

**ARIZONA CODE OF JUDICIAL ADMINISTRATION**  
**Part 1: Judicial Branch Administration**  
**Chapter 1: Leadership**  
**Section 1-106: Committee on Limited Jurisdiction Courts**

**A. General Purpose.** The Committee on Limited Jurisdiction Courts (LJC) is established as a standing committee of the Arizona Judicial Council (AJC). The LJC shall assist the AJC and the supreme court in the development and implementation of policies designed to improve the quality of justice, access to the courts and efficiency in court operations. The LJC shall study the internal operation and identify the needs of the limited jurisdiction courts. The LJC shall also analyze and plan for future developments and recommend uniform administrative policies and procedures to improve judicial administration.

**B. Membership.** LJC shall include the following members:

1. At least ten limited jurisdiction judges;
2. Six limited jurisdiction court administrators, deputy administrators or clerks;
3. A representative of the State Bar of Arizona;
4. A public member; and
5. Other members appointed at the discretion of the chief justice.

**C. Terms of Members.** The chief justice shall appoint members of the LJC for terms of varying lengths to encourage continuity. Committee members may be reappointed for successive terms.

**D. Responsibilities of Members.** LJC members shall attend and actively participate in LJC meetings, assist with the administration of LJC affairs and serve on advisory subcommittees as necessary. A LJC member may designate a proxy, subject to ACJA § 1-104 and the following requirements:

1. LJC members may not use the proxy provision for more than three times during the member's term;
2. The use of proxies by members of the LJC is limited to extraordinary circumstances, as determined by the chair; and
3. If a LJC member cannot attend a meeting and would like to send a proxy, the member must obtain prior approval of the chair. If approved by the chair, that proxy must comply with other guidelines regarding proxy rights.

**E. Organization.** The chief justice shall appoint the chair of the LJC and other leadership as needed to organize committee affairs. The chair may appoint advisory subcommittees to help the LJC carry out its responsibilities.

**F. Meetings.** The LJC shall meet no less than twice a year. The chair may call additional meetings. All meetings shall be noticed and open to the public.

1. **Quorum.** A simple majority (50% + 1) of the current LJC membership shall constitute a quorum.
2. **Virtual Attendance** (conference call, video conference, etc.). The LJC chair may designate a meeting as a virtual attendance meeting. Otherwise, LJC members may virtually attend a meeting with prior approval of the chair. In the instance where the LJC chair designates a meeting as a virtual attendance meeting, a meeting room and a connection must be available for members of the public who wish to attend.

**G. Actions.** Approval of a majority of those voting shall constitute an action of the LJC.

**H. Staff.** Under the direction of the chief justice, the administrative office shall provide staff to assist and support the LJC and may conduct or coordinate management projects and research studies related to judicial administration as recommended by LJC.

*Adopted by Administrative Order 2001-46 effective March 30, 2001. Amended by Administrative Order 2008-11 effective January 30, 2008.*