

Agave Project - Dictionary of Terms

A-CASE-NUMBER-BOOK

Revised:01/21/05

A steno pad kept in the CR unit used to keep track of the "A" case numbers already assigned. Case information aside from the case number is also written down for reference purposes.

AKA-Name

Revised:12/28/04

Usage: Pima Superior Court

"Also Know As" name, from bottom of indictment. If the indictment is secret this is not entered in CACTIS until the case comes out of secret.

AP

Revised:12/28/04

Usage: Pima Superior Court

Abbreviation for APPEAL case

Arraignment-Date

Revised:12/28/04

Usage: Pima Superior Court

DATE for arraignment is derived from the document header of the GJ-Calendar. The Arraignment Date is 10 days following GJ-Date.

ARRAIGNMENT-DATE-IN-CUSTODY

Revised:12/28/04

Usage: Pima Superior Court

Date of arraignment for defendant who is in custody. If no Initial Appearance, then it is calculated from the GJ date, otherwise from the IA date.

Data Dictionary Formal Definition:

(Initial-Appearance + 10 DAYS) OR (Grand-Jury-Date + 10 DAYS)

ARRAIGNMENT-DATE-OUT-OF-CUSTODY

Revised:12/28/04

Usage: Pima Superior Court

Date of arraignment for defendant who is out-of-custody. If no Initial Appearance, then it is calculated from the GJ date, otherwise from the IA date. The increased number of days is to allow time for the summons.

Data Dictionary Formal Definition:

(Initial-Appearance + 20 DAYS) OR (Grand-Jury-Date + 20 DAYS)

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Arrest Warrant

Revised:12/28/04

Usage: Pima Superior Court

An Arrest Warrant is a written order made on behalf of the state based on a complaint issued pursuant to a statute and/or court rule, which commands a law enforcement officer to arrest a person and bring him before a magistrate (Blacks Law Dictionary, 5th ed., p.1421).

Since the Defendant has not been formally charged, and has not had Initial Appearance (IA), the warrant is secret until after IA. In multiple defendant cases, it is sufficient to make the entire case secret if only one defendant has an outstanding arrest warrant. The arrest warrant will contain a bond amount and a physical description of the defendant. The physical description must be accurate or else the warrant may be rejected by the Sheriff.

Related:

Bench Warrant

Search Warrant

WARRANT

Arresting-Agency-Case-Number

Revised:12/28/04

Usage: Pima Superior Court

Case number from LEA, e.g. DPS #

Artificial Person

Revised:12/28/04

Usage: Agave

An entity, such as a corporation, created by law and given certain legal rights and duties of a human being. Used when the court wishes to track information normally associated with a person.

Related:

The distinction between Legal Professional and Legal Entity has been clarified. Artificial Person is an example of a legal entity, but a Legal Professional is not.

ASAP

Revised:12/28/04

Usage: Pima Superior Court

Attorney Subscription Access Point - This portal allows attorneys to access their case loads and associated images over the Internet. There are no search capabilities. Only cases that are tied to an attorney are shown

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BAR-CODE

Revised:12/28/04

Usage: Pima Superior Court

The bar code consists of the CMS primary document key and its graphic image as generated by the Bar-Code-font.

Data Dictionary Formal Definition:

CMS-PRIMARYKEY + BAR-CODE-IMAGE

BAR-CODE-COVER-SHEET

Revised:12/28/04

Usage: Pima Superior Court

Sheet attached to documents to be imaged. Once imaged this is discarded. The bar code is scanned to create a primary document key in CMS. The remaining items are entered into CMS by the Imaging Clerk if not already auto-docketed.

Data Dictionary Formal Definition:

Case-Number + Date-Time + BAR-CODE + Document-Type + Full-Document-Description + Document-Title + Clerk Number

Bar-Code-Font

Revised:12/28/04

Usage: Pima Superior Court

True-Type Font File

Reference: IDAutomation.com code 39.TTF

Bar-Code-Image

Revised:12/28/04

Usage: Pima Superior Court

graphic image: Code 39 format derived using BAR-CODE-FONT

Bench

Revised:12/28/04

Usage: Pima Superior Court

The major grouping of cases within the Superior Court. A case can only belong to one bench and cannot switch between benches. Judges are assigned to a bench; however, they may hear cases from other benches, when necessary. The benches within Pima County Superior Court are: Criminal, Civil, Family Law, and Probate from the Court Administration and Judge view.

Usage: Pima Superior Court Clerks Office

The Clerks Office considers Family Law to be part of Civil.

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Bench Warrant

Revised:12/28/04

Usage: Pima Superior Court

A bench or arrest warrant is a judge's order to take someone into custody. The arrest process serves to execute the warrant. Once executed, it does not need to be quashed. The warrant may be rescinded, effectively quashing the warrant. (Cruikshank)

Bench warrants are issued when defendant has had an Initial Appearance but is a "no show" for arraignment. Upon custody defendant is held without bond until arraignment (warrant is not secret in this case).

Related:

Arrest Warrant
Search Warrant
WARRANT

BlueBack

Revised:12/28/04

Usage: Pima Superior Court

Blueback is a term used to describe the process of generating blue separator sheets for appealed cases that are sent to the Court of Appeals and (sometimes) interested parties in an appealed case.

When a criminal case is appealed, the Clerk is obligated to make copies of each document in the file for distribution. To help with the organization, blue separator sheets that contain a description of the underlying copied document are created. The blueback package is accompanied by an index sheet that summarizes all of the blue separator sheets and refers to each separator sheet by number.

The BlueBack application has automated the formerly manual process to leverage the imaging component of CMS. BlueBack collates each imaged document, creates the associated separator sheet and generates the index.

Bond-Amount

Revised:01/26/05

The amount of bond set by lower court judge at IA for a defendant. Included on the GJ-Calendar for each defendant if a bond amount was set.

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CA Revised:01/14/05

Usage: Agave

Abbreviation for County Attorney (Pima County Attorney). The CA represents the State of Arizona in SC as the prosecutor for criminal felony cases.

CA-Case-Number Revised:01/26/05

The County Attorney case number shown on the GJ-Calendar.

Data Dictionary Formal Definition:

"CA " + NN-NNNN

CACTIS Revised:01/26/05

Court Automated Case Tracking Information System written by and implemented at Pima Superior Court in the early 1990's. Used for calendaring and case management by Calendar Services and the JAA's. Written in Wang Cobol.

Calendar Revised:12/28/04

Usage: Pima Superior Court Clerks Office

The collection of all events which represent actions that are required of the court.

Related:

"Calendar Event (AGAVE)" - An item which is scheduled for a case to appear on a judge's calendar. Generally, each calendar event is identified by code and an associated description.

"Calendar Type" - (Usage: Cactis): A related group of Calendar Events. The Calendar Type acts as a filter and will limit the choices of Calendar Events. Examples are: Trial, Hearing, Motion, M-Book, Status Conference. Note: In AZTEC, these are called Matter Types.

Calendar Services Revised:01/26/05

A division of Superior Court Office of the Court Administrator responsible for the daily court calendar. Maintains the CACTIS automated calendaring/case tracking system, participates in case initiation by entering case calendar events. May reassign judges assigned to cases.

Calendar Services also collects and analyzes statistics for evaluating Court workloads, and flow management and policies. Working with judges recommends or implements changes in local Court rules, automated systems, policies, and procedures.

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Calendar-Event

Revised:12/28/04

Usage: Pima Superior Court

Calendar Event denotes a scheduled or documented action or activity that is placed on the court calendar. The type of calendar event is based on code used in CACTIS, e.g. IM for initial judge assignment.

Case

Revised:12/28/04

Usage: Pima Superior Court Clerks Office

A single suit or action in law or equity. Each case has a plaintiff (the party who initiated the action in order to obtain a remedy) and a defendant (the party required to make answer in the action).

Related:

"Case Number(AGAVE)" - A unique identifier assigned to each case in the court. Note: in AZTEC this can also be called a Docket Number.

Case-Caption

Revised:01/26/05

Usage: Black's Law Dictionary

The heading or introductory part of a pleading, motion, deposition, or other legal instrument, which indicates the names of the parties, name of the court, docket or file number, title of the action, etc.

Usage: Pima Superior Court

The names of the parties as printed on the file label attached to the case file; the names of the parties as displayed in Public Records search, which may indicate John Doe or Jane Doe for secret cases. E.g. "State of Arizona Versus John Doe".

Case-Category

Revised:01/13/04

Usage: Agave

Most inclusive categorization of a case, such as CR (criminal), C (civil), FW (fugitive warrant), etc. Supersedes older term, Case Prefix, in CACTIS and CMS.

Usage: CACTIS

CACTIS Lookup Table item, used to provide further breakdown of Case Types, filtered by Case Type when viewed during case init.

Related:

Case Prefix

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Case-Documents-Lookup

Revised:12/28/04

Usage: Pima Superior Court

Any imaged documents that are retrieved by lookup of case number or name using Public Records Search web page, for use in verifying data entry in CACTIS.

Case-Number

Revised:12/28/04

Usage: Pima Superior Court

Character string consisting of up to 20 characters in CMS, 10 characters in CACTIS. For Pima Superior Court, case numbers starting in year 2000 are currently formatted as CASE-CATEGORY+YYYYNNNN, where YYYY is the calendar year and NNNN is a sequence of numeric characters beginning with 0001 and ending with up to 9999.

Currently the numeric portion following YYYYYY it reset to 0001 at the beginning of each new calendar year, or 00001 for OC cases. Case Numbers prior to 2000 do not have the YYYY portion and vary in length.

Charge

Revised:01/26/05

Usage: Black's Law Dictionary

In criminal law, an accusation of a crime by a formal complaint, information, or indictment.

Related:

See Count

Charge-Code

Revised:01/26/05

Usage: CACTIS

Code used in CACTIS to identify a charge for criminal cases.

For example, 10 = Homicide/1st Degree Murder. The charge-code is 10, the charge-description is Homicide/1st Degree Murder.

A charge-code is attached to a party.

Related:

Charge-Description

Charge-Description

Revised:02/14/05

The name of the charge against a defendant in a criminal cases.

For example, 10 = Homicide/1st Degree Murder. The charge-description is Homicide/1st Degree Murder, while the charge-code is 10.

Related:

Charge-Code

Charge

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Closed or Confidential (Records)

Revised:12/28/04

Usage: AOC

When used in reference to records, means that members of the public may not inspect, obtain copies of, or otherwise have access to such records unless authorized by law.

CMS

Revised:12/28/04

Usage: Pima Superior Court

Pima County Clerk's acronym for Case Management System. CMS contains case information, receipting and imaging functionality

Commissioner

Revised:12/28/04

Usage: Superior Court of Arizona

An attorney recommended by a committee and appointed by the presiding judge to fulfill a role similar to a judge. Unlike a judge, a commissioner does not sit on jury trials or pronounce sentence upon a defendant. Generally appointed to alleviate excess case load. Funding is secured by presiding judge.

Complaint

Revised:12/30/04

Usage: Black's Law Dictionary

A document used to commence a court action, such as a pleading or other claim, or in criminal cases, a charge that a person has committed a specified offense, such as a traffic ticket.

Count

Revised:01/26/05

In pleading, the plaintiff's statement of his cause or action. Synonymous with charge. Counts are enumerated on an indictment and GJ-Calendar as 1. 2. 3. etc. with the charge written out next to the number.

County Attorney

Revised:01/26/05

The Pima County Attorney's Office represents the citizens of Pima County in the criminal justice system in Arizona. Its mission is "to serve the public by protecting the personal rights of the people of Pima County to life, liberty and security by holding criminals accountable for unlawful violations of those rights." See full mission statement on web site. References to the County Attorney generally refer to a Deputy County Attorney who initiates criminal and civil actions in Superior Court.

Reference: <http://www.pcao.co.pima.az.us/mission.htm>

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Court

Revised:12/28/04

Usage: AOC

The Supreme Court, the Court of Appeals, Superior Court, Justice Courts, Municipal Courts and all judges of those courts.

Related:

"City Court (AGAVE)" - is a limited jurisdiction court which has jurisdiction over violations of city ordinance.

"Justice Court (AGAVE)" - is the limited jurisdiction court within a county. The Justice Court will typically hear misdemeanor offenses as well as class 5 and 6 felony offenses. The justice court has jurisdiction over violations of state statute.

Court Partners

Revised:12/28/04

Usage: Pima Superior Court

This term is often used by Pima Clerk to refer to the the non-Login version of Record search (see Record Search) or users of the non-login version of record search. These are government users that are not physically located in the court house but do rely on court records for their day to day activities.

Court Partners Records Search

Revised:02/02/05

Usage: Pima Superior Court

Web search page accessed by Court Partners which permits viewing of document images. The Public Records search does not permit viewing of document images.

Related:

Court Partners
Record Search

Reference: <http://www.cosc.co.pima.az.us/courtpartners/>

CR

Revised:12/28/04

Usage: Pima Superior Court

Abbreviation for Criminal, code for Criminal Case Type

Agave Project - Dictionary of Terms

CR-Unit

Revised:01/26/05

A office of the Clerk of the Court responsible for initiating CR cases and assisting the GJ Unit in the initiation of CR cases that begin via Grand Jury Returns, including attending GJ Returns and preparing minute entries. Also initiates all other non-GJ CR cases.

CR-Unit-Secure-File

Revised:01/26/05

A locked physical storage location in the CR Unit for holding summons associated with CR case indictments. Summons are held indefinitely and are never sent to Legal Records.

CRIMINAL-CASE-DOCUMENTATION

Revised:12/28/04

Usage: Pima Superior Court

Documentation used to initiate a criminal case

Data Dictionary Formal Definition:

INSTRUMENT-TYPE + Indictment + (optional) Prior-Allegations

Criminal-Case-Filing-Fee

Revised:12/28/04

Usage: Pima Superior Court

No filing fee for CR cases

Data Dictionary Formal Definition:

\$0

CRIMINAL-CASE-NUMBER

Revised:12/28/04

Usage: Pima Superior Court

Unique case number assigned to a criminal case.

E.g. CR20040010 is the 10th criminal case in calendar year 2004.

Data Dictionary Formal Definition:

CRIMINAL-CASE-TYPE + Case-Number

CRIMINAL-CASE-NUMBER-BOOK

Revised:12/28/04

Usage: Pima Superior Court

A steno pad kept in the CR unit used to keep track of the CR case numbers already assigned.

Case information aside from the case number is also written down for reference purposes, usually during or after GJ returns.

Data Dictionary Formal Definition:

CRIMINAL-CASE-NUMBER + File-Stamp-Date + Instrument-Type {1-n} + DEFENDANT-NAME + AKA-Name + Division-Number + Arresting-Agency-Case-Number + Interim-Complaint-Number + Release-Condition

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CRIMINAL-CASE-TYPE

Revised:12/28/04

Usage: Pima Superior Court

Case type code for criminal cases, assigned to cases initiated by Grand Jury, Drug Court, Juvenile Transfers, Change of Venue, Motion for Rule 11, and Juvenile Court cases tried in Superior Court.

Data Dictionary Formal Definition:

"CR"

CRIMINAL-JUDGE-LIST

Revised:12/28/04

Usage: Pima Superior Court

Rotating judge list compiled by Research, used for initial judge assignment

Data Dictionary Formal Definition:

Judge-List

CS

Revised:12/28/04

Usage: Pima Superior Court

Abbreviation for Calendar Services.

CS-Notice-Appeal

Revised:12/28/04

Usage: Pima Superior Court

During Appeals case initiation, a specific document , shows the appeal as having been received in the Appeals Unit, with case number and defendant name. Gets signed by CS and returned to the case file.

Reference: NOTIFICATION TO CALENDAR SERVICES

CS-Notice-Appeal-Date

Revised:12/28/04

Usage: Pima Superior Court

Date on CS-Notice-Appeal document, when the appeal notice to CS was filed.

CUSTODY-CODE

Revised:12/28/04

Usage: Pima Superior Court

CACTIS code indicating custody status, also found on the GJ-Calendar as CUSTODY, ROR

Data Dictionary Formal Definition:

Y or N

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DEFENDANT-ADDRESS

Revised:12/28/04

Usage: Pima Superior Court

Used for PRO-PER defendants.

Data Dictionary Formal Definition:

STREET + CITY + STATE + ZIPCODE

DEFENDANT-ATTORNEY

Revised:12/28/04

Usage: Pima Superior Court

Assigned PAN code for attorney for defendant, or DEFENDANT-NAME if PRO-PER

DEFENDANT-NAME

Revised:12/28/04

Usage: Pima Superior Court

Defendant name that will appear on reports for all cases, secret or not.

Data Dictionary Formal Definition:

DEFENDANT-REAL-NAME OR "John Doe" OR "Jane Doe"

DEFENDANT-REAL-NAME

Revised:12/28/04

Usage: Pima Superior Court

Name of defendant entered onto a protected screen so that it does not display on reports if the case is secret.

Data Dictionary Formal Definition:

Last-Name + First-Name + Middle-Name

Direct-Indictment

Revised:12/28/04

Usage: Pima Superior Court

Cases initiated by County Attorney directly in Superior Court and heard by the Grand Jury, where all of the documentation is present. Used for persons not in custody. Direct Indictments result in Warrants or Summons being issued by the GJ Unit.

Division-Number

Revised:12/28/04

Usage: Pima Superior Court

Assigned judge, assigned from Judge's List or provided by County Attorney if prior cases with a judge are known. Divisions are established by statute within Pima County, and each division has a judge. The division number is used as a code for assigning cases to a judge to be heard.

Data Dictionary Formal Definition:

Character, 2

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Docket

Revised:12/28/04

Usage: Pima Superior Court (including Clerks Office)

Refers to the index on the inside of a file that uniquely identifies the contents of the file. This will include all motions, minute entries, and other filings. "Docketing" is the act of creating the index either electronically or manually and/or storing a document in the associated file.

Usage: Other Arizona courts

"Docketing" is the act of adding a calendar event to a calendar.

DOCKET-TYPE

Revised:12/28/04

Usage: Pima Superior Court

Part of the pick list in CMS used in case initiation. Each document that is "docketed" has an associated file stamp date, not necessarily the same one. The program allows overriding the default file stamp date and entering a separate date for each document as needed.

Data Dictionary Formal Definition:

FULL-DOCUMENT-DESCRIPTION + File-Stamp-Date

DOCKET-TYPE-PICK-LIST

Revised:12/28/04

Usage: Pima Superior Court

Pick list in CMS

Data Dictionary Formal Definition:

ROWS {FULL-DOCUMENT-DESCRIPTION + File-Stamp-Date}

Document-Type-File-Stamp-Date

Revised:12/28/04

Usage: Pima Superior Court

Date document was received or processed.

Data Dictionary Formal Definition:

Today OR Prior-To-Today

Drug-Court-Division

Revised:02/02/05

The judicial division in Superior Court assigned to the Drug Court program. Currently (2005) this is Division SE.

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DUI-Complaint

Revised:12/28/04

Usage: Pima Superior Court

Type of document used in criminal case appeals

E-Document

Revised:12/28/04

Usage: Pima Superior Court

Usually refers to a scanned document or a document created by any word processor. E-Documents are usually in (Group 4) TIF or PDF form.

Empanelment-Number

Revised:12/28/04

Usage: Pima Superior Court

Integer, assigned sequentially to GJ panels, e.g. 184-GJ-560 where 184 is the 184th empanelment of a grand jury (ever, for county). Grand Jury panels server for months at a time.

Empanelment-Number-Case-Sequence-Number

Revised:12/28/04

Usage: Pima Superior Court

Integer, sequential number within an ENPANELMENT-NUMBER, e.g. 184-GJ-560 where 560 is the 560th case for panel number 184.

EOM/End of Month

Revised:12/28/04

Usage: Pima Superior Court

EOM is often referred to any process that closes a month.

Existing-Division-Number

Revised:12/28/04

Usage: Pima Superior Court

Existing case judge from lookup of defendant name, involved when reassigning judge to new case and judge has prior cases with defendant.

FILE-LABEL

Revised:12/28/04

Usage: Pima Superior Court

Label printed and affixed to case file folder when creating a new case file. Printer located in Civil Unit runs a program that gets its information from CMS on a daily basis.

Data Dictionary Formal Definition:

Case-Caption + Case-Number + File-Stamp-Date + Division-Number

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File-Stamp-Date

Revised:12/28/04

Usage: Pima Superior Court

Today's date or previous date, stamped on a document marking it as officially received into the Superior Court. In some cases includes a time stamp as well.

Data Dictionary Formal Definition:

Today OR Prior-to-Today + (optional) Time

FILING-DATE

Revised:12/28/04

Usage: Pima Superior Court

Grand-Jury-Date OR CS-Notice-Appeal-Date

FW

Revised:12/30/04

Usage: Pima Superior Court

Abbreviation for "Fugitive Warrant"

FW-CASE-NUMBER

Revised:12/30/04

Usage: Pima Superior Court

Case number assigned to Fugitive Warrant cases.

Data Dictionary Formal Definition:

FUGITIVE-WARRANT-CASE-TYPE + Case-Number

FW-NUMBER-BOOK

Revised:12/30/04

Usage: Pima Superior Court

A steno pad kept in the CR unit used to keep track of the FW case numbers already assigned. Case information aside from the case number is also written down for reference purposes.

Data Dictionary Formal Definition:

FW-CASE-NUMBER + File-Stamp-Date + Interim-Complaint-Number + DEFENDANT-NAME + Arresting-Agency-Case-Number

GJ

Revised:12/28/04

Usage: Pima Superior Court

Abbreviation for "Grand Jury"

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GJ Transcript

Revised:01/26/05

Secret transcription from steno notes into English words of the proceedings from a Grand Jury Deliberations for a given date. A copy of the GJ Transcript is provided to the defendant attorney.

GJ Transcript Notification

Revised:01/27/05

Letter prepared by GJ Unit and mailed to defendant attorney informing that a copy of the GJ Transcripts for his case is available to be picked up at the GJ Unit at SC.

GJ Unit

Revised:01/26/05

A office of the Clerk of the Court responsible for initiating Grand Jury CR cases, distributing warrants, summons, and notices, and attending Grand Jury Returns.

GJ-CALENDAR

Revised:12/28/04

Usage: Pima Superior Court

Report listing cases to be heard by Grand Jury, prepared by County Attorney and present at GJ Returns. Eventually sent to CS for CACTIS data entry, and filed with Research and Statistics for a number of years before being shredded. Highly Secret.

In the Report Header: GJ-Date and Arraignment-Date.

For Each Case:

IC-Number

CA-Number

Time slot at which case is to be heard as HH:MM in 5 or 10 minute increments

If in custody, Custody Date and the word: CUSTODY

If released, the Release Date and the acronym: ROR

If release on bond, the BOND amount.

Type of instrument used to get defendant: NOTICE or SUMMONS or WARRANT

Other comments about status of defendant, e.g. "WHEREABOUTS UNKNOWN", or request for certain amount of bail bond

Criminal Record Noted as "*** Allegations of Prior Conviction" or "***Allegations of Dangerous Nature of the Offenses Charged" or similar wording

ACCUSED: One or more defendant names

CHARGES: One or more counts listed numerically, each with a charge

PRESENTER: The officer or detective who made the arrest

Data Dictionary Formal Definition:

GJ-Date+Arraignment-Date + File-Stamp-Date + GRAND-JURY-CASE-NUMBER + CA-Case-Number + Defendant-Name + IA-Date + Warrant + GJ-Charges + Custody-Status + Bond-Amount +GJ-Presenter

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GJ-Calendar-Event

Revised:01/20/05

Usage: CACTIS

Event code used in CACTIS to indicate when the Grand Jury Return resulted in a true bill for the case in question.

Data Dictionary Formal Definition:

"GJ"

GJ-CALENDAR-MODIFIED

Revised:01/26/05

GJ-Calendar has been modified by the addition or removal of charges, plus hand-written notations of Division, stamped or written CR-CASE-NUMBER, and charge-codes. The charge-codes are determined by the CS Clerk reading the indictment and writing the appropriate CACTIS charge codes next to each charge.

Data Dictionary Formal Definition:

GJ-Date+Arraignment-Date + File-Stamp-Date + GRAND-JURY-CASE-NUMBER + Criminal-Case-Number + Division-Number + Defendant-Name + IA-Date + Warrant + Charge-Code

GJ-CASE-NUMBER

Revised:12/28/04

Usage: Pima Superior Court

Case number as it appears on GJ Calendar, used internally for GJ purposes, not same as Superior Court case number.

Data Dictionary Formal Definition:

Empanelment-Number + "GJ" + Empanelment-Number-Case-Sequence-Number

GJ-Charges

Revised:01/26/05

Criminal charges or accusations against a defendant listed on the GJ-Calendar as summarized from the Indictment. Listed numerically as counts 1, 2, etc.

GJ-Date

Revised:12/28/04

Usage: Pima Superior Court

Date when GJ returns were heard in court resulting in indictment.

Related:

GJ-CALENDAR

GJ-Calendar-Event

Data Dictionary Formal Definition:

DATE

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GJ-MINUTE-ENTRY

Revised:12/28/04

Usage: Pima Superior Court

Minute Entry prepared by CR Unit clerk listing all of the GJ returns and results.

Data Dictionary Formal Definition:

CRIMINAL-CASE-NUMBER + Division-Number + Instrument-Type {1-n} + Arraignment-Date + (optional)
Prior-Allegations

GJ-Presenter

Revised:01/26/05

The name of the LEA representative presenting the case at GJ. Usually a detective or other officer.

GJ-Unit-Secure-File

Revised:01/26/05

A locked physical storage location in the GJ Unit for holding warrants associated with CR case indictments. Warrants are held indefinitely and are never sent to Legal Records.

GL Transcript-Attorney Copy

Revised:01/27/05

Copy of that portion of a Grand Jury Transcript that pertains to the defendant's case, provide to the attorney of record.

H-CASE-NUMBER

Revised:12/28/04

Usage: Pima Superior Court

Case number assigned to Habeas Corpus cases.

Data Dictionary Formal Definition:

HABEAS-CORPUS-CASE-TYPE + Case-Number

HABEAS-CORPUS-CASE-TYPE

Revised:12/28/04

Usage: Pima Superior Court

Prefix for HABEAS CORPUS cases, case type.

Data Dictionary Formal Definition:

"H"

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HABEAS-CORPUS-NUMBER-BOOK

Revised:12/28/04

Usage: Pima Superior Court

A steno pad kept in the CR unit used to keep track of the H case numbers already assigned. Case information aside from the case number is also written down for reference purposes.

Data Dictionary Formal Definition:

H-CASE-NUMBER + File-Stamp-Date + Instrument-Type {"Writ...", "Petition..."} + DEFENDANT-NAME + Prosecuting-Agency-Case-Number

Hearing

Revised:12/28/04

Usage: Pima Superior Court

A calendar type in which a party or an attorney for at least one side of the case must appear before a judge. A hearing is associated with a time. A hearing is usually scheduled to review case progress or for a judge to rule on a matter before the court.

IA-Date

Revised:12/28/04

Usage: Pima Superior Court

Date of initial appearance as noted on the GJ Calendar or other initialing document

Data Dictionary Formal Definition:

Date

Indictment-Name

Revised:12/28/04

Usage: Pima Superior Court

Defendant name as it appears on the indictment, used for data entry (not necc. same as name on complaint or instrument)

Initial-Appearance

Revised:12/28/04

Usage: Pima Superior Court

Date, first hearing after arrest when charges are made known.

Defendant appears before a judge and is formally charged. The bond amount is set or other release conditions are made (e.g., Release on Own Recognizance, ROR). The IA must occur within 24 hours by statute (otherwise case dismissed). IA's are held 2 times per day (9 AM and 9 PM), 365 days per year, via video court.

Agave Project - Dictionary of Terms

INSTRUMENT-TYPE

Revised:12/28/04

Usage: Pima Superior Court

Type of document used to bring a criminal matter to the court.

Data Dictionary Formal Definition:

"Notice of Supervening Indictment" OR "Direct Indictment" OR "Warrant" OR "Summons"

Interim-Complaint-Number

Revised:12/28/04

Usage: Pima Superior Court

Case number from lower court, also IC #

e.g. Justice Court Case #

JAA

Revised:01/26/05

Judge

Revised:12/28/04

Usage: AOC

Any justice, judge, judicial officer, referee, commissioner, court-appointed arbitrator or other person exercising adjudicatory powers in the judicial branch.

Usage: Pima Superior Court

An attorney who has been recommended by a committee and appointed by the governor to fulfill a vacancy within a judicial division. A judge in Pima and Maricopa Counties will serve until s/he retires or is not retained by election. Judges in other counties must be elected after their initial appointment to retain their division.

Related:

"Presiding Judge (AGAVE)" is the presiding judge of the superior court for each county, or the chief judge for each division of the court of appeals or the chief justice of the supreme court. For municipal and justice courts "Presiding Judge" means the presiding judge of the superior court.

Judge-List

Revised:12/28/04

Usage: Pima Superior Court

Random or rotating judge assignment list, paper listing maintained and distributed by Research and Statistics (see Judge Assignment documentation)

Agave Project - Dictionary of Terms

Judge-Name-Division-Number-Picklist

Revised:01/26/05

Picklist used to select judge for assignment to case in CMS. Consists of Judge Name and Division, sorted alphabetically.

Justice Court

Revised:01/31/05

Lower court of limited jurisdiction; Pima County Consolidated Justice Court. All felony arrests in Pima County, including those within the Tucson city limits, come to Justice Court first for Initial Appearance. Judge is a Justice of the Peace.

Reference: <http://jp.co.pima.az.us/>

Law

Revised:12/28/04

Usage: AOC

Any statute, rule, administrative order, court order or case law.

LEA

Revised:12/29/04

Usage: Pima Superior Court

Abbreviation for Law Enforcement Agency (Sheriff, police department, DPS, etc.)

Legal Professional

Revised:12/28/04

Usage: Agave

Any attorney, judge, courtroom clerk, etc, who has a role in administering or tracking part of a case.

Usage: iCIS

iCIS uses the term Legal Entity

Related:

see Artificial Person

Lower Court

Revised:02/03/05

With respect to Superior Court, Lower Courts are courts of more limited jurisdiction, which are called justice courts or municipal courts. They handle minor traffic violations and minor crimes. For analysis purposes Lower Court refers to the following the Pima Justice of the Peace Court and the following municipal courts:

Tucson City Court, and the city courts of Marana, Sahuarita, Oro Valley, and South Tucson.

Agave Project - Dictionary of Terms

Motion

Revised:12/28/04

Usage: Pima Superior Court

A type document filed by a party in a case which requests the judge to act in a certain fashion or rule on a certain point of law. A motion will usually result in a hearing being scheduled for the judge to rule on the motion. The motion is usually either granted or denied.

Notice

Revised:12/28/04

Usage: Pima Superior Court

An order requiring defendant whose case has been brought to Superior Court via a Supervening Indictment, to appear in court. Not secret.

Reference: NOTICE OF SUPERVENING INDICTMENT

ORANGE-CASE-FILE

Revised:12/28/04

Usage: Pima Superior Court

Case files destined for Legal Records are color coded, CR cases use orange.

Data Dictionary Formal Definition:

CRIMINAL-CASE-DOCUMENTATION + FILE-LABEL + BAR-CODE

PA Minute Entry

Revised:02/01/05

Minute Entry - In Chambers RE: Permanent Assignment

A minute entry prepared by the JAA for the presiding judge indicating the permanent assignment of a judge to a 1st degree murder case.

PAN-Number

Revised:12/28/04

Usage: Pima Superior Court

Pima County Attorney Number, used for lookup of attorney in CMS and CACTIS.

Party

Revised:12/28/04

Usage: Pima Superior Court

A litigant in a case. A party is assigned either to a plaintiff side or a defendant side in a case.

Agave Project - Dictionary of Terms

Person

Revised:12/28/04

Usage: Pima Superior Court

An individual for which the court wants to track data. The person at some point usually had some relationship to one or more cases either as a party, judge, attorney, witness, etc.

PH-CA-Documents

Revised:02/01/05

The set of documents prepared by the County Attorney and sent from Justice Court to Superior Court for criminal felony cases initiated as a result of a Preliminary Hearing. These are the documents used to initiate the case in CACTIS:

1. Information
 2. Summons
-

PH-Case-Documents

Revised:02/01/05

The set of documents sent from Justice Court to Superior Court for criminal felony cases initiated as a result of a Preliminary Hearing. These are the documents used to initiate the case in CACTIS.

1. Order Holding Defendant to Answer in Superior Court
 2. Interim Complaint
 3. Conditions of Release and Order
 4. Order Appointing Counsel
 5. Felony Criminal Complaint
-

Prior-Allegations

Revised:12/28/04

Usage: Pima Superior Court

Document attached to indictment, lists prior felonies and charges.

Reference: Allegation of Prior Conviction

Pro Per (Pro Se)

Revised:12/28/04

Usage: Pima Superior Court

A party to the case who is acting as his/her own attorney.

Agave Project - Dictionary of Terms

Pro Tem

Revised:12/28/04

Usage: Pima Superior Court

An attorney or retired judge who will act as a judge by order of the court for a specific time period or a specific hearing. A pro-tem is generally unpaid for their services.

Related:

Paid Pro Tem(AGAVE)" - A paid pro-tem is generally grant funded.

PROSECUTOR

Revised:12/28/04

Usage: Pima Superior Court

code for prosecutor in CACTIS data entry

Public

Revised:12/28/04

Usage: AOC

Those persons who are not judges, clerks, administrators, professionals or other staff employed by or working under the supervision of the court, or employees of other public agencies who are authorized by state or federal rule or law to inspect and copy closed court records.

Record Search

Revised:12/28/04

Usage: Pima Superior Court

Term used to describe Pima Clerk's web based e-document search and retrieval system. There are four flavors of Record Search. The first is the "login" version of Rec Search. This conduit requires a login and enforces security levels when access case records and images. The second version is called Court Partners. Court Partners is commonly used by most imaging users. No login is required and only data and images considered "public" (see Rec Search Security Access) are available. The third portion of Record Search is actually a splinter of the login version. This component allows users to look for specific imaged documents by case type, document type and/or date range. This module is often used in place of paper copies that were generated when a document was filed that contained data entry opportunities for various court entities. The forth version of Record Search is not powered by imaged documents and is available over the Internet for public consumption. This version of Rec Search does not allow access to secret, confidential or criminal cases.

Related:

Access to the Courtpartners Record Search web site (<http://www.cosc.pima.gov/courtpartners/>) has been granted to everyone in the SC building. There have been several other IP addresses or domains that have also been granted access to this site, including the County Attorney, TPD, and the Public Fiduciary. Access is granted only by permission of Patti Noland. This site has access to document images for public cases.

The login Record Search web site (<http://www.cosc.pima.gov/recsearch/>) is similar to the Courtpartners site in that access is granted by IP address but it also has a login screen. This site allows access to all that the Courtpartners site provides plus a link to search by document type and document date. Also, depending on the permissions given to the login, the login may have access to secret cases and confidential cases' docket and document images.

Agave Project - Dictionary of Terms

The public Record Search web site (http://www.cosc.pima.gov/record_search/) is accessible to the general public. This site has no access to any document images, secret cases, Criminal cases, or Domestic Violence cases.

(Jean Fagan)

Release-Condition

Revised:12/28/04

Usage: Pima Superior Court

How defendant was release from jail, ROR - release on own recognizance, or bond amount if posted bond, or in custody

Review-Hearing-Calendar-Event

Revised:01/20/05

CACTIS code for calendar event signifying a review hearing to be scheduled

Related:

"RV"

SC

Revised:01/14/05

Usage: Agave

Abbreviation for Superior Court (Pima Superior Court for the State of Arizona)

Search-Warrant

Revised:01/05/05

Search warrants are issued for property, not people. The property to be search must be specific. Search warrants are "served" or "executed" when the search occurs, and then the warrant is "returned" to the issuing magistrate within 5 days of the search, per statute.

Related:

Arrest Warrant

Bench Warrant

WARRANT

Agave Project - Dictionary of Terms

Secret Cases

Revised:12/28/04

Usage: Pima Superior Court

Unless a defendant has been formally charged and has had an initial appearance, the case will usually be made secret. This is to prevent someone from fleeing who will be served a summons or warrant, as well as to prevent other potential co-defendants from fleeing. Once a person has been apprised of charges at initial appearance, the case is no longer secret. Note that in the case of warrant documents held by the GJ clerk after case initiation, an event (email) triggers the change to non-secret in CMS.

Summons

Revised:12/28/04

Usage: Pima Superior Court

An order requiring defendant to appear at an arraignment. A summons is issued when defendant is expected to appear voluntarily. Summons are usually considered secret, but can be mailed.

Supervening Indictment

Revised:12/28/04

Usage: Pima Superior Court

The vast majority of Grand Jury cases start in Justice Court . When the case is heard by a Grand Jury, the case documentation resides in the lower court. A Notice of Supervening Indictment is used to order the transfer of case documents to Superior Court. This document is prepared by the County Attorney. A Supervening Indictment removes the need for a Preliminary Hearing (PH) in lower court.

SW

Revised:01/26/05

Abbreviation for Search Warrant; also used as prefix for sequentially numbered search warrant "cases" entered into the GJ Unit search warrant tracking application.

SW-Number

Revised:01/26/05

Used for tracking issued search warrants by the GJ Unit.

Data Dictionary Formal Definition:

"SW" + Case-Number

Agave Project - Dictionary of Terms

WARRANT

Revised:12/28/04

Usage: Pima Superior Court

When this appears as part of the case header for a case on the GJ-Calendar it means that an Arrest Warrant is to be issued to bring the defendant into court for arraignment. When a defendant fails to appear for a hearing, trial, or arraignment, a judge will issue a Bench Warrant. When referring to a search of property for evidence, it is a Search Warrant.

Related:

Arrest Warrant
Bench Warrant
Search Warrant

Data Dictionary Formal Definition:

Search-Warrant OR Bench-Warrant OR Arrest-Warrant

Witness-Name

Revised:12/29/04

Usage: Pima Superior Court (CACTIS)

For H-Cases the defendant name is entered as the witness name followed by "(Witness)"

Data Dictionary Formal Definition:

DEFENDANT-REAL-NAME + "(WITNESS)"

Yellow Sheet

Revised:12/28/04

Usage: Pima Superior Court

DPS Form filled out by arresting agency that details the observed offenses, used by County Attorney to refine the charges prior to indictment

YYYY

Revised:12/28/04

Usage: Pima Superior Court

current year, E.G. 2004
