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**THE AMERICAN UNIVERSITY**

**CRIMINAL COURTS TECHNICAL ASSISTANCE PROJECT**  
Institute for Advanced Studies in Justice  
The American University Law School  
Washington, D.C.

A Program of the  
Adjudication Division  
Office of Criminal Justice Programs  
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U.S. Department of Justice

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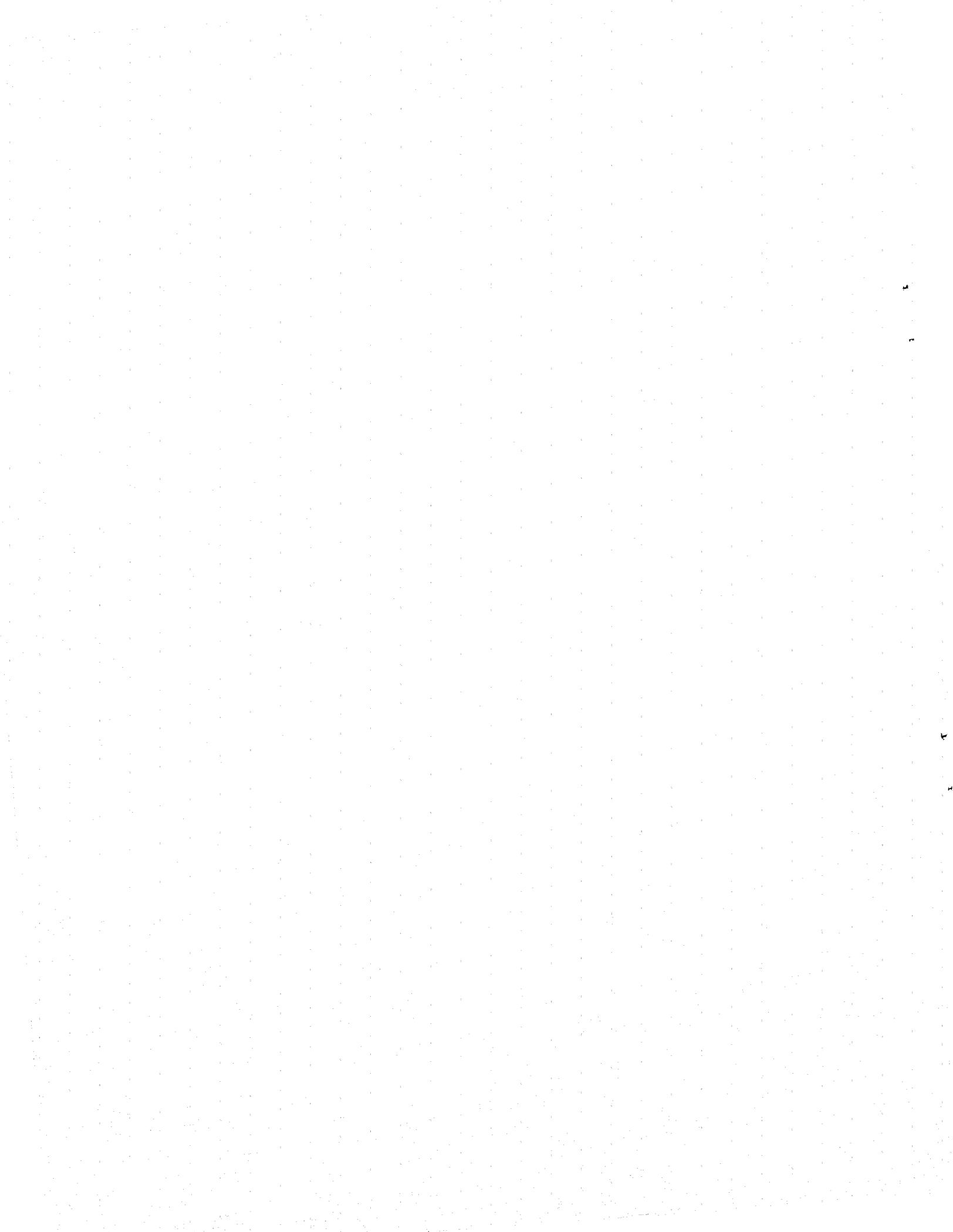
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A STUDY OF POTENTIAL  
COMPUTER APPLICATION AND  
STATISTICAL REPORTING NEEDS IN THE  
SCOTTSDALE, ARIZONA MUNICIPAL COURT

December 1977

Consultant

Maurice D. Geiger

NCJRS  
MAR 30 1978  
ACQUISITIONS

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## I. INTRODUCTION

The Presiding Judge of the Scottsdale, Arizona Municipal Court, the Honorable Dan Roth, requested technical assistance from LEAA's Criminal Courts Technical Assistance Project at American University, through the Arizona State Justice Planning Agency. Judge Roth desired expert consultative assistance in studying the issues of potential computer applications in the court, and the development of useful and accurate statistical reports.

The Scottsdale Municipal Court has experienced a dramatic growth in its caseload in recent years; a growth that is in concert with the increase in population in the city. The operating procedures and practices of the court, however, had not been modified or refined to handle the increased caseload. Although Judge Roth has introduced a number of innovations which have updated procedures, particularly in the area of statistical reporting since he took office in April, 1977, he submitted this request as a means of addressing those problem areas which needed study and change in order for the court to effectively and efficiently handle its business.

The consultant who was selected to provide this assistance was Mr. Maurice D. Geiger. Mr. Geiger is a court management consultant and was formerly an LEAA regional office court specialist. He brought to this assignment extensive experience in the general area of court administration, and particularly in the area of court automation applications.

Through discussions with Judge Roth, it was determined that Mr. Geiger's efforts would concentrate on the question of potential computer applications in the court, and the issue of how to identify and compile relevant statistical information for court management purposes. Within the computer area, the focus was further refined to encompass the following primary areas: 1) the appropriateness

and need for automation; 2) projected costs for automation; 3) available computer system options; and 4) attendant manpower requirements. In the statistical reporting area, the specific emphasis was to be on: 1) studying records retention requirements; 2) identifying key statistical information; and 3) designing a short form reporting form which would provide relevant caseflow and docketing information. (See Appendix K)

Mr. Geiger spent three days on-site in Scottsdale. During this time he worked closely with Judge Roth, who served as the local coordinator for this technical assistance study, and with the court staff. He also met with representatives of the Scottsdale Data Services department.

Mr. Geiger's analysis and recommendations are contained in the following report.

## II. ANALYSIS

### A. Feasibility of Computer Applications

When using normal criteria (i.e., caseload\*), it appears that the Scottsdale City Court's operations could justify a computer-based case management system. The fact that the Court has one central intake point and one case processing location will facilitate the application of automation, since it serves to centralize data gathering. The information exchange responsibilities of the Court can also be used as a justification. In this regard, the Court has a responsibility to provide timely statistical information to the state court system, and case disposition data to other agencies (i.e., police departments, Department of Motor Vehicles).

The major problem in the Court's operations, however, has to do with efficient case management. If this problem is to be remedied, the Court must develop a case indexing system, maintain an inventory of pending cases, and develop a capability to rapidly retrieve case and defendant information. If a computer system is to effectively assist the Court, it must have "on-line" capabilities in order for the Court to perform the above mentioned tasks. A "batch" computer system would be useful for accounting and fiscal control purposes, but is of limited use for calendaring and docket control purposes.

Presently, the City of Scottsdale provides data processing support to various city offices through a service bureau arrangement which is a part of the City Finance Department. The computer operated by the Finance Department does not have "on-line" capabilities, and as such could only serve some of the Municipal Court's needs. The City of Phoenix, however, has "on-line" court computer system which could conceivably service Scottsdale's needs. The courts are approximately ten miles apart and thus a telephone line hook-up between the two systems would

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\* The present case volume is 25,000 to 30,000 cases, including parking violations.

be possible. This would cost approximately \$220 per month.

Before an automated system can become operational in the Court, there needs to be some "cleaning" of existing data. It was evident to the consultant that some files contain inaccurate entries and present case processing and monitoring procedures are inadequate for conversion to a computer-based system. Foremost among these concerns is the fact that there is presently no index for locating cases by a given identifier (i.e., case number, defendant name).

#### B. Case Management and Statistical Reporting Systems

To date, there have been minimal efforts made to develop adequate case management or statistical reporting systems in the Scottsdale City Court. It is apparent that while the city has grown rapidly over the past decade, the court has continued to operate as a low-volume, part-time system. As previously mentioned, there is no indexing system, no meaningful statistical reporting system, and even no docketing system. The only existing useful case control procedure has been introduced by Judge Roth since his appointment, and consists of a simple summary of cases and other court activities, generated on a weekly basis.

##### 1. Present Caseflow and Calendaring Practices

Virtually all (approximately 98%) cases filed in the Scottsdale Municipal Court originate from the city's police department. The remaining cases are referred from either the City Tax Department or the Dog Pound. Each weekday, the police department sends to the court all citations given during the previous day or weekend. The citations are manually logged in and the police receive receipts for those citations which are delivered.

The Scottsdale Municipal Court has jurisdiction over criminal misdemeanor cases such as traffic offenses and cases of trespass, disorderly conduct, shoplifting, etc. It has no jurisdiction over civil matters. Rarely are defendants

taken into custody, and when this does occur (usually in driving while intoxicated cases) the accused is released on his or her own recognizance. Arraignments are generally set by the police, and they inform the defendant of the date and time usually when the summons is written. Since Arizona law requires that an arraignment be held not less than five days nor more than ten days from the date of arrest, the Municipal Court holds all arraignments on every Monday, and issues an arraignment schedule (See Appendix B) each quarter. The police use this schedule for setting arraignments and bonds (See Appendix C). At the time the citation is issued, the police officer gives the accused the bond schedule, and unless the offense is a non-traffic or serious traffic violation, the officer informs the accused that they may plead guilty and pay the fine by mail. Most citations are settled in this manner. Defendants who must appear, and those who elect not to plead guilty, enter an appearance for arraignment purposes on Mondays. At this point their cases are placed on a trial schedule and the court calendar clerk prepares notices detailing the pretrial and trial dates.

At the time of arraignment defendants are asked if they desire and can afford counsel. If the person cannot afford an attorney he or she is given a state form containing a financial statement to fill out as a prerequisite to obtaining free counsel. (See Appendix E). Persons failing to appear at arraignment are sent a misdemeanor warrant (See Appendix F) which serves the purpose of a late letter warning. If they do not respond to that warning within thirty days the police are given a copy of the warrant and instructed to serve it.

Presently, pretrial hearings are scheduled approximately one month from the arraignment date. A large majority of cases are settled at this stage. In the event the defendant elects to proceed to trial, the trial date issued

at arraignment is used. If it becomes necessary to change a trial date, the court notifies the defendant by form letter. A different section of this form letter is used if the defendant fails to appear for trial (See Appendix G). In practice, if a defendant fails to appear the case proceeds in their absence and they are generally found guilty.

The official court calendar is set out at Appendix H. The schedule is generally the same each week. The most interesting thing about this calendar is that it separates cases with attorneys from cases without attorneys. Judge Roth feels that such a grouping causes cases to move faster.

Juvenile cases are heard Thursday evenings before volunteer juvenile referees. All juveniles must appear with their parents.

## 2. Records and Documents

Under Arizona Law, Municipal Courts are not courts of record. There is a trial de novo system in Arizona and thus the record of a trial in a Municipal Court is of little legal or practical importance. Recently there has been some concern about the tape recordings of some trials being erased. Such concern, however, does not seem valid since there is no requirement to make such recordings in the first place. There is currently a question before the City Attorney as to whether or not such unrequired recordings are "public records". Whatever the answer is given to this question, it seems clear that since the Scottsdale Court is not a court of record they are not required to make or maintain such records. The records kept now become part of each case file. The most important document, however, is the citation. Because of the trial de novo doctrine, there is no real reason to keep documents for an appeal. Presently the prosecutor builds a file and after the case is adjudicated the clerk's office tears the file apart, sends disposition data to the State Records Center, sends evidence related documents to the prosecutor, keeps official court papers or orders, and destroys unneeded parts of the file.

### 3. Recent State Court Statistical Reporting Requirements

While the technical assistance site work was being conducted, a representative from the Arizona Supreme Court visited the Scottsdale Court and explained new state reporting requirements. Briefly, the new requirements mandated that the courts maintain an inventory of pending cases by December 31, 1977 and beginning in January 1978 each Municipal Court will be required to provide the State Supreme Court with standardized information (See Appendix J). This development should clear up the existing lack of statistical reports needed to provide the Court with useful management information.

### III. FINDINGS AND RECOMMENDATIONS

#### A. Computer Feasibility

Some sort of computer application is feasible in the Scottsdale Municipal Court. The court can use "batch" processing for the inventory accounting and the financial aspects of the Court, but the case management aspects require an "on-line" capability. This capability could be obtained in several ways but the most economical approach would be to "tie into" the Phoenix City Court computer system. Whatever approach is chosen there will need to be considerable tightening and upgrading of the present data gathering procedures before automation can be implemented.

#### B. Case Management and Statistical Reporting Systems

Presently there is comprehensive case management or statistical reporting systems. The present case management system works rather well due mostly to the dedication and resourcefulness of the clerks and the cooperation of the public. The present statistical reporting system is nearly useless because the court has no hard inventory data. This area has shown improvement over the past several months with the new record keeping programs introduced by Judge Roth.

It is recommended that the Court establish a docket listing. A suggested docket was drafted by the consultant during the site work, and is attached at Appendix K. It is further recommended that a cross reference index be established and maintained. Such an index should show the name of the defendant, the date of the filing and the docket number.

In regard to the statistical reporting system now being required by the State Court System, this could serve as a sound basis for the court's internal reports if two additions are made. First, there should be some way to distinguish between

cases where the defendant pleads guilty to a different charge, and those cases which are dismissed. Secondly, there should be at least one more time period broken out for the age of pending cases. It is suggested that cases pending over 75 days would be appropriate measure.

C. General Operations

Notwithstanding the lack of a docketing system and an inadequate filing system, case processing in the Municipal Court is working quite well. Citizens are treated exceptionally well at the counter, and in general the clerks office, the prosecutor and the court are doing an outstanding job.

A Chief Clerk should be hired as soon as possible. As soon as is feasible, and in no case more than four months after being hired, the Clerk should participate in a formalized program or visit other courts so as to become familiar with modern case docketing and management procedures.

APPENDICES

APPENDIX A

WEEKLY STATUS REPORT

WEEKLY REPORT - SCOTTSDALE CITY COURT

TO: JUDGE DAN ROTH  
 FROM: LISA FALCO  
 SUBJECT: CURRENT COURT STATUS - FOR WEEK OF 11/18/77

ITEM	CURRENT	WEEK OF 11/11/77
APPEALS	3	3
TRIAL SETTINGS	63	9
DISBURSEMENTS (TEAR APARTS)	113	64
SUMMONS	4	CURRENT
WARRANTS	CURRENT	CURRENT
BODY ATTACHMENTS	4	5
BOND REFUNDS	2	4
MICROFILMING	1975 & 1976	1975 & 1976
EXTENSIONS	11/9/77	
LATE LETTERS (ARRAIGNMENTS)	33	27
LATE LETTERS (ACTIVE)	123	121
DATE OF CURRENT COURT SETTING	2/14/78	2/14/78
PARKING TICKETS	325	275
FILING	80	100
MAIL	3½ days	1 day

APPENDIX B

ARRAIGNMENT DATE SCHEDULE



# COURT DATES

	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F		
SEPT	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	29	30		
SEPT	7	12	12	12	12	12	12	12	19	19	19	19	19	19	19	26	26	26	26	26	26	26	26	3	3	3	3	3	3	3	10	
JUL	8	8	12	12	12	12	15	15	15	19	19	19	19	22	22	22	26	26	26	26	26	26	29	29	29	3	3	3	3	6	6	6
	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	
CT	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	29	30	31	
ADULT	10	10	10	10	10	10	17	17	17	17	17	17	17	24	24	24	24	24	24	24	24	31	31	31	31	31	31	31	7	7	7	7
UV	10	10	10	10	13	13	13	17	17	17	17	20	20	20	24	24	24	24	24	27	27	27	31	31	31	31	3	3	3	7	7	7
	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W		
UV	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	29	30		
ADULT	7	7	7	14	14	14	14	14	14	14	21	21	21	21	21	21	28	28	28	28	28	28	28	28	5	5	5	5	5	5		
JUL	7	10	10	10	14	14	14	14	17	17	17	21	21	21	21	21	28	28	28	28	28	28	28	1	1	1	5	5	5	5	8	
	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	
EC	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	29	30	31	
JUL	5	12	12	12	12	12	12	12	19	19	19	19	19	19	19	27	27	27	27	27	27	27	27	3	3	3	3	3	3	3	10	19
JUL	8	8	12	12	12	12	15	15	15	19	19	19	19	22	22	22	22	22	29	29	29	29	29	29	29	5	5	5	5	5	5	5

APPENDIX C

BOND SCHEDULE



**NOTICE**

IF YOU ARE AT LEAST 18 YEARS OLD AND YOU WISH TO PAY YOUR FINE BY MAIL FOR THE CITATION YOU HAVE JUST RECEIVED, YOU MAY DO SO BY FORFEITING "BAIL" IN THE FOLLOWING MANNER:

1. See the back of this card for the amount of the bail for this offense.
2. Write the COMPLAINT NUMBER that appears in the UPPER LEFT of the "pink" copy of your citation.

#

3. Sign the following statement:

I hereby post \$ \_\_\_\_\_ \* as bail and intend to forfeit, and do not want a trial.

(Sign Here)

If ACCIDENT, I hereby post \$ \_\_\_\_\_ \* as bail. I understand that I am not pleading guilty, but I am posting bond which will be forfeited by the Court.

(Sign Here)

\*See back of this card.

4. Mail this card and pink copy of citation with a check or money order payable to City of Scottsdale (No Cash) to City Court in the envelope provided, before your Court date, or drop in City of Scottsdale Depository Box located at 7348 East Second Street (Center for the Arts - curb box).
5. If this procedure is followed, you will not be required to come to Court, but you must do this BEFORE your Court date, or else personally appear; if not, a warrant will be issued.
6. At your option, you may use this Bail Schedule to dispose of your traffic citation. The schedule applies only to uncontested cases processed by the administrative staff of the Traffic Violations Bureau. You have the legal right to appear in Court, and to plead guilty, or to plead not guilty and have a trial. If you plead guilty or are found guilty at trial, your sentence may be different from the bail schedule.

**REMINDER**

YOUR MONEY ORDER STUB OR CANCELED CHECK WILL BE YOUR ONLY RECEIPT.

YC2-329 (8/77)



**SCOTTSDALE CITY COURT**  
3739 Civic Center Plaza  
Scottsdale, Arizona 85251

IF THE VIOLATION CODE IS NOT LISTED BELOW YOU MUST PERSONALLY APPEAR IN COURT ON YOUR COURT DATE.

STATUTE	BAIL	STATUTE	BAIL
28-302	\$ 13.00	28-704	\$ 23.00
28-305	8.00	28-721	
28-309	13.00	thru	23.00
28-314	13.00	28-792	23.00
28-326B.1	13.00	28-793	13.00
28-326B.2	168.00	28-796	8.00
28-326B.8	23.00	28-797	34.00
28-411	13.00	28-811	
28-422.01	13.00	thru	
28-423	8.00	28-817	8.00
28-427	8.00	28-851	23.00
28-622	23.00	28-855	23.00
28-644	18.00	28-856	18.00
28-645	23.00	28-857	34.00
28-645 Jaywalk	8.00	28-871	
28-646	13.00	thru	
28-647	23.00	28-891	8.00
28-701 and		28-893	13.00
28-702 (SEE BELOW)		28-896	
		thru	
		28-898	23.00
Miles Over Posted		28-922	8.00
LIMIT		28-924	
0 thru 9	13.00	thru	
10 thru 14	23.00	28-981	18.00
15 thru 19	34.00	28-1002	
20 thru 29	44.00	thru	
30 thru 39	56.00	28-1006	18.00
40 or Over	112.00	28-1873	18.00

ANY VIOLATION OF THE 11 SERIES (SCOTTSDALE CITY ORDINANCE) BAIL IS \$18.00

APPENDIX D

TRIAL NOTICE FORM



COURT DATE NOTICE

Scottsdale City Court  
3739 Civic Center Plaza  
Scottsdale, Arizona 85251  
Telephone: 994-2442

You are hereby advised that today you were arraigned and given two court dates upon your plea of not guilty. The first court date is for your Pre-Trial Disposition Conference in the office of the City Prosecutor.

This will be the only time to discuss any pre-trial disposition of this matter. If a plea bargain offer is made by the prosecutor at the conference, it must be either accepted or rejected at that time. If the plea bargain is accepted by you, a new date will be set for you to appear before the Judge to enter a plea. If the plea bargain is rejected, the matter will proceed to trial.

In the event the matter proceeds to trial, you must appear on the trial date and at the time stated below, prepared for trial and ready to defend yourself or have your attorney defend you, if you so desire.

No continuances will be granted except upon showing of extraordinary circumstances. If you are going to retain an attorney, do so immediately. No continuances will be given for the reason that an attorney was retained too close to the trial.

If you do not appear at the trial, this non-appearance will be considered a waiver of your right to be present at your trial, and the trial will be held, possibly resulting in a conviction with accompanying sentence, which will be enforced if necessary by your arrest.

YOU WILL RECEIVE NO FURTHER NOTICE.

SCOTTSDALE CITY PROSECUTOR

I hereby acknowledge receipt of a copy of my Court Date Notice.

OFFICER SUBPOENAED \_\_\_\_\_ DATE \_\_\_\_\_

DEFENDANT \_\_\_\_\_ CHARGE \_\_\_\_\_

PRE-TRIAL DISPOSITION \_\_\_\_\_ TIME \_\_\_\_\_

TRIAL \_\_\_\_\_ TIME \_\_\_\_\_

D.R.# \_\_\_\_\_ COURT CLERK \_\_\_\_\_

SIGNATURE \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ATTORNEY \_\_\_\_\_ TELEPHONE \_\_\_\_\_

YC2-0223 (11-75)

APPENDIX E

FINANCIAL STATEMENT FOR APPOINTMENT OF COUNSEL

IN THE

COURT

STATE OF ARIZONA - COUNTY OF MARICOPA

STATE OF ARIZONA

vs.

No. \_\_\_\_\_

DEFENDANT'S FINANCIAL STATEMENT AND REQUEST FOR APPOINTMENT OF COUNSEL

Defendant

Instructions for the Defendant: The magistrate needs to know about your financial situation in determining whether to require you to post bond and, if so, the amount of bond. He must also determine whether or not you are entitled to have a lawyer appointed to represent you. Use care in answering the questions, for you could be subjected to punishment for contempt of court or to prosecution for perjury if you knowingly give false or misleading information.

I. Financial Statement.

- 1. What is your monthly income?
2. Do you own a home? If so, give its value
Are you buying a home? If so, what is balanced owed?
Owed to whom?
3. Do you have any savings? If so, how much?
4. Do you have any outstanding loans? If so, how much do you owe?
To whom?
5. Do you have any other property which is not needed by your family for day-to-day living which you could use to pay for an attorney?
Describe
Approximate value
6. Your Social Security Number? Name of Spouse?
Spouse's Social Security Number?

II.\* Request for a lawyer.

- 1. Do you want the court to appoint a lawyer to represent you in this case? Yes No
If yes, answer the following:
a. Are you able to obtain the services of a lawyer without incurring substantial hardship to yourself or your family? Yes No
b. Approximately how much can you afford to contribute to the cost of a lawyer to represent you in this case?

Under the penalties of perjury, I declare that I have examined the above statements made by me and to the best of my knowledge and belief each and all are true and correct.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Appointed Attorney: \_\_\_\_\_

APPENDIX F

MISDEMEANOR WARRANT

DOCKET NO.	BIRTH YR.	SEX	ORIGIN
ORIGINAL VIOLATION DATE	ORIGINAL VIOLATION CODE		
BAIL AMOUNT \$	WARRANT DATE		

**MISDEMEANOR WARRANT**

THE STATE OF ARIZONA TO ANY PEACE OFFICER WITHIN THE STATE:

A COMPLAINT UPON OATH HAS THIS DAY BEEN MADE BEFORE ME THAT A MISDEAMEANOR HAS BEEN COMMITTED, TO WIT: SECTION 28-1056, A. R. S. VIOLATING A WRITTEN PROMISE TO APPEAR, AND ACCUSING THE ABOVE NAMED.

<p>IN THE CITY COURT OF THE CITY OF SCOTTSDALE MARICOPA COUNTY STATE OF ARIZONA</p>	
<p>YOU ARE THEREFORE COMMANDED FORTHWITH, TO ARREST THE SAID AC- CUSED AND BRING HIM BEFORE ME, FORTH- WITH, TO BE DEALT WITH ACCORDING TO LAW, GIVEN UNDER MY HAND:</p>	
<p>X _____ CITY MAGISTRATE</p>	
<input type="checkbox"/> SERVED	<input type="checkbox"/> U/LOC.
<p>I HEREBY CERTIFY THAT I SERVED THIS WARRANT UPON THE ACCUSED AND HAVE HIS BODY IN CUSTODY.</p>	
DATE	OFFICER SIGNATURE

YC2-0238 (8-78)

APPENDIX G

TRIAL DATE CHANGE LETTER



RE: Citation # \_\_\_\_\_

Due to circumstances beyond our control, your Court date will be \_\_\_\_\_ @ \_\_\_\_\_ instead of \_\_\_\_\_ @ \_\_\_\_\_ as previously arranged. We are sorry for any inconvenience caused you by this change.

According to the notice given you, you were deemed to have waived your presence by your absence at the time of trial, \_\_\_\_\_ @ \_\_\_\_\_. Testimony was taken from witnesses, and you were found guilty by the Court. Please remit within ten days the fine of \$ \_\_\_\_\_ or a warrant will be issued for your arrest.

Sincerely,

Court Clerk

APPENDIX H

COURT CALENDAR SCHEDULE

CALENDAR SCHEDULE  
(Effective 6/6/77)

MONDAY

~~8:15 - 9:15~~ Change of plea (COP's)  
9:15 - Noon Arraignments  
8:15 - Pre-Trials

TUESDAY

NON-JURY MINOR TRAFFIC WITHOUT ATTORNEYS

8:15 10 cases - set A. M. Officers - non-attorney cases.  
10:15 10 cases - day watch and any overflow from A.M. - same as above  
1:15 10 cases - day watch and overflow from P.M. officers and mid-watch.  
3:15 10 cases - P.M. & mid-watch officers.

WEDNESDAY

8:15 5 cases - all major traffic and criminal cases without attorneys.  
10:15 5 cases - all major traffic and criminal cases without attorneys.

THURSDAY

ATTORNEY CASES

8:15 Set first 4 here (Minor Cases)  
10:15 Set next 4 here (Major Cases)  
If additional, rotate back & forth

FRIDAY

8:15 Motions, and Orders to Show Cause.  
~~9:30~~ Jury Trials  
10:00  
8:15 Pleas

APPENDIX I

STATE COURT SYSTEM STATISTICAL REPORTING FORM



MUNICIPAL COURT MONTHLY STATISTICAL REPORT

City \_\_\_\_\_  
 County \_\_\_\_\_

Defendants in Traffic Cases

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
	Pending FIRST of Month			Filed in Month	Total on File	Terminated During Month					Pending END of Month		
	Less Than 150 Days	150 Days & Over	Total			With Plea and/or Bond Forf.	Dismissed Prior to Trial	Court Trial	Jury Trial	Total	Less Than 150 Days	150 Days & Over	Total
D.W.I.													
Rockless Driving													
Leaving Scene													
Revoked License													
Wreck Racing													
Other Moving													
Non-Moving													
TOTAL													

Disposition of Defendants in Traffic Cases

Defendant Acquitted	Fine Imposed Only	Sentenced to City/County Jail Only	Prob. Granted Only	Comb.of Fine, Jail &/O Prob.	Other Sentence Imposed	Total

(14)

Pending END of Month With Warrants Issued Traffic

MUNICIPAL COURT MONTHLY STATISTICAL REPORT

Defendants in Misdemeanor Cases

(1) Pending FIRST of Month			(4)	(5)	(6) Terminated During Month					(11) Pending END of Month		
(2) Less Than 150 Days	(2) 150 Days & Over	(3) Total	Filed in Month	Total on File	With Plea and/or Bond Forf.	Dismissed Prior to Trial	Court Trial	Jury Trial	Total	(11) Less Than 150 Days	(12) 150 Days & Over	(13) Total

Disposition of Defendants in Misdemeanor Cases

Defendant Accuited	Fine Imposed Only	Sentenced to City/County Jail Only	Prob. Granted Only	Comb. of Fine, Jail &/O Prob.	Other Sentence Imposed	Total

(14)

Pending END of Month With Warrants Issued Misdemeanors (Non-Traffic)

Other Information

Number of:

- 1. Bail Bonds Set \_\_\_\_\_
- 2. O.R.s Granted \_\_\_\_\_
- 3. Search Warrants Issued \_\_\_\_\_
- 4. Bench Warrants Issued \_\_\_\_\_

Number of:

- 5. Arrest Warrants Issued \_\_\_\_\_
- 6. Initial Appearance Hearings \_\_\_\_\_
- 7. Notices of Appeal Filed \_\_\_\_\_

APPENDIX J

STATE COURT SYSTEM REPORTING FORM INSTRUCTIONS

INSTRUCTIONS  
FOR COMPLETING THE  
MUNICIPAL COURT MONTHLY STATISTICAL REPORT

A. INTRODUCTION

Each Municipal Court is required to submit a monthly statistical report to the Supreme Court by the tenth (10th) day of each month.

B. DEFENDANTS IN TRAFFIC AND  
MISDEMEANOR CASES  
(Pages 1 & 2)

1. Column (1) is for the number of defendants in cases awaiting to be adjudicated on the FIRST of the month that have been pending less than 150 days.
2. Column (2) is for the number of defendants in cases awaiting to be adjudicated on the FIRST of the month that have been pending for 150 days and over.
3. The totals of Columns (1) and (2) are to be placed in Column (3).
4. Column (4) is for the number of defendants in cases in which a complaint has been filed upon during the month.
5. The totals of Columns (3) and (4) are to be placed in Column (5).
6. Column (6) reflects those defendants terminated after the acceptance of a plea of guilty or nolo contendere as well as by the forfeiture of a posted bond.
7. Those cases terminated after a dismissal by the judge are to be indicated in Column (7)
8. Column (8) is for those cases terminated after a trial by the judge without a jury.
9. Column (9) is for those cases terminated after a trial by jury. A jury trial is counted as such when the voir dire of the jury has commenced, even though thereafter the case may be settled or otherwise disposed of.
10. The totals of Columns (6), (7), (8), and (9) are to be placed in Column (10).
11. Column (11) indicates the number of defendants in cases pending less than 150 days at the END of the month.
12. Column (12) indicates the number of defendants in cases pending 150 days and over at the END of the month.
13. Column (13) is the total of Columns (11) and (12) and represents the total number of defendants in cases pending at the END of the month.

14. Column (14) is for entering the total number of defendants in cases pending at the END of the month in which warrants have been issued for failure to appear for any proceeding.
15. In traffic and misdemeanor statistical reporting, the number of defendants is recorded. For example:
  - a) If three defendants are filed upon under one case or separately, an entry of three should be placed in the filed in the month Column (4) and the respective terminations should also equal three.
  - b) If one defendant is filed upon under several separate complaints or traffic citations, the defendant is counted once for each separate complaint or traffic citation.
  - c) If several counts or charges are included in the same complaint or traffic citation against one defendant, that defendant is to be counted once only in the filed in month Column (4) which corresponds to the most serious offense charged.
  - d) If several counts or charges are included in the same complaint or traffic citation, the case is NOT terminated as to the defendant until all the counts or charges against the defendant are terminated. The termination is jury trial, even though one or more other counts or charges are terminated after a court trial, plea, or dismissal. Similarly, the termination is by court trial when at least one charge or count is terminated after a court trial, even though one or more charges or counts are terminated after a plea or dismissal. And, similarly, the termination is by plea when at least one charge or count is terminated after plea, even though one or more counts or charges are terminated after dismissal.
16. Traffic cases include ALL traffic violations which should be prosecuted on the Arizona Traffic Ticket and Complaint. Non-Traffic cases include all other criminal cases for violation of state statutes or municipal/town ordinances.
17. A criminal or traffic case is terminated when a judgment is entered in the docket. When a defendant fails to appear for any proceeding and a warrant is issued, it is reflected in the pending columns each month until the case has been terminated. In addition, Column (14) should reflect each month the number of defendants in cases pending at the END of the month in which a warrant has been issued. A criminal or traffic case is NOT considered terminated if a warrant has been issued and/or the defendant is out of jurisdiction.

C. DISPOSITION OF DEFENDANTS IN  
TRAFFIC AND MISDEMEANOR CASES  
(Pages 1 & 2)

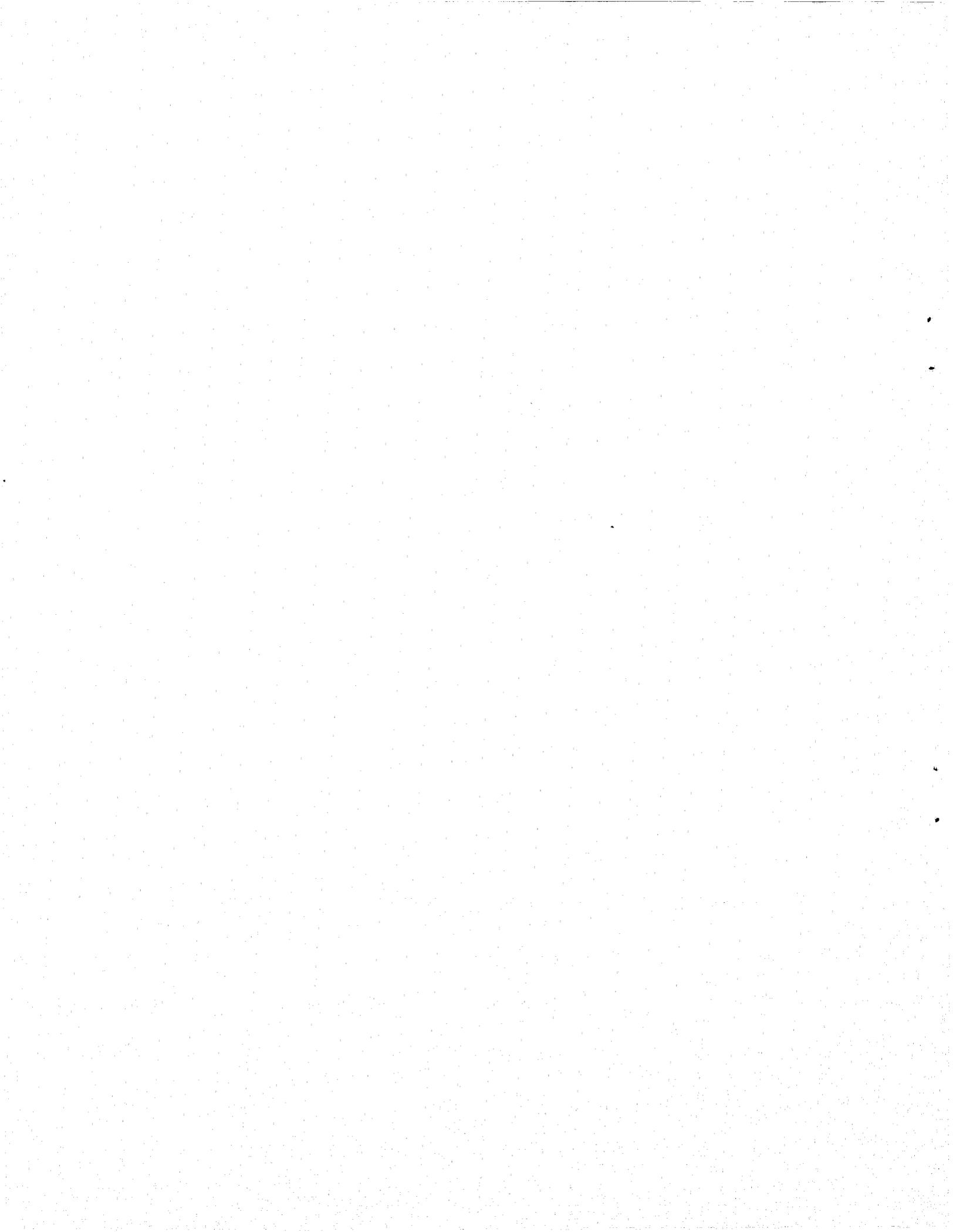
1. This Section is to be completed for each traffic case defendant terminated during the month by the following categories:
  - a) Defendant Acquitted: after a court or jury trial
  - b) Fine Imposed Only: as a result of a plea and/or bond forfeiture as well as a court or jury trial
  - c) Sentenced to County Jail Only: after a court or jury trial or in some cases as a result of acceptance of a plea
  - d) Probation Granted Only: for defendants in which the sentence is suspended and probation is granted after a jury or court trial and in some cases after the acceptance of a plea
  - e) Combination of Fine, Jail and/or Probation: in cases when the defendant receives more than one type of disposition
  - f) Other Sentence Imposed: where the disposition is NOT jail, fine, or probation, NOR the defendant acquitted -- i.e., alcohol rehabilitation program, restitution program, traffic safety school
  - g) Total: is the compilation of all defendants disposed of in the month.
2. One entry only should be made for each defendant terminated during the month, unless the sentencing should occur in a different month than the termination. If multiple charges and/or counts are disposed of during the month for the same defendant, the defendant's disposition is entered in ONE category only.

D. OTHER INFORMATION  
(Page 2)

1. This Section is for the purpose of reflecting additional workload and court time that may not be reflected elsewhere in the report.
2. Total numbers are to be placed beside each category on a monthly basis. Cumulative totals are NOT to be included.

APPENDIX K

PROPOSED DOCKET SHEET





1. DOCKET NUMBER: Sequential five-digit number assigned to each case. Followed by a dash and a one-digit number for the year (01234-7).
2. NAME OF DEFENDANT: Last name, first name, middle initial, taken off the citation.
3. JUVENILE: If defendant is less than 18 years old check corner box. Age is calculated from DOB on citation.
4. CITATION NUMBER: Taken directly from citation.
5. DATE RECEIVED: Month/day/year that the citation is received from the police.
6. CHARGE: The charge is taken from the citation. If no citation write in nature of action. This item serves to determine if appearance is required.
7. ARRAIGNMENT DATE: Month/day/year should be on ticket. If new arraignment date is assigned cross out old date.
8. LLW: If the defendant does not show and a late letter warrant is sent check box and enter new arraignment date.
9. PLEA: Enter G or NG after arraignment. If defendant does not appear for arraignment leave blank.
10. ATTORNEY NAME: Put name of attorney with office phone number in once attorney has entered an appearance.
11. PRE-TRIAL DATE: Month/day/year, enter new dates as these change.
12. TRIAL DATE: Month/day/year, enter new dates as these change.
13. DISPOSITION: This is an open field in which the Clerk should narratively describe the outcome of the case (include amount of fine).
14. DATE FINE DUE/PAID: Month/day/year that the fine is paid. If delayed payment is allowed enter the date fine is due.

15. FOLLOW-UP: Enter information relating to bench warrants, order to show cause, etc.
16. REMARKS: This space is available for the Clerk of the court to enter any relevant comments relating to progress or disposition.

