

SUPREME COURT OF ARIZONA

FILED
JUL 23 1991
NOEL K. DESSAINT
CLERK SUPREME COURT
BY

JUDICIAL COLLECTION ENHANCEMENT FUND POLICIES
ADMINISTRATIVE ORDER NO. 91-19

A. Preamble

In order to administer funds entrusted to the Arizona Supreme Court and carry out the activities and programs established pursuant to A.R.S. § 12-113 et seq., and in accordance with the administrative authority vested in the Supreme Court by Article VI of the Arizona Constitution, it is ordered that the following administrative requirements are hereby adopted. The funds collected pursuant to A.R.S. § 12-113 et seq. and deposited in the Judicial Collection Enhancement Fund (JCEF), shall be expended pursuant to applicable statute, administrative procedures set forth in this order and administrative policies adopted by the Administrative Director of the Courts.

B. Purpose

The Judicial Collection Enhancement Fund is established in A.R.S. § 12-113 et seq. to improve the administration of justice by enhancing the enforcement of court orders. State and local JCEF funds shall be used to improve, maintain and enhance the ability to collect and manage monies assessed or received by the courts including restitution, child support, fines and civil penalties; and to improve court automation projects likely to improve case processing or the administration of justice.

C. Administration

1. Administration of the Judicial Collection Enhancement Fund shall be under the direction of the Supreme Court's Administrative Office of the Courts. The Administrative Director of the Courts, or the Administrative Director's designee, is authorized to establish timetables, policies, procedures, forms and reports necessary to administer the program and govern the use of local and state JCEF monies.
2. The Administrative Director may prepare fiscal projections and create a budget based on those projections for the purpose of administering the Judicial Collection Enhancement Fund.
3. The Administrative Director is authorized to allocate and expend projected funds pursuant to A.R.S. § 12-113 et seq. each fiscal year for administration and authorized projects.
4. The Administrative Director is authorized to appoint an Advisory Committee to advise on JCEF program administration.
5. The Administrative Director is authorized to monitor court compliance with collection and submission of JCEF surcharges and fees.
6. The Administrative Director shall submit an annual report to the legislature and the governor detailing the amount of monies collected and expended and progress made in improving the ability of the courts to collect monies. The report shall be due no later than January 31 of each year, commencing January 31, 1992 for the Fiscal Year 1990-91 report.

7. The Administrative Director is authorized to conduct seminars and educational sessions and provide assistance to judges, court staff and other public agencies regarding the purposes and operation of JCEF programs.

D. JCEF Funding - General Provisions

1. To request JCEF funds, courts must submit an application to the Administrative Office of the Courts (AOC) on forms to be provided by the AOC. Procedures and schedules for submission shall be developed by the AOC.
2. Priorities for funding of JCEF projects will be established in conjunction with the JCEF Advisory Committee established by the Administrative Director pursuant to this Administrative Order.
3. JCEF funds may be granted on a multi-year basis. Continued funding for years after the first year, will be contingent on adherence to JCEF program guidelines and achievement of project objectives as detailed in the JCEF application.
4. All JCEF funds awarded to a Superior Court or a Justice Court shall be deposited in a separate revenue account with the County Treasurer. All JCEF funds awarded to a Municipal or Town Court shall be deposited in a separate revenue account with the City or Town Treasurer.

All interest accrued on deposits to such separate accounts shall be used in accordance with the approved plan.
5. State JCEF monies collected by the Superior Court, Justice of the Peace Courts and Municipal Courts shall be submitted to

the State Treasurer by county and city treasurers no later than the 10th day of each month following the month in which the monies are collected.

6. State JCEF monies collected by the Supreme Court and Court of Appeals shall be submitted to the State Treasurer by those courts no later than the 10th day of each month following the month in which the monies are collected.
7. Applications for JCEF funds may be approved from other public agencies if the purpose of the application is consistent with JCEF guidelines.

E. Amendments

These administrative requirements are subject to amendment as deemed necessary.

F. Effective Date

The provisions of this order shall be effective from and after July 31, 1991.

DATED in the City of Phoenix, Arizona at the State Capitol, this 22nd day of July, 1991.

ARIZONA SUPREME COURT

Frank X. Gordon, Jr.
Chief Justice