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## Western Regional Office

### ARIZONA JUSTICE OF THE PEACE COURTS: TECHNICAL ASSISTANCE PROJECT

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*rec'd 5-22-85*

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## INTRODUCTION

Complete and accurate justice of the peace court statistics are important both to the Arizona Supreme Court which is charged with the overall management of the judicial system and to the individual justice courts for day-to-day management, trend analysis, and projections of workloads.

The day-to-day collection of statistical data and the monthly compilation for reporting to the Supreme Court are demanding jobs requiring attention to detail and an orderly workflow through the individual justice courts.

Pursuant to a request by the Supreme Court, from October 29 through November 2, 1984 a team from the National Center for State Courts visited seven Arizona justice of the peace courts to gather information needed to develop model recordkeeping procedures for collecting and reporting justice court statistics to the Supreme Court. The goal of this study was to assist the justice courts in the accurate and timely reporting of statistics and to reduce the burden involved in so doing. Another goal of the study was to observe and comment on other recordkeeping practices and procedures in the justice courts.

This National Center for State Courts technical assistance project relied heavily upon interviews of personnel in the justice courts to assess current procedures and recordkeeping practices. These interviews concentrated on systems for monitoring and reporting case statistics. Other reviews as an adjunct to this task included:

- a) Case initiation process;
- b) Indexing;
- c) Problems that clerical staff saw in case processing and records management along with potential areas for improvement.
- d) Bail processing procedures;
- e) How the courts fulfill their reporting requirement on DWI cases to the Legislative Council; and
- f) How the courts report case filing statistics to the Supreme Court as they relate to productivity pay statutes.

The seven justice courts selected for site visits were located in three counties: Maricopa, Pinal, and Yavapai. The courts' total annual caseload for 1983 ranked them 3rd, 6th, 9th, 10th, 14th, 28th, and 39th among the 77 of 86 total justice courts which reported statistics in sufficient detail to be included in the annual report ranking.

This report contains three chapters. The first chapter recommends a model statistical gathering procedure using log sheets with an optional use of case calendar cards for more complex case types, such as civil cases that require monitoring and case scheduling. The second chapter reviews case processing issues and recordkeeping practices pertinent to all justice courts visited, and the third chapter reviews the actual site visits made to the justice courts.

Individual recognition of all those who were interviewed is not possible in this brief introduction, but the project team extends its thanks for the substantial time and cooperation given by the staffs of the Scottsdale, Northwest, Buckeye, Prescott, Casa Grande, and Tempe Justice Courts.

The observations and conclusions, and hence any errors of omission or judgment, belong solely to the project team. If this report assists in monitoring and reporting justice court statistics, however, much of the credit will belong to those numerous court personnel who gave so graciously of their time and expertise and who will be responsible for successful implementation of the recommendations.

## I. MODEL STATISTICS COLLECTION SYSTEMS

### A. Overview of Current Systems and Proposed Systems

Collection and reporting of caseload data on the Arizona justice of peace courts assists the Supreme Court in managing the judiciary and can be a very useful tool for the justice courts themselves. There are seven primary management uses or applications for case-related data:

- o Resource Allocation
- o Forecasting
- o Caseflow Management
- o Performance Measurement
- o Public Information
- o Trend Analysis
- o Supreme Court Reporting to County Boards of Supervisors for Determination of Justice of the Peace Salaries (A.R.S. §22-125)

The more accurate and timely these data are the more effective the uses are that can be made of them.

The Arizona justice courts have developed various ways of collecting caseload data. The methods used range from hash marks on yellow legal pads to comprehensive and even duplicative recording systems.

The task of the daily collection of statistical information is complicated by the diverse and complex jurisdiction of the justice court, areas of special interest (such as DWI, domestic violence and harassment), and the various methods of dealing with juvenile traffic cases. If the collection of statistical information is not made an integral part of the case processing procedure, the end-of-the-month compilation of statistics becomes an enormous job. The entire month's activity must be documented; this process is very time-consuming and prone to error.



For the foreseeable future, the majority of Arizona justice courts will continue to use primarily manual case processing procedures. Automation is on the horizon for some courts, but comprehensive computerized case processing that will produce all of the required monthly statistics will be some time in coming. Therefore, this report recommends only manual case processing procedures which involve the ongoing collection of statistical information to ease the end-of-the-month report preparation.

The statistical reporting forms, provided by the Supreme Court, display the monthly cumulative information which must be reported. The "instruction manual" explains in detail what information goes in each block of the form, what is excluded, an explanation of terminology, and the formula for calculating the filings and terminations.

To develop a manual statistical collection method which is integrated with the case processing procedure for each case type, the unique aspects of the case type must be analyzed and understood. The collection method must then focus on the required elements of information so the "when and how" of information captured can be clearly defined. Information needs to be captured on each case when it is filed and terminated. Some intermediate information also needs to be captured, such as trials, hearings, case age, and, with civil cases, the amount in dispute.

There are two basic methods of manual statistical collection: log sheets and calendar cards. Log sheets are generally used for case types with a high volume and rapid turnaround, such as routine traffic matters. Calendar or case cards are used for

cases that are more complex and require monitoring to ensure they are properly scheduled or dismissed on a timely basis if no activity occurs after filing.

The logs or calendar cards are keyed to the information required in the monthly report. The recommended practice is to annotate the log or card on the day the activity occurs. This should allow timely and accurate report preparation and prevent the end-of-the-month scramble which can lead to overtime and weekend work.

The log/worksheet method of compiling statistical information has been developed for all case types. The calendar card method is for optional use in criminal traffic, misdemeanor, domestic violence, civil, and small claims cases.

The method most suited for each case type appears to be as follows:

o	Criminal Traffic	Log or Card
o	Traffic Failure to Appear	Log
o	Civil Traffic	Log
o	Misdemeanor	Log or Card
o	Felony Complaints/Preliminary Hearing	Log
o	Domestic Violence (Petitions for Order of Protection)	Card
o	Civil Complaints (and Small Claims)	Card

#### B. Implementation and Use of Data Collection Systems

It is essential for justice court clerks to have a full understanding of the Supreme Court instructions for completing the monthly statistical report before implementing a new data collection system. With this knowledge, the following steps are suggested for use in conjunction with the proposed log/worksheet or case card methods of collecting data:

- o A new worksheet should be started for each case type at the beginning of each month.
- o The assigned case number must be written on the citation or complaint.
- o Prior months' worksheets will be carried forward for annotating and calculating termination information.
- o The initiation (case filing) portion of each worksheet is fairly straightforward. As cases are received and initiated, the appropriate log entries should be made.
- o The termination portion of the worksheet is more complicated because the monthly report requires specific types of termination information and an indication of trial and hearing activity. A termination code column is used to specify the type of termination event. In some cases, two termination codes are used. (See page 10.)
- o The monthly report requires case age information. A column has been provided on the worksheet to note when pending traffic and criminal cases are over five months old, when felony cases are pending more than 20 days, and when small claims and civil cases are pending more than one year.
- o When a warrant is issued in criminal traffic, misdemeanor, and felony cases, it should be noted in the termination code column with the numeric month and appropriate code (i.e., 3-WRI which is the code for a warrant issued in March). When the warrant is satisfied this annotation should be crossed out with a single line.

#### C. Use of Calendar Cards

The calendar card system is recommended as an alternative to the log sheet for those case types that need to be monitored over a period of time, such as civil, small claims, and contested misdemeanor and traffic matters.

The calendar card is normally a 3" x 5" card created at case initiation as part of a multi-part docket sheet, index, and calendar card form. The docket sheet lists the chronological case history (papers filed, notices issued, hearings, and trials) and is filed in case number order while the matter is pending. The

index cards are filed alphabetically by parties' names, and the calendar card is filed in a date file or tickler system under the next-action or review date. The calendar card then becomes the control record for monitoring case status. Proper use of the system will ensure that appropriate actions are taken on a timely basis, such as notification of intent to dismiss civil cases for lack of service or activity.

When a case is terminated, the date and termination code is marked on the calendar card. The card is then placed in a special section of the card file until the monthly statistics are compiled. The cards can then be used instead of the log or worksheet system for civil cases. While cases are pending, the docket sheet and calendar card are used together as a cross-reference. The next-action or review date should be marked on the docket sheet as well as the calendar card to ensure that a specific calendar card can be found when needed.

The calendar card is used to monitor individual case status; a desk calendar (or calendar book) is used for the management of courtroom activity. By listing cases scheduled for hearings or trials on a desk calendar under the appropriate date and time, the clerk can ensure the most effective use of available court time. Many courts now use the desk calendar as the sole case monitoring device. This does not allow for individual case monitoring and creates problems such as backlogged dismissal notification.

The calendar card system can also be used effectively for creating the actual court calendar for a given day since they are filed in next action or review order. The cards are simply pulled a few days prior to the hearing or trial date and the calendar is

typed. This prevents relisting of cases which are rescheduled. When a case is rescheduled, the card is simply pulled and annotated, and a corresponding entry is placed on the docket sheet. The calendar card is refiled under the new date and the docket sheet is refiled by case number.

D. Statistics Worksheets Termination Codes

Codes should be preceded by month number (1-12)  
to correspond to month of activity.

1	Jan	7	Jul
2	Feb	8	Aug
3	Mar	9	Sep
4	Apr	10	Oct
5	May	11	Nov
6	Jun	12	Dec

TRO	Transfer Out
FTA	Failure to Appear
CTR	Court Trial
JTR	Jury Trial
WRI	Warrant Issued
DFJ	Default Judgment
CVJ	Civil Traffic Hearing by Judge
CVH	Civil Traffic Hearing by Hearing Officer
PLH	Preliminary Hearing
IAH	Initial Appearance Hearing
ORI	Order Issued
PTD	Petition Denied
DVH	Domestic Violence Hearing
SCT	Small Claims Trial
SCD	Small Claims Default
VHO	Small Claims - SCT or SCD by Voluntary Hearing Officer
DIS	Dismissed
OTH	Other

Secondary DWI Codes used to collect data for the  
Legislative Council

PW	Prior DWI allegations withdrawn
DD	DWI Dismissal when there is "double charging" under A.R.S. 28-692 (A) & (B)

E. Arizona Justice Courts, Applicable Termination Codes by Case Type

	Criminal Traffic	Traffic FTA	Civil Traffic	Misdem.	Felony	Dom. Viol.	Small Claims	Civil
TRO	X	X	X	X	X		X	X
FTA	X			X	X			
CTR	X	X		X				X
JTR	X	X		X				X
WRI	X	X		X				
DFJ			X					
CVJ			X					
CVH			X					
PLH					X			
IAH					X			
ORI						X		
PTD						X		
DVH						X		
SCT							X	
SCD							X	
VHO							X	
DIS/OTH	X	X	X	X	X	X	X	X
PW	X							
DD	X							

F.

## Worksheet 1

## Criminal Traffic

# Statistics Worksheet

**Court**

Month/Year

☐ Complete

**Date**  
**Filed**

Case Number

**Transfer  
Added In**

**DWI**

## Serious Violations

Other

<u>Termination</u>	
Date	Code

### Case Age Information

[illegible]



\*Traffic Failure to Appear

## Statistics Worksheet

Court
-------

Month/Year
<input type="checkbox"/> Complete

Date Filed	Case Number	Transfer Added In	<u>Termination</u> Date      Code		Case Age Information
---------------	-------------	----------------------	--------------------------------------	--	-------------------------


\*Do not terminate on Criminal Traffic Complaints Statistical Worksheet until the original matter is settled.

Civil Traffic

## Statistics Worksheet

Court

Month/Year

☐ CompleteDate  
Filed

Case Number

Transfer  
Added InTermination  
Date      CodeCase Age  
Information


Misdemeanor

## Statistics Worksheet

**Court**

Month/Year

☐ Complete

Date  
Filed

**Case Number**

**Transfer  
Added In**

Non-  
Traffic

FTA

<u>Termination</u>	
Date	Code

### Case Age Information

[illegible]

Felony Complaints

Statistics Worksheet

Court

Month/Year

☐ Complete

Date Filed	Case Number	Transfer Added In	<u>Termination</u> Date	Code	Case Age Information
---------------	-------------	----------------------	----------------------------	------	-------------------------


Domestic Violence

## Statistics Worksheet

Court

Month/Year

☐ Complete

Date Filed	Case Number	Transfer Added In	*HRM	<u>Termination</u> Date	Code	Case Age Information
---------------	-------------	----------------------	------	----------------------------	------	-------------------------


\*Hearing requested to revoke or modify order of protection.

## Civil Complaints

**Court**

Month/Year

☐ Complete

[illegible]

G. Case Action Summary Sheet

[illegible]

       Continued

H. Civil Index

Civil Index  
Ply 2 - Plaintiff (Distinguish  
Ply 3 - Defendant by colors)

Plaintiff		Defendant
Date Filed	Amount	Case Number



I.

(Ply 4 of Multi-Part Docket)

Plaintiff		Defendant
Date Filed	Amount	Case Number
Next Action/ Review Date	Time	Next Action/Termination Code

### Reverse of Calendar Card

[illegible]

## II. RECORDKEEPING ISSUES

Great differences exist in the case processing and recordkeeping procedures followed by the individual Arizona justice of the peace courts. Even though all courts of the state operate under the same statutes and rules and accomplish basically the same results, there is relatively little communication between the courts. As a result, some courts are more innovative and efficient than others. Some courts have not been able to critically analyze their case processing and recordkeeping procedures because the day-to-day workload from active cases takes all available staff time.

This chapter reviews in general the observations of the site visit team. Issues common to all the courts are reviewed in the following subsections: Case Numbering and Filing Series; Indexing; Warrant/Suspension File; DWI Reporting; Accuracy of Supreme Court Monthly Reports; Bail Processing; Forms Management, Analysis, and Design; Records Retention and Destruction; and Training.

### A. Case Numbering and Filing Series

There are various methods used for numbering cases in the Arizona justice courts. Some justice courts use a straight sequential number that continues from year to year. Others use alphabetic codes to distinguish various case types and still other courts use the year and an alphabetic case type code and sequential numbers that start over each calendar year.

It is suggested that the Arizona justice courts develop and use a consistent case numbering system. As the courts move towards increased standardization and automation, a consistent

numbering system will be beneficial for calculating filings, identifying similar casetypes in various justice courts, training new employees, and in designing automated systems.

The numbering system recommended is the coded case number composed of the year, case type, and a sequential number that starts with "1" each calendar year.

The recommended case type codes correspond to the reporting requirements of the monthly statistical report as follows:

CT	Criminal Traffic
TR	Civil Traffic
MS	Misdemeanor
FE	Felony
DV	Domestic Violence
SC	Small Claims
CV	Civil/Forcible Detainer

The typical case number would look like this:

85CT428

/       /       /

year       case type       sequential number

When designed for an automated system, the sequential number may be designated for four spaces to reserve enough space in computer storage (i.e., 0428). When writing the case number in a manual system, there is no need to use the lead zeros. Also to save time, blanks and dashes (--) should not be written or typed in the case number. When a case is closed and later reopened, the original case number should be used.

Conventions for numbering cases with multiple defendants and multiple charges should be interpreted from the guidance contained in the Instructions for Completing the Justice of the Peace Court Monthly Statistical Report, published by the Arizona Supreme Court.

The courts are encouraged to assign each defendant in a criminal case a separate court case number. Multiple charges against one defendant in one complaint should be filed under one court case number. Also, if a complaint contains multiple charges, the most serious offense should be listed first and should be used for categorizing the case. The justice courts may use the same numbering format for other matters which are not counted in the monthly statistical report. For example, the code SW could be used for search warrants; 85SW14 would indicate the 14th search warrant issued in 1985.

#### B. Indexing

An indexing system is a basic element of the filing system and simply cross-references litigant names to case file numbers. Arizona justice courts use a variety of formats for indexing, including bound books, loose-leaf notebooks, and card systems; in some instances no index is used. Many courts are looking forward to the day when an automated index can be kept on a computer.

This recommendation suggests the development of an integrated index card system. The main advantage of a card index over books is that cards can be kept in alphabetic order, whereas book entries are never truly alphabetic because entries must be made in order of receipt under the first letter of the defendant or plaintiff's last name.

Index cards can also be color-coded by plaintiff and defendant for civil cases or by case type for criminal cases. By using color-coded index cards, there is no need to separate indexes by plaintiff and defendant and for every case type as presently practiced in some justice courts.

Each justice court should consider keeping three separate indexes:

- o Criminal/Traffic Index: Criminal Traffic  
Civil Traffic  
Misdemeanor  
Felony
- o Civil Index: Small Claims\*  
Forcible Detainer  
Civil
- o Warrant Index: Special Index for all arrest  
and bench warrants

Index cards are prepared at case initiation, either as a part of a multi-part docket sheet or separately.

The following guidelines will establish some basic rules for preparation of the index:

1. Parties To Be Indexed

Civil

First named plaintiff/petitioner  
First named defendant/respondent

Criminal and Traffic Defendant

2. Parties Not To Be Indexed

Plaintiff in small claim actions

Other than first-named parties (unless needed on a case-by-case basis, indexing of other-named parties is considered unnecessary)

State, county, or municipality as a prosecuting party

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\*Some courts have found that in small claims cases it is only necessary to index the defendant's name. This technique reduces index entries for stores or credit bureaus which file large numbers of small claims actions. When this system is used, the plaintiff's name is cross-referenced on the defendant index card.

3. Contents of the Index

Case title

Case number

Brief description of charges in criminal and traffic cases and date of offense

Initial appearance date in traffic cases

4. Conventions For Indexes. The following are conventions to be followed in indexing. If there is potential confusion, create another index card as a cross reference.

a. The first-named party to an action is indexed by the last name, then first name, then middle name (if any), e.g., John R. Smith is indexed Smith, John R. The other-named parties are listed on that index card but are not indexed separately;

b. Names of firms, corporations, and institutions are indexed as written, word-for-word, except that articles (A, The, etc.) are not indexed.

c. Do not index articles (A, The, etc.).

d. Names beginning with numerals are indexed as if the name is written out, e.g., 10th Street Corporation is filed under Tenth Street Corporation.

e. Matters that are "in re"; "in the matter of"; "State of Arizona, ex rel"; are indexed by the name of the party for whom the action is brought. Exception: in actions affecting a child, index by the parent's name instead of the child's.

f. Surnames beginning with de, De, des, Des, Mc, Mac, and O' are filed alphabetically just as they are spelled among the other surnames beginning with the same letters. Some examples of correct sequences are:

de Marais, Desch, Desoto, Des Roches, Dewey, DeWitt, Mabry, MacConnell, Madison, McConnell, McKinley, Oldham, O'Leary, Olesen, O'Loughlin

g. Doing business as or d/b/a should be indexed under the business name listing the party's real name on the index. For example:

John Smith	is indexed as	<u>Ace</u> Plumbing
d/b/a Ace Plumbing		(John Smith)

C. Outstanding Warrant and Driver's License Suspension File

1. Definition of Warrant File

- a. The warrant file includes all warrants and orders of arrest issued in felony, traffic, nontraffic forfeitures, and misdemeanor cases. This allows the court to determine if multiple warrants are outstanding against one individual. Clerks should check the warrant file when a defendant is apprehended and make the court aware of any outstanding warrants.
- b. An integrated warrant file, which includes all warrants and orders of arrest arising out of the above-mentioned case types, is recommended. Such an integrated file would assist courts in identifying persons appearing in connection with one case type, who also are the subject of an arrest warrant in another case type.

2. Procedures for the Warrant File

- a. When a warrant is issued, pull the calendar card or prepare a new card and write on the card the date issued and type of warrant
- b. File the card alphabetically.
- c. For misdemeanor and felony cases, place a red dot on the case folder while the warrant is outstanding. This alerts clerks working with the files that the warrant exists and must be recalled immediately should the defendant appear.
- d. Periodically, check the pending cases for cases which have exceeded the warrant review date adopted by the court. For cases exceeding the limit:
  1. Prepare a request for dismissal for the prosecutor to complete and submit to the judge.
  2. Receive the signed order of dismissal and carry out normal case closing procedures, including pulling the card from the warrant file.
- e. When a warrant is satisfied, notify the arresting agency.

#### D. DWI Reporting

National Center staff closely reviewed DWI case processing at each justice court visited. Although no particularly innovative systems had been developed to record DWI information, the clerks' concern with completing the quarterly report to the Arizona Legislative Council assures a certain degree of accuracy. None of the clerks reported any difficulty in reporting DWI statistics.

In most courts DWI and other serious traffic violations are processed separately from the mainstream of criminal traffic violations. They are given standard file folders and stored in a separate location. Compilation of DWI statistics is made easier by segregation of these cases.

The suggested criminal traffic log sheet has a separate column to check off whether the case is a DWI or serious violation. Even though DWI and serious violation cases will be logged in with all other criminal traffic cases, these separate columns will allow easy review of the status of DWI and serious violation cases. The two reporting categories for the Legislative Council that do not fit into the standard collection of caseload data are the number of cases in which the prosecution has withdrawn allegations of prior DWI convictions and the number of dismissals when there has been "double charging" under ARS §28-692 (A) and (B)." Courts adopting log sheets similar to those proposed by the National Center should consider termination codes for these categories, i.e., PW - prior DWI allegation withdrawn and DD - DWI dismissal when there is double charging under ARS §28-692 (A) & (B).



#### E. Accuracy of Supreme Court Monthly Reports

The case filings reported to the Supreme Court from the justice courts have a direct bearing on the salaries received by the justices of the peace. The relationship between case filings and judicial productivity credits (JPC's) is set forth in ARS §22-125. These statistics track filings in each justice court which in turn are used to set justice of the peace salaries.

All of the justice courts visited reported their caseload statistics to the best of their ability. The site visit team saw no indication of intentional manipulation of the statistics although there were instances where clerks reported that their statistics may not be 100 percent accurate. Furthermore, there are reporting practices which are not uniform among the courts visited. These practices are described in the site visit descriptions in Chapter III of this report.

#### F. Bail Processing

The justice courts in Maricopa County have devised a system for receiving, recording, and refunding bail deposits. This system includes a numbered receipt and bail card from the jail. A bail card listing the defendant's name, case number, and posting and refund information, and a cash receipt is adequate for tracking moneys entrusted to the court. The only difficulty that was identified with this system was the timeliness of communication between the downtown Phoenix jail and the outlying justice courts, but this was not a problem for all courts.

#### G. Forms Management, Analysis, and Design

Forms are the primary tools used by the justice courts to accomplish their mission. An estimated 95% of communication to

and from the justice courts is contained on some type of preprinted form. The Supreme Court's Administrative Office has made several efforts to improve and standardize some of the forms used in the justice courts. The best example is the set of forms developed to support the small claims procedure. These forms incorporate many modern forms design features and are professionally typeset.

Another special project of the Supreme Court's Administrative Office resulted in the redesign of many of the forms used in the civil jurisdiction of the justice courts. The civil forms are basically well designed, but available resources did not allow for typesetting, which would further improve them.

The justice courts would benefit greatly from a comprehensive forms management, analysis, and design program. A comprehensive forms program in the justice courts would be the most effective if developed in conjunction with the establishment of standardized case processing procedures. Each of the seven areas of justice court jurisdiction needs to be reviewed for forms needs. The review should include in-coming, internal administrative, and output forms. The goal of the forms initiative should be to develop a program which would have the following benefits:

- o Combine or eliminate duplicate or redundant forms.
- o Design forms to promote maximum clerical efficiency.
- o Design forms to adhere to statute, court rules, and case law.
- o Promote the availability of the required forms through the use of appropriate cataloging and distributing guidelines.
- o Design forms to allow for electronic word processing.

#### H. Records Retention and Destruction

A new records retention and disposition schedule for Arizona Justice of the Peace and City Magistrate Courts was issued in July 1984. The schedule, which was developed jointly by the Department of Libraries, Archives, and Public Records and the Supreme Court's Administrative Office, is comprehensive, listing most records maintained by justice of the peace courts. The schedule lists minimum retention periods for records, but is permissive in that the limited jurisdiction courts may keep records longer than specified in the schedule. Using the schedule as a starting point, each court must develop its own records retention program.

In general, records should be retained in office areas only as long as they are active and needed for the administrative or fiscal purpose for which they were created. When they are no longer active and only needed sporadically, they should either be transferred to a records storage area, microfilmed, or destroyed. If the records are of historic value, they should be deposited in an approved historical archives. According to the schedule, none of the justice court records are considered of historic value. As a general rule, records are considered to be inactive when reference to them is less than one time per file drawer per month.

The present records retention schedule properly used as a guide can help meet the goals of a sound records retention program. There seems to be a need for technical assistance to the justice courts so that appropriate implementation can be achieved. In addition, someone in each court should be responsible for monitoring the records retention program and

reviewing the schedules periodically so that they will remain efficient and cost-effective.

Most counties provide records storage facilities for the justice courts. However, in some counties existing space is limited or no longer available. During the site interviews, it was also noticed that adequate equipment is unavailable at many courts for storing inactive case records. Several courts have boxes stacked up to the ceiling, one on top of the other. This condition makes it difficult to access information and is very unsafe for the personnel.

In addition, the justice courts in Maricopa County are following various procedures to obtain and return case files to the county records center. All justice courts should follow the same procedures to store and return information to the Maricopa County facility.

The elements of each court's records retention and destruction program should include provisions for:

- o Preparation of on-site storage of inactive records using warehouse-type shelving and one cubic foot storage boxes.
- o Provisions for off-site storage of records which have reached a certain age and are rarely referenced.
- o Regular destruction of records which have reached the minimum age specified in the schedule.

Outside technical assistance from the Supreme Court's Administrative Office will be needed by many of the justice courts to establish these programs. Once implemented, the extreme storage space problems being experienced will be greatly reduced because proper records management should control the total volume of records at any given time.

## I. Training

A healthy organization contains programs to develop its human resources to their fullest capabilities and maintain employee commitment.

A multi-faceted training program is needed for court staff in the justice courts. A substantial amount of training for both new and existing employees is needed. On-the-job training is the only training most support staff receive now. At a minimum, this program should include an orientation for new employees and the development of a procedures manual.

A procedures manual is a key component of the training process and should describe the court's organization and operation, including all procedures and forms, with instructions on how they should be completed. In addition to being used for training, the manual could be used to answer some of the questions only the office supervisor now can address. The manual also could be used to cross-train employees.

To remain useful and to serve its purpose, a procedures manual must be kept current. Many courts develop manuals but then allow them to become out-of-date, thus wasting the initial effort. Procedures to ensure that the manual is kept current should be part of the planning effort to develop the manual.

The envisioned justice court procedures and records management manual should incorporate information already published for the benefit of the justice courts such as:

- o Instructions for Completing the Justice of the Peace Court Monthly Statistical Report (Administrative Office of the Courts, January 1984)
- o Uniform Accounting Manual for Arizona Justice of the Peace Courts (Auditor General, March 1983)
- o Records Retention and Disposition Schedule (July 1984)

These separate documents and others which might be identified should be an integral part of the procedures manual.

Additionally, some of the recommendations contained in this report for compiling statistics, case numbering, indexing, and forms management, if adopted for use in the justice courts, should be included in the manual.

Once a complete outline of all of the topics that need to be addressed is developed, the areas needing further definition and elaboration can be identified.

A brief sample outline might look as follows:

#### General Standards for Recordkeeping

1. Case Files
  - 1.1 Case file series
  - 1.2 Case numbering
  - 1.3 File stamping
  - 1.4 Access to case files by noncourt personnel
  - 1.5 Transfer to other courts
  - 1.6 Consolidation of cases
  - 1.7 File folder specifications
  - 1.8 Filing equipment
  - 1.9 Filing systems, numerical sequence
2. Case Docket Cards
  - 2.1 Docket cards to be kept
  - 2.2 Information to be entered
  - 2.3 Docket card specifications
  - 2.4 Filing equipment for docket cards
  - 2.5 Storing closed docket cards
3. Indexes
  - 3.1 Parties to be indexed
  - 3.2 Parties not to be indexed
  - 3.3 Contents of the index
  - 3.4 Conventions for indexing
  - 3.5 Indexing equipment

4. Case Monitoring and Statistical Reporting
  - 4.1 Compilation of statistics
  - 4.2 Use of statistics worksheets
  - 4.3 Use of calendar cards
  - 4.4 Monthly statistical reports
5. Warrant Files
6. Exhibits
7. Court Calendars
8. Inactive Records Storage
  - 8.1 Records retention and destruction schedule
  - 8.2 Developing a local program
9. Forms Management

#### Accounting Procedures

1. Uniform Accounting Manual for Justice of the Peace Courts
2. Use of Cash Registers
3. Use of a One-Write Accounting System

#### Case Processing Procedures

1. Criminal Traffic
2. Civil Traffic
3. Misdemeanor
4. Felony
5. Domestic Violence
6. Small Claims
7. Civil/Forcible Detainer

The organization of each case processing procedure should follow the same format: case initiation, case management or monitoring, case disposition and closing, and post-disposition activities. However, the specific topics addressed for each case type will be different.

Separating the general recordkeeping standards from the case processing procedures saves a lot of repetition and assists the effort to standardize.

This outline should be considered a starting point for the drafting of a justice court procedures manual. After a careful

review, there should be topics added, deleted, and reordered depending on the assessed and expressed needs of the justice courts.



### III. REVIEW OF JUSTICE COURT SITE VISITS

This chapter reviews the National Center site visits to the Scottsdale, Northwest Phoenix, Buckeye, Case Grande, Tempe, and Prescott Justice Courts. At each court basic case processing procedures were reviewed. Special attention was paid to how the clerical procedures allowed collection and reporting of caseload and case activity statistics to the Supreme Court. Where the site visit team identified possible inconsistencies or inaccuracies in reporting statistics to the Supreme Court, it is mentioned in the subsequent descriptive text.

This site visit report describes clerical functions as they are performed in the local courts. Certain of these functions are those discussed in Chapter II of this report, such as case numbering, indexing, warrant files, and forms use. Where the present local justice court procedures and the procedures outlined in Chapter II differ, the National Center recommends that the local justice court review its procedures for their efficiency and consider adoption of the recommendations in Chapter II. In addition, the description of a particular procedure in the following site visit report does not necessarily mean that the project team saw it as an inefficient procedure; some procedures were reviewed only to provide an overview of the types of procedures followed.

The description of the Scottsdale Justice Court case processing procedures and recordkeeping practices is slightly more detailed than other courts as an attempt was made not to completely describe procedures that were similar for all courts in subsequent site visit descriptions.

The Scottsdale Justice Court has been targeted as the probable pilot site for a proposed automated system being developed for the justice courts of Maricopa County. The implementation of such a system will significantly change the present manual case processing systems. Nevertheless, this site visit report will describe some of the observations of the study team and make suggestions or recommendations which may be applicable to the automated Scottsdale Justice Court and other justice of the peace courts around the state of Arizona on the assumption that manual processes will still be important for some time to come, and even after automation in support of the new technology.

A. Scottsdale Justice Court

The Scottsdale Justice Court in Maricopa County has a clerical staff of one chief clerk and three assistants. The chief clerk is responsible for the overall operation of the office, accounting, compiling statistics, and supervising all court calendaring. The responsibilities of the three assistant clerks are defined as follows: one clerk processes of all regular civil cases; one clerk processes all criminal and small claims cases; and the third clerk is responsible for traffic, assisting with small claims, and receptionist and telephone functions.

1. Case Numbering System

The case numbering system used in the Scottsdale Justice Court reflects the jurisdiction of the Arizona justice of the peace courts. There are seven separate numbering systems used for the various case types. The numbers are constructed with an alphabetic case type identifier, followed by the year of filing, a dash, and then the sequential number for the year. The alphabetic identifiers are as follows:

C	Civil
SC	Small Claims
T	Traffic
M	Misdemeanor
F	Felony
DV	Domestic violence
H	Harrassment

A typical case number looks like this: C84-40. This represents the 40th civil case filed in calendar year 1984.

Court case numbers are assigned from a series of log sheets which record every case filed in the court. These logs are also used to compile monthly statistics. Each log is broken down into the filing categories which are specified in the Supreme Court

statistical report form. Meticulous records are maintained by the court on filings and dispositions to comply with the productivity pay statutes and the Supreme Court report (See Scottsdale Appendix A-C.)

## 2. Case Processing Procedures

a. Civil Cases. Civil cases are initiated upon receipt of a complaint over the counter or by mail. Processing of the complaint consists of determining the fee and receipting, and checking the venue and signatures. Case numbers are assigned from the civil filing log; the case number is written on the tab of the one-third cut, side-tabbed, plain manila file folder.

The Scottsdale Justice Court uses various methods of color coding. In the case of file numbers for civil cases, various colored inks are used to write the file number on the tab depending on the type of case. Black is used for cases less than \$500, red for cases from \$500 to \$1,000, blue for cases in the range of \$1,000 to \$2,500, and green ink is used to write the file number for forcible detainer cases.

Separate index cards are prepared for the civil cases. A 3" x 5" card is used, salmon-colored for the plaintiffs and blue for the defendants. The plaintiff and defendant index cards are kept in separate boxes, and new boxes are started at the beginning of each calendar year.

A docket sheet is also prepared for the new civil case. While active, the docket sheet is kept in a tub file. On case termination, the docket sheets are filed in three-ring binders in case number order.

When the case is disposed, the parties are notified and the case is logged on the civil complaints termination log in the appropriate category, under \$500, \$500 to \$2499.99, or forcible detainers. The filing log, where the filing of that civil case was originally logged, is marked off in the appropriate color corresponding to the month of disposition. This provides a cross-check between the termination log and the filing log.

Civil case files are maintained in three five-tier, lateral filing cabinets with doors. The condition of these files is very neat in appearance, and the case files are separated by status including: to be indexed and docketed, closed this month, trial motions pending, judgment to be submitted, current work, and pending. There are also categories for cases that are in a garnishment status, older closed cases to be filed in boxes, cases over one year with no action, and those due for 60-day notices and termination.

This system works because there is one person who maintains it, and the case load is small enough so that the cases can be tracked by physically moving the case files. The alternative to this system would be to file all cases in their straight numerical order, maintain that order, and when a case is out of file, use an out guide. The status of the cases could then be controlled through the use of a calendar card system for monitoring the status, scheduling, and case review activities. If the case load were any bigger and required more than one person to operate it, the system of moving case files to various parts of the filing cabinet would soon become very cumbersome and would break down.

However, several people could work effectively in a card box system if the procedures and rules were properly established and there were cooperation between the individuals.

b. Small Claims. Small claims are processed in a very similar manner to regular civil cases. They are entered on a filing log sheet and a case number is assigned. The case folder is identical to the civil file, and indices are prepared for the plaintiff and the defendant and kept in separate new boxes each calendar year.

There is a small claims brochure, published by the Arizona Supreme Court Administrative Office for use by the public, and a set of forms which were designed and typeset by the Arizona Supreme Court Administrative Office.

When a small claims case is terminated, the case number is listed on the small claims termination log under the appropriate termination category: heard by hearing officer, heard by judge, or disposed other than by trial or default.

c. Traffic. Traffic citations are turned in by the Department of Public Safety on Mondays and by the sheriff on any day of the week. Upon receipt, the citation is date-stamped and checked for proper jurisdiction. Misfiled citations are sent to the correct court. Interviews in other justice courts lead the project team to believe that there may be an inconsistent treatment of citations filed in an inappropriate court. It appears that some courts dismiss misfiled citations.

After separating the citations by civil traffic and criminal traffic, a case number is assigned from the traffic filing log.

For criminal cases, a docket card is prepared; for civil traffic, all action and payments are recorded on the back of the citation itself. Upon satisfaction, the back copy of citations for moving violations are sent to the Motor Vehicles Department (MVD) for the driver's record. Civil traffic case non-appearance results in notification to the MVD for a license suspension after 30 days. When this action is taken, no notice is sent to the defendant on the assumption that the MVD will notify the defendant that the license has been suspended. In criminal traffic, the defendant is notified that a warrant will be issued unless the matter is satisfied within 10 days.

The traffic index is prepared on 3" x 5" cards, civil traffic on pink cards and criminal traffic on yellow cards. These cards (pink and yellow) are integrated and a new box is started each calendar year.

The civil traffic terminations log lists separate categories for transfers out, defaults, other, hearings by judge, and hearings by hearing officer. A recap sheet lists the number pending less and more than five months. The criminal traffic terminations log lists cases by category: DWI, serious, all other, and FTA (Failure to Appear), which is not really a termination but a change in status.\* A separate log is used for

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\*The time required to access the MVD record does not allow the court to swiftly determine whether the defendant has a previous history of serious traffic violations. This may affect determination of appropriate incarceration, bail, treatment and a variety of case processing procedures.

criminal traffic trials, a third for transfers and statistical corrections, and a fourth for warrants issued. A monthly summary sheet lists the total number of open cases by category (DWI, serious, etc.), by age (less and more than five months), and the number of warrants outstanding.

d. DWI Case Processing. DWI cases present special problems because of the special statistical reporting required to the Legislative Council and other matters such as mandatory appearances.\* When a DWI case is identified, the driver's record is subpoenaed by the court through the MVD. This process is handled by mail and takes about two weeks for the court to receive the defendant's driver record. It would be a more consistent treatment if FTA's did not terminate a case. There should only be a termination if a new case is opened by the county attorney with a new filing on the FTA. There may be some inconsistencies in reporting among the justice courts in this area.

e. Misdemeanor Cases. Short-form misdemeanors are filed on citation forms and handled like criminal traffic. There is often no requirement to appear in court and payments can be made in lieu of appearance. If the appearance date is missed and no payment received, a bench warrant is issued for the arrest of

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\*Under the DWI law, there are frequently two filings for a DWI case: the driving offense itself and a charge that the individual had a blood-alcohol content above the minimum level. Frequently the blood-alcohol case is dismissed in favor of proceeding with the DWI charge. Since these matters come to the court on two separate citations, two separate and distinct case files are established: one, of course, is prosecuted; the other shows a dismissal.



the defendant after one warning is sent by the court to the defendant. Some of the warrants on misdemeanor cases go back to 1980. It appears that these bench warrants are only enforced when an individual is stopped for a traffic violation and the warrant is listed in the sheriff's computer.

A filing log sheet is used to assign the misdemeanor case number initially. The same log lists misdemeanor FTA complaints. The misdemeanor termination log lists other terminations, court trial, and jury trial. A summary section at the end of this form lists the number of pending cases under and over 150 days and the same age information for FTA complaints. A third misdemeanor log lists warrants issued during the month.

f. Felony. Felony defendants appear before the justice court for determination of probable cause. Recordkeeping for felony cases is limited compared to other case types in the jurisdiction of the justice court, but the procedural steps taken in felony cases are extremely important to the orderly prosecution of the felony charges. Upon receipt of a felony complaint, the case number is assigned from the filing log and a docket card is prepared. The court forms supporting felony case processing are fairly complete, but written instructions for their use are lacking. Because of the speedy trial rule in Arizona, the statistics on felony cases are reported monthly by an age interval of more than or less than 20 days.

The felony case filing log is separated for cases filed in the first third and the last two-thirds of each month. The termination log breaks out preliminary hearings held, initial appearance hearings held, and other terminations. At the

Scottsdale Justice Court there are bench warrants on felony cases and long-form misdemeanors outstanding back to 1977. These warrants appear to remain outstanding until dismissed by the county attorney, who is asked once each year for dismissals of the older cases. However, most of the old warrants are kept active and there is no indication as to when some of them may be dismissed. A separate log lists warrants issued during the month.

### 3. Accounting System

The accounting system used in the Scottsdale Justice Court is fairly straightforward and prescribed by the Uniform Accounting Manual for Arizona Justice of the Peace Courts which was issued in March 1983 by the Office of the Auditor General of the State of Arizona. There was an update to the manual issued in March of 1984. All accounting procedures appear to be in keeping with the manual. The main features of the accounting records include a three-part receipt form and a cash book. All fines and fees are transmitted to Maricopa County on a monthly basis. Funds kept in trust, for example bonds, deposits, and restitution, are maintained in the checking account and disbursed as needed. An informal system of ledger cards is maintained for bonds; constable fees; and litigant deposits for such things as restitution, payment on judgments, garnishments, executions, and fines due.

### 4. Forms

The Scottsdale Justice Court bases its flow of information and documentation of information on a great number of forms. These forms, it appears, have come from three or four different sources. One source is the Supreme Court mandated forms for such actions as small claims in which case the Supreme Court

designed and typeset forms. Another source for forms is a project of the Supreme Court which redesigned many of the forms used in justice courts. The third source of forms are those developed by the Scottsdale Justice Court itself. The fourth source of forms are those which have been apparently borrowed from other justice courts in the county and other parts of the state. It was ascertained that many improvements have been made to the forms used by this court over the past few years, but there is still no evidence of a formal forms management program or even a comprehensive listing of all the forms used by the court. Forms design standards are fairly inconsistent other than those which were either prescribed or furnished by the Supreme Court. Chapter II outlined the basic elements of a comprehensive forms management program. The Scottsdale Justice Court as well as all the other justice courts visited would benefit greatly from a uniform justice court forms management effort.

#### 5. Records Retention and Destruction

The Scottsdale Justice Court has some problem with accumulations of inactive records. The county records center is reportedly difficult to use, due to its distance from the court and potential problems finding files stored there. Therefore, numerous boxes are stacked in very limited storage space behind the panels surrounding the courtrooms. This is a difficult way to manage inactive records because the boxes are stacked five and six high, making them very difficult to access. There are also a number of boxes which are stored in one of the courtrooms.

This situation could be improved by taking three actions: first, compliance with the recommended retention and dispositions schedule for limited jurisdiction courts which was issued in July 1984 and calls for retention periods of from six months to five years for justice of the peace court records; the second action that could be taken is to try to work out an arrangement so that off-site storage at the county record center can be used effectively; and the third component would be to install warehouse-type shelving on which to store the boxes of inactive records that must be kept prior to destruction or shipment to the records center. Because of the limited space and unusual shape of the courtroom, such shelving would have to be specially adapted to properly fit and take maximum advantage of the available space. The Scottsdale Justice Court should be commended for keeping only the most active records in a limited number of pieces of filing equipment in the office. Records are routinely screened and placed in the inactive storage areas giving them the maximum amount of working space in the limited office area.

B. Northwest Phoenix Justice Court

The Northwest Phoenix Justice Court is staffed by a clerk of the court and four assistant clerks. Three of the assistant clerks are assigned duties corresponding to traffic, criminal and civil case types. The fourth clerk was a traffic clerk, but has recently been assigned a variety of other clerical duties.

1. Civil and Small Claims Cases

Of the five justice courts visited (excluding The Phoenix Consolidated Justice Courts), the Northwest court had the third highest total number of case filings. (Statewide it ranks 14th out of the 77 justice courts with complete annual statistics reported.) Northwest Phoenix has the largest number of civil filings of all the courts visited, with 33 percent more than the next highest number of civil filings (Northwest had 4,021 civil filings in 1983 to 2,822 in Scottsdale). In fact, Northwest has more civil filings than all but the Phoenix Consolidated Justice Courts and Tucson Consolidated Justice Courts.

When a civil complaint is filed a pre-numbered file folder with a like-numbered docket sheet\* is pulled and the complaint is assigned that next sequential case number and placed with the

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\*The civil docket sheet used in Northwest is a standard Maricopa County Justice Court form. (See Northwest Appendix A) The form attempts to use a check box and fill in the blank format, but instead of reducing clerical work actually increases the work. For example, the attached form includes a space for entry of the trial date. Although this case had been assigned a trial date as can be seen by the body of the docket entries, these entries were not made in the fill in the blank area of the docket.

file folder. The docket is placed in a notebook with an alphabetical index in the back of the notebook. A typical notebook will contain three months of cases. Therefore, the alphabetical index system will only cover three months worth of cases. The cases are indexed by first letter of last name. To search this index for a particular defendant named Smith the clerk would look through all the "S"s in the index. If it was not found in that index the clerk would have to search through other docket and index books.

The civil case files are placed in three- and four- drawer metal cabinets by case number. At certain stages of the case processing procedure the file is moved to a separate filing section. These separate sections include cases that have been set for trial (filed by trial date), executions, restitution cases, motions, and pending default sections.

To report civil case disposition information to the Supreme Court the Northwest Justice Court has developed a monthly work sheet (see Northwest Appendix B). Civil filing information is calculated by a review of the case numbers assigned during the month. There appears to be no problem with reporting accurate filing and disposition information, although the disposition information depends upon the clerk's attention to recording all disposition information on the work sheet.

The disposition worksheet also distinguishes between those cases more than and less than one year old so that corresponding numbers can be subtracted from the pending caseload statistics. The system breaks down at this point because the pending cases that become one year old at each monthly interval are not added

into the pending statistics for more than one year old and subtracted from the less than one year old pending cases. The clerk of the court realizes this shortcoming, but does not see a way of correcting it short of a complete case inventory.

Small claims cases are processed in much the same manner as civil cases. Small claims cases unlike regular civil cases are set for trial when the answer is filed. These cases are normally set five to six weeks from the filing of the answer.

## 2. Traffic Cases

Although the Northwest Justice Court ranks first in civil case filings in the state, excluding the Phoenix Consolidated Justice Courts, it ranks only 21st of 77 justice courts reporting complete statistics in traffic filings. Traffic case processing is initiated in most instances when the DPS liaison officer brings citations to the court. Deliveries of citations are made on almost a daily basis.

A log sheet is kept of all in-coming citations. The primary reason for the log is the collection of data for the Supreme Court monthly report, however, the court uses the logs to double-check case information. The log includes the case number which is the citation number, the defendant's name and the date of the citation. A separate log sheet is kept for each day. A code system has been established to indicate what kind of citation has been received. Criminal traffic cases are broken down into categories: A for DWI cases; B for other serious violations' and C for all other traffic. In addition, game and fish, rabies, animal control and other ordinance violations are coded.

The DWI and other serious citations are placed in standard file folders while all other traffic citations are placed in case jackets. (See Northwest Appendix C). No formal docket sheet is kept for case processing information. The case jacket is used for purposes of recording case docket information. The case files are stored alphabetically by defendant's last name.

When a defendant pays a traffic fine or the case is otherwise disposed the closed file is removed from the active file, placed in a basket under the front counter, and a hard copy of the citation is forwarded to MVD. The monthly statistics reported to the Supreme Court are prepared by reviewing the closed files. The clerk in this court was not aware of the requirement to report the age of terminated cases (more than or less than five months old) in the monthly statistics to the Supreme Court.

The court claims a relatively successful collection method is used by sending out notices of past due fines with self-addressed envelopes. Nevertheless, there is no aging system to identify overdue citations. In fact, to issue warrants a clerk will periodically review all pending cases. Those that are seriously overdue will be sent a warning letter and envelope and eventually go to warrant if payment is not received. Those cases that have gone to warrant are filed alphabetically in a separate filing area.

There is a need for consistency in reporting filing statistics if filings are to be used as a workload measure. There are two reporting practices that the Supreme Court may wish to review. First, when a criminal traffic case goes to warrant, the FTA is counted as a new case. Some courts may combine multiple citations



that have been counted as multiple cases into one FTA while others issue a separate FTA for each citation. Similarly, a court concerned only with increasing filings may not bother to go through the warning process conducted by the Northwest court and issue an FTA at the earliest time to assure additional filings. When a court prepares notices and requests for payment in an attempt to collect on the initial filing, it is creating more work for itself. If the case simply went to FTA and is filed upon, the court gets an additional filing for pay productivity credit purposes.

Second, when a civil traffic citation goes unpaid, the driver's license is automatically suspended. At this point the court counts the case as terminated through a "default judgment". When the defendant eventually comes into court to pay for reinstatement the court counts this as an additional termination.

### 3. DWI Reporting

The Northwest court pays particularly close attention to reporting statistics on its DWI cases. There seem to be no difficulties with the reporting requirements. The court assures that DWI case processing is kept current.

### 4. Criminal

A log sheet is kept for both misdemeanor and felony cases. Case numbers are assigned to new criminal filings from these sheets. Misdemeanors are numbered with a two-digit notation of the year, "M" for misdemeanor and a sequential number, e.g., the first case in 1985 was 85-M-001. Felonies are numbered CR85-001 et seq. In both instances a number is assigned at the time of the defendant's arrest, but in many instances the county

attorney will not file charges. Due to this practice, the court prepares two log sheets: the first is to assign case numbers to all arrested; the second to record the fact that the case has been filed with the court. The result of this system is that although cases are assigned sequential numbers, there are gaps where a number has been assigned and the case was not actually filed. A manual count of cases must be made instead of mathematically figuring the number of cases filed.

The Northwest court uses a criminal docket sheet that was developed for all the Maricopa County Justice Courts. The docket sheets were designed with a wide left margin so that they can be bound in a 2 or 3 ring notebook. An alphabetical index is also maintained with the docket sheets. Files are stored in open and closed case file areas. To identify cases that have fines due the dockets are marked with colored paper clips. Although it is important to have a procedure to identify cases with fines due, a self-adhesive colored marker would be more secure and allow greater ease of filing.

To prepare monthly criminal statistics for the Supreme Court the court maintains a worksheet similar to the civil worksheet. Information is reported from these worksheets.

##### 5. Bail

The Northwest court is using a bail tracking system similar to the one used in Scottsdale. When bail is posted downtown a check is sent to the Northwest court. It is receipted in the cash register and a bail card and bond tracking sheet are prepared. The clerk of the court pays particular attention to bail processing and her systems seem to work well. (See Northwest Appendix D.)

#### 6. Additional Statistics Reporting Comments

Although there was no reason to suspect that the Northwest court may be incorrectly counting the number of cases that go to trial in a month, this is an area that could be improved. The court counts the number of cases that are set for trial in the court's calendar book. When a case goes off the trial calendar, it is crossed off the calendar and is therefore not counted. With this procedure there may be room for error for those cases that literally "settle on the courthouse steps" moments before the scheduled trial. There is a chance such a case would not be stricken from the court calendar. In spite of the need for a better system, with relatively few trials, the court clerk can probably remember all such cases and not count them.

### C. Buckeye Justice Court

The Buckeye Justice Court is staffed by a Clerk of the Court and three assistant clerks.

The Buckeye Justice Court has the 10th highest annual case filings in the State. The court has a somewhat disproportionately large traffic volume. It ranks 5th of the 77 reporting justice courts in traffic cases while it ranks 30th in non-traffic misdemeanors and 33rd in civil cases. Therefore, it is not unexpected that the bulk of the clerical processing in the Buckeye Justice Court

involves traffic citations. The duties of the three assistant clerks are assigned as follows: one clerk handles all criminal, civil, and small claims case processing; the second clerk processes all traffic cases; and the third clerk handles accounting and mail processing. The Buckeye Justice Court more than any of the courts visited during this project is restricted by a severe space shortage. Implementation of any new case processing procedure that would require additional space would be almost impossible.

#### 1. Civil and Small Claims

When a civil complaint is filed in the Buckeye Justice Court, the case is recorded on a log sheet. This log sheet (see Buckeye Appendix A) includes the case number, the date of filing of the complaint, the plaintiff's name, the defendant's name, the type of complaint, the amount of the complaint, the filing fee and any constable fees. The complaint itself is put in a standard case file and stored in open shelf lateral filing equipment. Civil case numbers are sequential numbers with no indication of

the year in which the case was filed. During October 1984, the case numbers ranged from 4,166 to 4,179 on a single log sheet. Docket sheets for civil cases are created at the time the complaint is filed. The dockets are standard Maricopa County Justice Court forms. The dockets are filed numerically. There is no index for civil cases. When a case must be found using the plaintiff's or defendant's last name, the log sheet must be reviewed. Because the number of civil cases filed in the Buckeye Justice Court is small this is not an impossible task. However, were the caseload to increase by any significant amount the lack of an index would become a problem.

Most statistics collected for the Supreme Court's monthly report are collected from the log sheet. All cases filed during the month are recorded. The types of cases are recorded and the clerk makes a notation on each log sheet of all civil cases that have been terminated during that month. The notation includes the case number and a brief description of what the disposition was. To report on the number of cases pending that are more than or less than one year old, a complete count of the cases is made. The limited number of civil cases makes this task possible.

## 2. Traffic Cases

Citations are brought to the Buckeye Justice Court on a daily basis. Each citation is docketed on a log sheet. The docket includes the type of citation, whether it is a DWI, a BAC (blood alcohol content), other serious or other. The citation number is listed, the officer's name, and the number of the code section violated. All but DWI's and other serious violations are filed in old IBM card file filing cabinets and the citations are

filed without any case jacket or file folder. They are filed alphabetically by the defendant's name and there is no index. No new case number is assigned to citations.

When a defendant pays a traffic citation, the payment is receipted in the cash register which automatically prints the payment information on the back of the ticket. The ticket is separated, one copy is sent to the MVD and another copy to a closed case file in alphabetical order. When a defendant fails to pay a fine an FTA warrant is issued and a file folder is created. To reduce the number of cases going to warrant and encourage payment the Buckeye court attempts to go through all pending traffic cases once a week to identify delinquent citations and send out letters.

To report statistics to the Supreme Court on a monthly basis, the court has developed a traffic worksheet (see Buckeye Appendix B) to record termination information on all traffic cases. Reporting the pending caseload more than and less than five months old is a problem. Although the court understands the process of subtracting all cases that are terminated and adding cases that are filed, there is some confusion with adding cases that have become more than five months old during the pending month. In traffic cases the court makes every attempt to adjudicate a citation within the five month period. Therefore, the clerical staff operates under the assumption that any case more than five months old has gone to warrant and, therefore, would be counted as a warrant case and not a regular pending case. All pending cases are reported in the less than five month old category. The court goes through all of the pending traffic

cases to check for cases eligible for warrant; at the same time they could check their caseload to see if any cases were five months old that had not gone to warrant.

Civil traffic cases are reported in much the same way as criminal traffic cases. However, the Buckeye Justice Court may report civil default terminations differently from other justice courts. Where some courts might transfer a case back into the system when a person reinstates his or her suspended license and then terminate it a second time, the Buckeye court does not count this procedure as a transfer and a termination. A default should be one termination and when payment is made, it should be recorded, but not counted as a termination.

The court indicated that there was some problem with keeping track of the age of warrants since they do not have a system to keep track of when warrants were issued. Therefore, it is necessary to review all warrants to check the age.

### 3. DWI Reporting

As with all the justice courts visited, the Buckeye court pays close attention to its DWI caseload. Staff did complain that the worksheet provided by that the Legislative Council requests the collection of all sorts of information regarding DWI cases while the information that has to be reported is only a very minor portion of the information that has been collected on the worksheet.

### 4. Criminal Cases

When a criminal complaint is filed with the court the case is listed on a monthly log. This log includes the filing date, the case number, the defendant's name, the charges, and the

disposition. (See Buckeye Appendix C.) The file number given to misdemeanor cases is sequential with an "M" for misdemeanor and the year of filing, e.g. M85-001. For 1985 felonies, the numbers start at CR85-001. At the right hand bottom of the log sheet the clerk inserts additional data for reporting purposes. In this corner of the page all dispositions for the month are entered that are not dispositions of cases that are actually on that sheet (not filed that month). The number of failure to pay and failure to appear cases filed and terminated are also recorded on this sheet. In addition, there is a listing of the numbers of initial appearances and warrants issued during the month recorded on this single sheet. All criminal statistics reported to the Supreme Court are drawn from this monthly sheet prepared by the clerk. This system does not allow the aging of misdemeanors more than and less than five months and felonies more than and less than 20 days. There is an assumption that cases will be disposed of within this time period.

#### 5. Bail Procedures

The bail procedures in the Buckeye Justice Court are similar to the other justice courts. A bond card file is created and the automatic cash register will run monthly totals for the court. There is a relatively small volume of bails receipted so that tracking funds is not too difficult. One of the problems with bail recording is the distance between the Buckeye Justice Court and the Maricopa County jail in Phoenix. A person may get arrested, taken to Maricopa County, and receive his or her initial appearance on the charge in Phoenix. This person may be bonded, released and given a date to appear for arraignment the next



Wednesday in Buckeye Justice Court. The Buckeye Justice Court, however, may not know the bond information, who the public defender is, and a variety of other information about the case.

D. Casa Grande Justice Court

The Casa Grande Justice of the Peace Court is the largest of the twelve justice courts in Pinal county. There are seven clerical positions in the clerk's office, six full time and one part-time. The office supervisor is responsible for accounting, bookkeeping, double-checking statistics for accuracy and the overall operation of the office. The remaining six clerks have primary responsibilities but are also cross-trained to perform other activities. Each clerk is responsible for processing cases from filing through disposition. They prepare necessary paperwork and are fully responsible for completing all casework. Their main assignments are as follows: Two clerks are responsible for processing traffic cases. One processes civil traffic and juvenile violations, docket all tickets, prepares case files, closes out traffic cases, and answers the telephones; the second traffic clerk is responsible for DWI's and serious traffic violations and acts as the assistant supervisor. A third clerk schedules preliminary hearings and processes rabies, game and fish, and other miscellaneous violations. One clerk processes small claims and civil. The fifth fulltime clerk prepares late notices for fine payments and processes warrants. The last clerk, a part-time employee, opens the mail and assists the other clerks as needed.

1. Case Numbering System

There are separate numbering systems used for the various

case types. These numbers include the following alphabetic case type identifiers. The year the case was filed is indicated and the last numbers indicate the sequential order in which the case was filed.

- SC - Small claims
- J - Juvenile
- CJ - Civil Juvenile
- M - Misdemeanor
- DV - Domestic Violence
- T - Traffic
- CT - Civil Traffic
- H - Harassment

The following is an example of a case number assigned to a traffic case: T 85-1-1. This indicates the first traffic case filed in January, 1985. The case numbers assigned to cases run consecutively for one year. All criminal cases filed in 1985 will be logged in one docket book but the case numbers will continue to run from 1984.

A separate docket book, one per year for each case type, is used to log the following: civil, small claims, traffic, misdemeanor, and juvenile cases. Domestic violence and harassment case numbers are recorded on control logs, not docket books.

## 2. Civil and Small Claims Cases

Case numbers are assigned from the civil docket book; the number is written on the tab of a standard file folder.

Civil and small claims cases are kept in the same filing cabinets. However, active cases are kept in drawers separate from inactive cases. The file drawers are labeled according to the case file numbers. Cases dated back to 1970 are kept in the clerk's office.

Civil and small claims filing information is calculated by a review of the case numbers assigned during the month. The clerk tallies figures for new cases every day. The clerk has devised a worksheet which includes the categories from the Arizona Supreme Courts' Statistical Report. (See Casa Grande Appendix A.) This worksheet is completed daily. Therefore, at the end of the month the daily figures are simply added up.

### 3. Traffic Cases

In 1983, the Casa Grande Justice Court had the third highest total number of traffic filings (excluding the Pima County Consolidated courts) of the 77 Arizona justice courts reporting complete statistics. Officers hand-deliver their citations to the court almost daily.

Once received the traffic clerk docket the ticket and assigns a case number that is different from the citation number. Case files are prepared for the more serious traffic cases. The others are kept in jackets. The back of these citations are used to record case information. Citations are filed alphabetically according to the defendant's last name.

A second traffic clerk is responsible for the more serious traffic and DWI cases. Once these cases have been docketed, a case number assigned, and the file folder created, they are stored in a separate filing area.

All payments received at the front counter remain in a cash drawer until the end of the day. A two-copy receipt is handwritten at the time of payment. One copy of the receipt is given to the defendant and the second copy remains in the receipt book. Towards the end of the day these receipts are used to

prepare payment cards for time payment cases. The cards indicate the party's name, case number, amount of payment and date paid. These slips are kept in a file box and every payment a person makes is recorded on his or her case payment slip. In addition, at the end of the day all payments except those received for citations (these payments are recorded directly on the citation) are posted in the appropriate docket book.

When payment is received by mail a clerk prepares a receipt to be returned to the defendant. These payments are also recorded on the appropriate case record i.e., citation or docket sheet.

#### 4. Criminal

Most misdemeanor cases are filed as "short-form" misdemeanors on citation forms similar to traffic citations while standard case files are prepared for felony cases.

Also, misdemeanor and felony criminal docket books have been combined. Entries go back to 1976 in the current docket book. This book is used to assign case numbers and record all case information.

Active and disposed misdemeanor case files are stored numerically in the same file cabinets. It is not possible to tell the difference between active and closed cases in the file drawers. Felony active and closed cases are kept in separate file drawers.

In the traffic and criminal sections, as in civil/small claims, each clerk is responsible for completing statistics for the case type(s) each processes. Most of the clerks record the statistics daily so at the end of the month all they have to do is

add the totals. The clerks record the daily figures on worksheets they have devised.

At the end of the month the clerks submit their worksheets along with their section of the statistical report to the office supervisor for review. Then the figures are double-checked for accuracy and entered on the last page of the statistical report by the office supervisor.

#### 5. Accounting Procedures

The court's accounting system appears to follow the instructions prescribed in the Justice Court's Uniform Accounting Manual. A copy of the accounting sheet is included in Casa Grande Appendix B. These sheets are kept in a general ledger book. The office supervisor itemizes surcharges for each fine/fee the court receives in this book.

A daily mail receipt posting sheet is used to record all checks and money orders. See sample in Casa Grande Appendix C. In addition, one of the clerks completes a daily transmittal sheet which itemizes all cash received at the front counter. This sheet indicates the number of bills and coins that are deposited in the bank daily. (A sample is included as Casa Grande Appendix D.)

All money received at the front counter is kept in a safe until the office supervisor deposits it in the bank. The office supervisor double-checks all figures for accuracy prior to making the daily deposits.

#### 6. Warrants

One clerk is responsible for processing all warrants. A control card index file is kept and a warrant docket control book is also kept for (FTPF) Failure to Pay Fines and (FTA) Failure to Appear.

Warrants cards are completed with the following information: case number, subject's name, birthdate, bond amount, warrant number, date incident occurred, date warrant issued, and the charge.

A "temporary warrant" is a late notice mailed out on criminal traffic cases before failure to appear warrants are issued. This notice is sent out when fines are thirty days past due. It instructs the defendant he or she has fifteen days to pay the fine. In practice, the court grants thirty days before issuing a warrant. The clerk completes this process twice a month, around the first and fifteenth. An average of 100 late notices are processed per month.

The court clerk cancels warrants by phone. A list is kept to document who was notified and the name of the agency contacted. At the end of the month the clerk forwards a copy of this list to the following agencies: DPS, Sheriff's Department and the Motor Vehicle Department.

#### 7. Forms

Each justice court in Pinal County prepares its own forms. Therefore, forms are a little different at each court. All forms are ordered from the county print shop in Florence. Orders are filled and returned to the courts by mail. This process is not timely and often clerks have to make copies of forms because their orders have not been filled. The clerk's office in Casa Grande does not have adequate storage space for back up orders of forms.

8. Records Retention and Destruction

The existing records retention schedule is not followed by the clerk's office.

A storage room is available in a separate building next to the clerk's office, but it needs organizing. There are no shelves available for stacking boxes. As a result, boxes are stacked on top of each other all the way to the ceiling. The labels on these boxes contain case numbers and the year the cases were filed.

No off-site records storage space is available as the county storage facility in Florence is full.

### E. Tempe Justice Court

In the Tempe Justice Court, each clerk's office employee is responsible for a jurisdictional area of the justice court and uses a system of daily worksheets which are initiated at the beginning of each month to record cases filed and cases terminated. The formats used for these worksheets vary widely. Some consist of loose sheets of preprinted forms; others are blank sheets kept in a loose-leaf notebook; and still others are bound booklets which compile the information month to month and year to year. The information actually recorded on the worksheets also differs in that some record only case numbers and others include case numbers, specific dates of filing or termination, and party names. The office might benefit from a method of compiling statistics which was more consistent.

The statistical collection method, which is described in Chapter I of this report, will be relatively easy for the Tempe Court to adopt since they are already using a form of a worksheet system.

#### 1. Backlog Areas in the Tempe Justice Court

The staff of the Tempe Justice Court stays very busy and keeps up with the day-to-day business that flows into the court and transactions that are made over the counter. Most cases are initiated, processed, and terminated in the normal course of business. However, there are several areas of backlogged work which the court does not seem to have the time to keep up with. For instance, when there is no action in a civil case for one year, statutes require that a letter be sent to the parties with 60-day notice that the case will be dismissed. Such cases have



been accumulating for approximately four years. Also, there is a backlog of issuance of warrants on Failure To Appear complaints. This situation on FTA's has existed for approximately one year. A third area is in the Fines Due notices for civil and criminal traffic cases. Notices and orders to show cause letters are sent to so many recalcitrant defendants that the work has become backlogged. A fourth backlogged area is the records retention and destruction program. Prior to destroying case files which have exceeded the minimum retention period, the 60-day civil no action notices must be mailed. The final area that is backlogged in the Tempe Court is entries in the daily cash book. This situation has existed for approximately three months at the time of the site visit and because of the difficulty with keeping up with the daily entries in the cash book, monthly financial reports could not be prepared for the county.

Examples of these types of backlogged areas were observed in the justice courts which the study team visited. So the Tempe Court is not being singled out, but because of the straightforward and candid appraisal of the situation, the Tempe Court clerical staff cooperated in specifically identifying these areas. The study team does not feel that the staffing of the justice courts necessarily needs to be increased to cope with the backlogged areas. Rather, a system of case processing procedures needs to be developed so that the followup tasks associated with civil cases, criminal and traffic cases, records retention, and financial accounting can be handled in the regular course of business. No single change will make the difference. A combination of case

initiation procedures, statistical compilation methods, improved forms, better case monitoring procedures in the use of docket sheets and calendar cards, streamlined accounting systems, procedures manuals, and staff training would all contribute substantially to resolving the problems that result in backlogs.

## 2. Civil and Small Claims

When a civil complaint is filed in the Tempe Justice Court a log book is used to record the assigned number, the first-named plaintiff, first-named defendant, and codes for the category of case (e.g. 1 = less than \$500, 2 = more than \$500, FD = Forcible Detainer).

The complaint is placed in a file folder that has been color-coded for each case category mentioned above. The Maricopa County civil docket sheet is completed and entries are made in a notebook style annual index. This index is alphabetical for both the plaintiff and defendant, but because it is notebook style, it is alphabetical only to the first letter of the last name and is only maintained for one year.

The case files are stored in numerical order: closed case files are identified with an orange marking on the file, but are not segregated out of the active files. Also, docket cards are marked in orange when closed.

To collect monthly statistics the civil clerk uses a worksheet (See Tempe Appendix A) where case number notations are made of all cases terminated for the month. To determine the age of pending cases the clerk reviews the case files of all cases that have become more than one year old to determine how many are still active.

Small claims cases are processed in much the same way as regular civil cases. The docket sheets are kept in a large notebook that is very cumbersome and does not allow ease of access. The small claims clerk indicated that small claims cases may remain active for a long period of time because the court does not have the resources to dismiss cases for lack of activity. The court automatically sets hearing dates for small claims cases and when neither the plaintiff nor the defendant attends, the case remains active although dormant.

### 3. Civil Traffic

When civil traffic citations are received, they are checked for correct entries of court date, time, and address. If there is something technically wrong with the ticket it is dismissed.

The citations are docketed (See Tempe Appendix B) and placed in case jackets. These jackets are color-coded yellow for civil traffic and pink for criminal.

A separate filing area is kept for cases that have a payment pending, school, or rehabilitation programs to complete.

Monthly worksheets are prepared to collect termination data. This sheet allows the clerk to make a case number notation for both the case age and type of termination. The design of the worksheet requires the clerk to make an entry for each piece of information; marking the case number once under type of termination and once for the age of the case.

### 4. Criminal Traffic

Most tickets are hand-delivered to the court except the sheriff's citations which are forwarded by interoffice mail. Some

agencies deliver citations daily while others bring them weekly.

Regular criminal traffic cases are docketed, indexed and then placed in a case jacket. (See sample in Tempe Appendix C.)

A disposition sheet is used during court to record the case information. Everything that happens during the case is entered on this sheet. It is also used as a quick reference to answer questions regarding the case.

A list has been created for indexing purposes. The following information is identified on the list: docket number; defendant's name and birthdate; whether the case is a DWI, reckless driving, or driving with suspended license or other violation; whether a warrant has been issued and its date of issuance; and the termination date and code. These index lists are color-coded to indicate the month the case was filed and the termination date. This information is used to help prepare the monthly statistics.

The clerk prepares an alphabetical ledger card to post time payments. (See sample in Tempe Appendix D.) This form is used for accounting purposes. The cash register itemizes payments, all surcharges and the total amount paid. This information is recorded directly on the citation jacket. Once the fine has been paid all case information is filed in file cabinets by year.

#### 5. DWI Reporting

Once received, the citations are checked for accuracy and jurisdiction. MVD is contacted for a certified copy of reckless driving and suspended license charges. It currently takes three weeks for MVD to mail information to the court.

Prior to the arraignment the clerk prepares the case file. The following forms are partially completed (if required) and

placed in the case file folder. The Order Regarding Counsel and Reimbursement; Order for Alcohol Screening Treatment (for DWI's only); Judgment of Guilt and Sentence; Defendant's Financial Statement and Request for Appointment of Counsel; and the Release Questionnaire.

Once the defendant is sentenced if a fine is still due the case file is placed in the file cabinet for pending cases.

The clerk who processes these criminal traffic cases has worksheets to record statistics for the monthly report. Separate forms are used for DWI's, FTA Warrants, Bench Warrants, Criminal Traffic Cases and another for all other violations. (See samples in Tempe Appendix E.)

F. Prescott Justice Court

The Prescott Justice Court is one of seven justice of the peace precincts in Yavapai County, Arizona.

There are three clerical positions authorized; however, one was vacant for about two and one-half months at the time of the site visit. The Justice Court office is co-located with the Prescott City Court, since the justice of the peace also serves as city magistrate. The space allocated to the justice of the peace clerk's office is very limited. The cramped conditions hamper efficiency and detract from a smooth workflow. There is some possibility that the office will gain much needed additional space within the next year when another office moves out of the county courthouse. A comparison of the City Court and the Justice Court is interesting. The City Court, which admittedly has a limited jurisdiction compared to the Justice Court, is nearly fully automated through the Prescott city computer. The Justice Court operates exclusively using manual case processing procedures.

One note of interest is that the Justice Court's office is linked by closed circuit video to the city jail. This system is used in conjunction with a speakerphone for voice communication to conduct initial appearance hearings. The system saves transportation costs and avoids security problems associated with bringing prisoners to the courthouse. The system has been in operation for about two years.

1. Case Numbering

The Prescott Justice Court uses a sequential numbering system which carries on from year-to-year. Each series started either at the beginning of the Justice Court or when subsequent

jurisdiction was acquired, such as in the case of small claims. There are four numbering systems used: civil is at approximately 19,800; small claims is at approximately 1,650; criminal, which also includes misdemeanor, is at approximately 27,800; and traffic, which includes criminal and civil traffic, is at approximately 47,000.

Prescott Justice Court should consider using the coded case numbering system which is recommended in Chapter II, Section A of this report.

## 2. Case Processing Procedures

The Prescott Justice Court is in need of procedural manuals to define the case processing procedures for all case types and also to clarify records management practices. One major problem noted is that civil cases are not placed in individual file folders. It was explained that this is due to the cost of file folders for each individual civil case. The problem which results is a filing cabinet which has loose papers that are almost unmanageable and very difficult to find. Also, cases are not screened on a regular basis to determine which ones should be considered for dismissal due to lack of activity.

Another problem area is indexing. The indexes for the civil and criminal cases are kept in the front of each notebook which contains corresponding docket sheets for the civil or criminal cases. To find the case number for a given case, one must know exactly when the matter was filed or search through several loose-leaf binders. The Prescott Justice Court could benefit from reviewing the recommendation on indexing and the development of an

index card system which is contained in Chapter II, Section B of this report.

In January 1985, the Prescott Justice Court is planning to adopt a system for traffic which will eliminate the use of a separate docket sheet for each traffic case and, instead, use the back of the citation form. This system should cut down dramatically on the amount of paperwork generated in the clerk's office.

### 3. Accounting System

The accounting system used in the Prescott Justice Court appears to be in accordance with the general procedures prescribed by the state auditor. When fines and fees are received, a two-part receipt form is prepared and one copy is given to the payor. The other copy is used to update a cash sheet which acts as a daily journal to record the receipt number, case number, party name, and amount paid. There are separate cash sheets kept for criminal, civil, and traffic. Cash deposits are made twice weekly; there is approximately \$15,000 received per month. Approximately 400-500 receipts are issued monthly. There is a separate notebook maintained to record receipt of bonds and other trust money, such as restitution. Individual account cards are kept in this book by defendant's name.

The accounting procedures of the Prescott Justice Court could benefit from the development of a one-write or pegboard accounting system, which combines the receipt and journal.

### 4. Records Retention and Destruction

Inactive records of the Justice Court are maintained in the courthouse vault near the clerk's office. These inactive



records occupy six four-drawer vertical filing cabinets and three two-and-a-half cubic foot boxes for old dockets in both loose-leaf and bound-book form. There are also reportedly some old docket books at the Charlotte Hall Museum. Files prior to 1972 have been destroyed.

Because of the limited space in the vault and the fact that it is shared with the City Court, better space utilization could be achieved with the use of warehouse-type shelving and one cubic foot records storage boxes. The two-and-one-half cubic foot boxes that are presently being used are commonly found in courts because they correspond generally to the size of a file cabinet drawer. The problem is that they weigh 80-90 pounds when full. A one cubic foot box, on the other hand, weighs 30-40 pounds when full and can be lifted by most court employees.

Also, proper implementation of the current records retention schedule for Justice Courts would reduce the inactive storage problem because many of the records are eligible for destruction.

#### 5. Collection and Reporting of Statistics

The Prescott Justice Court compiles statistics throughout the month by using a copy of the monthly statistical reporting form which is annotated with hash marks as cases are received or terminated. At the end of each month, an effort is made to verify the information before preparing the report. The numbers which actually appear on the monthly reports were described by staff as not exact. This description pertains particularly to the total pending figures. To achieve a complete verification of the pending caseload in Prescott, a complete inventory would be

required. Because of the office conditions and lack of individual civil file folders, this would be a difficult task.

The Prescott Court would benefit from implementation of the worksheet system described eariler in this report.

SCOTTSDALE JUSTICE COURT

Appendices A - C

FILED - MONTH OF

## SMALL CLAIMS

## SMALL CLAIMS TERMINATIONS

MONTH OF \_\_\_\_\_

19\_\_\_\_

## TRIALS AND DEFAULTS ONLY

Case No.	Heard By Hearing Officer	Heard By Judge
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		
26.		

# SMALL CLAIMS TERMINATIONS - OTHER THAN BY TRIAL OR DEFAULT

MONTH OF \_\_\_\_\_ 19\_\_\_\_

1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			

OPEN CASES END OF MONTH

MONTH OF \_\_\_\_\_ 19\_\_\_\_

UNDER \$500	\$500 - \$2499.99	FORCIBLES
	<u>LESS THAN ONE YEAR</u>	
	<u>MORE THAN ONE YEAR</u>	
	<u>TOTAL OPEN CASES</u>	

## DOMESTIC VIOLENCE PETITIONS

MONTH OF \_\_\_\_\_ 19 \_\_\_\_\_

## FILINGS \*

			1.
			2.
			3.
			4.
			5.

\*ISSUED (I)

\*DENIED (D)

## HEARINGS REQUESTED \*

			1.
			2.
			3.
			4.
			5.

\*Held (H)

PENDING END OF MONTH

Petitions \_\_\_\_\_

Requests For Hearing \_\_\_\_\_



UNDER \$500		\$500 - \$2499.99		FORCIBLES	
					1
					2
					3
					4
					5
					6
					7
					8
					9
					10
					11
					12
					13
					14
					15
					16
					17
					18
					19
					20
					21
					22
					23
					24
					25
					26
					27

OPEN CASES END OF MONTH

MONTH OF \_\_\_\_\_ 19 \_\_\_\_\_

UNDER \$500	\$500 - \$2499.99	FORCIBLES
	<u>LESS THAN ONE YEAR</u>	
	<u>MORE THAN ONE YEAR</u>	
	<u>TOTAL OPEN CASES</u>	

TRANSFERS OUT

MONTH OF \_\_\_\_\_ 19\_\_\_\_

UNDER \$500		\$500 - \$2499.99		FORCIBLES	
	To		To		To
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

COURT TRIALS HELD

1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.)					
10.					
11.					
12.					
13.					

UNDER \$500		\$500 - \$2499.99		FORCIBLES	
	<u>Trials</u>		<u>Trials</u>		<u>Trials</u>
					1
					2
					3
					4
					5
					6
					7
					8
					9
					10
					11
					12
					13
					14
					15
					16
					17
					18
					19
					20
					21
					22
					23
					24
					25
					26
					27

TRANSFERS IN

MONTH OF \_\_\_\_\_ 19 \_\_\_\_\_

UNDER \$500		\$500 - \$2499.99		FORCIBLES	
	From		From		From
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

CRIMINAL TRAFFIC FILINGS

MONTH OF 19

D.W.I.	SERIOUS	ALL OTHER	F.T.A.
			5
			6
			7
			8
			9
			10
			11
			12
			13
			14
			15
			16
			17
			18
			19
			20
			21
			22
			23
			24
			25
			26
			27
			28

## CRIMINAL TRAFFIC TERMINATIONS

MONTH OF \_\_\_\_\_ 19\_\_\_\_

D.W.I.	SERIOUS	ALL OTHER	F.T.A.
			1
			2
			3
			4
			5
			6
			7
			8
			9
			10
			11
			12
			13
			14
			15
			16
			17
			18
			19
			20
			21
			22
			23
			24
			25
			26
			27
			28

## CRIMINAL TRIALS HELD

MONTH OF \_\_\_\_\_

19\_\_

(If Jury Trial, indicate: J)

	D.W.I.	SERIOUS	ALL OTHER	F.T.A.
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
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23.				
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25.				
26.				
27.				
28.				



## CRIMINAL TRAFFIC TRANSFERS

MONTH OF \_\_\_\_\_ 19 \_\_\_\_\_

D.W.I.	SERIOUS	ALL OTHER	F.T.A.
	<u>TRANSFERS IN</u>		
			1
			2
			3
			4
			5
			6
			7
			8
			9
			10

TRANSFERS OUT

			1.
			2.
			3.
			4.
			5.
			6.
			7.
			8.
			9.
			10

STATISTICAL CORRECTIONS \*\*

			1.
			2

## CRIMINAL TRAFFIC - WARRANTS ISSUED

MONTH OF \_\_\_\_\_

19\_\_\_\_

D.W.I.	SERIOUS	ALL OTHER	F.T.A.
			1.
			2.
			3.
			4.
			5.
			6.
			7.
			8.
			9.
			10.
			11.
			12.
			13.
			14.
			15.
			16.
			17.
			18.
			19.
			20.
			21.
			22.
			23.
			24.
			25.
			26.

OPEN CASES END OF MONTH

MONTH OF \_\_\_\_\_ 19\_\_\_\_

D.W.I.	SERIOUS	ALL OTHER	F.T.A.
	<u>LESS THAN 5 MONTHS</u>		
	<u>MORE THAN 5 MONTHS</u>		
	<u>TOTAL OPEN END OF MONTH</u>		
	<u>WARRANTS OUTSTANDING</u>		

CRIMINAL TRAFFIC COMPLAINT CATEGORIES

D.W.I. §28-692

SERIOUS §28-662

§28-663

§28-664

§28-693

§28-708

ALL OTHER

All other CRIMINAL  
moving and non-moving  
violations

A.C.C. motor carrier

Financial responsibility

[illegible]

## CIVIL TRAFFIC TERMINATIONS

MONTH OF \_\_\_\_\_ 19 \_\_\_\_\_

DEFAULTS		OTHER	
			1.
			2.
			3.
			4.
			5.
			6.
			7.
			8.
			9.
			10.
			11.
			12.
			13.
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# CIVIL TRAFFIC HEARINGS

BY JUDGE		BY HEARING OFFICER	
			1.
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CIVIL TRAFFIC RECAP - MONTH OF \_\_\_\_\_ 19 \_\_\_\_\_

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Filed in Month \_\_\_\_\_

Pending Less Than 5 Months \_\_\_\_\_

Pending More Than 5 Months \_\_\_\_\_



TRAFFIC - PENDING END OF MONTH

MONTH OF \_\_\_\_\_ 19 \_\_\_\_

	<u>Less Than 5 Months</u>	<u>More Than 5 Months</u>	<u>Warrants Outstanding</u>
D.W.I.	_____	_____	_____
Serious	_____	_____	_____
All Other Violations	_____	_____	_____
Failure to Appear	_____	_____	_____
Civil Traffic	_____ _____	_____ _____	_____ _____
Total	_____	_____	_____

MISDEMEANOR COMPLAINTS FILED MONTH OF \_\_\_\_\_, 19\_\_\_\_

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MISDEMEANOR FAILURE TO APPEAR COMPLAINTS FILED - SAME MONTH

1.				
2.				
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7.				

MISDEMEANORS TERMINATED

MONTH OF \_\_\_\_\_ 19\_\_\_\_

	Other Termination	Court Trial	Jury Trial
1.			
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MISDEMEANOR COMPLAINTS FILED DURING MONTH \_\_\_\_\_

PENDING END OF MONTH UNDER 150 DAYS \_\_\_\_\_

PENDING END OF MONTH OVER 150 DAYS \_\_\_\_\_

NUMBER OF OUTSTANDING WARRANTS END OF MONTH \_\_\_\_\_

F.T.A. COMPLAINTS FILED DURING MONTH \_\_\_\_\_

PENDING E.O.M. UNDER 15 DAYS \_\_\_\_\_ OVER 150 DAYS \_\_\_\_\_

# MISDEMEANOR WARRANTS ISSUED

MONTH OF \_\_\_\_\_ 19\_\_\_\_

1.			
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2ND PRECINCT JUSTICE COURT

RECEIPT NUMBER

DATE \_\_\_\_\_

PREPARED BY

[illegible]

FELONY COMPLAINTS FILED

MONTH OF

19

From 1st through 10th (or 11th if 31-day month)

1.		
2.		
3.		
4.		
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From 11th through end of month (or 12th if 31-day month)

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FELONY COMPLAINTS TERMINATED

MONTH OF

19

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10.		PRELIMINARIES HELD
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ON FILE - LESS THAN 20 DAYS

ON FILE - 20 DAYS AND OVER

OUTSTANDING WARRANTS

FELONY INITIAL APPEARANCES HELD

MONTH OF \_\_\_\_\_ 19\_\_\_\_

			1
			2
			3
			4
			5
			6
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			8
			9
			10

STATISTICAL CORRECTIONS - Indicate + or -

			1.
			2.
			3.



WARRANTS ISSUED

MONTH OF

19

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NORTHWEST PHOENIX JUSTICE COURT

Appendices A - D

Pl. MAT-LOCK ENTERPRISES, Def.  
INC.UNITED BANK, a Banking Association,  
and ARIZONA UTILITY CONTROL, INC., an  
Arizona corporation;

Pl. Atty.

Def. Atty.

NATURE OF ACTION	DEMAND \$	COSTS AND FEES	P	D
FORCIBLE DETAINER	1500.00	COMPLAINT #27385	20.00	
x CONTRACT		SERVICE	18.50	
DEBT	x COSTS	MILEAGE		
TORT MV	x ATTY. FEES	WITNESS FEES		
OTHER	POSSESSION OF	MILEAGE		
	PREMISES	CERTIFIED COPIES		

COMPLAINT FILED 2-2-84	MOTION TO SET
SUMMONS ISSUED 2-2-84	TRIAL DATE
PROCESS SERVER Bentley & Roy	CONTINUED TO BY
CONSTABLE	CONTINUED TO BY
SUMMONS SERVED 2-3-84	CONTINUED TO BY
x SERVED United Bank	MOTION FOR SUMMARY JUDGMENT
UNSERVED	MOTION FOR JUDGMENT./PLEADINGS

ANSWER FILED 2-24-84	GRANTED
ADMITS CLAIM	DENIED
DENIES CLAIM	
COUNTERCLAIM FOR \$	
2-24-84 Cross-Claim filed. - United Bank vs Arizona Utility Control, Inc.	

TRIAL ACTIVITY	TRIAL:	COURT	JURY
DISMISSED W/O PREJUDICE	JUDGT. ENTERED FOR		
DISMISSED W. PREJUDICE	AGAINST		
DEFAULT JUDGT.	FOR \$		
W/O HEARING	AND COSTS \$		
W. HEARING	ATTORNEY'S FEES \$		
JUDGMENT \$	INTEREST \$		
DATE SIGNED	ACCRUING COSTS		
JUDGMENT MAILED			
WRIT OF RESTITUTION			
ISSUED ON			

2-9-84 SUMMONS & COMPLAINT returned served on 2-3-84 - AZ Utility Control,  
3-9-84 Affidavit on Default. Entry of Default filed. \$18.5  
against Arizona Utility Control.

4-2-84 Notice of Service of Non-Uniform Interrogatories Requests for  
Admissions, and Requests for Production

4-4-84 Answer and Cross-Claim returned served 4-2-84 (\$12.25)

4-13-84 Defendant by attorney, files Notice of Service of Defendant United  
Bank of Arizona's First Set of Nonuniform Interrogatories to  
Plaintiff.

4-13-84 Defendant United Bank of Arizona's First Request for Production of  
Documents

(OVER)

JUSTICE OF THE PEACE

CROSS-CLAIMANT, UNITED BANK OF ARIZONA VS ARIZONA UTILITY CONTRO.

OTHER PROCEEDINGS:

POST TRIAL ACTIVITY

MOTION TO SET ASIDE JUDGMENT _____ MOTION FOR NEW TRIAL _____ GRANTED _____ DENIED _____ STAY OF JUDGMENT. _____ APPEAL _____ BOND _____ SURETY _____ SATISFACTION OF JUDGMENT _____	WRIT OF EXECUTION ISSUED _____ TO CONSTABLE _____ SERVED _____ UNSERVED _____  WRIT OF RESTITUTION ISSUED _____ TO CONSTABLE _____ SERVED _____ UNSERVED _____
--	--

DATE

5-2-84	DEFENDANT, United Bank of Arizona's Responses to Plaintiff's Non-Unif Interrogatories, Request For Admissions And Request For Production.
4-30-84	Affidavit of Default on Cross-Claim
5-3-84	Entry of Default on Cross-Claim signed
5-11-84	Defendant United Bank of Arizona's first set of Nonuniform Interrogatories to Plaintiff and Plaintiff's Responses thereto
5-16-84	Notice of entry of Automatic Stay
5-15-84	Plaintiff files Response to Defendant United Bank's Request for Production
5-15-84	Plaintiff files Initial List of Witnesses and Exhibits
5-15-84	Plaintiff files Motion for Summary Judgment.
5-20-84	Defendant United Bank of Arizona files list of witnesses and Exhibits.
5-8-84	Plaintiff files Reply to Response to Motion for Summary Judgment.
5-20-84	Defendant United Bank of Arizona files Response to Motion for Summary Judgment.
5-3-84	Plaintiff's Motion for Summary Judgment, denied.
7-17-84	Plaintiff files Motion to Set.
8-17-84	Trial set for November 8, 1984 at 9:00 a.m. Notices mailed this date.

ISSUED: /  
 DENIED: /  
 TRANS. OUT: /  
 DISMISSED:

Denied: /  
 Trans. Out:  
 Dismissed: /  
 Revoked:

1984

REVOKED: 11/1  
 1/1/84

(U) UNDER \$500

(O)

(U) \$500-\$2499.99

(O)

(U) FORCIBLE DETAINERS

TRANSFERS IN						
TRANSFERS OUT						
TERMINATED	11/1			11/1 11/1	11	11/1 11/1 11/1 11/1
RIALS	1			11	1	1111
URY						

STATE OF ARIZ. vs \_\_\_\_\_ CASE NO. \_\_\_\_\_  
DEFENDANT ANSWERS \_\_\_\_\_ DENIES \_\_\_\_\_ ADMITS \_\_\_\_\_ SANCTION \_\_\_\_\_  
DEF. SIG. \_\_\_\_\_ ADDRESS & TELE. \_\_\_\_\_  
HEARING DATE \_\_\_\_\_ DISPOSITION \_\_\_\_\_  
ASSIGNED TO D.D.S. \_\_\_\_\_ COMPLETE \_\_\_\_\_ INCOMPLETE \_\_\_\_\_  
DEFENDANT FAILS TO ANSWER \_\_\_\_\_ DEFAULT ENTERED \_\_\_\_\_  
LETTER SENT \_\_\_\_\_ UNDELIVERED \_\_\_\_\_  
LICENSE SUSPENDED \_\_\_\_\_ LICENSE REINSTATED \_\_\_\_\_  
DATE \_\_\_\_\_

PHOENIX, ARIZONA

DATE 4-27, 19 84

No. 78326

RECEIVED FROM MC GUCKIN, CAROL THE SUM OF \$ 137.00 (CASH/PAPER)PO BOX 560 Apache Junction AZ WHICH IS THE BALANCE OF FULL (FINE/BOND) FOR Lyons, James Patrick (Defendant)WHO WAS SENTENCED TO SERVE 0 DAYS OR PAY (FINE/BOND) OF \$ 137.00BY JUDGE BARCLAY OF THE NW PHX (CITY/JUSTICE) SUPERIOR COURT(HE/SHE) SERVED 0 DAYS AND PAID IN CASH \$ 137.00COMMITTED 9-27-84 RELEASED 9-27-84 DAYS CREDITED 0

AT THE (MAIN JAIL/ANNEX/DURANGO/AVONDALE/MESA/OTHER) FACILITY

CASE NO. 10-30-84 Bond to CourtWARRANT NO. 84670BOOKING NO. 744113RECEIVED BY Billy Chapman

Form 50 - 130

Signature (Full Name) &amp; Serial No.

10-17-84 4:30 Pm Court Date 702 W. DunlapALL BLANKS MUST BE FILLED  
IN COMPLETELY

ADAMS, EDWIN

YOUR RECEIPT

THANK YOU

RECEIVED  
JULIAN L. BARCLAY10/19/84 12:14PM  
111N5322 A 0001

BUS IN 9:00AM

9:00AM

1984

ADAMS, RICKY

24318964

10-3-84

R-4782

10-18-84

Bond to fine &  
tax

5555

5555

BUCKEYE JUSTICE COURT

Appendices A - C



[illegible]

D.W.I.

SERIOUS MOVING VIOLATIONS

OTHER VIOLATIONS

CIVIL TRAFFIC

	Transfer		Complaints Terminated		Warrants Issued	Warrants Satisfied		Trials Court Ju
	In	Out	Under 5 mos	Over 5 mos		Under 5 mos	Over 5mos	
D.W.I.		1	1 5 2					
SERIOUS MOVING VIOLATIONS								
OTHER VIOLATIONS		1	189 136 117 272	0		712 8 31 SP 10		
CIVIL TRAFFIC			51 40 45 32		Default Judgments 51 42			Hearings 9

Month

*detained*

Oct 1984		MISDEMEANOR		DISPOSITION
AT	CASE NUMBER	DEFENDANT	CHARGES	
			Theft	
1-84	M84-278	James O'Leary Webb		
1-84	M84-279	Donald Gene Davis	Theft	
1-84	M84-280	John Michael Hertley	Theft	
3-84	M84-281	Claude Steven Deatherage	minor consuming	10-12-84 plead guilty fine \$ 6800
3-84	M84-282	Michael Franklin McKiney	minor consuming	
9-84	M84-283	Wm. Carl Schraw	Theft of services	
1-15-84	M84-284	Lugg Johnson	minor poss. of firearm license to minor	10-15-84 plead guilty fine \$ 1650
10-84	M84-285	Bret Ozeroff	Criminal Trespass	
10-84	M84-286	Bret Ozeroff	Poss Drug Paraphernalia	
10-84	M84-287	Mary Hale	Criminal Loitering (RM)	
10-84	M84-288	Mary Hale	Criminal Trespass	
10-84	M84-289	William Hovisix	Criminal Trespass	
10-84	M84-290	William Hovisix	possessor of drug paraphernalia	
10-84	M84-291	Jeffrey Alston	Criminal Trespass	
10-84	M84-292	James Hall	Criminal Trespass	M84-292 M84-118 & 119 M84-295 M84-297 M84-292 M84-132 M84-251 - M84-255 M84-217 - M84-230 M84-216 M84-222 M84-262 - gets withheld
8-84	Out of JTP's	OLD FTM "	FTM M84-275	M84-275 Plead Bety M84-276 " " M84-206 " " M84-211- " "

CASA GRANDE JUSTICE COURT

Appendices A - D

*Sept*

SMALL CLAIMS AND JUDICIAL SERV.		\$500.00 - \$499		FEDERAL DEFENDERS	
Filed In The Month	174 150 135 141 175 180 186 192 176 181 187 193 177 182 188 178 183 189 179 184 190	240 345 350 355 341 346 351 356 342 347 352 357 343 348 353 344 349 354	334	337 339	334
TRANSFERS IN	"	"	"	"	"
TRANSFERS OUT	"	"	"	"	"
Complaints Terminated	167 173 178 183 159 164 169 174 157 162 167 172	167 173 178 183 159 164 169 174 157 162 167 172	167 173 178 183 159 164 169 174 157 162 167 172	337 339	334
Small Claims Trial By Default	"	"	"	"	"
Small Claims Trials Held By A Volunteer Hearing Officer	172 178 158 164 155 161	172 178 158 164 155 161	172 178 158 164 155 161	337 339	334

(20)

(18)

(3)

94

(1)

(3)

(5)

Cash                  Bonds  
Dr      Cr        Dr      Cr

10/24 Receipts 924-102  
Deposit

Receipts 01751-01748  
Deposits

7/5 Receipts 925-102  
Deposit

246 Receipts 01749-01854  
Deposit

Receipts of 26-1

Deposited

JPC 2557 Sup. <sup>2401383</sup> <sup>4 to 2 Rys.</sup> <sup>CR 30172-9</sup>

UPC 2558 *William W. Wickard* (2R 24471)  
R# 00204

Forfeit Bond Anthony Penn. 484-711  
R 01602  
188 11/13/12

1. Islam Barat 233 114  
2.5-1

" Mark W. En... 784-5547  
Q15-1  
784-5547

" John B. Thompson. 753-1897  
212-1  
-83 x 32

" Daniel W. Sturdevant 7-87-3037  
Q15-1

" Michael Lipter T82-14132-141 R# 151  
T82-10181 - 4624

"Frederick Wilson 741-5524-8  
2151

JPC 2557 <sup>Sample</sup> <sup>R 125</sup> <sup>Donald P. Clark</sup>  
 781, 3622, 78

JPL 2560 Charles H. Hill R 01353

JPC 2561 for <sup>Ernest T. Ford</sup> ~~Robert Ford~~ 27196  
2719-1

129 Receipts 01835-01847

Hispania

Receipt 929-102.

*Bi-pointe*

Forrest Clark, Chicago, Ill. 1897

"Comp. to Defend" 1875-1878

10. Receipts 2000

*Al. A. A. A.*

*Fines*  
DR CR

*ASC*  
DR CR

*Pot*  
DR CR

*PLS*  
DR CR

*Fees*  
DR

Other Misc	County Fines	Name & Fish	Hay		Chief		Emof - 3
Dr	CR	Dr	CR	Dr	CR	CR	Dr

100  
 Receipts  
 Report



Emof-30 Suspension

12 Cr

**CASA GRANDE JUSTICE COURT 02  
CASHIER'S DAILY MONEY TRANSMITTAL**

DATE: \_\_\_\_\_

RECEIPTS: # \_\_\_\_\_ THRU \_\_\_\_\_

OVER \_\_\_\_\_  
SHORT \_\_\_\_\_

CASHIER: \_\_\_\_\_

BOOKKEEPER: \_\_\_\_\_

		RECEIPT TOTAL
	NO. COUNTS	TOTALS
100.00		
50.00		
20.00		
10.00		
5.00		
1.00		
.50		
.25		
.10		
.05		
.01		
TOTAL OF CHECKS (ATTACH TAPE)		
SUBTRACT BANK		(25.00)
TOTAL DEPOSIT (Same as Total Receipt)		

TEMPE JUSTICE COURT

Appendices A - E

Cecil

er \$500	DEFAULT		WITHOUT TRIAL			TRIAL	
<i>green</i>	84-764 84-846 84-1385 84-1239 84-1355 84-1380 84-1258 83-1746	83-1874 84-1298 84-2015 84-2016 84-2019 84-1441 84-1534 84-1442	84-1569 83-1569 84-1408 84-2017			84-098 84-133	
	Total		Total			Total	
LL CLAIMS	Total		Total			Total	
	Total		Total			Total	
00 - \$1000	83-1835 84-1033 84-1404 84-1407 84-2033 84-2034 84-2036	84-1292 84-1387 84-1419	83-1734 84-1045 84-2008 84-549 84-1359 84-857 84-1014			83-1964 83-1928 84-082 83-1900 84-169 84-135	
	Total		Total			Total	
er \$1000	84-1135 84-1148 84-2041 84-672 84-1557 83-1752	84-1446 84-1430 84-2011	84-1406 84-1406 84-1266 83-990 84-1545 84-1679				
	Total		Total			Total	
ibles	84-1482 84-1489		84-1496 84-1584 84-1561 84-1539 84-1504 84-1618 84-1620 84-1642	84-1643 84-1650 84-1594 84-1628 84-1663 84-1666 84-1666 84-1672	84-1674 84-1708 84-1715 84-1720 84-1749 84-1728 84-1728 84-1728	84-1532 84-1538 84-1540 84-1541 84-1544 84-1544 84-1546 84-1548 84-1556	84-1567 84-1552 84-1568 84-1569 84-1570 84-1569 84-1569 84-1569 84-1569
	Total		Total			Total	
ansfer Out			Transfer In	84-1698 84-1789 84-1754 84-1755		84-1519 84-1587 84-1589 84-1573	84-1580 84-1588 84-1593 84-1602

84-1751 84-1686 84-1604 84-1612  
 84-1752 84-1690 84-1603 84-1608  
 84-1770 84-1702 84-1626 84-1627  
 84-1772 84-1703 84-1631 84-1633  
 84-1773 84-1705 84-1635 84-1636  
 84-1713 84-1641 84-1644  
 84-1714 84-1645 84-1646  
 84-1717 84-1661 84-1662  
 84-1697 84-1619 84-1623  
 84-1706 84-1640 84-1649  
 84-1719 84-1655 84-1656  
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 84-1738 84-1670 84-1671  
 84-1740 84-1673 84-1675  
 84-1741 84-1677 84-1682  
 84-1744 84-1677 84-1682  
 84-1744 84-1677 84-1682

## CIVIL TRAFFIC

MONTH FILED AUG.

DOCKET NO.	DEFENDANT'S NAME	D.O.B.	LICENSE SUSPENDED	TERM IN A T I O N DATE	CODE
CT84-2111	FREY, THOMAS R.	11/24/59			
CT84-2112	PRINTNER, HOWARD C.	7/25/57		9-12-84	43
CT84-2113	FRYK, KENNETH E.	8/20/61		8-30-84	10
CT84-2114	GIEPER JR., JOSEPH A.	6/24/53			
CT84-2115	GOODWIN, MICHAEL ANNE	4/5/64			
CT84-2116	GROVER, RICK L.	6/22/65		8-28-84	43
CT84-2117	HEAP, EUGENE F.	10/3/54			
CT84-2118	" " "	" " "			
CT84-2119	HENDERSON, JOHN E.	11/26/63			
CT84-2120	HENDERSON, JOSEPH T.	7/17/63			
CT84-2121	HENRY, ROBERT L.	10/15/50		8-28-84	12
CT84-2122	HIGHT, JAMES D.	2/21/50		10-3-84	43
CT84-2123	HIGHE, JAMES D.	2/21/50			
CT84-2124	HOPKINS, PHIL	3/4/66		10-10-84	43
CT84-2125	IUSTRAF, PRANT ELLSWORTH	7/13/60		9-6-84	46
CT84-2126	JIM, BERRY	11/21/59			
CT84-2127	JONES, ROY LEE	8/1/61		12-12-84	55
CT84-2128	" " "	" " "			
CT84-2129	KOONITZ, DENNIS A.	8/25/40			
CT84-2130	LA MPEE, JOHN D.	1/14/60		10-12-84	46
CT84-2131	LEWIS, DAVID L.	10/1/62			

NAME

ARRAIGNMENT DATE

CASE NO.

NO. CONTEST

DATE

ADMITTED

ADMITTED

DATE

OTHER

ADMITTED

ADMITTED

DATE

36-2218

DATE

ADMITTED

COURT

ADMITTED

DATE

ADMITTED

ADMITTED

ADMITTED

DATE

36-2218

DATE

DATE

DATE

ADMITTED

ADMITTED

DATE

CRIMINAL TRAFFIC

CRIMINAL TRAFFIC TRIALS HELD THIS MONTH

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

JURY TRIALS HELD THIS MONTH

TRANSFER OUT

1	1
2	2
3	3
4	4
	5

Transfers IN THIS MONTH

1  
2  
3  
4

DOCKET NO.

DATE DUE

**DEPOSIT**

# BOND

**CIVIL**

**CRIMINAL**

**TRAFFIC**

## APPROVAL

DATE \_\_\_\_\_



## ACCOUNTS RECEIVABLE PAYMENT DETAIL

RECEIPTS/DISPOSITIONS

ACCOUNTS RECEIVABLE BALANCES	BOND OR DEPOSIT BALANCE

**BOND OR  
DEPOSIT  
BALANCE**

DATE	AMOUNT	OF	FINE
PAYMENT			DUE

**TOTAL  
PAYMENT  
AMOUNT**

ASSESSMENTS

41-  
1830.04

AMOUNT  
RECEIVED

RECEIPT  
OR  
CHECK

DATE RECEIVED

DEPOSIT	BALANCE
100	100
200	300
300	600
400	1000
500	1500
600	2100
700	2800
800	3600
900	4500
1000	5500
1100	6600
1200	7800
1300	9100
1400	10500
1500	12000
1600	13600
1700	15300
1800	17100
1900	19000
2000	21000
2100	23100
2200	25300
2300	27600
2400	30000
2500	32500
2600	35100
2700	37800
2800	40600
2900	43500
3000	46500
3100	49600
3200	52800
3300	56100
3400	59500
3500	63000
3600	66600
3700	70300
3800	74100
3900	78000
4000	82000
4100	86100
4200	90300
4300	94600
4400	99000
4500	103500
4600	108100
4700	112800
4800	117600
4900	122500
5000	127500
5100	132600
5200	137800
5300	143100
5400	148500
5500	154000
5600	159600
5700	165300
5800	171100
5900	177000
6000	183000
6100	189100
6200	195300
6300	201600
6400	208000
6500	214500
6600	221100
6700	227800
6800	234600
6900	241500
7000	248500
7100	255600
7200	262800
7300	270100
7400	277500
7500	285000
7600	292600
7700	300300
7800	308100
7900	316000
8000	324000
8100	332100
8200	340300
8300	348600
8400	357000
8500	365500
8600	374100
8700	382800
8800	391600
8900	400500
9000	409500
9100	418600
9200	427800
9300	437100
9400	446500
9500	456000
9600	465600
9700	475300
9800	485100
9900	495000
10000	505000



CRIMINAL TRAFFIC

ALL OTHER VIOLATIONS

Pending less than 5 months

Pending more than 5 months

TERMINATIONS

## CRIMINAL TRAFFIC

## FAILURE TO APPEAR COMPLAINTS

PENDING LESS THAN 5 MONTHS

PENDING MORE THAN 5 MONTHS

FTA'S COMPLAINT ISSUED

T E R M I N A T I O N S

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CRIMINAL TRAFFIC

WARRANTS

PENDING LESS THAN 5 MONTHS	PENDING MORE THAN 5 MONTHS	WARRANTS ISSUED THIS
		1
		2
		3
		4
		5
		6
		7
		8
		9
		10
		11
		12
		13
		14
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		16
		17
		18
		19
		20
		21
		22
		23
		24
		25

TERMINATIONS