

Arizona Supreme Court Steering Committee on Arizona Case Processing Standards

September 24, 2014 Meeting Agenda
 1501 W. Washington St. Phoenix, AZ 85007
 State Courts Building, Conference Room 119A/B
 Conference Phone Number: 602-452-3288 OR 520-388-4330, ID# 6412

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 Order 2014-81 and Memorandum	Hon. Robert Brutinel, Chair

Demonstration

1:45 p.m.	Reports Demonstration	Cindy Cook, AOC
-----------	-----------------------	-----------------

Report Development Updates

2:00 p.m.	Juvenile Dependency (JOLTS) ➤ Adjudication Hearing Reports Developed and Standard Revised: Time to Disposition Summary and Detail Age of Active Pending Summary and Detail <i>Call for Motion Vote**</i>	Cindy Cook
-----------	---	------------

Superior Court Case Types

2:15 p.m.	Family Law Dissolution Cases ➤ Reports Developed: Time to Disposition Summary and Detail Age of Active Pending Summary and Detail <i>Call for Motion Vote**</i>	Cindy Cook, AOC
2:30 p.m.	Probate Administration of Estates ➤ Reports Developed: Time to Disposition Summary and Detail Age of Active Pending Summary and Detail <i>Call for Motion Vote**</i>	Cindy Cook, AOC

		<u>Justice and Municipal Court Types</u>	
2:45 p.m.		Civil Traffic Cases	Cindy Cook, AOC
		<u>Standard Revised:</u> <i>Call for Motion Vote**</i>	
3:00 p.m.		GJ and LJ Case Types Development Plan	Cindy Cook, AOC
<u>New Business</u>			
3:05 p.m.		Next Meeting	Hon. Robert Brutinel, Chair
Thursday, April 23, 2015 1:30 p.m. to 3:30 p.m.			
<u>Presentations</u>			
<u>Old Business</u>			
<u>Call to Public</u>			
<u>Adjourn</u>			
3:10 p.m.		Motion to adjourn meeting.	Hon. Robert Brutinel, Chair

*****important voting items***

Steering Committee on Arizona Case Processing

Thursday, April 24, 2014

1:30 p.m. to 3:30 p.m.

State Courts Building

1501 W. Washington, Phoenix, Arizona 85007

Conference Room 230

Present: Justice Robert Brutinel-*Chair*, Mr. Kent Batty-*telephonically*, Judge Jill Davis, Judge Pamela Frasher-Gates-*telephonically*, Judge Charles Gurtler-*telephonically*, Mr. Don Jacobson-*telephonically*, Judge Eric L. Jeffery-*telephonically*, Judge Andrew Klein, Ms. Michelle Matiski-*telephonically*, Judge Steven McMurry, Judge John Rea, Mr. John W. Rogers, and Judge Sally Simmons-*telephonically*.

Absent/Excused: Judge Peter Cahill, Judge Richard Fields, Mr. James Haas, Ms. Sandra Markham, Judge Mark Moran, Ms. Jane Nicoletti-Jones, Judge Anthony Riojas, and Mr. William Verdini.

Presenters/Guests: Michelle Dunivan, AOC; David Redpath, AOC; Robert Shelly, AOC; Cassandra Urias, Pima Superior Court-*telephonically*, Dan Sanders, Pima Superior Court-*telephonically*, Amy Wood, AOC.

Staff: Cindy Cook, AOC; Kelly Gray, AOC

I. Regular Business

A. Welcome and Opening Remarks

The April 24, 2014 meeting of the Steering Committee on Arizona Case Processing Standards was called to order by the Chair, the Honorable Robert Brutinel, at 1:30 p.m.

Committee members and staff introduced themselves. The Chair thanked the outgoing committee members, Judge Kenton Jones and Judge Rosa Mroz. He introduced the new committee members, Judge Charles Gurtler and Judge Andrew Klein.

Judge Charles Gurtler comes to this committee as the Presiding Judge in the Superior Court of Mohave County. Judge Andrew Klein comes to this committee as the Presiding Judge in the Superior Court of Maricopa County. Welcome new members!

B. Approval of September 12, 2013 Minutes

The chairperson called for any omissions or corrections to the minutes from the September 12, 2013 meeting; none were submitted.

- Motion was made by Judge John Rea to approve the draft minutes from the September 12, 2013 meeting of the Steering Committee on Arizona Case Processing Standards. Seconded by Judge Andrew Klein. Motion passed unanimously.

C. Administrative Order 2013-95

Administrative Order (AO) 2013-95 was signed by the Chief Justice on November 14, 2013. The order extends the term of this Committee so that reports can be developed to measure the case processing standards. The Committee will review the reports and recommend final case processing time standards for approval and adoption. A copy of the AO can be found on the website at <http://www.azcourts.gov/Portals/22/admorder/Orders13/2013-95.pdf>.

The Administrative Order noted several challenges to implementing case processing time standards, and as a result the standards were provisionally adopted. The first challenge was the lack of statistical data. Courts could not compare current case processing times with the proposed provisional standards to properly evaluate the achievability of the standards. The second challenge was there were no reports available to gather the required data. Many of the courts could not run reports to identify problems in their business processes and make improvements.

The AOC has been working to address these two issues. Significant progress has been made in the development of reports and statistical data is now available for several case types. For those standards approved, the AOC will recommend to the Chief Justice that the standards be adopted with a delayed effective date of January 1, 2015. This will give the courts enough lead time to review their data and compare it to the case processing time standards. Modifications to the standards can still be made if deemed necessary.

II. Report Development Updates

A. Juvenile

1. Delinquency (JOLTS)

Business requirements and reports have been developed in JOLTS for the Delinquency and Status Offense case type. There are separate sets

of reports for Youth in Detention and Youth Not in Detention, totaling eight (8) reports. The reports currently developed for both of these delinquency status types are Time to Disposition Summary, Time to Disposition Detail, Age of Active Pending Summary, and Age of Active Pending Detail Reports. It should be noted that time has been excluded for warrants and pre-adjudication diversion. However, the AOC is still working on excluding time for mental competency, but hopes to exclude that time in future reports. For Pima and Maricopa the reports can be run from an extract on a quarterly basis by the AOC. If Pima and Maricopa County would like to generate the reports more frequently, Mr. David Redpath can provide the business requirements for development.

The AOC has gathered statistical data for the 15 Arizona counties. The data gathered was for Fiscal Year 2013, July 1, 2012 through June 30, 2013. For more information, please see the statistical charts attached; [Youth NOT in Detention](#) and [Youth in Detention](#).

YOUTH NOT IN DETENTION: As a reminder, the provisional standard for Youth not in Detention is 75% within 60 days, 90% within 90 days and 98% within 135 days. For the 135 day standard, only one (1) county met the standard, six (6) counties were in the 90th percentile, and seven (7) counties were in the 80th percentile.

YOUTH IN DETENTION: As a reminder, the provisional standard for Youth in Detention is 75% within 30 days, 90% within 45 days, and 98% within 75 days. For the 75 day standard, no counties met the standard, one (1) county was in the 90th percentile, and two (2) counties were in the 80th percentile.

Mr. David Redpath showed an example of the how the reports are being formatted and what information is included on the detail reports. He provided further clarification that a youth would appear on the Youth in Detention report if he/she was in detention at the time the petition was filed. Mr. Redpath asked if the committee wanted the report to be written so that a youth only appeared on the Youth in Detention report if the youth was in detention from the date of filing through the date of adjudication.

Justice Brutinel and Judge Simmons stated that it was the intent of the 75 day rule and statute was to prevent a juvenile/youth from being in detention for an extended period of time while the case is adjudicated. If the youth is not being detained, then the youth should appear on the Youth Not in Detention report, and the rule and standard which states the case should be disposed within 135 days will apply. Mr. Redpath committed to changing the report so that the report for youth in detention would only include juveniles that are in custody from the filing of the petition to the date of disposition. It is believed that more counties will

meet the standard with this change. It was pointed out that judges may release offenders earlier to meet the standard or “look good on the report.” In response, it was discussed that each case and offender is different, and typically judges do not make decisions thinking about how the reports will look.

The Chair requested that Mr. Redpath send draft report samples to each presiding judge and to the committee. These reports will not be shared publicly or between the counties.

2. Dependency (JOLTS)

Reports have been developed in JOLTS for Neglect and Abuse (Dependency) and Termination of Parental Rights case types. There are separate sets of reports for Adjudication Hearing, Permanency Hearing, and Termination of Parental Rights. The reports currently developed for these dependency status types are Time to Disposition Summary, Time to Disposition Detail, Age of Active Pending Summary, and Age of Active Pending Detail Reports. For the Permanency Hearing reports, the reports are broken out by children under three (3) years and children three (3) years and older. For Pima and Maricopa the reports can be run on a semi-monthly basis.

The AOC has gathered statistical data for the 15 Arizona counties. The data gathered was for Fiscal Year 2013, July 1, 2012 through June 30, 2013. For more information, please see the statistical charts attached; [Adjudication Hearing](#), [Permanency Hearing \(>3 yrs.\)](#), [Permanency Hearing \(<3 yrs.\)](#), and [Termination of Parental Rights](#).

ADJUDICATION HEARING: As a reminder, the provisional standard for the Adjudication Hearing is 98% within 90 days of service. The data shows that four (4) counties met the standard. The report however is not capable of calculating from the *date of service*; it can only be generated from the date of *filing*. This issue cannot be corrected in JOLTS without a change in JOLTS input fields, and a change in court procedures for all courts in Arizona. Additional training and resources would be required to generate this report based on the date of service. On May 15, 2014 a meeting has been scheduled with the Juvenile Workgroup and other juvenile users to discuss adjusting the standard so service time is included. The AOC will update the committee on this issue at the next meeting.

PERMANENCY HEARING: As a reminder, the provisional standard for the Permanency Hearing is 98% of children under 3 years of age within 180 days/6 months of removal and 98% of children 3 years of age and older within 360 days of removal. The report developed for permanency

hearings has been based on a 365 day cycle. For the children under 3 years of age the data shows that three (3) counties are meeting the standard, two (2) counties are in the 90th percentile, and one (1) county is in the 80th percentile. For the children 3 years of age and older the data shows that seven (7) counties are meeting the standard, three (3) counties are in the 90th percentile, and five (5) counties are in the 80th percentile.

Recently both the Adjudication Hearing and Permanency hearing reports were sent to the Dependency Users Group (data entry staff) for feedback on format, fields to include, accuracy of data, etc. It was pointed out that the reports were not sent to the judges or court administrative staff in the courts. In response, a member pointed out that it went to the staff using the report in this preliminary stage of the report drafting; this was a technical review by the users of the reports. The Chair indicated that these reports can be sent to other court staff as requested. These two (2) reports are ready for county use, barring any approved changes.

TERMINATION OF PARENTAL RIGHTS: As a reminder, the provisional standard for Termination of Parental Rights is 90% within 120 days and 98% within 180 days. Ms. Michelle Dunivan presented some draft reports and elaborated on the data in the report. It was pointed out that the report presented was incomplete due to a lack of reporting from each of the 15 counties. Only six (6) counties entered the required data to generate a full report. The AOC has been working with each of the counties recently to improve reporting on this required data, and has seen some improvement. In the coming months additional training will be provided to the courts to assist in the collection of this data. One (1) of the six (6) reporting counties met the standard.

- Motion was made by Judge Sally Simmons to approve the juvenile Delinquency and Status offense, Neglect and Abuse (Dependency) Permanency Hearing only, and the Termination of Parental Rights Case Processing Standards. Seconded by Judge Charles Gurtler. Motion passed unanimously.

B. Superior Court Case Type: Civil (AJACS)

Reports have been developed in AJACS for the civil case type. The reports currently developed are Time to Disposition Summary, Time to Disposition Detail, Age of Active Pending Summary, and Age of Active Pending Detail Reports. The existing CourTools reports will not be used to measure the time standards. New reports have been developed in AJACS based on the business requirements for the standards. These four (4) reports are written, developed, and tested, but not deployed in Production (AJACS). The AOC is currently working on a deployment schedule with the technical team and hopes to have

the reports in Production in June 2014. In the interim, these reports can be executed and sent to each presiding judge from AOC.

The AOC has gathered statistical data for the 15 Arizona counties. The data gathered was for calendar year 2013. For more information, please see the [civil statistical chart](#) attached.

CIVIL: The provisional standard for civil cases is 60% within 180, 90% within 365, and 96% within 540 days. The spreadsheet presented at the meeting incorrectly stated that the last standard was 98% within 540 days. The documents will be corrected. Ms. Cindy Cook presented the reports and elaborated on the data. 14 counties met the 180 day standard, six (6) counties met the 365 day standard, and five (5) counties met the 540 day standard of 96% within 540 days. Ms. Cook pointed out that these numbers may improve as the courts enter data into AJACS more accurately. Excluded time is not being calculated correctly because the appropriate case statuses have not been entered in AJACS. This issue can be resolved by providing more training to the courts. The AOC will be working with the courts to schedule trainings. In these trainings the AOC will stress the importance of data entry in relation to these standards. The reports are only as accurate as the data entered in the case management systems and in some counties vital data may be missing prior to 2013.

The measurement for civil cases starts at the time of filing and not at the time of service. Service is hard to track in the case management systems so the workgroups, and this Committee, built extra time into the standard for service.

- Motion was made by Judge Andrew Klein to approve the Superior Court Civil Case Processing Standards with an effective date of January 1, 2015. Seconded by Judge John Rea. Motion passed unanimously.

C. Superior Court Case Type: Criminal Felony (AJACS)

Reports have been developed in AJACS for the criminal felony case type. The reports currently developed are Time to Disposition Summary, Time to Disposition Detail, Age of Active Pending Summary, and Age of Active Pending Detail Reports. These reports are not the existing CourTools reports in AJACS. It was determined that new reports needed to be written based on the business requirements for the standards. These four (4) reports are written, developed, and tested, but not deployed in Production (AJACS). The AOC is currently working on a deployment schedule with the technical team and hopes to have the reports in Production in June 2014. In the interim, these reports can be executed and sent to each presiding judge and court administrator from the AOC.

The AOC has gathered statistical data for the 15 Arizona counties. The data gathered was for calendar year 2013. For more information, please see the [felony statistical chart](#) attached.

CRIMINAL FELONY: The provisional standard for criminal cases is 65% within 90 days, 85% within 180 days, and 96% within 365 days. Ms. Cindy Cook presented the reports and elaborated on the data. Ms. Cook discussed the accuracy of this report in relation to data entered at the court. It is believed that currently this report does not reflect accurately the amount of cases disposed for the time period. This is related to statuses not being entered correctly at the court level, therefore AJACS is not calculating the excluded time properly. To resolve this issue additional training will be provided to the courts. The AOC will be working with the courts in the future to schedule trainings, as well as stress the importance of the data entry in relation to these standards.

- Motion was made by Judge Sally Simmons to approve the criminal felony case type Case Processing Standards with an effective date of January 1, 2015. Seconded by Mr. Kent Batty. Motion passed unanimously.

D. Limited Jurisdiction Case Type: Civil Traffic (AZTEC)

In a previous meetings of this Committee, it was discussed that the civil traffic case type would be generated through the existing Central Case Index (CCI) database. After further review by the AOC technical team, it was decided that this was not the most expedient way to produce the required reports based on the various case management systems and CCI.

Recently the AOC has been investigating the option of using Crystal Reports to generate these reports. The AOC is currently exploring two options to deploy these. The first option is using Crystal Enterprise. The second option is to deploy the report in an executable format outside of the various case management systems. The AOC will update this committee in future meetings on the progress of these reports and format utilized.

The AOC has developed some preliminary Crystal Reports, which have allowed some initial evaluation of data. Ms. Cindy Cook presented the draft report of 30 limited jurisdiction courts using AZTEC. For more information, please see the [traffic statistical chart](#) attached. It was discussed that the provisional standard for civil traffic cases of 75% within 30 days, 90% within 60 days, and 98% within 90 days was too high based on the initial data. A committee member suggested further discussion on the standard before finalizing.

- Motion was made by Judge Eric L. Jeffery to refer the matter back to the Civil Traffic Workgroup for further evaluation. Seconded by Judge Steven McMurry. Motion passed unanimously.

E. Limited Jurisdiction Case Type: Misdemeanor DUI (AZTEC/ICIS)

Many limited jurisdiction courts in Arizona have had access to reports since approximately 2008, and provide data to the AOC periodically regarding DUI cases. AOC has developed business requirements reports in AJACS in the event that any new courts start using AJACS in the future. Barring the addition of a new court to AJACS, no new reports are required.

The AOC has gathered statistical data for the 99 courts in Arizona. The data gathered was for calendar year 2012. For more information, please see the statistical charts attached; [DUI 120 days](#) and [DUI 180 days](#).

MISDEMEANOR DUI: The provisional standard for misdemeanor DUI cases is 85% within 120 days, and 93% within 180 days. Ms. Cindy Cook presented the reports and elaborated on the data. 17 of the 99 courts included in the data met the 120 day standard, nine (9) courts were in the 80th percentile, and 20 courts were in the 70th percentile. 22 of the 99 courts included in the data set met the 180 day standard, 15 courts were in the 90th percentile, and 38 courts were in the 80th percentile. It was mentioned that there are longer delays in lab testing and analysis from DPS. Some courts may not be meeting the standards due to this unavoidable delay. Overall when the courts focus their resources on meeting the standards the standards are achievable.

- Motion was made by Judge Steven McMurry to approve the misdemeanor DUI case type Case Processing Standards with an effective date of January 1, 2015. Motion seconded by Judge Sally Simmons. Motion passed unanimously.

F. General Jurisdiction (GJ) Case Types Development Plan

Ms. Cook discussed the remaining General Jurisdiction case types that require report development.

CRIMINAL POST CONVICTION RELIEF: These reports will be developed in AJACS. The business requirements will soon be in development for this case type. After the business requirements are approved, the technical team will write, develop, test, and deploy the required reports. These are post-judgment reports, but the fields are readily identifiable in the case management systems.

Ms. Cook is still working with the AOC IT department to develop a reports schedule.

FAMILY LAW DISSOLUTION AND PARENTAL ALLOCATION OF RESPONSIBILITY: Currently Maricopa and Pima Counties have reports that monitor this case type. However, these reports do not exclude time. The AOC has completed the business requirements for all the case types and is hoping that family law dissolution and parental allocation of responsibility reports will be the next report developed in AJACS. It is anticipated that the family law dissolution reports will be similar to the criminal and civil reports that have already been created. Ms. Cook is working with the AOC IT Department to create a reports schedule for the remaining case types.

There was a question raised by one of the Committee members regarding 4D cases. Did AOC intend to make a distinction between 4D cases and others in the reports? In response, it was pointed out that there is not a separate standard for these cases, so these cases will be included in the family law dissolution and parental allocation of responsibility reports in AJACS.

FAMILY LAW PRE-DECREE TEMPORARY ORDERS (INTERMEDIATE STANDARD): Currently Maricopa County has reports that will monitor temporary orders. Pima County and the AJACS courts will need to develop reports that will measure the intermediate standard for this case type.

FAMILY LAW POST-JUDGMENT MOTIONS: Currently Maricopa County executes reports that monitor post-judgment motions. Ms. Cook and representatives from Pima County (who are also looking to develop their own reports) recently attended a demonstration of these reports. Maricopa has simplified the creation of reports by not making a distinction between pre and post adjudication petitions. The same report can be run for pre-adjudication temporary orders and post-judgment motions. Maricopa only tracks substantive petitions (custody modifications, changing child support, temporary orders, etc.). The AOC will investigate this approach further when developing a report for pre and post judgment motions. Ms. Cook is still working with the technical team to create a reports schedule, it is believed that these reports will be developed toward the end of the process due to the more complicated nature of post-judgment orders.

PROBATE ADMINISTRATION OF ESTATES, PROBATE GUARDIANSHIP/ CONSERVATORSHIP, and PROBATE MENTAL HEALTH CASES: The business requirements have been written and distributed to the AOC staff that supports the statewide case management systems. Upon request, The AOC will share the requirements with any other counties that support their own case management systems. For the statewide case management systems, the technical team will write, develop, test, and deploy the required reports. Though Ms. Cook is still working with the AOC IT Department to create a reports

schedule, it is believed that at least one of the probate reports will be developed next.

G. Limited Jurisdiction (LJ) Case Types Development Plan

Ms. Cook and Ms. Wood discussed the remaining Limited Jurisdiction case types that require report development.

JUSTICE COURT CIVIL CASES and JUSTICE COURT-SMALL CLAIMS: These reports will be developed using Crystal Reports in AZTEC, similar to the Civil Traffic case type reports that have already been developed. The business requirements will soon be in development for this case type. The challenge will be developing a report that can exclude time. For the statewide case management systems, the technical team will write, develop, test, and deploy the required reports. Ms. Cook is still working with the AOC IT Department to create a reports schedule, it is believed that at least one of these case types will be developed next.

JUSTICE COURT EVICTION ACTIONS and CIVIL LOCAL ORDINANCES: These reports will be developed using Crystal Reports in AZTEC, similar to the reports being developed for Civil Traffic. The business requirements have been completed. These reports may be difficult to develop because these case types may not be distinctly identified in the AZTEC case management system. Amy Wood and Cindy Cook are still working with the technical team to create a reports schedule. It is believed that these reports will be developed toward the end of the process.

PROTECTION ORDERS EX PARTE HEARING (INTERMEDIATE STANDARD) and PROTECTION ORDERS CONTESTED HEARING: Currently Maricopa County executes a report that monitors Protective Orders. Pima County has been working with Maricopa County to develop a report for their case management system. For the statewide case management systems, these reports will be developed in AJACS. The business requirements will soon be in development for this case type. After the business requirements are approved, the technical team will write, develop, test, and deploy the required reports. Ms. Cook is still working with the AOC IT department to develop a reports schedule.

MISDEMEANOR: These reports will be developed using Crystal Reports in AZTEC. Crystal Reports has been previously written for this case type but time has never been excluded. The exclusion of time may add some complexity to this report. Once a schedule is created for the development of reports in the Justice and Municipal courts the misdemeanor case type should appear at the top of the development schedule.

Ms. Cook indicated that she would discuss each of the remaining LJ case types with the workgroup(s) as necessary when creating the development plan.

III. New Business

The committee discussed the proposed date of the next meeting in September 2014. There were no objections to the September 8, 2014 date suggested.

IV. Adjourn

A. Meeting was adjourned at 3:24 p.m.

B. Next Committee Meeting Date:

Monday, September 8, 1:30 p.m. – 3:30 p.m.
State Courts Building, Room 230
1501 W. Washington St., Phoenix, AZ 85007

DRAFT

IN THE SUPREME COURT OF THE STATE OF ARIZONA

In the Matter of:)
)
ADOPTION OF ARIZONA CASE) Administrative Order
PROCESSING TIME STANDARDS) No. 2014 - 81
) (Affecting Administrative
) Order Nos. 2013-95 and 2012-80)
)
_____)

The Steering Committee on Arizona Case Processing Standards (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. The Court also charged the Committee with addressing implementation issues, including the development of case processing time standard reports.

The Committee has recommended final case processing standards for Civil, Felony, Juvenile Delinquency and Status Offenses, Juvenile Neglect and Abuse, and Juvenile Termination of Parental Rights in the Superior Court. Additionally, the Committee recommended standards for Misdemeanor Driving under the Influence cases in the Justice and Municipal Courts. The Arizona Judicial Council recommended approval of these standards on June 23, 2014.

These case processing time standards apply to aggregate categories of cases for a court and are separate and distinct from statutory time limits that are required by statute, rule, or case law for processing a specific case.

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

IT IS ORDERED that the case processing time standards in Appendix A are adopted as final and effective January 1, 2015.

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 13th day of August, 2014.

SCOTT BALES
Chief Justice

APPENDIX A
CASE PROCESSING STANDARDS

<u>CASE TYPE</u>	<u>ARIZONA STANDARD</u>
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

See Arizona Case Processing Time Summary Chart for further specifications.



Supreme Court of Arizona
Administrative Office of the Courts
Court Services Division
1501 West Washington, Suite 410
Phoenix, AZ. 85007

MEMORANDUM

To: Presiding Superior Court Judges
Clerks of Court
Superior Court Administrators
Limited Jurisdiction Presiding Judges
Limited Jurisdiction Court Administrators
Limited Jurisdiction Chief Clerks

Cc: Court Services

From: Marcus W. Reinkensmeyer, Director, Court Services Division

Date: August 15, 2014

Re: Arizona Case Processing Time Standards Memo #1: First six (6)
case types



This memorandum is the first in a series to be issued over the next year, addressing implementation of the new time standards on a phased basis.

Chief Justice Scott Bales has issued [Administrative Order 2014-81](#), adopting case processing time standards for the following six (6) case types in Arizona, effective January 1, 2015:

- Superior Court Civil
- Criminal Felony
- Criminal Misdemeanor DUI (Implemented Statewide in 2008)
- Juvenile Delinquency and Status Offense
- Juvenile Neglect and Abuse (Dependency) Permanency Hearing Cases Only
- Juvenile Termination of Parental Rights

The specifications for calculation of time and standards for each case type can be found in the [Arizona Case Processing Time Standards Summary Chart](#).

Throughout our planning process, the Steering Committee on Arizona Case Processing Standards has heard a number of concerns regarding the quality of data found in our case management systems.

Given these concerns, it is important that the courts are given ample time to develop and fully test the preliminary draft case management time standard reports. As indicated in the Administrative Order, the final case processing time standard reports, but not drafts, shall be open to the public.

In order to allow time to work with the draft reports, the first submission date for the summary time to disposition (e.g., case aging) reports for the above listed case types will be July 31, 2015, for the reporting period of March 1- June 30, 2015. Instructions for time standards reporting will be provided in the near future. Thereafter, we anticipate requesting an annual submission of time to disposition 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 already begun for utilization of the civil and felony AJACS reports. This training will be completed by mid-September, 2014, with follow-up assistance available from AOC staff.

Additional details on the juvenile standards and reports developed in JOLTS will be provided to the juvenile court presiding judges and administrators in the near future.

If you have any questions or concerns, please contact me, Cindy Cook at 602.452.3168 or ccook@courts.az.gov or Amy Wood at 602.452.3337 or awood@courts.az.gov.

Thank you.

Marcus W. Reinkensmeyer
Director, Court Services Division
1501 W. Washington
Phoenix, AZ 85007
602.452.3334
602.452.3480 (fax)

Annette Mariani
Arizona Supreme Court
Court Services Division
602-452-3359
FAX: 602-452-3480
amariani@courts.az.gov



Supreme Court of Arizona
Administrative Office of the Courts
Court Services Division
1501 West Washington, Suite 410
Phoenix, AZ 85007

MEMORANDUM

To: Presiding Juvenile Court Judges
Dependency Administrators
Juvenile Court Directors

Cc: Presiding Superior Court Judges, Clerks of Court, Superior Court Administrators,
Court Services, Joseph Kelroy, Robert Shelley, Michelle Dunivan, David Redpath, Amy
Stuart, Caroline Lutt-Owens

From: Christi Weigand on behalf of Marcus W. Reinkensmeyer, Director, Court Services
Division

Date: September 18, 2014

Re: Arizona Case Processing Time Standards Memo #2: Arizona Case
Processing Time Standards for Juvenile Cases



This memorandum is the second in a series to be issued over the next year, addressing implementation of the new time standards on a phased basis.

Chief Justice Scott Bales has issued [Administrative Order 2014-81](#), adopting case processing time standards for the following three (3) juvenile case types in Arizona, effective January 1, 2015:

- Juvenile Delinquency and Status Offense
- Juvenile Neglect and Abuse (Dependency) Permanency Hearing Cases Only
- Juvenile Termination of Parental Rights

The specifications for calculation of time and standards for each case type can be found in the [Arizona Case Processing Time Standards Summary Chart](#).

Throughout our planning process, the Steering Committee on Arizona Case Processing Standards has heard a number of concerns regarding the quality of data found in our case management systems.

Given these concerns, it is important that the courts are given ample time to develop and fully test the preliminary draft case management time standard reports developed in JOLTS for all 15 counties. As indicated in the Administrative Order, the final case processing time standard reports, but not drafts, shall be open to the public.

In the coming months, it will be important to review the case processing reports and verify that the information on the reports is correct. If the information on the reports is incorrect, work will need to be done to verify the background information that is used to compile the reports, that the extract is correct and that the appropriate data has been entered as part of the report validation process. Business requirements can be provided to assist you in verifying the information appearing on the reports.

Dependency Reports Developed from Dependency Data and Deployed Through Crystal Enterprise:

- An extract is pulled from each county's information system(s). The reports have been written against this extract.
- Reports have been deployed using Crystal Enterprise, which allows each court to run their own report at any time.
- If erroneous information is found on the reports, there are three potential sources which will need to be reviewed:
 - The information entered into the case management system;
 - The process of pulling information into the extract; and
 - The report itself.

Delinquency Reports Developed in JOLTS:

- Currently, reports are available to be run by the AOC on behalf of the courts. These will be deployed for use by state supported (ACAP) courts by January of 2015.
- These reports will pull directly from the JOLTS production database.
- The reports for Pima County and Maricopa County are pulling data from a quarterly extract of their case management systems and are available on a quarterly basis.

In reviewing and verifying information in the reports, please use the [Arizona Case Processing Time Standards Summary Chart](#). It is important that the courts use the same measurements.

In order to allow time to work with the draft reports, the first submission date for the summary time to disposition (e.g., case aging) reports for the above listed case types will be July 31, 2015, for the reporting period of March 1- June 30, 2015.

Thereafter, we anticipate requesting an annual submission of summary time to disposition reports encompassing a full year starting in fiscal year 2016.

Dependency Adjudication Hearings: The provisional standard and measurement for adjudication hearings in dependency cases has been revised and will be voted on at the September 24, 2014 Committee meeting. The revised standard is 98% within 100 days from the date of filing instead of 90 days from the date of service. The case management report based on the revised standard has been developed and is available for your review.

Training: Information on training opportunities will be provided in the near future.

If you have questions relating to the Arizona Case Processing Standards, please contact Cindy Cook at 602.452.3168 or ccook@courts.az.gov or Amy Wood at 602.452.3337 or awood@courts.az.gov. For questions relating to the JOLTS Juvenile Dependency reports, please contact Robert Shelley at 602.452.3416 or rshelley@courts.az.gov. Questions relating to the JOLTS Juvenile Delinquency reports should be directed to David Redpath at 602.452.3521 or dredpath@courts.az.gov.

Reference Time Standards Memos:

[Memo #1: General and Limited Jurisdiction Courts](#)
Memo #2: Juvenile Courts

Thank you.

Marcus W. Reinkensmeyer
Director, Court Services Division
Arizona Supreme Court, Administrative Office of Courts
602-452-3334



Annette Mariani
Arizona Supreme Court
Court Services Division
602-452-3359
FAX: 602-452-3480
amariani@courts.az.gov

AJACS REPORTS



AJACS Reports

- ▣ Monthly Criminal Statistical Reports
- ▣ CourTools Reports
- ▣ Time Standard Reports

Relationship Between the Criminal Statistical Report

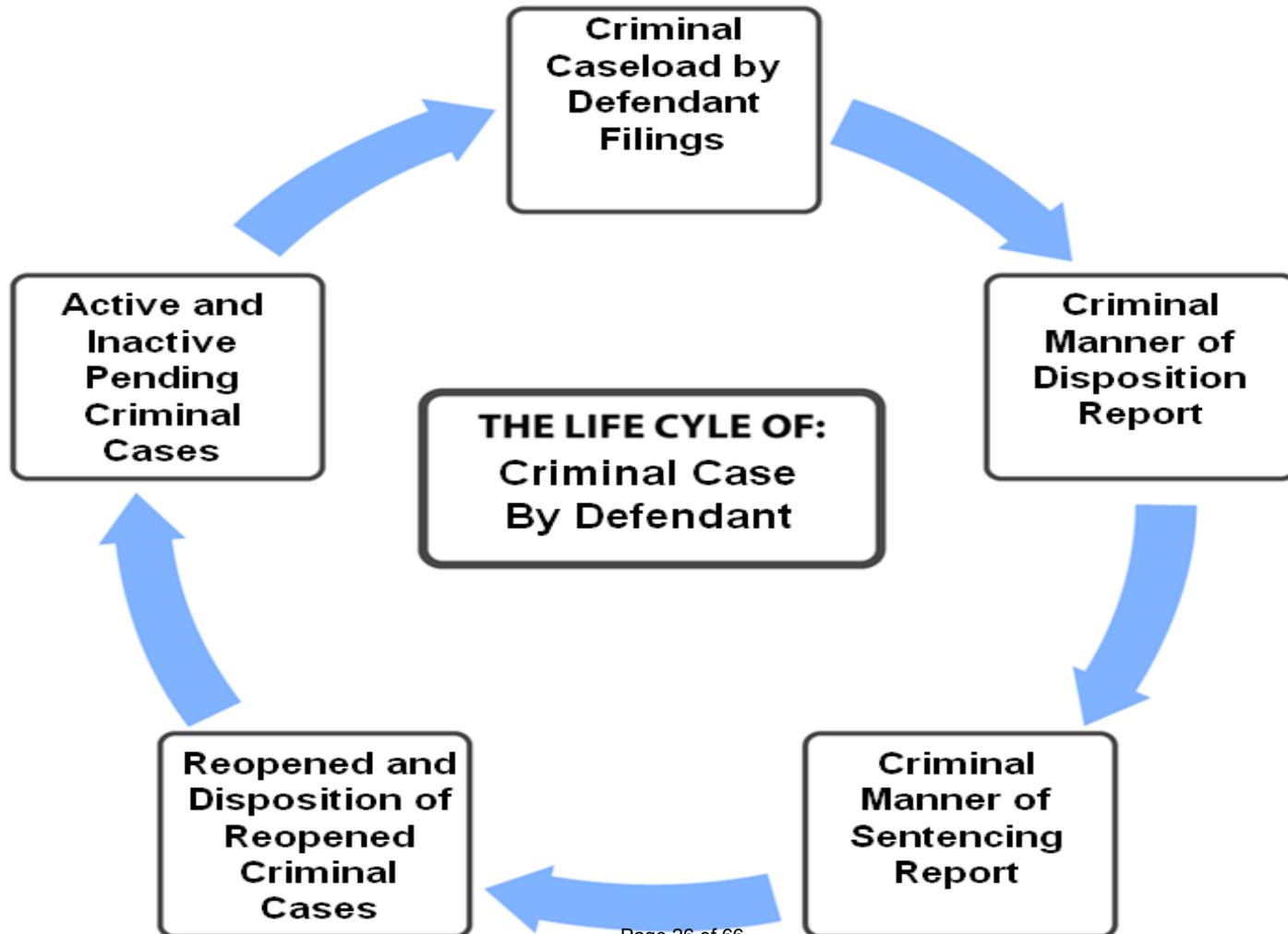


Purpose of Criminal Statistical Report

- ▣ Help courts make better decisions based on data.
- ▣ Help courts and AOC answer legislative and media questions.
- ▣ Measure workload – Counting by defendant and by charge
- ▣ Lifecycle of a case – From filing to sentencing

Lifecycle of a Criminal Case From Filing to Sentencing

Criminal Statistical Reports



CourTools Reports



- ▣ Arizona developed reports for the 4 Caseflow CourTool measures
 - Measure 2 - Case Clearance Rates
 - Measure 3 - Time to Disposition
 - Measure 4 - Age of Active Pending Caseload
 - Measure 5 - Trial Date Certainty

Purpose of Court Tools Reports



- ▣ *CourTools* are performance measures that offer courts a balanced perspective on court operations.
- ▣ Measure courts accountability
- ▣ Measure courts success
- ▣ Measure courts program results

Time Standard Reports



Provisional standards have been developed for 19 case types in the justice, municipal and superior courts.

CourTool Measure 3 - Time to Disposition

CourTool Measure 4 - Age of Active Pending Caseload

Purpose of Time Standard Reports



- ▣ Measure courts success in meeting Arizona case processing time standards.
- ▣ Measure courts accountability
- ▣ Manage/Monitor active pending cases

Reports Differences



Statistical Report

- Reports by Date Range
- Clearance Rate by Charge
- Count Jury Trials Started (Trials)
- Count Active and Inactive pending Cases.
- Reports are Submitted to AOC



Court Tool Reports

- Reports by Judge
- Clearance Rate by Case
- Count Jury Trials Completed (Continuances)
- Calculate Age of Pending
- Exclude Time
- Calculate Time at Adjudication and Re-Adjudication



Time Standard Reports

- Reports by Judge
- Calculate Age of Pending
- Exclude Time
- Calculate Time at Adjudication
- No Clearance Rate or Trial Date Certainty Reports

Report Similarities

Accurate data enables the courts to make better decisions

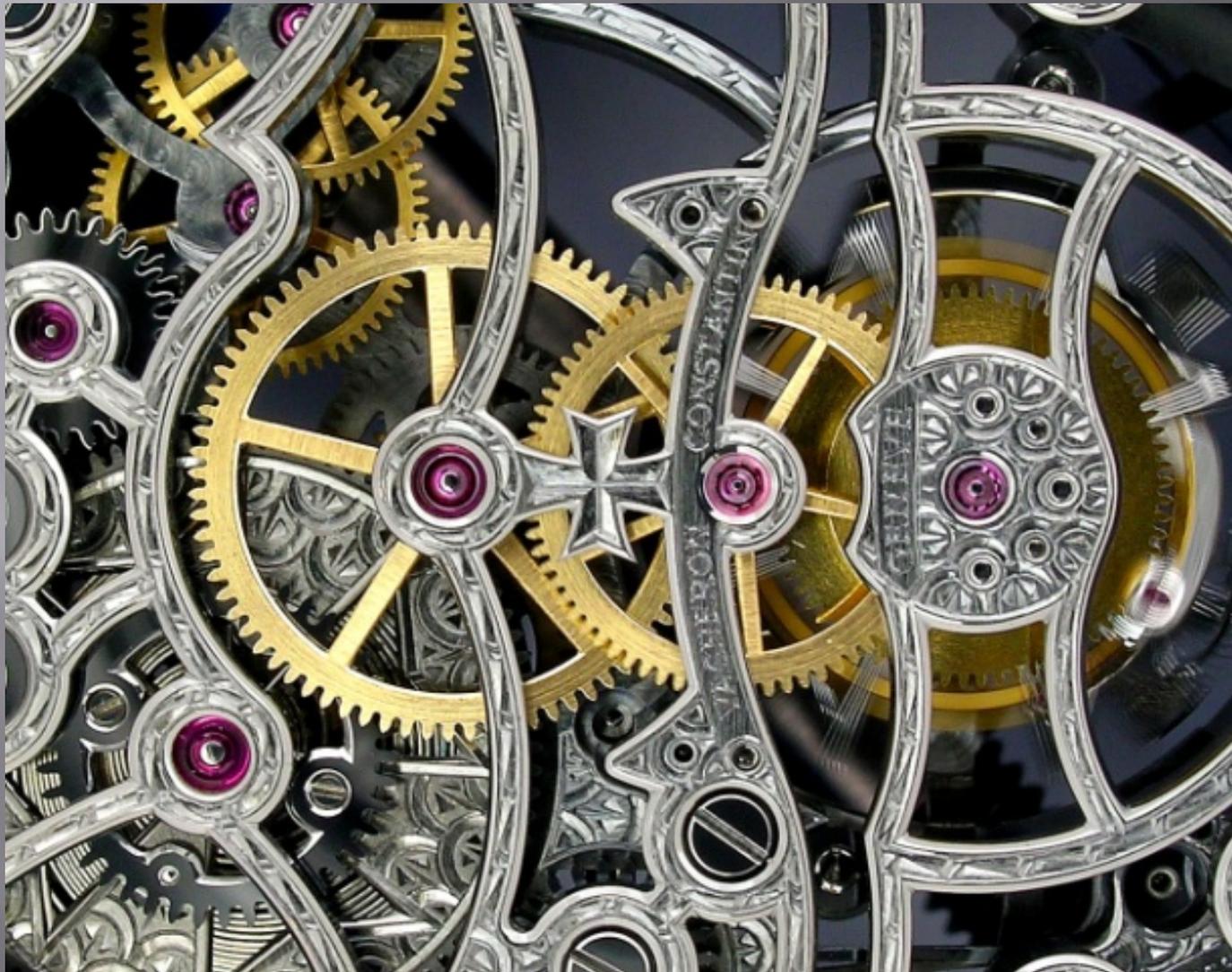
Reports pull data from same case management system

Reports pull data from case status table in AJACS

Reports use same filing date and case status date

Reports count one case one defendant

TIME STANDARD REPORTS



Reports Available

- ▣ Time to Disposition Summary
- ▣ Time to Disposition Detail
- ▣ Age of Active Pending Summary
- ▣ Age of Active Pending Detail

AJACS Detail Report

Age Of Active Pending Caseload Detail Report

COUNTY SUPERIOR COURT

Standard: 65% within 90 days, 85% within 180 days and 96% within 365 days

Report generated on : 8/21/2014 3:06:14 PM

Criteria: Report is generated for Date Less Than or Equal to Run Date

Court Type: FELONY

Judge: ALL

Gap: DEFAULT

Cap: DEFAULT

JUDGE : NOT ASSIGNED

GAP : 0-90

TOTAL CASES : 2

Case Title	Case Number	Filing Date	Filing Type	Next Scheduled Hearing Type	Next Scheduled Hearing Date	Excluded Days	Total Active Days
STATE OF ARIZONA VS [REDACTED]	V1300CR2014 [REDACTED]	8/20/2014	COUNTY ATTORNEY - GRAND JURY			0	1
STATE OF ARIZONA PLAINTIFFVS [REDACTED] DEFENDANT	V1300CR2014 [REDACTED]	8/21/2014	COUNTY ATTORNEY			0	0

AJACS Summary Report

Disposition Date From  Disposition Date To 
Court Type  Judge 
Gap(DEFAULT or Enter a Number) Cap(DEFAULT or Multiple of Gap)

  14 of 14   100%  Find | Next  Export  

Time to Disposition Summary Report

| COUNTY SUPERIOR COURT

Standard: 60% within 180 days, 90% within 365 days and 96% within 540 days

GRAND TOTAL FOR COURT TYPE CIVIL

GAP	# OF CASES	% OF TOTAL	CUMULATIVE %
0-90 days	504	54.55 %	54.55 %
91-180 days	141	15.26 %	69.81 %
181-270 days	93	10.06 %	79.87 %
271-365 days	96	10.39 %	90.26 %
366-450 days	28	3.03 %	93.29 %
451-540 days	22	2.38 %	95.67 %
>541 days	40	4.33 %	100.00 %
TOTALS	924	100.00 %	

Report generated on: 8/21/2014 3:12:21 PM

Page 14 of 14

Includes dispositions with no limitation on when case is filed.

For Criminal: Total Active Days is adjusted to exclude Case Status of STAYED.

For Civil: Total Active Days is adjusted to exclude Case Status of STAYED, STAYED-FEDERAL, or INACTIVE.

THIS REPORT IS FOR INTERNAL USE ONLY. DO NOT DISTRIBUTE OR SHARE!

- ▣ These are the data entry requirements for the case status history field that will ensure accurate reporting
 - ▣ **Open**
 - ▣ **Reopened**
 - ▣ **Stayed**
 - ▣ **Stayed – Federal**
 - ▣ **Adjudicated**
 - ▣ **Re-adjudicated**

Excluded Time



Definition

Periods of time which are out of the court's control shall be excluded from the calculation of time to disposition. OR

Periods of time during which the court cannot move the case forward are excluded in calculating the court's compliance with time standards.

What Time Should be Excluded from the Count?

- ▣ Stay for special action/appeal
- ▣ Stay for bankruptcy
- ▣ Diversion programs
- ▣ Warrant
- ▣ Rule 11 mental competency proceedings
- ▣ Stay for Servicemembers Civil Relief Act
- ▣ Stay for Conciliation (Petition for 60 day stay must be filed)
- ▣ Pending juvenile cases

Tracking Excluded Days

Stop the Clock

- ▣ An event must be entered in AJACS which will either automatically STAY the case or the case can be manually STAYED. This stops the clock.
- ▣ The Case Status Codes that will stop the clock are: *Stayed or Stayed-Federal*

Tracking Excluded Days

Start the Clock

- ▣ An event must be entered in AJACS which will either automatically OPEN or RE-OPEN the case in the case status history table or the case can be manually opened or re-opened. This starts the clock.
- ▣ The Case Status Codes that will start the clock are: *Open, Re-opened and Adjudicated*

AJACS Scheduling Basics

For your court to benefit from Time Standard and CourTools reports, all scheduling (calendaring) must be done through AJACS Scheduling

Resources

- ▣ Statistical Reports: Contact Humberto “Bert” Cisneros 602-452-3159 or hcisneros@courts.az.gov

For more information on statistics see:

http://supreme22/ctserv/cmu/CMU_Statistics.htm

- ▣ CourTool Reports: Contact Patrick McGrath 602-452-3335 or pmcgrath@courts.az.gov

- ▣ Time Standard Reports: Contact Cindy Cook at 602-452-3168 or ccook@courts.az.gov

For more information on case processing standards see:

<http://www.azcourts.gov/cscommittees/CommitteeonArizonaCaseProcessingStandards.aspx>

SUPERIOR COURT CASES

CASE TYPE	PROVISIONAL STANDARD	MEASUREMENT	EXCLUDED TIME	REPORT DEVELOPMENT	FINAL APPROVAL
CIVIL CASES	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). Note: Start counting on the day the case number is received/case is opened in Superior court.	<ul style="list-style-type: none"> • Pre-adjudication special actions/ appeals • Bankruptcy • Servicemembers Civil Relief Act 	<ul style="list-style-type: none"> • AJACS- Time Standard Reports -Time to Disposition and Age of Active Pending Caseload Summary and Detail Completed • AGAVE- report exist • ICIS- report exist 	Standard Adopted by Administrative Order 2014-81
FELONY CASES	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). Note: Start counting on the day the case number is received/case is opened in Superior court.	<ul style="list-style-type: none"> • Warrants • Rule 11 mental competency • Pre-adjudication diversions • Pre-adjudication special actions/ appeals 	<ul style="list-style-type: none"> • AJACS- Time Standard Reports -Time to Disposition and Age of Active Pending Caseload Summary and Detail Completed • AGAVE- report exist • ICIS- report exist 	Standard Adopted by Administrative Order 2014-81
CRIMINAL POST-CONVICTION RELIEF	94% w/in 180 days ✓ Capital cases are included	Filing of Petition for Post-Conviction Relief through disposition (e.g., dismissed/denied or relief granted).	No excluded time	Business Requirements Completed	

SUPERIOR COURT CASES

CASE TYPE	PROVISIONAL STANDARD	MEASUREMENT	EXCLUDED TIME	REPORT DEVELOPMENT	FINAL APPROVAL
FAMILY LAW DISSOLUTION AND PARENTAL ALLOCATION OF RESPONSIBILITY	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/decre or order.	<ul style="list-style-type: none"> • Pre-adjudication special actions/ appeals • Bankruptcy • Servicemembers Civil Relief Act • Conciliation Court • Pending juvenile 	Business Requirements Completed. Next phase for report development in AJACS	<p>VOTE The Arizona Case Processing Standards Steering Committee recommends that the standards for family law dissolution and parental allocation of responsibility be adopted with a delayed effective date of July 1, 2015.</p>
FAMILY LAW PRE-DECREE TEMPORARY ORDERS (INTERMEDIATE STANDARD)	90% w/in 60 days 98% w/in 120 days	The date the motion for temporary order is filed to the date of disposition by entry of a temporary order.	No excluded time	Business Requirements Completed	
FAMILY LAW POST-JUDGMENT MOTIONS	50% w/in 180 days 90% w/in 270 days 98% w/in 365 days ✓ All single issue and multiple issue post –judgment	The date of filing a post-decree or post-judgment petition to the date of disposition by entry of judgment or order.	<ul style="list-style-type: none"> • Pending juvenile • Servicemembers Civil Relief Act 	Business Requirements Completed	

SUPERIOR COURT CASES

CASE TYPE	PROVISIONAL STANDARD	MEASUREMENT	EXCLUDED TIME	REPORT DEVELOPMENT	FINAL APPROVAL
	petitions/motions are included.				
PROBATE ADMINISTRATION OF ESTATES	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).	<ul style="list-style-type: none"> • Pre-adjudication special actions/ appeals • Bankruptcy 	Business Requirements Completed. Next phase for report development in AJACS.	VOTE The Arizona Case Processing Standards Steering Committee recommends that the standards for probate administration of estates be adopted with a delayed effective date of July 1, 2015.
PROBATE GUARDIANSHIP/ CONSERVATORSHIP	80% w/in 90 days 98% w/in 365 days. ✓ Guardianship/ conservatorship of a minor and elder abuse cases are excluded.	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	Business Requirements Completed	
PROBATE MENTAL HEALTH CASES	98% w/in 15 days ✓ Petitions for court ordered evaluation are excluded.	Filing of petition through disposition (e.g., patient released or issuance of a court order for treatment).	No excluded time.	Business Requirements Completed	

JUVENILE CASES					
CASE TYPE	PROVISIONAL STANDARD	MEASUREMENT	EXCLUDED TIME	REPORT DEVELOPMENT	FINAL APPROVAL
DELINQUENCY AND STATUS OFFENSE (Report created in JOLTS)	<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"> • Warrants • Rule 11 mental competency • Pre-adjudication diversions 	<ul style="list-style-type: none"> • Time to disposition summary and detail report completed • Age of active pending caseload summary and detail report completed • Standards follow statutory timelines. • 	Standard Adopted by Administrative Order 2014-81
NEGLECT AND ABUSE (DEPENDENCY) (Report created in JOLTS)	<u>Adjudication Hearing:</u> 98% within 100 days of filing service <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>Adjudication Hearing:</u> Date of filing date of service on a parent or guardian through a finding of dependency. <u>Permanency Hearing:</u> Date of removal through permanent plan determination.	No excluded time	<ul style="list-style-type: none"> • Time to disposition summary and detail report completed • Age of active pending caseload summary and detail report completed • Issue on Adjudication Hearing report written from date of filing instead of date of service. Standards follow statutory timelines. 	Standard Adopted by Administrative Order 2014-81 Permanency Hearing Only VOTE The Arizona Case Processing Standards Steering Committee recommends that the standards for juvenile dependency adjudication hearings be adopted with a delayed effective date of July 1, 2015.

TERMINATION OF PARENTAL RIGHTS (Report created in JOLTS)	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	<ul style="list-style-type: none"> • Time to disposition summary and detail report completed • Age of active pending caseload summary and detail report completed Issue: Information is not being entered by the courts. • Standards follow statutory timelines. 	Standard Adopted by Administrative Order 2014-81
--	--	--	------------------	---	---

JUSTICE COURTS					
CASE TYPE	PROVISIONAL STANDARD	MEASUREMENT	EXCLUDED TIME	REPORT DEVELOPMENT	FINAL APPROVAL
JUSTICE COURT CIVIL CASES	75% within 180 days instead of 120 days 90% within 270 days instead of 180 days 98% within 365 days instead of 270 days	Filing of initial complaint through disposition (e.g., dismissal, judgment).	<ul style="list-style-type: none"> • Pre-adjudication special actions/appeals • Bankruptcy Servicemembers Civil Relief Act 	Business Requirements Completed. Crystal Reports to be developed in AZTEC.	
JUSTICE COURT EVICTION ACTIONS	98% within 10 days ✓ Residential rental of a dwelling unit, Chapter 10: A.R.S. §33-1304; Mobile Home, Chapter 11: A.R.S. §33-1402; Rental of RV in RV Park	Filing of initial complaint through disposition (e.g., dismissal, judgment).	<ul style="list-style-type: none"> • Pre-adjudication special actions/appeals • Bankruptcy • Servicemembers Civil Relief Act 	Business Requirements Completed. Crystal Reports to be developed in AZTEC.	

	>180 days Chapter 19: A.R.S. §33-2101; and General Landlord Tenant Chapter 3: A.R.S. §33-381 are included. ✓ Commercial evictions are included.				
JUSTICE COURT-SMALL CLAIMS	75% within 90 days instead of 60 days 90% within 120 days instead of 90 days 98% within 180 days	Filing of initial complaint through disposition (e.g., dismissal, judgment).	<ul style="list-style-type: none"> • Bankruptcy • Servicemembers Civil Relief Act 	Business Requirements Completed. Crystal Reports to be developed in AZTEC.	
JUSTICE AND MUNICIPAL COURT					
CASE TYPE	PROVISIONAL STANDARD	MEASUREMENT	EXCLUDED TIME	REPORT DEVELOPMENT	FINAL APPROVAL
CIVIL LOCAL ORDINANCES	75% within 60 days 90% within 90 days 98% within 180 days	Filing of initial complaint through disposition (e.g., dismissal, judgment).	<ul style="list-style-type: none"> • Pre-adjudication special actions/appeals • Bankruptcy • Servicemembers Civil Relief Act 	Business Requirements Completed. Crystal Reports to be developed in AZTEC.	
CIVIL TRAFFIC	65% 75% within 30 days 80% 90% within 60 days 95% 98% 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"> • Pre-adjudication special actions/appeals • Pre-adjudication diversions • Servicemembers Civil Relief Act 	Business Requirements Completed. Crystal report developed. Ran report for 30 courts (15 municipal and 15 justice). 10 out of 30 courts met standard.	VOTE The Arizona Case Processing Standards Steering Committee recommends that the standards for civil traffic cases be adopted with a delayed effective date of July 1, 2015 .

				First Crystal report to be developed.	
PROTECTION ORDERS EX PARTE HEARING (INTERMEDIATE STANDARD)	99% within 24 hours ✓ Injunctions against Harassment are included. ✓ Injunctions against Workplace Harassment are included.	The date the petition for protective order is filed to the date the protective order is issued or denied.	No excluded time	Business Requirements Completed. Crystal Reports to be developed in AZTEC.	
PROTECTION ORDERS CONTESTED HEARING	90% within 10 days 98% within 30 days. ✓ Injunctions against Harassment are included. ✓ Injunctions against Workplace Harassment are included.	The date the request for hearing is filed to the date the protective order is affirmed, modified or quashed.	No excluded time	Business Requirements Completed. Crystal Reports to be developed in AZTEC.	
JUSTICE AND MUNICIPAL COURT					
CASE TYPE	PROVISIONAL STANDARD	MEASUREMENT	EXCLUDED TIME	REPORT DEVELOPMENT	FINAL APPROVAL
MISDEMEANOR	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	Filing of complaint through disposition (e.g., dismissal, acquittal or judgment and sentencing).	<ul style="list-style-type: none"> • Warrants • Rule 11 mental competency • Pre-adjudication diversions • Pre-adjudication special actions/appeals 	Business Requirements Completed. Crystal Reports to be developed in AZTEC.	

	separate case processing goals.				
MISDEMEANOR DUI	85% within 120 days 93% within 180 days <ul style="list-style-type: none"> ✓ 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"> • Warrants • Rule 11 mental competency • Pre-adjudication diversions • Pre-adjudication special actions/appeals 	<ul style="list-style-type: none"> • Standard and reports have existed since 2007. • Adopt existing standard 	Standard Adopted by Administrative Order 2014-81

ARIZONA CASE PROCESSING STANDARDS

Arizona Case Processing
Standards Steering Committee
September 24, 2014



Arizona Supreme Court
Administrative Office of the Courts



AJC Approval

Committee
recommends final
adoption for 6
case types

Reports developed
& statistics provided

19 Provisional
standards adopted

Case Types Adopted by A.O.

1. Superior Court Civil
2. Felony
3. DUI Misdemeanor
4. Juvenile Delinquency and Status Offense
5. Juvenile Neglect and Abuse- Permanency Hearing Only
6. Juvenile Termination of Parental Rights



Case Processing Standards Path to Implementation

Establish
Standard
Reports

Ensure
Data
Quality

Provide
Reports or
Business
Requirements
to PJ

Communication,
Education,
Training

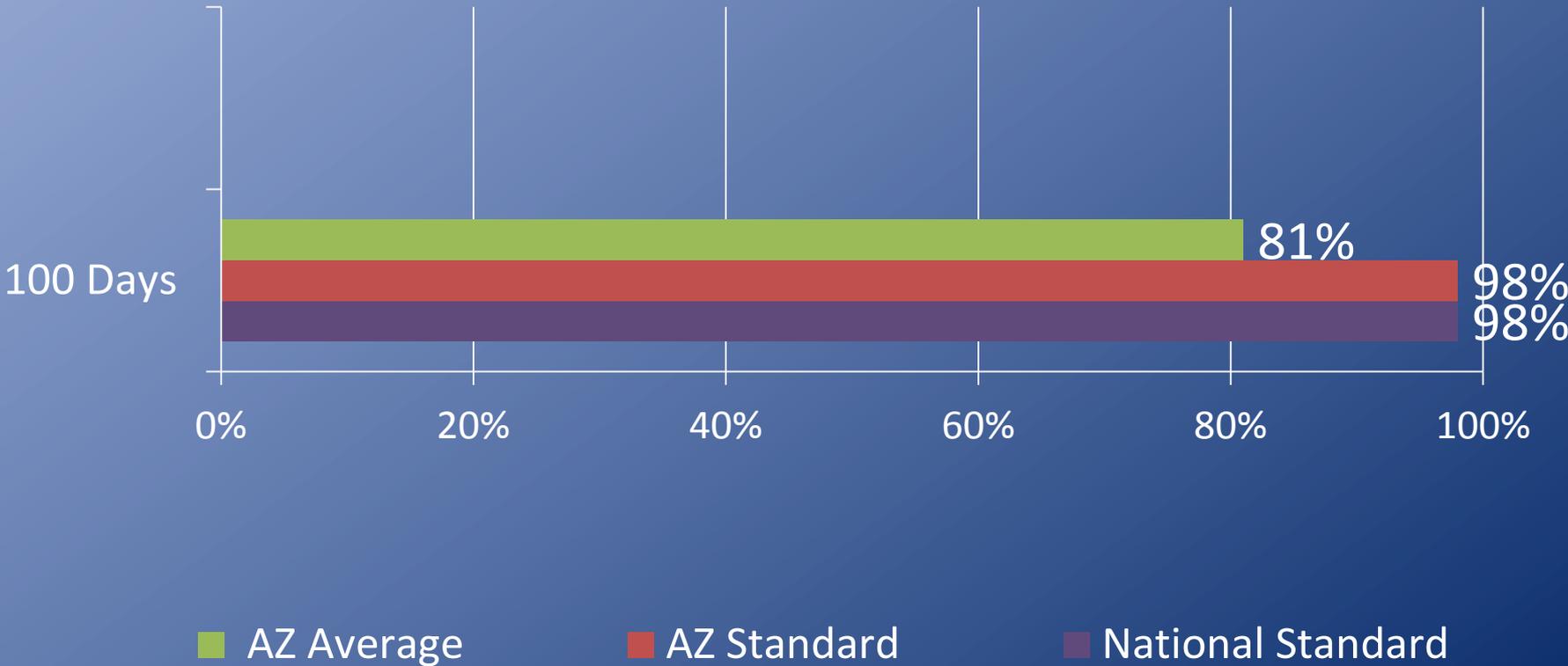
Phase 2

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



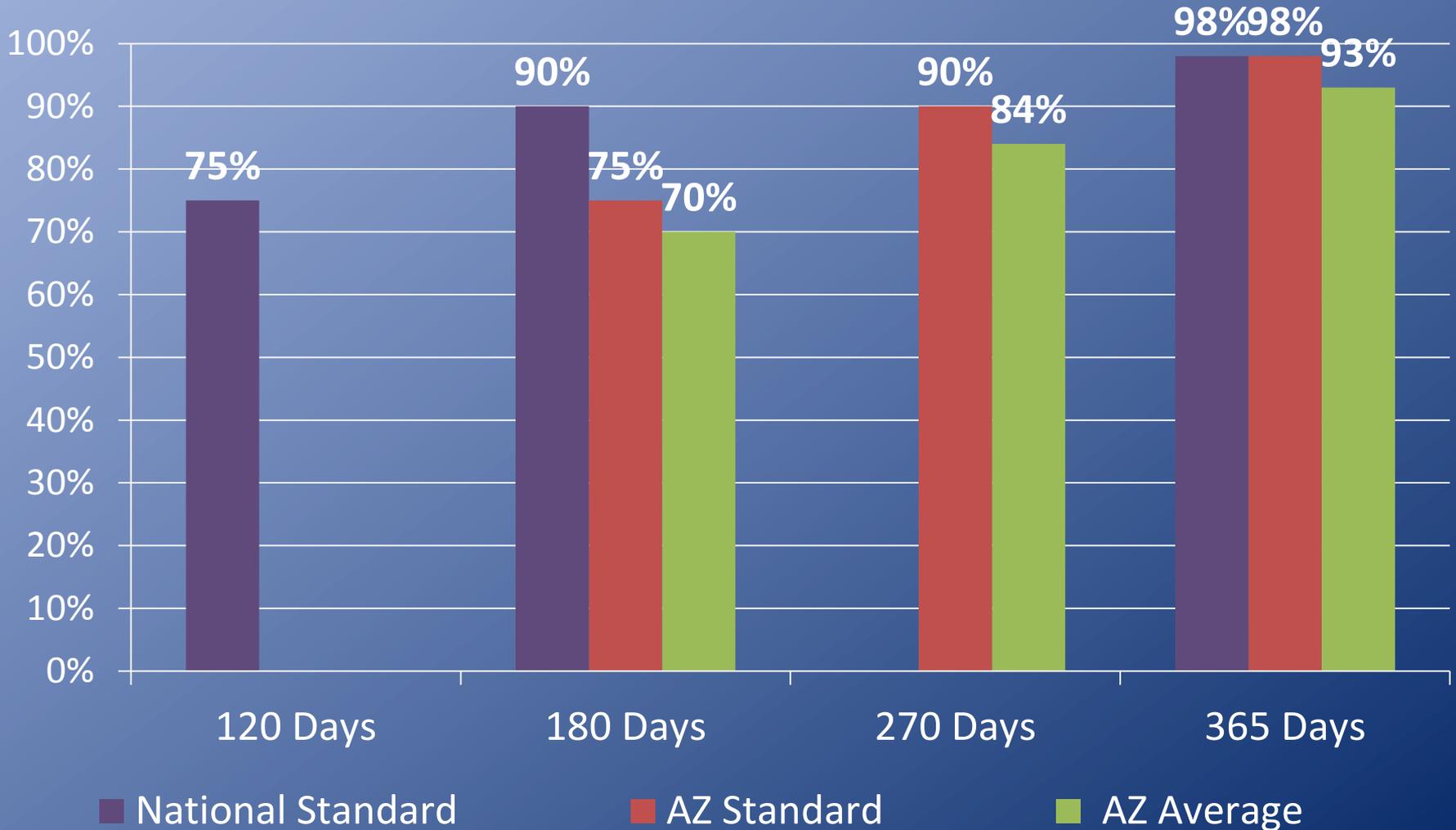
2013 Dependency Statewide Standards Adjudication Hearing

7,843 Cases Statewide



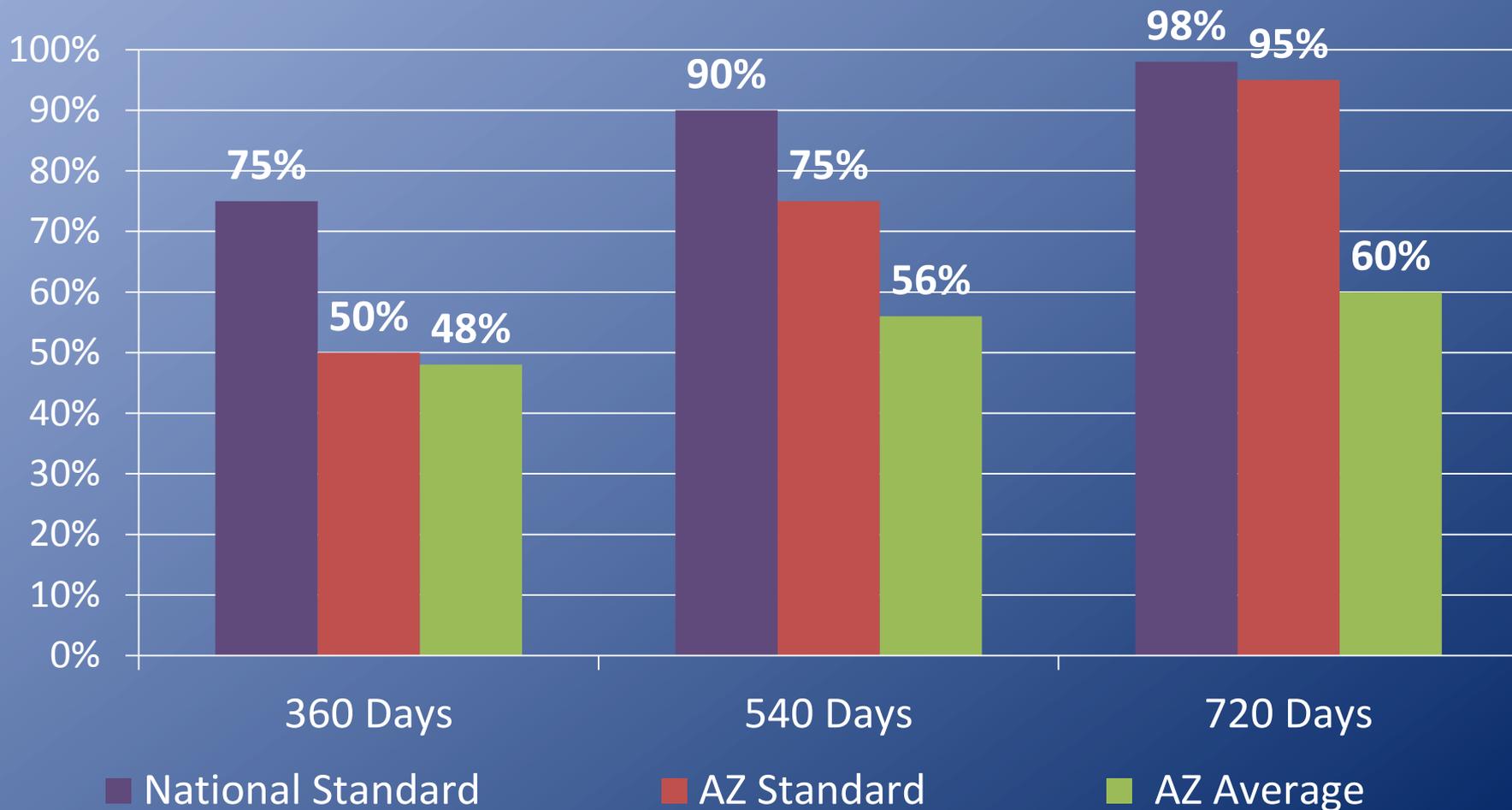
FY13/14 Dissolution Statewide Standards

51,322 Total Cases Statewide



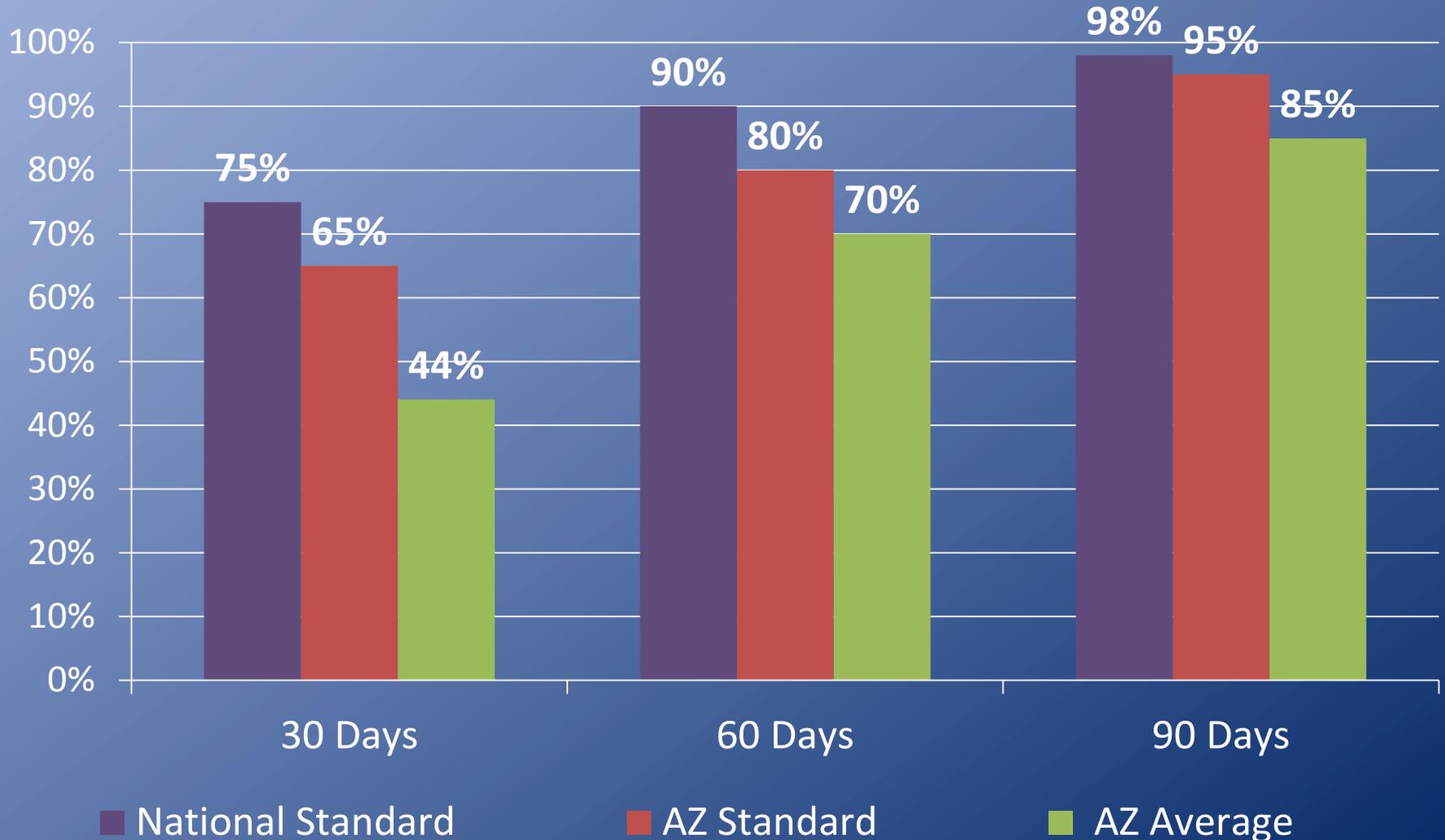
FY13/14 Administration of Estates Statewide Standards

3,514 Total Cases Statewide



2013 Civil Traffic Statewide Standards

197,932 Total for 55 Courts Statewide



Time Standards Goal



QUESTIONS



Steering Committee on Arizona Case Processing Standards

9/24/14

Additional
In-Meeting
Handout(s)

Time Standards Timeline

Phase 1



- Phase 1 Case Types:**
- Felony
 - Civil
 - Juvenile
 - Permanency Hearing
 - Termination of Parental Rights
 - Delinquency
 - DUI

Phase 2 Case Types:

- Juvenile Adjudication Hearings
- Family Law Dissolution
- Traffic

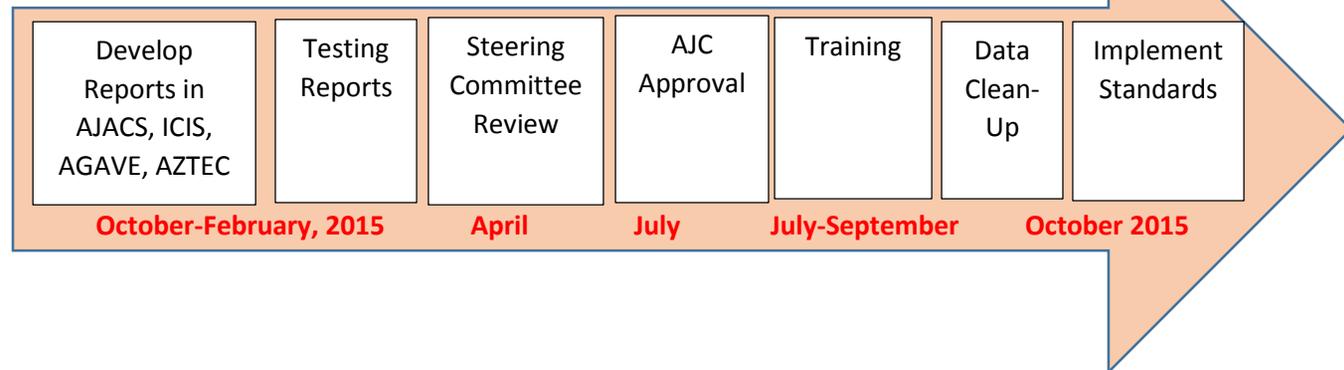
Phase 2



Phase 3

Phase 3 Case Types:

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



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.

10/03/2014

Time Standards Timeline

Phase 4 Case Types:

- Small Claims
- 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

