

FILED

JAN 14 1992

NOEL K. DESSAINT  
CLERK SUPREME COURT  
BY *[Signature]*

IN THE SUPREME COURT OF THE STATE OF ARIZONA

IN THE MATTER OF ADMINISTRATION )  
OF MUNICIPAL COURTS )

ADMINISTRATIVE ORDER 92-2

Replaces:

Administrative Order 90-4

Pursuant to Article VI, Section 3 of the Constitution of the State of Arizona granting the Supreme Court administrative supervision over all the courts of the State,

IT IS ORDERED that each municipal court in this state shall have a chief executive officer. The presiding judge of the municipal court shall be the chief executive officer, except if a municipality petitions and the Supreme Court approves, then the presiding judge of the superior court in which the municipality is located, shall be the chief executive officer of that municipal court, and there shall be no presiding judge of that municipal court. The chief executive officer of each municipal court shall:

A. Supervise the administration of the judicial and internal administrative functions of the municipal court in a professional manner utilizing appropriate management techniques to organize and direct the efficient operation of the court.

B. Delegate duties and responsibilities to judges, judicial and non-judicial personnel as necessary.

C. Be responsible for the supervision of judges and judicial and non-judicial staff whose duties affect the operation of the court.

D. Establish and implement proper case management techniques and standards.

E. Determine judicial assignments for each judge, and within reasonable guidelines established by city or town council, establish and maintain standard working hours and times to effectively discharge these assignments.

F. Establish and implement standards and parameters for indigency screening, and guidelines for determination of indigency for the purpose of appointing a public defender.

G. Define and establish specific parameters within the bounds of the law and sound management practice, under which a defendant shall be granted the time to pay monetary sentences imposed. In addition, the chief executive officer shall have

the authority to specify the standards for establishment of payment amounts.

H. The chief executive officer shall have exclusive supervisory authority over all court personnel while such personnel are performing work for the court.

I. Exercise administrative supervision over the court in accordance with Administrative Orders 83-11, 90-3 and Rule I, Uniform Rules of Practice of the Superior Court, and the principal of judicial independence under the doctrine of separation of powers as defined in the State Constitution, Article III.

J. Exercise such other administrative authority as necessary to maintain and enhance the ability of the court to do justice for all who come before the court.

K. Cooperate and coordinate with the Presiding Superior Court Judge concerning the administration of the judicial and internal administrative functions of the municipal court when the presiding judge of the municipal court is the chief executive officer.

DATED this 14<sup>th</sup> day of January, 1992.

Stanley G. Feldman  
Chief Justice