, 1:30 p.m. - 3:30 p.m. OR Thursday, April 16, 2015, 1:30 p.m. - 3:30 p.m. The Committee selected Thursday, April 16, 2015, 1:30 p.m. - 3:30 p.m. for the next meeting.

### **IV. ADJOURNMENT**

**A. Adjourned at 3:07 p.m.**

**B. Next Committee Meeting:**

Thursday, April 16, 2015  
1:30 p.m. - 3:30 p.m.  
Conference Room: 230  
State Courts Building  
1501 W. Washington St.  
Phoenix, AZ 85007

# ARIZONA CASE PROCESSING STANDARDS

Arizona Case Processing Standards Steering Committee  
April 16, 2015



Arizona Supreme Court  
Administrative Office of the Courts

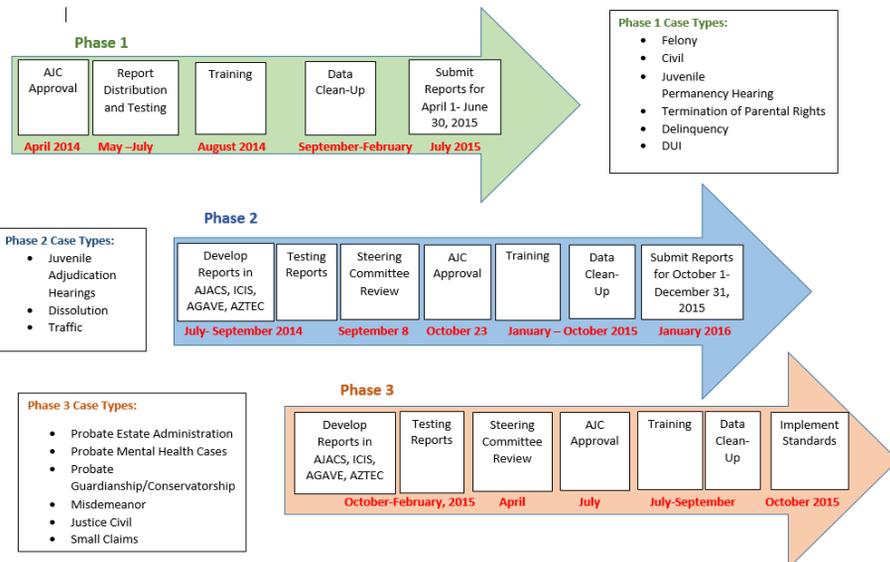


# Case Types Adopted by A.O. 2014-108 Phase 2

1. Juvenile Dependency Adjudication Hearings
2. Family Law Dissolution and Allocation of Parental Responsibilities
3. Civil Traffic



## Time Standards Timeline



July 2015 through December 2016: Phases 4 and 5  
Case Types: Civil Local ordinances, Evictions, Criminal Post-Conviction Relief, Family Law Temporary Orders, Family Law Post-Judgment Motions, Protection Orders, Ex Parte, Contested, Pre-Issuance.  
01/20/2015

## Phase 3

1. Probate Administration of Estates
2. Probate Guardianship/Conservatorship
3. Probate Mental Health Cases
4. Justice Court Civil
5. Small Claims
6. Misdemeanor



## 2014 Administration of Estates Statewide Standards

7,422 Total Cases Statewide



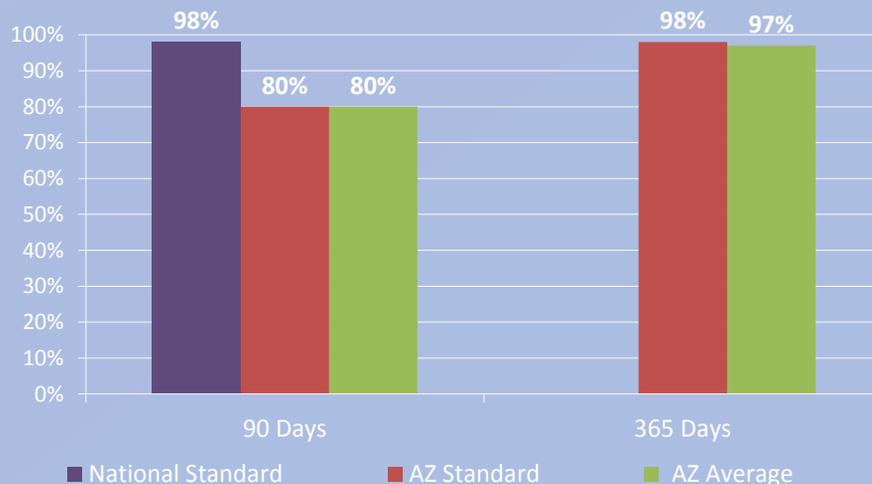
## Arizona Case Processing Time Standards Summary Chart

Add the following definition to the “Calculation of time” column:

The measurement for Affidavit of Succession to Real Property cases will be from time of filing to the date the probate registrar stamps the affidavit.

## 2014 Guardianship/Conservatorship Statewide Standards

636 Total Cases Statewide



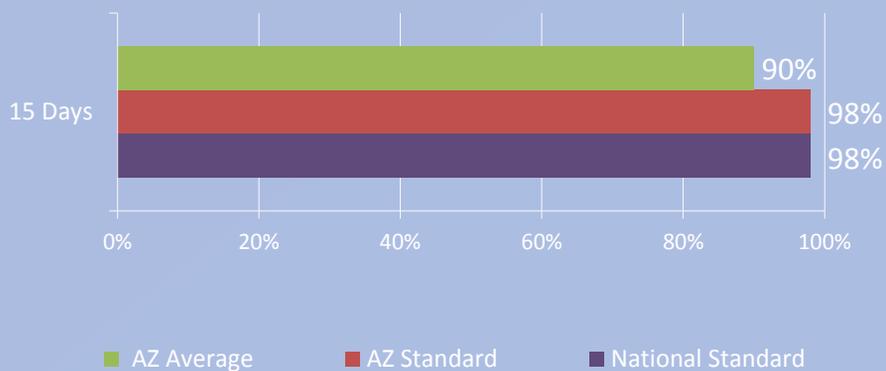
## Arizona Case Processing Time Standards Summary Chart

Make the following revisions to the “Standard” column:

1. Eliminate language that elder abuse cases are excluded.
2. Add the language that the appointment of temporary guardian/ conservators and appointment of guardian ad litem are excluded
3. Add the language that Orders appointing limited guardian are included.

## 2014 Mental Health Cases Statewide Standards

1,157 Cases Statewide



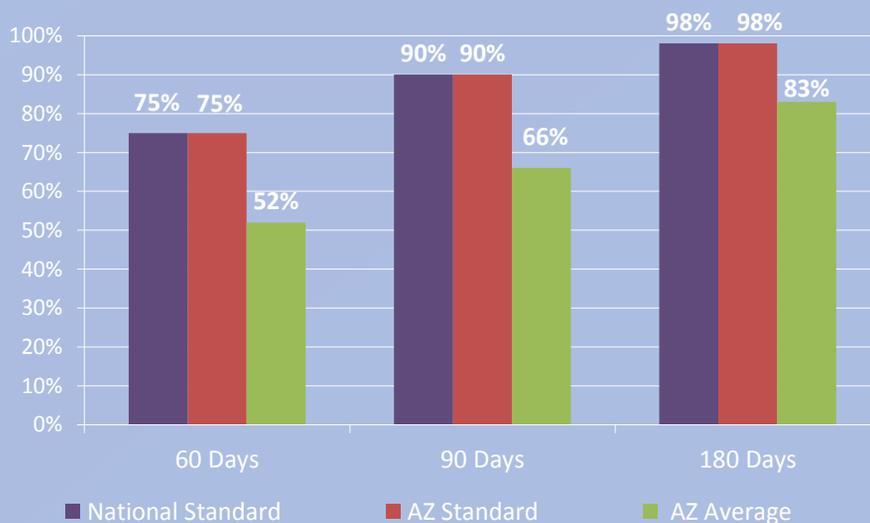
## Arizona Case Processing Time Standards Summary Chart

Make the following revisions to the “Excluded Time” column:

1. Specify that specialty courts and programs are excluded time listed under Pre-adjudication diversion programs.
2. Defensive Driving Schools/Programs and continuances to attend a defensive driving program will be excluded time in civil traffic cases.
3. Conciliation Court in family law cases will include mediation and arbitration.

## 2014 Misdemeanor Statewide Standards

61,003 Total for 56 Courts Statewide



## 2014 Justice Civil Statewide Standards

69,650 Total for 51 Courts Statewide



## 2014 Small Claims Statewide Standards

11,513 Total for 48 Courts Statewide



# TTD Detail Report

**Civil Traffic Time to Disposition Detail Report**

Disposition Date Range: 10/1/2014 to 12/31/2014  
Standard: 65% within 30 days, 80% within 60 days, 95% within 90 days

Case Number	Filing Date	Case	Judge	Dispo	Dispo Date	Days to Dispo	Excluded Days	Pending Days
R-201401223	05/05/2014	SEASON LOUIS 28-701A(10-15) 28-4135C		11	10/14/2014 6/19/2014			
R-201401285	05/13/2014	RAMBREZ EDWIN ORTIZ 28-644A1	RTL	11	10/22/2014 10/22/2014	161	0	161
R-201401375	05/21/2014	CRUZ ANGELA C 28-701A 28-4138A	RTL	58 43	10/13/2014 10/13/2014 9/17/2014	162	0	162
R-201401623	06/09/2014	BADNI CHRISTINE 28-701A (ACCIDENT)	RTL	11	11/13/2014 11/13/2014	145	0	145
R-201401651	06/11/2014	BRAVO GALAVIZ GABRIEL RICHAJ 28-701A(16-20)	RTL	90	10/7/2014 10/7/2014	157	0	157
R-201401718	06/16/2014	BIGLEY CHRISTINA 28-701A (ACCIDENT)	RTL	90	10/23/2014 10/23/2014	118	57	61
R-201401733	06/18/2014	BOWELL STACY M 28-701A(10-15)	RTL	11	10/2/2014 10/2/2014	129	1	128
R-201401757	06/18/2014	BOAH LATOYA GEORGINA 28-701A(21-29) 28-4135C		90 43	10/14/2014 10/14/2014 7/22/2014	106	0	106
R-201401758	06/18/2014	ACOSTA PABLO C 28-644A1		30	10/21/2014 10/21/2014	118	21	97
						125	0	125

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Civil Traffic Time to Disposition Detail Report Report Prepared by Michelle Dunivan, Arizona Supreme Court, AOC, Court Services Division, Automation Services

# TTD Summary Report

**Civil Traffic Time to Disposition Summary Report**

Disposition Date Range: 10/1/2014 to 12/31/2014  
Standard: 65% within 30 days, 80% within 60 days, 95% within 90 days

	0-30 days	31-60 days	61-90 days	91+ days	Errors	Total Cases
Number of cases disposed	569	330	200	71	0	1,170
Percentage of Total	48.63%	28.21%	17.09%	6.07%		
Cumulative Percentage	48.63%	76.84%	93.93%	100.00%		

Note: "Errors" column indicates the number of cases where excluded time exceeds the number of days to the first valid disposition.  
Excluded days and pending days displayed in red indicate that an Excluded Time start code was entered, but not an end code; thus, this case may qualify for additional excluded time.

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Civil Traffic Time to Disposition Summary Report Report Prepared by Michelle Dunivan, Arizona Supreme Court, AOC, Court Services Division, Automation Services

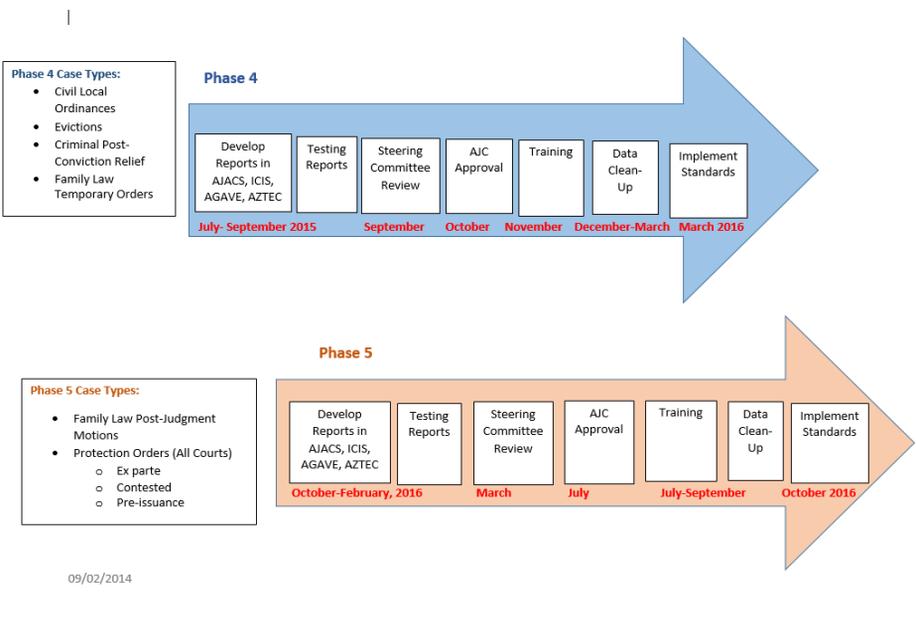
# AAP Detail Report

**Civil Traffic Age of Active Pending Detail Report**

Standard: 65% within 30 days, 80% within 60 days, 95% within 90 days

Case Number	Filing Date	Defendant Name Charge	Judge	Next Hearing Type	Next Hearing Date	Days Pending	Excluded Days	Total Pending Days
TR-201400844	03/26/2014	WEBB ALYSSA MARIE 28-772				336	5	331
TR-201401621	06/09/2014	RUSHTON DONALD ALEXANDER 28-701A(16-20)	RTL			261	0	261
TR-201401970	07/01/2014	ROACH KRISTI JO 28-4135C				239	0	239
TR-201402316	07/15/2014	KYE-BAKER RAINELL RAUSHON 28-701A(16-20)				225	0	225
TR-201403246	09/05/2014	ALEXANDER KORI 28-701A(10-15)				173	0	173
TR-201403414	09/17/2014	BARAJAS MELISSA MARIE 28-701A(16-20)	CLJ			161	0	161
TR-201403712	10/01/2014	SILVA VALERIA 28-701A(21-29)				147	0	97
TR-201403990	10/20/2014	HARDY ANGELA 28-645A3A	CLJ			128	0	128

## Time Standards Timeline





IT IS FURTHER ORDERED that:

1. The Presiding Judge and the Clerk of Court of each county shall review the case processing time standard reports and institute measures to enhance the quality and timeliness of data entered into the case management systems.
2. The Administrative Director shall be responsible for maintaining the Arizona Case Processing Time Summary Chart detailing the specifications for calculation of time to disposition and excluded time for each case type.
3. The Committee shall continue to submit periodic reports, address implementation issues as described in the Committee's Interim Report, and recommend final case processing standards for additional case types to the Arizona Supreme Court for its approval and adoption.
4. The final case processing time standard reports, but not drafts, shall be open to the public.

Dated this 5th day of November, 2014.

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SCOTT BALES  
Chief Justice

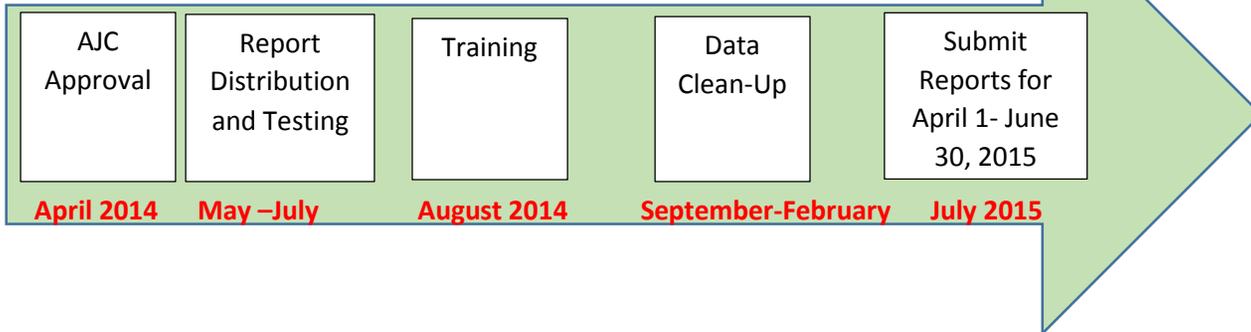
**APPENDIX A  
CASE PROCESSING STANDARDS**

	<u>CASE TYPE</u>	<u>ARIZONA STANDARD</u>
Effective January 1, 2015	Superior Court Civil	60% within 180 days 90% within 365 days 96% within 540 days
	Criminal Felony	65% within 90 days 85% within 180 days 96% within 365 days
	Criminal DUI Misdemeanor	85% within 120 days 93% within 180 days
	Juvenile Delinquency and Status Offense	<u>Youth in detention:</u> 75% within 30 days 90% within 45 days 98% within 75 days <u>Youth not in detention:</u> 75% within 60 days 90% within 90 days 98% within 135 days
	Juvenile Neglect and Abuse	<u>Permanency Hearing:</u> 98% of children under 3 years of age within 180 days of removal 98% of all other cases within 365 days of removal
	Juvenile Termination of Parental Rights	90% within 120 days 98% within 180 days
Effective July 1, 2015	Civil Traffic	65% within 30 days 80% within 60 days 95% within 90 days
	Family Law Dissolution and Allocation of Parental Responsibility	75% within 180 days 90% within 270 days 98% within 365 days
	Juvenile Neglect and Abuse	<u>Adjudication Hearing:</u> 98% within 100 days of filing

*See Arizona Case Processing Time Summary Chart for further specifications.*

# Time Standards Timeline

## Phase 1

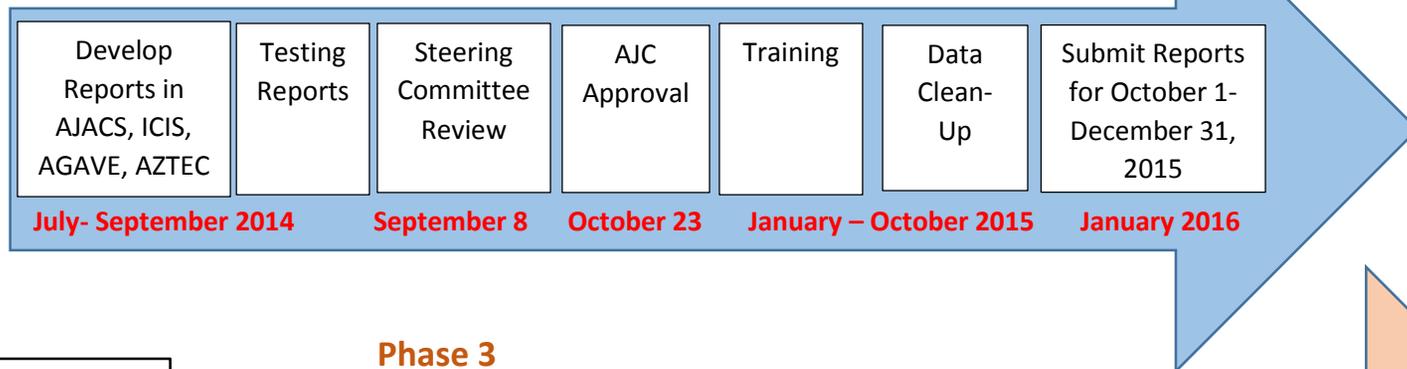


### Phase 1 Case Types:

- Felony
- Civil
- Juvenile Permanency Hearing
- Termination of Parental Rights
- Delinquency
- DUI

## Phase 2

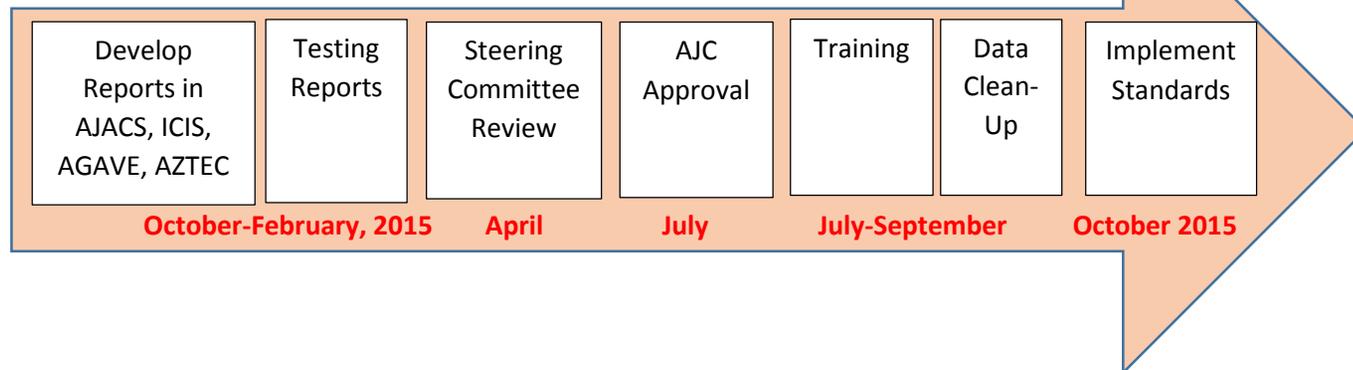
- ### Phase 2 Case Types:
- Juvenile Adjudication Hearings
  - Dissolution
  - Traffic



## Phase 3

### Phase 3 Case Types:

- Probate Estate Administration
- Probate Mental Health Cases
- Probate Guardianship/Conservatorship
- Misdemeanor
- Justice Civil
- Small Claims



July 2015 through December 2016: Phases 4 and 5

Case Types: Civil Local ordinances, Evictions, Criminal Post-Conviction Relief, Family Law Temporary Orders, Family Law Post-Judgment Motions, Protection Orders, Ex Parte, Contested, Pre-Issuance.

01/20/2015

IN THE SUPREME COURT OF THE STATE OF ARIZONA

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In the Matter of:	)	
	)	
EXTENSION OF THE TERM	)	Administrative Order
OF THE ARIZONA CASE	)	No. 2014 - <u>96</u>
PROCESSING STANDARDS	)	(Affecting Administrative Order
STEERING COMMITTEE	)	Nos. 2012-80 and 2013-95)
	)	

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On October 17, 2012, the Steering Committee on Arizona Case Processing Standards (the Committee) was established by Administrative Order No. 2012-80. As required by the Administrative Order, the Committee reviewed the national model time standards, statutory requirements, court rules, and business processes of Arizona courts and recommended provisional case processing standards for all case types in the municipal, justice, and superior courts. Through Administrative Order No. 2013-95, the Supreme Court adopted the provisional standards and extended the term of the Committee through December 31, 2014. The Court also charged the Committee with addressing implementation issues, including the development of case processing time standard reports.

The Committee has advanced its mission by completing its review of six case types and obtaining formal adoption of case processing standards for them through Administrative Order No. 2014-81. In addition, the Committee has reviewed three more case types and will recommend the final adoption of case processing standards. In order to complete its task, the Committee has requested an extension of its term so it can continue to review and recommend final case processing standards for the remaining case types to the Arizona Supreme Court for its approval and adoption.

Therefore, pursuant to Article VI, Section 3, of the Arizona Constitution,

IT IS ORDERED that the term of the Steering Committee on Arizona Case Processing Standards is extended to December 31, 2016.

IT IS FURTHER ORDERED that

1. The Committee shall continue with its duties as set forth in Administrative Order No. 2012-80 and, in addition, shall continue to study and make recommendations on resolving the implementation issues described in the Committee's Report.
2. The membership of the Committee is set forth in Appendix "A."

3. The Committee shall submit periodic reports and recommend final case processing standards for the various case types to the Arizona Supreme Court for approval and adoption.

Dated this 1st day of October, 2014.

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SCOTT BALES  
Chief Justice

**APPENDIX A  
MEMBERSHIP LIST  
STEERING COMMITTEE ON ARIZONA CASE PROCESSING STANDARDS**

*Chair*

Hon. Robert M. Brutinel  
Arizona Supreme Court

***Justice and Municipal Courts***

Hon. Jill Davis, Presiding Justice of the Peace  
Mohave County

Mr. Don Jacobson, Administrator  
Flagstaff Municipal Court in Coconino County

Hon. Eric Jeffery, Assistant Presiding Judge Phoenix  
Municipal Court in Maricopa County

Hon. Steven McMurry, Presiding Judge  
Encanto Justice Court in Maricopa County

Hon. Antonio Riojas, Judge  
Tucson City Court in Pima County

***Public and Bar Members***

Mr. James Haas, Public Defender  
Maricopa County

Ms. Michelle Matiski, Head of Corporate Legal Group  
Aetna Insurance

Ms. Jane Nicoletti-Jones, Senior Charging Attorney  
Coconino County Attorney's Office

Mr. John W. Rogers  
Supreme Court Staff Attorney

Mr. William Verdini, Professor Emeritus  
Arizona State University

***Superior Courts***

Mr. Kent Batty, Administrator  
Superior Court in Pima County

Hon. Peter Cahill, Presiding Judge  
Superior Court in Gila County

Hon. Richard Fields, Judge  
Superior Court in Pima County

Hon. Pamela Frasher Gates, Judge  
Superior Court in Maricopa County

Hon. Charles W. Gurtler, Presiding Judge  
Superior Court in Mohave County

Hon. Donna McQuality, Clerk of Court  
Superior Court in Yavapai County

Hon. Mark Moran, Presiding Judge  
Superior Court in Coconino County

Andrew Klein, Presiding Probate Judge  
Superior Court in Maricopa County

Hon. John Rea, Judge  
Superior Court in Maricopa County

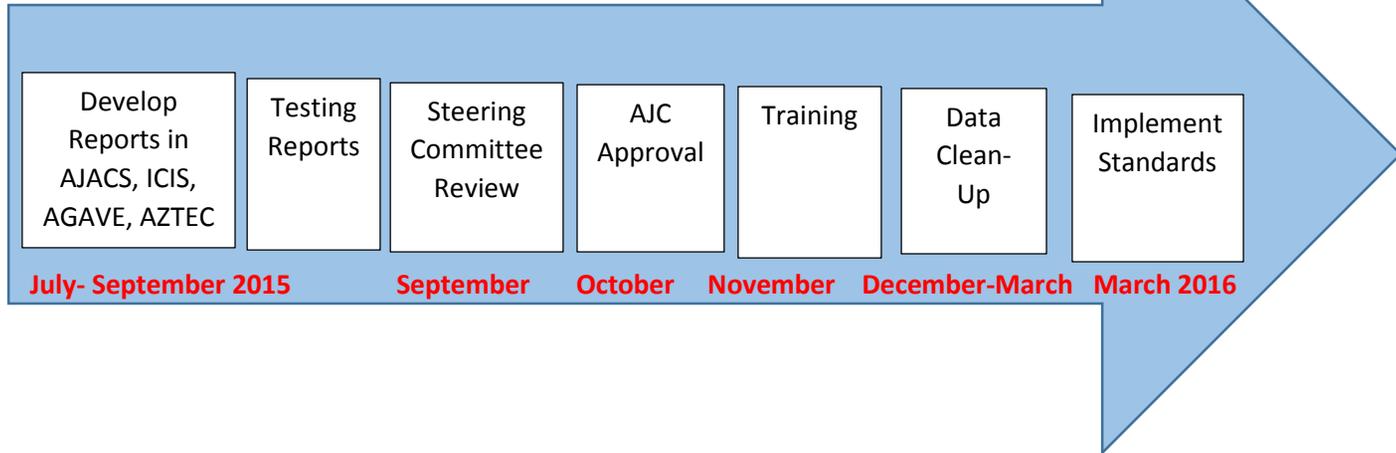
Hon. Sally Simmons, Presiding Judge  
Superior Court in Pima County

# Time Standards Timeline

## Phase 4 Case Types:

- Civil Local Ordinances
- Evictions
- Criminal Post-Conviction Relief
- Family Law Temporary Orders

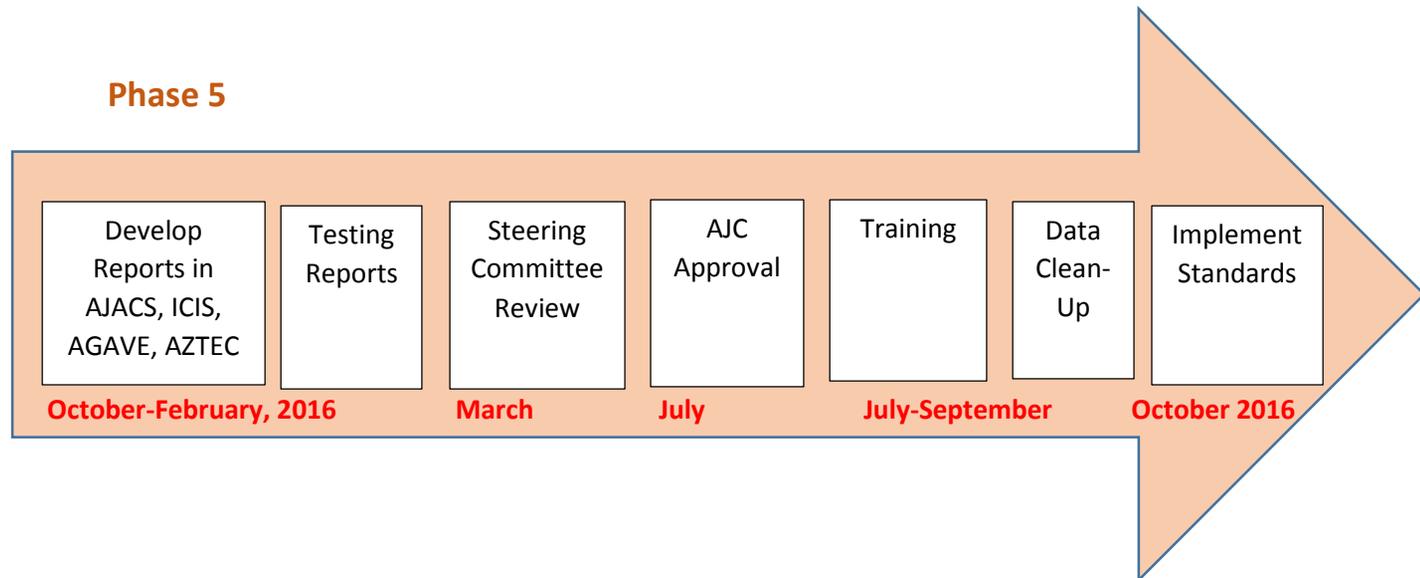
## Phase 4



## Phase 5

## Phase 5 Case Types:

- Family Law Post-Judgment Motions
- Protection Orders (All Courts)
  - Ex parte
  - Contested
  - Pre-issuance



## ARIZONA CASE PROCESSING TIME STANDARDS SUMMARY CHART

SUPERIOR COURTS			
CASE TYPE	STANDARD	CALCULATION OF TIME	EXCLUDED TIME <sup>1</sup>
CIVIL CASES (Effective Date January 1, 2015)	60% w/in 180 days 90% w/in 365 days 96% w/in 540 days	Filing of initial complaint through disposition (e.g., dismissal, judgment). <b>Note:</b> Start counting on the day the case number is received/case is opened in Superior court.	<ul style="list-style-type: none"> <li>• Pre-adjudication special actions/appeals</li> <li>• Bankruptcy</li> <li>• Servicemembers Civil Relief Act</li> </ul>
FELONY CASES (Effective Date January 1, 2015)	65% w/in 90 days 85% w/in 180 days 96% w/in 365 days	Filing of first charging document (e.g., information, indictment or complaint) through disposition (e.g., dismissal, acquittal or judgment and sentencing). <b>Note:</b> Start counting on the day the case number is received/case is opened in Superior court.	<ul style="list-style-type: none"> <li>• Warrants</li> <li>• Rule 11 mental competency</li> <li>• Pre-adjudication diversions <b>Specialty courts/programs</b></li> <li>• Pre-adjudication special actions/appeals</li> </ul>
FAMILY LAW DISSOLUTION AND ALLOCATION OF PARENTAL RESPONSIBILITY (Effective Date July 1, 2015)	75% w/in 180 days 90% w/in 270 days 98% w/in 365 days ✓ All pre-adjudication family law cases such as: establishment of child support, parenting time, and legal decision-making; paternity; annulment; dissolution; legal separation... are included.	The date of filing to the date of disposition by entry of judgment/decreed or order.	<ul style="list-style-type: none"> <li>• Pre-adjudication special actions/appeals</li> <li>• Bankruptcy</li> <li>• Servicemembers Civil Relief Act</li> <li>• Conciliation Court <b>this includes mediation and arbitration</b></li> <li>• Pending juvenile</li> </ul>
PROBATE ADMINISTRATION OF ESTATES (Effective Date January 1, 2016)	50% w/in 360 days 75% w/in 540 days 95% w/in 720 days ✓ Formal and informal probate and affidavit of succession to real property cases are included.	Filing of application/petition for appointment of personal representative or probate of a will through closing of decedent's estate (e.g., filing of closing statement, complete settlement or order approving final distribution or accounting). <b>OR Filing of Affidavit of</b>	<ul style="list-style-type: none"> <li>• Pre-adjudication special actions/appeals</li> <li>• Bankruptcy</li> </ul>

<sup>1</sup> Periods of case inactivity beyond the court's control, known as excludable time, may be subtracted from the time to disposition calculations.

## ARIZONA CASE PROCESSING TIME STANDARDS SUMMARY CHART

SUPERIOR COURTS			
CASE TYPE	STANDARD	CALCULATION OF TIME	EXCLUDED TIME <sup>1</sup>
		Succession to Real Property to the date the probate registrar stamps the Affidavit.	
PROBATE GUARDIANSHIP/ CONSERVATORSHIP (Effective Date January 1, 2016)	80% w/in 90 days 98% w/in 365 days. ✓ Guardianship/ conservatorship of a minor and <del>elder abuse cases</del> are excluded. ✓ The appointment of temporary guardian/ conservators and appointment of guardian ad litem are excluded ✓ Orders appointing limited guardian are included.	Filing of petition for appointment of guardian/ conservator through denial of the petition or issuance of a court order appointing a fiduciary on a non- temporary basis.	No excluded time
PROBATE MENTAL HEALTH CASES (Effective Date January 1, 2016)	98% w/in 15 days ✓ Petitions for court ordered evaluation are excluded. ✓ Petition for court ordered treatment are included.	Filing of petition through disposition (e.g., patient released or issuance of a court order for treatment).	No excluded time.

## ARIZONA CASE PROCESSING TIME STANDARDS SUMMARY CHART

JUVENILE CASES			
CASE TYPE	STANDARD	CALCULATION OF TIME	EXCLUDED TIME <sup>1</sup>
DELINQUENCY AND STATUS OFFENSE (Report created in JOLTS) (Effective Date January 1, 2015)	<u>Youth in detention:</u> 75% within 30 days 90% within 45 days 98% within 75 days <u>Youth not in detention:</u> 75% within 60 days 90% within 90 days 98% within 135 days	Filing of petition through disposition.	<ul style="list-style-type: none"> <li>• Warrants</li> <li>• Rule 11 mental competency</li> <li>• Pre-adjudication diversions</li> <li style="color: red;">Specialty courts/programs</li> </ul>
NEGLECT AND ABUSE (DEPENDENCY) (Report created in JOLTS) (Effective Date July 1, 2015)	<u>Adjudication Hearing:</u> 98% within 100 days	<u>Adjudication Hearing:</u> Date of filing through a finding of dependency.	No excluded time
NEGLECT AND ABUSE (DEPENDENCY) (Report created in JOLTS) (Effective Date January 1, 2015)	<u>Permanency Hearing:</u> 98% of children under 3 years of age within 180 days/6 months of removal.  98% of all other cases within 360 days of removal	<u>Permanency Hearing:</u> Date of removal through permanent plan determination.	No excluded time
TERMINATION OF PARENTAL RIGHTS (Report created in JOLTS) (Effective Date January 1, 2015)	90% within 120 days 98% within 180 days  ✓ Adoption cases are excluded.	Filing of Motion/Petition for Termination of Parental Rights through entry of dismissal or order of termination.	No excluded time

## ARIZONA CASE PROCESSING TIME STANDARDS SUMMARY CHART

<b>JUSTICE AND MUNICIPAL COURTS</b>			
<b>CASE TYPE</b>	<b>PROVISIONAL STANDARD</b>	<b>CALCULATION OF TIME</b>	<b>EXCLUDED TIME<sup>1</sup></b>
MISDEMEANOR DUI (Effective Date January 1, 2015)	85% within 120 days 93% within 180 days ✓ Criminal misdemeanor cases are excluded. ✓ Criminal traffic cases are excluded. ✓ Criminal local ordinance cases are excluded.	Filing of complaint through disposition (e.g., dismissal, acquittal or judgment and sentencing).	<ul style="list-style-type: none"> <li>• Warrants</li> <li>• Rule 11 mental competency</li> <li>• Pre-adjudication diversions</li> <li>• <b>Specialty courts/programs</b></li> <li>• Pre-adjudication special actions/appeals</li> </ul>
CIVIL TRAFFIC (Effective Date July 1, 2015)	65% within 30 days 80% within 60 days 95% within 90 days ✓ Civil local ordinance cases are excluded. ✓ Photo-Radar tickets are excluded. ✓ Parking tickets are excluded.	Filing of Arizona Traffic Ticket and Complaint (ATTC) or by long-form complaint through disposition (e.g., dismissal, judgment).	<ul style="list-style-type: none"> <li>• Pre-adjudication special actions/appeals</li> <li>• Pre-adjudication diversions</li> <li>• <b>Defensive driving school programs</b></li> <li>• <b>Specialty courts/programs</b></li> <li>• Servicemembers Civil Relief Act</li> </ul>
MISDEMEANOR (Effective Date January 1, 2016)	75% within 60 days 90% within 90 days 98% within 180 days ✓ Criminal traffic cases are included. ✓ Petty offenses are included. ✓ Criminal local ordinance cases are included. ✓ DUI cases are excluded; these cases have separate case processing goals.	Filing of complaint through disposition (e.g., dismissal, acquittal or judgment and sentencing).	<ul style="list-style-type: none"> <li>• Warrants</li> <li>• Rule 11 mental competency</li> <li>• Pre-adjudication diversions</li> <li>• <b>Specialty courts/programs</b></li> <li>• Pre-adjudication special actions/appeals</li> </ul>
JUSTICE COURT CIVIL CASES (Effective Date January 1, 2016)	75% within 180 days 90% within 270 days 98% within 365 days	Filing of initial complaint through disposition (e.g., dismissal, judgment).	<ul style="list-style-type: none"> <li>• Pre-adjudication special actions/appeals</li> <li>• Bankruptcy</li> <li>• Servicemembers Civil Relief Act</li> </ul>
JUSTICE COURT- SMALL CLAIMS (Effective Date January 1, 2016)	75% within 90 days 90% within 120 days 98% within 180 days	Filing of initial complaint through disposition (e.g., dismissal, judgment).	<ul style="list-style-type: none"> <li>• Bankruptcy</li> <li>• Servicemembers Civil Relief Act</li> </ul>

Note: Contact the Administrative Office of the Courts for further specifications. Business requirements for the time to disposition summary and detail report and the age of active pending caseload summary and detail report have been developed for every case type listed above.