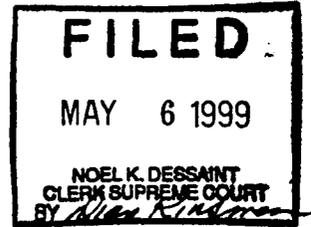


IN THE SUPREME COURT OF THE STATE OF ARIZONA



In the Matter of: )  
 )  
ARIZONA JUDICIAL COUNCIL ) Administrative Order  
 ) No. 99- 29  
COMMITTEE ON LIMITED ) (Replacing Administrative Order  
 ) No. 92-5 and No. 90-16)  
JURISDICTION COURTS )  
 )

On May 18, 1990, by Administrative Order No. 90-16, the Supreme Court established the Committee on Limited Jurisdiction Courts to assist the Arizona Judicial Council to carry out its responsibilities.

On February 6, 1992, by Administrative Order No. 92-5, Administrative Order No. 90-16 was revised to amend the Membership provisions for Committee.

It is the desire of the Court and the Committee to amend the Membership of the Committee to 1) delete the "Justice Liaison" member position and 2) combine the court administrative and court clerk members into a single group of non-judicial court staff, and add a requirement that a "proxy policy" be established.

Now therefore, in accordance with the administrative authority vested in the Supreme Court by Article VI, Section 3, of the Arizona Constitution and, pursuant to Administrative Order No. 90-13,

IT IS ORDERED that the attached Committee on Limited Jurisdiction Courts Policies and Procedures are hereby adopted as the operating guidelines of this Committee. These policies and procedures replace those previously adopted by Administrative Order No. 90-16 and No. 92-5.

Dated this 6th day of May, 1999.

THOMAS A. ZLAKET  
Chief Justice

IN THE SUPREME COURT OF THE STATE OF ARIZONA

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ARIZONA JUDICIAL COUNCIL  
COMMITTEE ON LIMITED JURISDICTION COURTS  
POLICIES AND PROCEDURES

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Adopted by Administrative Order 99- 29

In accordance with Administrative Order 90-13, the Chief Justice may establish standing committees to the Arizona Judicial Council to assist the Council in carrying out its responsibilities. Now, therefore,

A standing committee on limited jurisdiction courts is hereby established as a committee of the Arizona Judicial Council and shall be known as the Committee on Limited Jurisdiction Courts. This Committee is created to assist the Arizona Judicial Council and the Supreme Court in the development and implementation of policies designed to improve: (1) the quality of justice, (2) access to the courts, and (3) efficiency in court operations.

1. Committee on Limited Jurisdiction Courts

- a. **Purposes.** The Committee on Limited Jurisdiction Courts shall identify the needs of the limited jurisdiction courts, study the internal operation of the limited jurisdiction courts, analyze and plan for future developments, and recommend uniform administrative policies and procedures to improve judicial administration.
- b. **Membership.** The Committee is composed of at least ten limited jurisdiction judges, six limited jurisdiction court administrators, deputy administrators, or clerks, a representative of the State Bar of Arizona, a public member, and such other members as may be appointed at the discretion of the Chief Justice.
- c. **Terms of Members.** Members of the Committee shall be appointed by the Chief Justice for terms of varying lengths to encourage continuity on the Committee. Committee members may be reappointed for successive terms.
- d. **Responsibilities of Members.** Committee members shall actively participate in Committee meetings, the administration of Committee affairs, and advisory committees.
- e. **Organization.** The Chief Justice shall appoint Committee leadership as needed to organize Committee affairs. Advisory committees to help the Committee carry out its responsibilities may be appointed by the chairperson with the approval of the Chief Justice.

- f. **Meetings.** The Committee shall meet no less than twice a year and additional meetings may be called at the discretion of the Committee chairperson. All meetings shall be noticed and open to the public.
- g. **Actions.** The Committee shall adopt rules for conducting Committee business. These rules shall prescribe the quorum, majority needed to constitute Committee meetings, and proxy policy.
- h. **Staff.** Under the direction of the Chief Justice, the Administrative Office the Courts shall provide staff for the Committee and may conduct or coordinate management and research studies of judicial administration as recommended by the Committee.