



Court Services Division Update

Arizona Supreme Court, Administrative Office of the Courts (AOC)

Judicial Staff Education Committee

March 29, 2016

AUTOMATION SERVICES UNIT

Training and Support:

October 1st – December 31st, 2015

- Provided on-line classes in the following areas:
 - AZTEC Case Docket and Retrieval
 - DDP Processing in AZTEC
 - Processing Protective Orders in AZTEC
 - Warrants in AZTEC
 - AZTEC Case Financial Docket
 - Charge Disposition in AZTEC
 - Sentencing Update in AZTEC
 - Financial Processing in AJACS LJ Courts
- Provided on-going assistance with training and support to the following courts during their implementation of the AJACS case management system:
 - Ajo Justice Court
- Provided general case processing and financial follow-up training to courts after the implementation of the AJACS case management system:
 - Prescott Consolidated Court
 - Oro Valley Municipal Court
 - South Tucson Municipal Court
 - Apache Junction Municipal Court
- Providing on-going assistance with the design and distribution of AJACS training documentation.

CASEFLOW MANAGEMENT UNIT

Upcoming training:

- Time Standards Reports for LJ AZTEC and GJ AJACS (statewide memo distributed)

CONSOLIDATED COLLECTIONS UNIT

General Information:

Fines, Fees and Restitution Enforcement (FARE) Program: Elimination of Credit Bureau Reporting

- By April 17, 2016, all credit bureau hold reporting, new and existing, will cease.
- The following modifications to the FARE services will occur to accommodate the elimination of the credit bureau reporting:
 - FARE Delinquency Notice Revisions – removal of language referencing credit bureau reporting and the replacement of one notice
 - Case Management System Notice Events
- A Q & A document was provided to Arizona courts with a statewide memo distributed on March 7th and is also available upon request.



Court Services Division Update

Arizona Supreme Court, Administrative Office of the Courts (AOC)

Judicial Staff Education Committee

March 29, 2016

Timeline

The implementation of this FARE service change will occur in two phases:

Date	Actions
March 11	<ul style="list-style-type: none"> ▪ Cease newly eligible credit bureau referrals (completed) ▪ Implement revised notices (completed)
April 16 - 17	<ul style="list-style-type: none"> ▪ Delete existing credit bureau holds

Nationwide Public Records Search (NPRS) Request for Quotation

- A contractual agreement with a newly selected vendor is in the finalization process, pending approval of the AOC.
- Users will access a new website for person searches, effective June 2016.
- The new website will provide enhanced search capabilities and better assist courts with the identification of demographic information for delinquent case record updates.
- Training will be required for all NPRS users.

FARE Merchant Processor Website Upgrade (TransFirst)

- The TransFirst website utilized by Arizona courts for reconciling web and IVR payments will be upgraded in April 2016.
- Training will be required for all TransFirst users.

Upcoming trainings:

- New Judge Orientation – April 12, 2016
- Debt Setoff and NPRS training is scheduled for March 29th and also available upon request.
- TransFirst Website Upgrade Training – April 2016 (series of daily trainings)
- NPRS User Training – May/June 2016 (in development)
- NPRS and TransFirst training dates will be communicated via email in the near future.

COURT OPERATIONS UNIT (COU):

The COU developed a short online training segment (Camtasia) that provides information to the courts regarding the operational review process. COU is also in the process of completing additional short online training segments that will provide information regarding Warrants and Remittance and hope to roll this particular training out this year. The COU plans to continue to develop trainings that will provide case management and financial management information, tips, and pointers on a quarterly basis.



Court Services Division Update

Arizona Supreme Court, Administrative Office of the Courts (AOC)

Judicial Staff Education Committee

March 29, 2016

The COU assisted with the drafting and development of the Community Restitution Q & A as it pertained to Senate Bill 1116 Community Restitution in Lieu Of Fines, Fees, Assessments, or Incarceration Costs. The Q & A was presented by the COU at LJC and LJCAA in October 2015 and was eventually disturbed statewide.

The COU assisted with the updating of the New Judge Orientation Presentation that is scheduled in April 2016 and updated the slide presentation to provide further information and direction for the Judiciary. The updated presentation was provided to the Judicial Education Division to be used at the April 2016 orientation.

The COU is working with the Judicial Education Division to assist with the Limited Jurisdiction management education program development workgroup. COU provided the current operational review educational videos to assist in the planning process of the workgroup.

COURT PROGRAMS UNIT (CPU)

NEW AD HOC COMMITTEES AND TASK FORCES

COMMITTEE ON CIVIL JUSTICE REFORM

The Committee on Civil Justice Reform was established by Administrative Order No. 2015-126 as part of the Arizona Supreme Court's strategic agenda to promote access to justice and to improve court processes to better serve the public. Civil justice reform efforts seek to ensure that courts are forums for the fair and efficient resolution of disputes without undue expense or delay. The Committee will review other civil justice reform studies, and develop its recommendations – including rule amendments or pilot projects – to reduce the cost and time required to resolve civil cases in the Superior Court of Arizona. The Committee will submit a report to the Arizona Judicial Council by October 1, 2016.

The Committee held its first meeting on February 16, 2016, and more recently met again on March 15th. The next meeting is scheduled for April 18th.

COURT SECURITY STANDARDS COMMITTEE

The Court Security Standards Committee was established by Administrative Order No. 2015-104 as part of the Arizona Supreme Court's strategic agenda Goal 3, Improving Processes to Better Serve the Public. As the Arizona Supreme Court's strategic agenda, "Advancing Justice Together" recognizes, the security of courts, court staff, and all who enter the courts is of continued importance, and with support of the National Center for State Courts (NCSC) the Court Security Standards Committee will:

- Develop and conduct a survey on court security in the Arizona courts;
- Develop recommendations on standards for court security; and
- Assess and develop recommendations on implementing those standards.



Court Services Division Update

Arizona Supreme Court, Administrative Office of the Courts (AOC)

Judicial Staff Education Committee

March 29, 2016

The Committee held its first meeting on January 12, 2016. It has held two meetings since then and will next meet on April 29th.

TASK FORCE ON THE ARIZONA RULES OF CRIMINAL PROCEDURE

The Task Force on the Arizona Rules of Criminal Procedure was established by Administrative Order No. 2015-123 as part of the Arizona Supreme Court's strategic agenda to review certain Arizona court rules to restyle, simplify, and clarify the rules. The purpose of the Task Force is to review the Arizona Rules of Criminal Procedure to identify possible changes to conform to modern usage and to clarify and simplify language. These changes should promote the just resolution of cases without unnecessary delay or complexity. The goal of the Task Force is to submit a rule petition by January 2017, with respect to any proposed rule changes.

The Task Force held its first meeting on February 19th. The next meeting is scheduled on April 8, 2016.

TASK FORCE ON FAIR JUSTICE FOR ALL

Our ideal of "justice for all" means that people should not be disparately punished because they are poor. While everyone should face consequences for violating the law, criminal fines and civil penalties should not themselves promote a cycle of poverty by imposing excessive amounts or unduly restricting people's ability to be gainfully employed.

The Task Force on Fair Justice for All was established by Administrative Order No. 2016-16 to study and make recommendations as follows:

- Recommend statutory changes, if needed, court rules, written policies, and processes and procedures for setting, collecting, and reducing or waiving court-imposed payments.
- Develop suggested best practices for allowing citizens unable to pay the full amount of a sanction at the time of sentencing options for reasonable time payment plans or by the performance of community service.
- Recommend best practices for making release decisions that protect the public, but do not keep people in jail solely for the inability to pay bail.
- Review the practice of suspending driver's licenses and consider alternatives to license suspension.
- Recommend educational programs for judicial officers, including pro tem judges and court staff who are part of the pretrial decision making process.
- Identify technological solutions and other best practices that provide defendant notifications of court dates and other court-ordered deadlines using mobile applications to reduce the number of defendants who fail to appear for court and to encourage citizens who receive a citation to come to court.

The first Task Force meeting will be held on April 7-8, 2016.



Court Services Division Update

Arizona Supreme Court, Administrative Office of the Courts (AOC)

Judicial Staff Education Committee

March 29, 2016

STANDING COMMITTEES

ARIZONA COMMISSION ON ACCESS TO JUSTICE (“ACAJ”)

The Arizona Commission on Access to Justice (Commission) was established by Administrative Order No. 2014-83 on August 20, 2014. The order directs this Commission to help serve the important Strategic Agenda goal of promoting access to justice for Arizona’s civil litigants.

The purpose of the Commission is to study and make recommendations on innovative ways of promoting access to justice for individuals who cannot afford legal counsel or who choose to represent themselves in civil cases. The Commission shall evaluate best practices within Arizona and other states, identifying possible changes in court rules or practices to reduce barriers to access, identify and encourage the adoption of best practices among legal service providers, and consider potential long-term funding options.

Update: The ACAJ met on February 18, 2016. Judge Winthrop, Chair, continues to meet with community leaders, law firms, and corporations to build partnerships across branches of government and with various community, business and civic groups. Judge Winthrop’s goal for the ACAJ this year is to have every member of the Commission identify at least two groups where they can make a presentation about the Commission and its goals.

Item of interest: Judge Winthrop and Chief Justice Bales will participate in creating a 10-minute video for the purpose of explaining the Commission’s initiatives, challenges to low- to modest-income self-represented litigants, and how individual can assist by donating to the state charitable tax credit. Judge Winthrop is currently developing the script with staff and taping will occur on March 25th.

ACAJ Work groups:

SRL-Family Court Update:

FAQ Document Development:

The Adobe .pdf online version has been completed and is located on the AJIN Web.

ACTION ITEM: This document will need to be translated into Spanish before providing the English and Spanish versions to the public on the AJB webpage.

ACTION ITEM: A statewide memo is soon to be released to announce the updated version’s availability to court staff.

Virtual Resource Center:

Shawn Friend, Law Library Resource Center Director, Maricopa County Superior Court, will be attending the next meeting in order to liaison with the “instructions” workgroup efforts.

Instructions Sub-Workgroup: Judge Fink informed the ACAJ members that the “Instructions” sub workgroup has changed focus and will now draft a letter to be distributed to all superior court presiding judges, clerks of court, court administrators, libraries, and self-help centers. The letter will share information regarding all the different forms and instruction resources such as AZturboCourt, Simpla Phi Lex, and Maricopa County ezCourt, along with contact names and URL’s.

Next full ACAJ meeting: March 23, 2016



Court Services Division Update

Arizona Supreme Court, Administrative Office of the Courts (AOC)

Judicial Staff Education Committee

March 29, 2016

COMMITTEE ON THE IMPACT OF DOMESTIC VIOLENCE & THE COURTS (CIDVC)

The Committee on the Impact of Domestic Violence and the Courts (CIDVC) was established by Administrative Order No. 94-14 and codified in ACJA § 1-110. As a standing committee of the Arizona Judicial Council, CIDVC assists the Council with development and implementation of policies that:

- acknowledge the severity of the problem of domestic violence in Arizona;
- increase awareness of victim resources;
- provide sanctions for criminal conduct;
- enhance follow-through by law enforcement to enforce orders of protection; and
- assess state and local proceedings and services and make recommendations for system changes that will promote enhanced safety for victims and the professionals who interact with them and encourage offender accountability.

Update: CIDVC met on February 9th. CIDVC will sponsor three sessions at the 2016 Judicial Conference. Dr. Neil Websdale, NAU, will provide two presentations on lethality assessments, and Judge Million and Kay will offer a session on the revised Arizona Rules of Protective Order Procedure.

Update on Bench Briefings Project: Bench Briefing 7— What's New with ARPOP and Bench Briefing 8 — Modifying and Dismissing Protective Orders.

Next CIDVC Meeting: May 10, 2016

MISCELLANEOUS CPU PROJECT UPDATES

MENTAL HEALTH COURT STANDARDS & REPORTING

Mental Health Courts submitted their first data reports to the AOC for the reporting period of July 1, 2015 through December 31, 2015. Programs are required to report on performance measures 1, 2, 3, 6, 7 and 8.

PARENT EDUCATION PROGRAM

The parent education class evaluation form has been translated into Spanish and shared with the parent education program coordinator in each county.

WARRANT FORM WORKGROUP

On March 18, 2016, a statewide memo was sent to inform courts of the results of a workgroup review facilitated by the AOC to discuss Rule 41, Form 2, Arizona Rules of Criminal Procedure and best practices for the new warrant form.

As a result of these discussions, AOC staff provided the recommendations from the workgroup to the Arizona Judicial Council on Thursday, March 24, 2016. The form that is ultimately approved will be mandatory for use statewide.



Court Services Division Update

Arizona Supreme Court, Administrative Office of the Courts (AOC)

Judicial Staff Education Committee

March 29, 2016

FORMS TRANSLATION PROJECT

The updated civil cover sheet has been translated. The English and Spanish versions have been posted to the Internet.