

Arizona Code Standardization Project

Proposed Limited Jurisdiction Activity Codes



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Introduction

Attached are five lists of activity codes for the following limited jurisdiction case types:

- Civil
- Civil traffic
- Criminal
- Parking
- Ordinance

The codes are intended to be used in following manner:

Code index – This description is provided solely for ease of use in finding an appropriate code. It can be used by court clerks as a quick, alphabetized way of finding the right code for an event or filing. It will also be used by the data standards committee and staff as the index to the codes, to ensure that duplicates do not get added inadvertently to the code set.

Code text – This column sets forth the actual wording of the data entry code. It is designed to parallel the titles most frequently appearing on court filings and orders. This text will appear on the court's docket or register of actions unless the filer uses a significantly different title. If the title is virtually the same (with, for instance, the inclusion of the name of the filer), the code text will appear in the docket or register of actions.

Actual title used by the filer – If the filer uses significantly different wording in the title, the court clerk will actually type in the title used by the filer. This will be the wording that appears in the docket or register of actions. However, the code text will be what the computer reads for this entry for all case management reporting purposes. This process will ensure that documents are easily and correctly identified in the official record, but that the computer will be able to determine what they actually represent, using standard statewide code notations. Thus, if a party files an "Application Addressed to the Court's Sound Discretion to Postpone the Hearing Currently Scheduled in This Matter," that text will appear in the docket or register of actions, but for data gathering and reporting purposes the computer will recognize the filing only as a Motion for Continuance.

These codes were developed with the assistance of a committee of limited jurisdiction court staff, listed in our Third Interim Report. Since receiving our Third Interim Report, the codes have been reviewed and refined by a small group of limited jurisdiction court staff convened by the data standards staff of the Administrative Office of the Courts and then further refined by the data standards staff.

In our judgment, these codes are ready for adoption by the Committee on Technology, with the understanding that the five lists represent initial compendia of activity codes for the five limited jurisdiction case types that will be augmented and refined as they are put into use by the Arizona judiciary.