

**COT**  
**COMMISSION ON TECHNOLOGY**  
**MEETING AGENDA**

Arizona Supreme Court, A.O.C  
1501 W. Washington  
Phoenix, AZ 85007

**November 10, 2005**

**Conference Call 602-542-9014**  
**Room 119A/B**  
**10:00 a.m. –Noon**

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- |            |   |  |
|------------|---|--|
| 10:00 a.m. | <ul style="list-style-type: none"><li>• WELCOME AND OPENING REMARKS<ul style="list-style-type: none"><li>- Roll call of members and guests</li><li>- Determination of quorum</li><li>- Update on recent activities from the Chair</li></ul></li></ul>                                   | Hon. Rebecca Berch, Chair                      |
| 10:15 a.m. | <ul style="list-style-type: none"><li>• 2007-2009 IT PLAN TEMPLATE AND COMMUNICATION PACKAGE<ul style="list-style-type: none"><li>- Request for approval of draft template and method including milestones in the planning process</li></ul></li></ul>                                  | Mr. Stewart Bruner                             |
| 10:45 a.m. | <ul style="list-style-type: none"><li>• CASE MANAGEMENT SYSTEMS ROLLOUT<ul style="list-style-type: none"><li>- Detailed tasks and budget for upcoming CMS statewide rollout efforts</li><li>- Request for FY06 JCEF funding to begin the transition/rollout process</li></ul></li></ul> | Mr. Karl Heckart                               |
| 11:15 a.m. | <ul style="list-style-type: none"><li>• PHOENIX JUSTICE COURT ELECTRONIC CASE INITIATION FOR FORCIBLE DETAINERS<ul style="list-style-type: none"><li>- Request for approval of e-filing pilot project</li></ul></li></ul>   | Hon. C. Steven McMurry and<br>Mr. John Barrett |
| 11:30 a.m. | <ul style="list-style-type: none"><li>• CALL TO THE PUBLIC</li></ul>  |  |

Meeting-related materials are due to [SBruner@courts.az.gov](mailto:SBruner@courts.az.gov) not later than October 28.

**Note:** This meeting has been scheduled by the chair as a conference call due to the high price of gasoline and the short agenda. Please dial in promptly so that roll call may be taken and a quorum determined. Members are reminded to print all meeting materials prior to dialing in and to always identify themselves before speaking. A quorum will be re-confirmed before each vote is taken, so please notify the chair when exiting the conference.

**UP-COMING COT MEETINGS:**  
**01/06/06 Conference Room 119**



**COMMISSION ON TECHNOLOGY  
MEETING MINUTES**

**September 9, 2005**  
9:00 a.m. – 12:00 p.m.

**Arizona Supreme Court**

Copper and Gold Conference Rooms  
Judicial Education Center  
541 E. Van Buren, Suite B4  
Phoenix, AZ 85003

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**MEMBERS PRESENT**

Louraine Arkfeld  
Kent Batty  
Michael Baumstark (*Dave Byers proxy*)  
Rebecca White Berch, *Chair*  
Robert Brutinel  
B. Robert Dorfman (*Ron Beguin proxy*)  
Peter Eckerstrom  
Jeanne Hicks  
Michael Jeanes  
Roger Klingler  
Gary Krcmarik  
Martin Krizay  
Marcus Reinkensmeyer  
Sheldon Weisberg

**GUESTS**

John Barrett, *TAC*  
Janet Cornell, *TAC/CACC*  
Joan Harphant, *CACC*  
Donald Jacobson, *CACC*  
Carol Merfeld, *TAC*  
Gordon Mulleneaux, *CACC*  
Gregg Obuch, *CACC/TAC*  
Michael Pollard, *CACC*  
Eloise Price, *TAC*  
Rick Rager, *CCAC*

**MEMBERS ABSENT**

Christopher Cumiskey  
Catherine O'Grady

**AOC STAFF**

Joe Blaszcak, *ITD*  
Stewart Bruner, *ITD*  
Elaine Cadman, *ITD*  
Karl Heckart, *ITD/TAC*  
Tim Lawler, *ITD*  
Stephanie Nolan, *ITD*  
Pamela Peet, *ITD*

## **WELCOME AND INTRODUCTIONS**

Rebecca Berch, Chair, called the Commission on Technology (COT) meeting to order at 9:30 a.m. She welcomed members and the public; introduced new members Judge Robert Brutinel from Yavapai County representing Superior Courts and Professor Catherine O'Grady from ASU College of Law representing the State Bar; and provided a rundown of positions still to be filled. Nicole Waldron has accepted the executive director position at Arizona Association of Counties. The County Supervisors' Association will nominate her replacement. Jack Shomenta, public member, has retired. The chair invited members to suggest suitable candidates to fill the public member position. We are still awaiting a nomination from the State Senate for the legislative representative.

Justice Berch formalized certain items relating to conducting the business of the COT, including use of conference calls (effectiveness will be monitored), collection of the \$5.00 lunch fee, starting meetings on time, disclosing on the record when a project directly benefits a member's court, handling of the call to the public, the importance of reviewing draft minutes after meetings, executive session procedures, and what constitutes a quorum (50 percent of filled positions plus one). She also stated her understanding that the Judicial Project Investment Justification (JPIJ) acts as the COT-standard format for project approval and reiterated that dividing a project to avoid COT approval is forbidden. COT staff stressed the importance of timely delivery of materials (at least one week before a commission or subcommittee meeting) to the smooth operation of COT.

**MOTION: A motion was made and seconded to approve the minutes of the June 2 and 3, 2005, Commission on Technology meeting. The motion passed unanimously. TECH 05-38.**

## **2006-2008 INFORMATION TECHNOLOGY STRATEGIC PLAN APPROVAL**

Karl Heckart, CIO for the Administrative Office of the Courts (AOC), summarized this year's IT strategic plan, which was placed on the COT website for members' final review. Thanking members who had taken time to review the document, he opened the floor for any questions. Comments included the desirability of emphasizing disaster recovery planning, in light of the recent natural disasters, and whether editorial changes could still be made to the document. Disaster planning will be better emphasized in next year's plan. Editorial changes submitted by members will be considered and, if appropriate, made to the text before release. The approved document will be submitted to the Government Information Technology Agency (GITA) and the Joint Legislative Budget Council (JLBC).

**MOTION: A motion was made and seconded to approve the 2006-2008 Arizona Judicial Branch Information Technology Strategic Plan with proposed changes incorporated before distribution to GITA and JLBC. The motion passed unanimously. TECH 05-39**

## **PROPOSED CHANGES TO PLAN PROCESS AND TEMPLATE FOR 2007-2009**

Stewart Bruner provided background concerning changes being proposed to the plan template and the information gathering process for the next planning cycle. He reminded members that the format of the annual IT plan is determined by COT, according to ACJA § 1-109. He described proposed changes that would streamline the plan template and respond to stakeholder suggestions. Member discussion focused on a proposed change to collect local JCEF information in advance of any project-specific requests. Consensus was that collecting the information really did not meet the goal of describing the financial environment in which court projects would take place, since JCEF is only one source of project funding. The JCEF table will be dropped from the template. The next steps will be to produce the template and consolidated project information spreadsheet, along with a communication package to presiding judges and court administrators for review/approval at the November COT meeting.

**MOTION: A motion was made and seconded to approve the proposed general changes to the next IT planning cycle, with the exception of collecting local JCEF information. The template and process detail will be reviewed at the next COT meeting. The motion passed unanimously. TECH 05-40**

## **CASE MANAGEMENT SYSTEMS FUNDING**

The state JCEF motion made in the previous COT meeting required the Tempe Case Management System (CMS) and Pima Agave projects to complete their detailed schedules and return with proposed milestones to which disbursement of approved funds would be tied. Staff reviewed the interaction with project representatives since that meeting.

Rick Rager of the Tempe CMS project and Gregg Obuch of the Pima Agave project were introduced. Each presented the actions and the associated funding amounts being requested for the projects they represent. Both speakers specified that their detailed project plans had been updated to reflect the milestone dates shown in the presentation. A question arose regarding placement of the documentation/training milestone in the Pima Agave plan. The milestone reflects completion of final documentation and was not meant to indicate that no documentation would exist until that point in the project. CACC and staff continue to monitor the activities of the projects.

**MOTION: A motion was made and seconded to approve the plan and milestones for the Tempe CMS project as presented and to authorize the distribution of the installments of FY06 State JCEF monies to the project as milestones are completed. The motion passed unanimously. TECH 05-41**

**MOTION: A motion was made and seconded to approve the plan and milestones for the Pima Agave project as presented and to authorize the distribution of the installments of FY06 State JCEF monies to the project as milestones are completed. The motion passed unanimously with Kent Batty abstaining. TECH 05-42**

Following the two presentations, Karl Heckart pointed out a potential gap before the initial implementation of the Pima Agave system in a different court, should the project remain on its stated schedule. Money to fund formation of the technical team that would determine the required changes to adapt the CMS for statewide use was not included in the approved FY06 JCEF budget. Since including it now would involve a mid-cycle request to AJC, members were asked if they supported moving forward now or if they felt it better to wait for FY07, as originally planned. Following a reminder about the clerk's association letter that stated their desire for as rapid an implementation as possible, members encouraged Karl to move forward. A detailed budget and plan will be presented at the November COT meeting as a prerequisite to requesting funding at the December Arizona Judicial Council (AJC) meeting.

### **RECOMMENDATION FROM COT FUNDING SUBCOMMITTEE**

Gary Krcmarik, chair of the funding subcommittee, walked members through the eleven scenarios considered by that group before revealing their recommended scenarios in the following preferred order: 1) Not raising any local device costs to fund the rollout, 2) Getting the legislative sweep reversed in upcoming years, 3) Getting some of the legislative sweep reversed while increasing fees for civil filings and civil traffic penalties, and 4) If none of the legislative sweep can be reversed, increasing fees for civil filings and civil traffic penalties a greater amount.

Questions were raised about whether the CMS rollout costs presented included a variety of items. The chair stated that the estimate of costs was simply a best guess at this point. She stressed that the most important consideration was getting on the legislative calendar for the upcoming session.

**MOTION: A motion was made and seconded to approve the recommendations of the funding subcommittee and authorize the next steps to get on the legislative agenda for the upcoming session.**

More discussion ensued concerning financial impact to all local courts being taken into consideration by the proposal for securing CMS rollout funding. Several members felt that any proposal must include a provision for local funds to be used in large-volume-model courts. Several challenges related to changing fee-related legislation in the upcoming session were pointed out. As a result of discussion, the original motion was slightly re-worded to indicate COT's approaches, rather than specific requirements, leaving room for partners supporting legislative changes to operate within a specified framework rather than being limited in their negotiating strategies. The mover and seconder both concurred with the revision to the original motion.

**MOTION: It was moved and seconded to approve the approaches recommended by the funding subcommittee and authorize the next steps to get on the legislative agenda for the upcoming session. The motion passed unanimously with members Jeanes and Reinkensmeyer abstaining.**  
**TECH 05-43**

## **CALL TO THE PUBLIC**

After verifying that Commission members had no further business to discuss, Justice Berch made a call to the public. No one responded.

The meeting was adjourned at 11:15 a.m.

**The next scheduled COT meeting is November 10, 2005**, (a change from November 3) in Conference Room 119 A/B of the Arizona State Courts Building.



**COMMISSION ON TECHNOLOGY**  
**Agenda Information/Action Item**  
**Meeting Date: November 10, 2005**

<i>Agenda Item:</i>  <b><u>2007-2009 IT PLAN TEMPLATE AND COMMUNICATION PACKAGE</u></b> <b>-Review, Discuss, Approve/Table</b>	<i>Type of Action Requested:</i>  [ X ] Formal Action/Request [   ] Information Only [   ] Other
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<b>FROM</b>
Stewart Bruner, A.O.C. ITD Manager of Strategic Planning
<b>SUMMARY</b>
Stewart Bruner will summarize the approach for obtaining court input to the Arizona Judicial Branch Information Technology Strategic Plan for 2007 through 2009 along with the template, as revised to reflect direction given at the September COT Meeting. Once approved, the communication beginning the process will be delivered to presiding judges throughout the state. The milestone schedule calls for countywide and appeals court plans to be submitted by March 10, 2006.

<b>ACTION OPTIONS</b>
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**MOTION:**

- 1. Approve the template, project spreadsheet, milestones, and communication package with any corrections, additions or changes identified, and authorize distribution to presiding judges to begin the plan creation process.**
- 2. Table the discussion/approval for a later meeting, thereby shortening significantly the timeline for countywide and appeals court plan development efforts.**

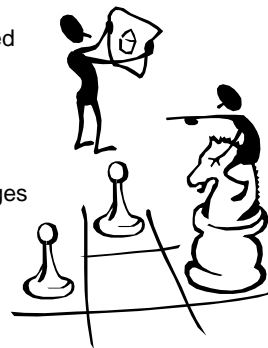


# 2007-2009 IT STRATEGIC PLAN TEMPLATE AND COMMUNICATION

Stewart Bruner  
 Manager, IT Strategic Planning  
 602-542-9351 sbruner@courts.az.gov

## Background

- Focus groups suggested improvements
- COT approved general direction
- Template revised
- Communication packages created
- Returning to review format and process of soliciting countywide plans



## Outline for 2007-2009 Statewide Plan

- Executive summary and introduction
- Judicial Branch vision and strategic initiatives
- IT strategic initiatives – statewide and local
- CY2005 IT accomplishments
- Description of current IT environment
- Top IT strategic initiatives and the detailed strategic projects that support them
- Summaries of county-level information
- Appendices detailing courts' environments
- Appendix containing all county court and municipal court IT strategic plans

## Template Comparison

- |   |  |
|---|--|
| <p><u>'06-08 Template Sections</u></p> <ul style="list-style-type: none"> <li>▪ Local Planning Method and Participants</li> <li>▪ Strategic Agendas: State and Local</li> <li>▪ Strategic Initiatives: State and Local</li> <li>▪ IT Strategic Initiatives: State and Local</li> <li>▪ Fiscal Year 2005 Accomplishments</li> <li>▪ Current Technology Environment Overview</li> <li>▪ Analysis of <u>Independent</u> IT Strategic Projects</li> <li>▪ Local Participation in Statewide IT Strategic Projects</li> <li>▪ Detailed Description of Current Hardware, Software, and Network (Appendices)</li> </ul> <p>59 Pages</p> | <p><u>'07-09 Proposed Template Sections</u></p> <ul style="list-style-type: none"> <li>▪ Local Planning Method and Participants</li> <li>▪ Judicial Branch Strategic Agendas</li> <li>▪ Local Court Strategic Agendas and Initiatives</li> <li>▪ IT Initiatives Responding to Local Agendas and Initiatives</li> <li>▪ Current Technology Environment</li> <li>▪ IT Strategic Projects</li> <li>▪ Court Projects Master Listing</li> <li>▪ Local IT Strategic Resources</li> <li>▪ Detailed Description of Current Hardware, Software, and Network (Appendices)</li> </ul> <p>18 Pages</p> |
|---|--|
- 

## Reasons Behind Changes

- Template no longer oriented toward producing off-the-shelf plan for local court use
  - Reference information no longer pre-populated for local use – links included in instructions
  - Business information clearly separated from IT information
  - All project details moved to the master project spreadsheet
- Ramifications:
- Less of an AOC communication tool
  - Requires much more communication with planners, due to the process and format changes



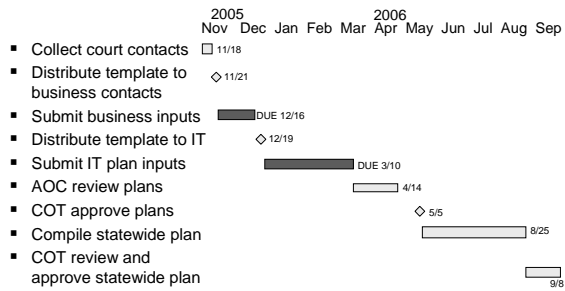
## Communications Packages

1. Presiding Judges
  - Kickoff letter soliciting contact names
  - Plan review letter at end of process
2. Business Contacts
  - New Branch Plan, *Good to Great*
  - Development Timeline Graphic
  - Template with Detailed Instructions
3. IT Planners
  - Development Timeline Graphic
  - Technology Trends Memo from AOC ITD
  - Link to Last Year's Statewide Plan
  - Link to Last Year's Countywide Plan
  - Template with Business Information Completed
  - Master Projects Spreadsheet



IT Strategic Planning Webpage

## 2007-2009 IT Plan Development Timeline

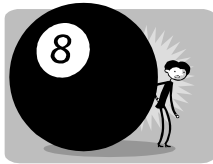


## Next Steps

- Get agreement on this year's process, template content and format
- Send communication to obtain business and IT contact names from presiding judges
- Distribute template to business contacts
- Hold conference call for business contacts
- Distribute template to IT contacts
- Hold conference call(s) for IT contacts
- Make individual calls to IT contacts
- Receive all countywide component plans by March 10 to craft summaries for COT review



## Your Comments and Questions...



# Template for Countywide Courts Information Technology Strategic Plans FY2007-2009

**<<COUNTY NAME>>  
COUNTY**

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B.2. Local Court and Agency Strategic Agendas, Initiatives, and Business Pressures

B.3. Local Court and Agency Technology Initiatives Responding to Agendas, Initiatives,  
and Business Pressures

C. CURRENT TECHNOLOGY ENVIRONMENT.....X

D. INFORMATION TECHNOLOGY STRATEGIC PROJECTS .....X

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D.2. Local Information Technology Strategic Resources

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A. CURRENT ENVIRONMENT.....X

1. Hardware Environment by Court

2. Network Environment

3. Software Environment

B. Second appendix item title .....X

C. Third appendix item title

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**//SECTION TO BE COMPLETED BY COURT BUSINESS CONTACT//**

**<COUNTY NAME HERE> COURTS**

**INFORMATION TECHNOLOGY STRATEGIC PLAN  
FOR FISCAL YEARS 2006-2008**

**INTRODUCTION**

This is a three year information technology strategic plan for the courts in <county name here> covering the period from January 2006 through June 2009.

The courts in <county name here> are comprised of the following:

Superior Court in <county name here> County
?? Justice Court
?? Justice Court
?? Justice Court
?? Justice Court
?? Justice Court
?? Municipal Court
??

Courts that are not participating in the Arizona Court Automation Project (ACAP) are listed below. Their individual information technology plans can be found in the appendices as noted below. Further, the county-wide integration or migration plans to address centralized information and communication needs can be found in Appendix \_\_\_.

<b>COURT</b>	<b>IT PLAN LOCATION</b>
fill in name of court	enter appendix to reference their plan

**A. PLANNING METHOD AND PARTICIPANTS**

This section outlines the participants, processes and events that contributed to formulating the Information Technology Plan for <name of county> Courts.

A county-wide automation committee made up of representatives from the courts developed this plan. Participants included:

[list names (along with their organization, title and role) of those who developed, reviewed and signed off on this plan. Courts are strongly encouraged to seek input from other justice partners in the planning process.]

**B. JUDICIARY STRATEGIC AGENDA: STATE AND LOCAL**

**B.1. Judicial Branch Statewide Agenda**

The courts support *GOOD TO GREAT: A STRATEGIC AGENDA FOR ARIZONA’S COURTS 2005-2010* and its vision to increase the public’s trust in the court system, to inspire confidence that individual rights are being protected, and to ensure that all citizens are being treated fairly. This strategic agenda was adopted in June 2005 at the direction of the judiciary’s new chief justice. It remains consistent with the previous *JUSTICE FOR A BETTER ARIZONA* vision; though several new or revised initiatives have been identified for each of the existing strategic agendas.

If you have local agendas to add, place them below. Otherwise, remove sections B.2 and B.3. Examples have been provided. These are not automation projects but strategic initiatives/directions that technology may or will be used to support.

**B.2. Local Court and Agency Strategic Agendas, Initiatives, and Business Pressures**

The county’s courts and their associated local funding agencies have identified additional strategic business goals, initiatives, and pressures as follow:

COURT/LOCAL AGENCY NAME	STRATEGIC AGENDA
?? county name/city name/court name	??e.g. Increase the quality of service to constituents.
?? county name/city name/court name	??e.g. Reduce spending by 10% from 2003 fiscal year levels.

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<b>COURT/LOCAL AGENCY NAME</b>	<b>STRATEGIC AGENDA</b>
?? county name/city name/court name	?? Increase Collections

**B.3. Local Court and Agency Technology Initiatives Responding to Agendas, Initiatives, and Business Pressures**

**//SECTION TO BE COMPLETED BY TECHNICAL CONTACT//**

If you have local agendas, initiatives, and business pressures in Section B.2 place the technology initiatives that support them below. Examples have been provided. These are strategic initiatives/directions that technology has in response to business items listed in Section B.2.

<b>COURT/LOCAL AGENCY NAME</b>	<b>TECHNOLOGY INITIATIVE</b>
?? county name/city name/court name	??e.g., Increase the level of service to constituents by making all jury-related materials available online.
?? county name/city name/court name	??e.g., Reduce IT spending by 10% from 2005 fiscal year levels.
?? county name/city name/court name	?? Increase automation of court processes to feed collections service provider

## C. CURRENT TECHNOLOGY ENVIRONMENT

**This section describes both the statewide and local hardware and software environment. Hardware includes mainframes, servers, desktops, and other peripherals. Software includes statewide applications, local software and desktop productivity tools.**

### Hardware

The Arizona Judicial Department has a diverse mix of hardware used by the various projects and programs that have evolved and applications that have been acquired and/or developed over the last several years. The mix of hardware that the county courts accesses includes the newest architectures designed to support the complexity of these applications and the large geographical area served by the Judicial Branch.

The server environment, hosted at the Administrative Office of the Courts Data Center, includes IBM AS/400s for JOLTS and general administrative operations of the Administrative Office of the Courts. The ACAP courts and the appellate courts are operating on IBM AIX systems. . Windows servers provide for Internet, Intranet, e-mail, Statewide Crystal Enterprise ad-hoc reporting, and Statewide remote on-line training as well as file and print sharing.

The desktop environment includes a variety of PCs. AOC/ITD, under COT's direction, has undertaken a four year equipment leasing cycle which is designed to refresh desktop hardware regularly to ensure that it incorporates the technology needed to support the evolution of statewide applications and projects. Existing hardware is now nearing the end of its four-year lifecycle; plans are being made to begin a refresh cycle in the late FY06/early FY07 timeframe.

The hardware listed in Appendix A reflects equipment used to support the court management system software, the juvenile tracking software, other state-provided applications as well as additional local record keeping functions. Additional hardware beyond these desktop items is also listed.

### Software

Appendix A also identifies all the software used in the county's courts. It includes both the state-provided applications such as AZTEC, Appellamation, APETS (and Palm), TIP, PIMS, and JOLTS; local applications such as imaging or MEEDS; and any word processing, spreadsheet, report writing and other database or tracking applications.

**D. INFORMATION TECHNOLOGY STRATEGIC PROJECTS**

This section identifies each statewide and local strategic project in which the county's courts participate and will actively be pursuing in over the next three years. For those projects primarily supported at the state level, it will identify project status and describe the local courts' planned participation and note any related, independent future plans. For independent but complimentary local projects, additional details on resources and future plans are included.

This section also includes information for independent technology projects which are not primarily supported by state resources. Information on these projects includes showing alignment to both statewide and local technology strategic initiatives and enterprise architecture standards.

The statewide strategic technology projects, and their priority as assigned by the Commission on Technology, are as follows:

Priorities for On-Going Initiative	Priority in Impact-Timing Order*
<b>1. Systemic Thinking Approach to Development and New Projects</b>	<b>H-S Code Standardization</b>
<b>2. Core Software Support/Maintenance (balanced by end-of-life ROI consideration)</b>	<b>H-S Penalty Enforcement Program</b>
- AZTEC	<b>H-M Integration</b>
- JOLTS/JOLTaz	<b>H-L New Case/Financial Management Systems for Trial Courts</b>
- APETS	<b>H-L JOLTSaz</b>
- Appellation	<b>M-S Electronic Document Management</b>
<b>3. Automation Training and Support</b>	<b>M-S Adult Probation System (APETS) Rollout</b>
<b>4. Infrastructure Maintenance</b>	<b>M-S Internet Public Interactive Service</b>
	<b>M-S Audio and Video Court Records</b>
	<b>M-S Electronic Signatures</b>
	<b>M-M Electronic Filing</b>
	<b>M-M Technical Training</b>
	<b>M-M Interactive Jury</b>
	<b>M-L Enterprise Architecture</b>
	<b>M-L Process Standardization</b>

\*Based on relative importance/impact being High, Medium, or Low and predicted time to implementation being Short, Medium, or Long term.

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## **D.1 COURT PROJECTS MASTER LISTING**

This section collects all information technology project-related information for all the county's courts during fiscal year 2006 (really January 2005 through January 2006). Projects listed include both those in support of statewide efforts as well as independent strategic technology projects that support the court's strategic initiatives independent from the statewide projects.

Information is returned in a separate Excel spreadsheet with drop down fillins and free-form text.

## D.2. Local Information Technology Strategic Resources

This section provides high-level information about the technology spending and resources by court.

LOCAL TECHNOLOGY RESOURCES				
			Number of:	
Court	State Device Cost	Other Technical Cost	Court FTE Technical Staff	City or County FTE Technical Support Staff

## APPENDICES

### A. CURRENT ENVIRONMENT

#### 1. Hardware Environment by Court

This section lists the hardware deployed in the courts, including mainframes, servers, desktops, and other peripherals.

**LIST YOUR DESKTOPS/LAPTOPS BY OPERATING SYSTEM.**

Court	Number of PCs	PC Operating System	Number of Laptops	Laptop Operating System	Number of Network Printers

#### Hardware for special functions

Court	Number of:			
	Public Access PCs	In Courtroom PCs	In Chambers PCs	DPS ACJIS Terminals

Remove this table if you don't have any servers. List number of servers by operating system, not individual items.

Local Server Information		
Server Type	Total Number	Operating System

**2. Network Environment**

**Either:**

→ Fill in the table below; provide the information in your preferred format,

**Or**

→ Remove the table below and note that your network is the Arizona Judicial Information Network (AJIN), maintained by the AOC.

LOCAL AREA NETWORK				
Network Software	Number of Devices (PCs & Printers) on Network	Number of support personnel	Firewall brand/model	Other security provisions

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**3. Software Environment**

This section identifies all the software used in the county's courts. It includes both the state-provided applications (such as Appellamation, AZTEC, TIP, PIMS, JOLTS, APETS) and also any word processing, spreadsheet, report writing and other database or other tracking applications.

<b>Local Applications</b>				
<b>Application Name</b>	<b>Developed/ Supported by</b>	<b>Resides on ("local PC" or Server Name)</b>	<b>Courts Using</b>	<b>Description of Application</b>
AZTEC application software for the Arizona Court Automation Project (ACAP)	AOC	Local PC	Superior Court and all Justice and Municipal Courts except...???	State standard case management system.
AZTEC module: Probate case management	AOC			A module of AZTEC to process Superior Court probate cases.
AZTEC module: Exhibit tracking	AOC	Local PC		A module of AZTEC that keeps track of exhibits.
AZTEC module: Calendaring	AOC	Local PC		A module of AZTEC integrated to docket and case management that tracks all events and provides daily calendars.
AZTEC module: Financials	AOC	Local PC		A module of AZTEC that performs the cash management functions.
AZTEC module: File Tracking	AOC	Local PC		A module of AZTEC that uses bar coding to track file locations.

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<b>Local Applications</b>				
<b>Application Name</b>	<b>Developed/ Supported by</b>	<b>Resides on ("local PC" or Server Name)</b>	<b>Courts Using</b>	<b>Description of Application</b>
AZTEC forms generation used	AOC	Local PC		A feature of AZTEC that allows automatic generation of forms and minute entries using imported AZTEC data and Word Perfect.
APETS (Adult Probation Enterprise Tracking System)	AOC	Local PC/AOC Server		The new state standard system for tracking adult probationers.
APETS Palm	AOC	Local Handheld Device/AOC Server (for synch)		The new state standard for tracking adult probationers using a mobile device.
DCATS - CASA	AOC	Local PC/AOC Server		The statewide system for tracking court appointed special advocates.
JOLTS (Juvenile On-Line Tracking System)	AOC	AS/400 JOLTS AOC Server Environment for JOLTSAZ		The state standard system for tracking juveniles in the court system, including juvenile probation, dependency and detention.
JOLTS Storage Area Network (SAN)	AOC	AOC Server		Centralize storage for documents, etc
PIMS (Probation Information Management System)	AOC	Local PC/Local Server		A state standard legacy system for tracking adult probation for DTEF reporting.

**DRAFT 10/28/05**

<b>Local Applications</b>				
<b>Application Name</b>	<b>Developed/ Supported by</b>	<b>Resides on ("local PC" or Server Name)</b>	<b>Courts Using</b>	<b>Description of Application</b>
Statistical Reports (CASPER)	AOC	Local PC/AOC Server		A statewide statistical reporting application.
Tax Intercept Program (TIP)	AOC	Local PC/AOC Server		A state standard system for reporting and collecting delinquent debt via Department of Revenue and AZ Lottery.
Word Perfect 8.0	Corel/AOC staff			A word processing system.
Microsoft Word	Microsoft/local & AOC staff	Local PC		A word processing system.
Windows 2000	Microsoft/AOC staff	Local PC		The operating system of the state standard desktop PCs.
Outlook 2000	Microsoft	Local PC		The email and calendaring software used by AJIN.
Seagate Info/Crystal Reports/Crystal Enterprise	Crystal/AOC staff	AOC server		A report-writing tool for user ad hoc reports from various applications.
Centra	Centra	Local PC Client and AOC Server		Software for interactive, instructor-led n-line training
Adobe Acrobat Reader	Adobe	Local PC		A free product from Adobe Acrobat for reading documents in pdf format.

**DRAFT 10/28/05**

<b>Local Applications</b>				
<b>Application Name</b>	<b>Developed/ Supported by</b>	<b>Resides on ("local PC" or Server Name)</b>	<b>Courts Using</b>	<b>Description of Application</b>
Excel	Microsoft	Local PC		A spreadsheet product from Microsoft.
McAfee Virus Scan	McAfee	Local PC and Various AOC Servers		Virus detection software to protect local PCs.
Fines, Fees and Restitution Enforcement Module for FARE participation	AOC and vendor, ACS	Server		This is a package of programs for automated transfer of case data to a collections vendor for noticing and collections efforts. It also includes web payment and an IVR interface.
Digital Audio: Product Name: _____				
Document Scanning Product Name: _____				
Electronic Document Management System Product Name: _____				
Integration- electronic data sharing with county/city law enforcement				

**DRAFT 10/28/05**

<b>Local Applications</b>				
<b>Application Name</b>	<b>Developed/ Supported by</b>	<b>Resides on ("local PC" or Server Name)</b>	<b>Courts Using</b>	<b>Description of Application</b>
Integration-electronic data sharing with city/county prosecutor				
Integration-electronic data reporting of dispositions to DPS	AOC developed and supported.	AOC MQ server		An electronic transaction to DPS with court dispositions.
Integration-electronic data reporting of citations/dispositions to MVD.	AOC developed and supported	Local PC and FTP Server		An electronic transaction to MVD for traffic citations.
Integration-electronic data sharing/reporting of _____ to _____.				
Jury system: Next Generation version _____ or Other jury system: _____	Jury+  Vendor Name?	Local PC and Local Jury Server		
MEEDS (minute entry distribution system)	Maricopa Superior Court developed/ supported and local technology staff			A software package interfaced to Word and AZTEC that provides electronic minute entry forms generation and distribution.

**DRAFT 10/28/05**

<b>Local Applications</b>				
<b>Application Name</b>	<b>Developed/ Supported by</b>	<b>Resides on ("local PC" or Server Name)</b>	<b>Courts Using</b>	<b>Description of Application</b>
Court Web site				Provides general information for participating courts well as???[other special features]

**DRAFT 10/28/05  
APPENDIX - B**

**COURT INFORMATION TECHNOLOGY STRATEGIC PLANS**

**FOR**

**<<Name of Non-ACAP Court>>**

Add any further Appendices here.





All List Items for Columns in the "Projects" Sheet

County	Strategic Project Name / Phase	Related Business Agenda, Initiative, or Pressure	Related IT Strategic Initiative	Related Statewide Project	Participation Scheduling (Statewide Initiatives only)	Brief Project Description	CY2005 Accomplishments	Current Project Lifecycle Phase	Planned Completion Date	Project Type	Project Risks, Issues, Concerns	Project Duration: Start date	Project Duration: End date	Key deliverables/ results	Courts participating	Court and Public Benefits	Costs of required products and services	Vendor/ Contractor (if known)	Funding Source	Success Criteria	Enterprise Architecture Components used/Exceptions needed
#		1: Providing Access to Swift, Fair Justice 2: Protecting Children, Families & Communities 3: Being Accountable 4: Improving Communication and Cooperation 5: Serving the Public by Improving the Legal Profession	1. Promote a Systemic Thinking Approach to Technological Solutions 2. Build, Maintain and Upgrade Infrastructure 3. Provide Security and Disaster Recovery 4. Facilitate Court Communications 5. Complete, Maintain and Enhance Statewide Automation Projects	Code Standardization Penalty Enforcement Program Integration Order of Protection Repository Electronic Criminal Disposition Reporting	Early adopter Mid-cycle implementation One of the last Not a Statewide Initiative			Concept Initiate Plan Execute Close	FY06 FY07 FY08 FY09 FY10	Utility Enhancement Frontier								Local JCEF State JCEF TCPF FTG Grant			
		Other Local Business Item	6. Improve Data Exchange, Communications and Public Access 7. Address Records Storage and Document Management Challenges 8. Provide Administrative Support Functions Other Local Initiative:	New Case/Financial Management System for Trial Courts JOLTSaz Electronic Document Management Adult Probation System (APETS) Rollout APETS Palm Implementation ACJIS over AJIN Internet Public Interactive Service Audio and Video Court Records Crystal Statewide Reporting Electronic Signatures Electronic Filing Technical Training Interactive Jury Enterprise Architecture Process Standardization Other Local/Independent Project:					>FY10									Local Budget Fees Other			
	Strategic Project Name / Phase: Give your project a several word name you can reference, include the project phase, if applicable	Related Business Agenda, Initiative, or Pressure: Show alignment with the most applicable agenda from Good to Great. If the project responds to a local agenda or business pressure, select "Other Local Business Item" and fill in the name of that item in the blue cell below.	Related IT Strategic Initiative: Show alignment with the most applicable IT Strategic Initiative from the COT-approved list. If the project responds to a local IT initiative, select "Other Local Initiative;" and fill in the name of that initiative in the blue cell below.	Related Statewide Project: Show the project from the list to which the effort is related. If the project is an independent, local one, select "Local/Independent Project."	Participation Scheduling: For statewide initiatives only, select the timing for the county courts' general adoption or implementation. Describe placement falling on a bell curve of adoption, early, middle, or late	Brief Project Description: Provide more description than name or phase -- text wraps in cell.	CY2005 Accomplishments: Provide a succinct description of activities on the project from Jan. 2005 through Jan. 2006.	Current Project Lifecycle Phase: Select the description from the list that best characterizes where the project currently stands in the overall lifecycle. List items are taken from the PMBOK at <a href="http://www.pmi-bookstore.org/ProductDetails.aspx?itemID=369&amp;varID=1">http://www.pmi-bookstore.org/ProductDetails.aspx?itemID=369&amp;varID=1</a>	Planned Completion Date: Select the planned (or actual) end date of the project from the list.	Project Type: "Utility" indicates basic operational applications required for the court to remain in business. "Enhancement" indicates those that extend the organization's performance, offering, for instance, faster delivery of information, better service or higher quality. "Frontier" indicates currently surrounding the project.	Project Risks, Issues, Concerns: Describe in detail the risks, issues, and concerns currently surrounding the project.	Project Duration: Enter the actual start date if project is underway and actual end date if the project was completed during the calendar year.	Key Deliverables/Results: Describe the main outcome of the project, either planned or actual.	Courts Participating: Please list the court(s) included in the project, if separated by commas.	Court and Public Benefits: Describe the value to the public and the court with a summary of the benefits of this project.	Costs of Required Products and Services: Estimate the 5 year development and operating costs associated with the project. Consult the JPIJ at <a href="http://supreme.state.az.us/cot/Documents/Default.htm">http://supreme.state.az.us/cot/Documents/Default.htm</a> for categories to be considered.	Vendor/Contractor: Provide the name of the technical solution/product and vendor/contractor for the project, if selected.	Funding Source: Select from the list the applicable source of funds and how you will measure used for to monitor the project. Select the project as requires a text description to be placed in the cell below the list.	Success Criteria: Note what and how the project will measure used for to monitor the project. Select the project as requires a text description to be placed in the cell below the list.	Enterprise Architecture Components Used/Exceptions Needed: List tools and standards used. Note which are not compliant with the EA Standards in the categories that appear at <a href="http://supreme.state.az.us/cot/Documents/Default.htm">http://supreme.state.az.us/cot/Documents/Default.htm</a> .	

Current Status	Formal Project Plan submitted to AOC?
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On Hold	Yes
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Underway	No
----------	----

Planned	
---------	--

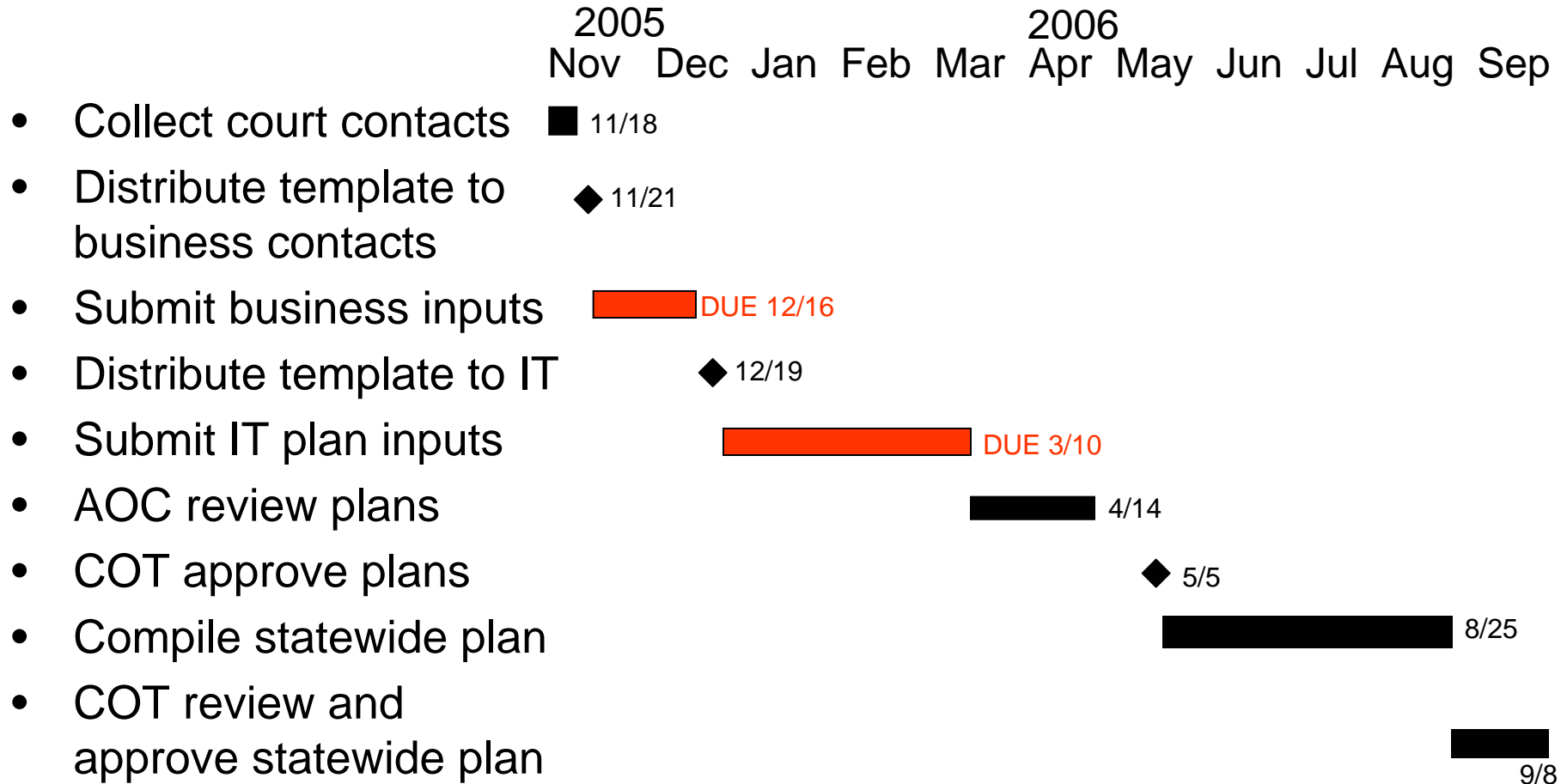
Pending	
---------	--

Complete	
----------	--

Select "yes" only when a full project plan based on the AJD's Technology Project Planning and Management Methodology has been prepared and submitted to AOC as part of a grant request, JPII, or previous IT Plan submittal.

Provide the location of the plan below the cell. It may also be included as an appendix to this document. For projects of any length or complexity, place the high-level project plan containing key milestones

# 2007-2009 IT Plan Development Timeline



**This year's development/approval timetable has been lengthened to accommodate adding a court business input step before the IT planner begins work. Once again, this year's milestone schedule assumes that the Commission's planning meeting will be held in early May.**

- **1) By November 18: Presiding judge provides business and IT contact names and e-mail addresses to Stewart Bruner via phone (602.542.9351) or email ([sbruner@courts.az.gov](mailto:sbruner@courts.az.gov)). Superior courts without IT support may use the administrator as the sole contact or solicit help from county IT staff in plan preparation.**
- **2) The business contact will then be provided with instructions, a copy of the new branch plan, a link to last year's county-wide courts ITSP, and the 2007 plan template in Word format for download from the strategic plan page at <http://www.supreme.state.az.us/cot/Documents/AJBITSP07/Planning.htm>. Any of these documents may also be requested via email from [sbruner@courts.az.gov](mailto:sbruner@courts.az.gov).**
- **3) By December 16: The business contact will return the appropriate completed sections of the template to [sbruner@courts.az.gov](mailto:sbruner@courts.az.gov). Stewart will then distribute that input to the IT contact with instructions for completion of technology-specific sections, including the master project table in MS-Excel. Courts having no IT support may coordinate their project updates directly with him.**
- **4) March 10: Final county court IT Plans in Word format are due via email or other electronic means. Staff will prepare them for distribution to COT in electronic form. There is no need to mail a paper copy or transmittal letter to AOC.**
- **5) Now through March 10: COT staff will be available to answer questions and assist in plan preparation. Contact Stewart Bruner directly via phone (602.542.9351) or email; you can also contact the Support Center and they will refer your call.**
- **6) March 13 -- April 14: Staff will review plans, summarize them for COT, and create motions for approval. Staff may communicate with the appropriate court contact to clarify text or resolve any issues as summaries are being drafted. Draft summaries will be provided for review to those who provided input.**
- **7) May 5/6: COT Strategic Planning meeting. COT will review submitted IT Plans. Revisions will be identified based on meeting results and decisions. Letters will be sent to presidings to indicate the results of COT's review.**
- **8) During the summer: Staff will create the branch strategic plan based on the planning session and the contents of the individual plans as approved by COT.**
- **9) September 8: COT will meet for final review and approval of the Arizona Judicial Department's 2007-2009 Information Technology Strategic Plan.**
- **10) By September 30, 2006: Staff will submit the final IT Strategic Plan to GITA and the Arizona Legislature (JLBC).**

On behalf on the Commission on Technology, I am contacting you regarding your **Information Technology Strategic Plan for 2007-2009**. The Arizona Judicial Department is required to submit an Information Technology Strategic Plan to the State per ARS 41-3504(f). In accordance with ACJA 1-109, COT reviews and approves IT strategic plans of the courts. Strategic planning is also specified by an initiative under Goal 3 of our new Branch plan, *Good to Great*.

As you recall from past years, the plan you submit is a county-wide plan that includes all courts in the county as well as all departments within courts, especially Adult and Juvenile Probation.

I'm beginning earlier this year because of an important change in the preparation process. To ensure the plan captures courts' business goals distinct from IT goals and projects, COT has directed that plans be completed in two steps, 1) obtaining court business drivers and 2) detailing the technology responses to those drivers.

Please identify a contact person for each step **by November 18**: 1) the person (typically a superior court administrator) who can best characterize the business issues facing the courts in your county, as well as 2) the information technology (IT) liaison most knowledgeable about IT projects underway and those planned for the future. I'd be happy to include whomever you might want added to my distribution list to receive further emails regarding either topic.

Once I have received those names from you, I'll circulate the business-related plan sections to the business contact identified in Step 1. After I receive plan input from the business contact I'll share it with the IT liaison as drivers for project plans in Step 2. A couple of plan sections request impact statements from both business and technology perspectives, so input for these will be requested from both contacts.

While I realize this creates an additional due date to manage, I trust that this new approach brings greater clarity to the business drivers for your automation initiatives. By stakeholder request, other changes have been made to streamline the template this year by

- eliminating information included for reference only,
- consolidating all project information into a single Excel spreadsheet, and
- greatly reducing the granularity of hardware inventory information collected.

Your plan, **due March 10, 2006**, will be:

- reviewed at the Commission's May 2006 strategic planning meeting,
- used to make COT's JCEF/TCPF program funding decisions in May/June,
- integrated into the statewide Arizona Judicial Department Information Technology Strategic Plan for 2007-2009, and
- submitted to the Government Information Technology Agency and the JLBC (for the legislature) in September 2006.

### **Timeline of Activities**

- 1) **By November 18**: Please provide your two contact names and their e-mail addresses to Stewart Bruner via phone (602.542.9351) or email ([sbruner@courts.az.gov](mailto:sbruner@courts.az.gov)); you can also contact the Support Center and they will refer your call. (Superior courts without IT support typically use the administrator as the sole contact or solicit help from county IT staff in plan preparation.)
- 2) The **business contact** will then be provided with instructions, a copy of the new branch plan, a link to last year's county-wide courts ITSP, and the 2007 plan template in Word

format for download from the strategic plan page at <http://www.supreme.state.az.us/cot/Documents/AJBITSP07/Planning.htm>. Any of these documents may also be requested via email from [sbruner@courts.az.gov](mailto:sbruner@courts.az.gov).

- 3) **By December 16:** The business contact will return the appropriate completed sections of the template to COT staff. Staff will then distribute the business input to the ***IT contact*** with instructions for completion of technology-specific sections.
- 4) **By March 10:** The IT contact will return the county courts' IT plan in Word format via email or other electronic means. Staff will prepare them for distribution to COT in electronic form. There is no need to mail a paper copy to AOC.
- 5) **Today – March 10:** COT staff will be available to answer questions and assistance in plan preparation. Contact Stewart Bruner directly via phone (602.542.9351) or email; you can also contact the Support Center and they will refer your call.
- 6) **March 13 -- April 14:** COT staff will review plans, summarize them for COT, and create motions for approval. Staff may communicate with the appropriate court contact to clarify text or resolve any issues as summaries are drafted.
- 7) **May 5/6:** COT Strategic Planning meeting. COT will review submitted IT Plans. Revisions will be identified based on meeting results and decisions. You will receive a letter indicating the results of COT's review of your county-wide plan.
- 8) **During the summer:** Staff will create the branch strategic plan based on the planning session and the contents of the individual plans as approved.
- 9) **September 8:** COT will meet for final review and approval of the Arizona Judicial Department's 2007-2009 Information Technology Strategic Plan.
- 10) **By September 30, 2006:** Staff will submit final IT Strategic Plan to GITA and the Arizona Legislature (JLBC).

As clarification of the content, please note that these IT plans are strategic and not tactical; therefore, they identify business and technology goals and high-level information about projects planned to achieve them. When specific projects are undertaken, detailed planning and documentation is assumed to be developed and is often requested as project documentation; detailed project plans and accompanying documentation are neither expected nor intended to be included in a strategic plan.

Thank you in advance for submitting your business and IT contact names to me and for your support of the planning process in your courts.

**INFORMATION TECHNOLOGY STRATEGIC PLAN  
COUNTY PLAN TEMPLATE  
FOR FY 2007 - 2009**

**DETAILED INSTRUCTIONS**

These directions include some definitions of terms used in the plans and a checklist to help you prepare the plan.

2007 APPROACH

COT has directed that the preparation process be changed this year, due to input from stakeholders regarding the need for more clear alignment between business needs and information technology projects. The size of the template has been greatly reduced from last year, due to removal of all information included only for court reference and consolidation of all project information into a single spreadsheet. The high-level Branch business and technology initiatives have changed slightly with the change in chief justice. The new branch plan, *Good to Great*, is available [from this link](#).

CHANGES TO THE 2007 TEMPLATE

- Two-part development process. Presiding judges have been asked to provide both a business contact and an IT contact for this year's plan preparation activities. The template has been labeled to indicate which contact is primarily responsible for input in each section.
- Business portions of the template must be completed and returned by December 16, 2005. These will, in turn, be provided as input for the more detailed IT portions of the plan due March 10, 2006.
- Standard hardware configurations for ACAP PCs have been removed pending the purchase of hardware for use in the upcoming refresh cycle.
- All project-related information is being consolidated into a single Excel spreadsheet. AOC will paste reports made from the spreadsheet into Section D of the finished document for you before publication.
- Granularity of hardware-related inventory information has been reduced to capture only aggregate information by operating system type.
- Court budget information has been reduced to ACAP-related costs and other technology costs. While FTEs are still counted, the associated costs of the FTEs are not.

So many differences exist from previous plans that the revision tracking feature in Word was not used this year.

Despite the requests of stakeholders to trim down the template, please feel free to add back whatever you wish to make this "your" plan – one that you could

provide to officials and citizens locally to reflect your county courts' technology status and plans.

### THE USUAL REMINDERS

As clarification of the content, please note that these IT plans are strategic and not tactical; therefore, they will identify your business and technology goals and high-level information about the projects planned to achieve them. When specific projects are undertaken, detailed planning and documentation is assumed to be developed and is often requested as project documentation. Detailed project plans and accompanying documentation are not expected to be included as strategic plan input.

The plans you submitted last year remain posted on the [strategic plans website](#). If you need the Word version of your plan, I can email it to you.

### GLOSSARY OF PLAN TERMS WITH EXAMPLE

An "Agenda" is a very high-level area of business concern to be addressed.

A "Strategic Initiative" is a general activity you can pursue to achieve the goal stated in your agenda.

A "Strategic Technology Initiative" is a general activity related to technology that can be used to support the "Strategic Initiative."

A "Strategic Technology Project" is specific project technology-related project you are undertaking to meet the objective of your initiative. It has or will have resources (people, machines, networks, software, etc.) assigned to it with deliverables and a schedule.

Every "Strategic Technology Project" should support at least one strategic initiative and one strategic technology initiative.

#### GLOSSARY TERMS EXAMPLE:

##### Agenda

PROTECTING CHILDREN, FAMILIES & COMMUNITIES

##### Strategic Initiative

Expand the centralized registry to include orders of protection from all courts.

##### Strategic Technology Initiative

Support Statewide Automation Projects that feed centralized registry.

##### Strategic Technology Project

##### Order of Protection Service Entry Project:

This project will implement a re-engineered workflow in all ABC County Courts to assure that all service activity on orders of protection is entered within 24 hours of receipt. It will involve specialized training of selected court clerks, an expedited mail room process to identify such notifications on the day of receipt, and....

The Judicial Branch Information Technology Plan shows alignment between Agendas and Strategic Initiatives found in *Good to Great: A Strategic Agenda for*

Arizona's Courts 2005-2010 and the various statewide strategic technology projects.

Your county-level plan should align independent projects to either the agendas/initiatives in *Good to Great* or to agendas/initiatives of a local city, county or court. The master projects table in the spreadsheet walks you through the alignment process by listing active agendas, initiatives, and statewide projects to select from.

**CHECKLIST FOR COMPLETING THE STRATEGIC PLAN TEMPLATE**

<b>STEP</b>	<b>CHAPTER/Tasks &lt;&lt;RESOURCE PROVIDING INPUT&gt;&gt;</b>	<b>Done</b>
1.	<p><b>COVER PAGE &lt;&lt;BUSINESS CONTACT&gt;&gt;</b></p> <ul style="list-style-type: none"> <li>• Be sure you change &lt;&lt;county &gt;&gt; to your county name.</li> </ul> <p>There are many places in the text of the document where "the county's courts" is used and you may wish to change that to "&lt;Your County Name&gt; County courts."</p>	
2.	<p><b>INTRODUCTION &lt;&lt;BUSINESS CONTACT&gt;&gt;</b></p> <ul style="list-style-type: none"> <li>• Change &lt;county name&gt; to your county.</li> <li>• In the Introduction, list the all the courts included in the plan.</li> <li>• You are welcome to add an "<u>executive summary</u>" to your plan, either before or as part of the introduction. This is where you can broadly discuss and summarize your technology directions, needs, future plans, etc.</li> </ul>	
3.	<p><b>INTRODUCTION &lt;&lt;BUSINESS CONTACT&gt;&gt;</b></p> <ul style="list-style-type: none"> <li>• In the Introduction, list any courts that have prepared and submitted separate plans. Keep in mind that COT has recently reiterated its goal of receiving a single, county-wide plan.</li> <li>• You should also include a summary of such plan(s) in the introduction.</li> </ul>	

STEP	CHAPTER/Tasks <<RESOURCE PROVIDING INPUT>>	Done
4.	<b>INTRODUCTION &lt;&lt;BUSINESS CONTACT&gt;&gt;</b> <ul style="list-style-type: none"> <li>• Remove any comments that appear in red font in the chapter. These are instructions for plan preparation and should not be part of the final plan.</li> </ul>	
5.	<b>A. PLANNING METHOD AND PARTICIPANTS &lt;&lt;BUSINESS AND IT CONTACTS&gt;&gt;</b> <ul style="list-style-type: none"> <li>• Put a list of the personnel who participated in the strategic planning to prepare the document. COT strongly encourages you to seek input from your justice partners in the planning process.</li> <li>• Add a summary of the process used to gather, document and review the plan information.</li> <li>• Remove any comments printed in red.</li> </ul>	

STEP	CHAPTER/Tasks <<RESOURCE PROVIDING INPUT>>	Done
6.	<p data-bbox="329 233 1208 300"><b>B. JUDICIARY STRATEGIC AGENDA: STATE AND LOCAL &lt;&lt;BUSINESS CONTACT&gt;&gt;</b></p> <p data-bbox="329 306 1256 558">This section references the statewide agendas in the new Branch business plan, <i>Good to Great: A Strategic Agenda for Arizona's Courts 2005-2010</i>. These are broad, non-technology, business-related goals. State agendas are changed somewhat from last year. The new document has been attached to the kickoff letter addressed to all presiding judges for reference. It is also available <a href="#">from this link</a>.</p> <ul data-bbox="380 604 1227 705" style="list-style-type: none"> <li>• If your local city, county or court(s) have agendas, initiatives, or business pressures, add them at the end in the section so labeled.</li> </ul> <p data-bbox="428 743 1208 886">For instance, if "Reduce spending by 10% from 2005 levels" is an <i>agenda</i>, then an <i>initiative</i> might be to "Use electronic mail for communication where possible to reduce postage costs."</p> <ul data-bbox="380 932 1260 1476" style="list-style-type: none"> <li>• Have the IT contact provide the name of the corresponding technology project in the B.3 table below. Later, in the Section D.1 master projects table, the IT contact will provide detail about the plan/project that responds to this initiative.</li> <li>• Each IT initiative should relate to at least one strategic agenda/strategic initiative, either or both from <i>Good to Great</i> and/or a local one that has been recorded in the local agendas/initiatives/business pressures above.</li> <li>• If there are no local agendas, remove the remainder of the chapter.</li> <li>• <b>Remove any comments printed in red.</b></li> </ul>	

STEP	CHAPTER/Tasks <<RESOURCE PROVIDING INPUT>>	Done
7.	<p data-bbox="332 233 1218 300"><b>C. CURRENT TECHNOLOGY ENVIRONMENT: Hardware &amp; Software. &lt;&lt;TECHNICAL CONTACT&gt;&gt;</b></p> <p data-bbox="332 344 1206 485">This is just a general statement about the technology environment. The only update involves a statement about the upcoming refresh cycle. If you are not an AZTEC court, you'll need to include your own PC and laptop specs.</p> <ul data-bbox="381 529 1252 928" style="list-style-type: none"> <li data-bbox="381 529 1252 596">• Add any general information you wish here to characterize your environment more completely.</li> <li data-bbox="381 640 1252 821">• In Appendix A, you will be listing details of hardware, network, and software employed in your court. This includes ACAP, JOLTS, CASA and other AOC-placed equipment as well as other technology you use, like FTR court digital recording equipment, video equipment, etc.</li> <li data-bbox="381 865 1252 928">• Contact me if you need an updated list of counts of ACAP and/or JOLTS equipment.</li> </ul>	

STEP	CHAPTER/Tasks <<RESOURCE PROVIDING INPUT>>	Done
8.	<p data-bbox="332 233 1209 300"><b>D. INFORMATION TECHNOLOGY STRATEGIC PROJECTS</b> <b>&lt;&lt;TECHNICAL CONTACT&gt;&gt;</b></p> <ul data-bbox="381 346 1226 640" style="list-style-type: none"> <li data-bbox="381 346 1226 493">• The first portion of the section lists and defines the statewide technology strategic initiatives and the relative priority of each. No local entry of projects or initiatives is needed.</li> <li data-bbox="381 535 1226 640">• List your local court, county/city technology strategic projects and provide details/descriptions in the court projects master listing below.</li> </ul> <p data-bbox="332 672 1015 745"><b>D.1 COURT PROJECTS MASTER LISTING</b> <b>&lt;&lt;TECHNICAL CONTACT&gt;&gt;</b></p> <p data-bbox="332 787 1242 966">This brand new section must be completed using the Excel spreadsheet available for download from the <a href="#">planning webpage</a>. Beginning this year, <u>all</u> court-related IT project information is being collected in a single place – statewide and local -- for conceptual projects as well as those currently underway.</p> <ul data-bbox="381 976 1258 1638" style="list-style-type: none"> <li data-bbox="381 976 1258 1081">• A “reference” spreadsheet (Sheet 2) shows the valid entries in the pulldown lists as well as help text for each column of Sheet 1. <b>Do not fill in the reference sheet.</b></li> <li data-bbox="381 1081 1258 1228">• The “Projects” spreadsheet (Sheet 1) contains drop-down lists of project information to fill in for various columns. Cells that display pull-down arrows to their right will only accept entries from the associated list.</li> <li data-bbox="381 1228 1258 1480">• Each project has been allotted two lines of space. The second line (light blue) is to be used only for elaboration of any “Other” answers selected from lists in the row above. The first two rows in the spreadsheet contain an example project that should be overwritten or deleted. The “Reference” sheet (Sheet 2) displays all the list items that are valid within each column.</li> <li data-bbox="381 1480 1258 1638">• <u>Be sure to include any work you are doing as part of statewide IT initiatives</u>, not just independent, local projects. Refer to the list of initiatives in the table above or last year’s plan submittal to jog your memory.</li> </ul>	

STEP	CHAPTER/Tasks <<RESOURCE PROVIDING INPUT>>	Done
9.	<p><b>D.2. LOCAL INFORMATION TECHNOLOGY STRATEGIC RESOURCES</b>  <b>&lt;&lt; BOTH BUSINESS AND IT CONTACTS&gt;&gt;</b></p> <p>Please list each court and supply specific information about it in the four columns. The desire here is to get an idea of the total technology spending in the judicial branch.</p> <ul style="list-style-type: none"> <li>○ Annual device costs. These are the billings related to AZTEC computers and printers attached to the court network. Non-AZTEC courts will not have this.</li> <li>○ Other Technical Cost is everything else related to automation and technology use. Don't include fax machines or copiers or your phone system but do include video or audio devices for recording or holding court.</li> <li>○ Then indicate the number of FTEs supporting technology or technology projects from the court itself (if any) as well as from city or county support staff. This will yield counts for estimating the overall training impact for technology standards and the upcoming CMS change.</li> </ul>	
10.	<p><b>APPENDIX A AND B</b>  <b>&lt;&lt;TECHNICAL CONTACT&gt;&gt;</b></p> <ul style="list-style-type: none"> <li>● Fill in the information in Appendix A for the technology, hardware, network, and software deployed in your courts.</li> <li>● Granularity of hardware-related inventory information has been reduced to capture aggregate information by operating system type, not box by box. List number of boxes running the same operating system on each row of the table.</li> <li>● <b>Remove all red text and instructions.</b></li> <li>● Please add information from any plans of courts submitting independently as Appendix B.</li> <li>● Add any detailed project plans, as appropriate and any other appendices that support your local information or independent technology initiatives or projects.</li> </ul>	

STEP	CHAPTER/Tasks <<RESOURCE PROVIDING INPUT>>	Done
11.	<p><b>TABLE OF CONTENTS</b>  &lt;&lt;TECHNICAL CONTACT&gt;&gt;</p> <p>After the document text has been finalized:</p> <ul style="list-style-type: none"> <li>• Double check the entries in the table of contents.</li> <li>• Put the correct page numbers in the table of contents.</li> <li>• Add the items in the list of appendices with their corresponding page numbers.</li> </ul>	
12.	<p><b>ENHANCING THE PLAN</b></p> <p>Feel free to add graphics, clip-art, photographs, the county seal, the city logos, etc., that make this template into your own plan.</p>	
13.	<p><b>SUBMITTAL</b>  &lt;&lt;1. BUSINESS CONTACT&gt;&gt;</p> <p>Please attach the completed <u>sections</u> in Word format to an e-mail and send to <a href="mailto:sbruner@courts.az.gov">sbruner@courts.az.gov</a> by December 16, 2005, to be checked in and forwarded as input to the technical contact named by your presiding judge.</p> <p>&lt;&lt;2. TECHNICAL CONTACT&gt;&gt;</p> <p>Please attach the completed plan (as approved by your court administrator, clerk, and presiding judge) in Word format to an e-mail and send to <a href="mailto:sbruner@courts.az.gov">sbruner@courts.az.gov</a> by March 10, 2006, to be analyzed and summarized for COT review.</p> <p>Though I discourage paper transmittal, if you do have a signature page or release information to transmit, you may fax it to 602-542-9480, Attn. S Bruner.</p>	
14.	<p><b>THANK YOU. COT APPRECIATES YOUR HARD WORK ON CREATING THIS VALUABLE PLAN.</b></p>	

**COT IT Strategic Planning Webpage URL:**

**<http://www.supreme.state.az.us/cot/Documents/AJBITSP07/Planning.htm>**

**COMMISSION ON TECHNOLOGY**  
**Agenda Information/Action Item**  
**Meeting Date: November 10, 2005**

<i>Agenda Item:</i>  <b><u>CASE MANAGEMENT SYSTEMS ROLLOUT</u></b> <b>-Review, Discuss, Approve/Table</b>	<i>Type of Action Requested:</i>  [ X ] Formal Action/Request [   ] Information Only [   ] Other
--	--

**FROM**

Karl Heckart, Arizona Supreme Court, A.O.C.

**SUMMARY**

Karl Heckart will detail the tasks and estimated budget needed to support the upcoming statewide transition/rollouts of case management systems currently in development. He is seeking approval to take to AJC a State JCEF request for FY06 monies to begin the effort. He will also ask members to set the ground rules for determining the order of adoption in general and limited jurisdiction courts.

**ACTION OPTIONS**

**MOTION:**

- 1. Approve the plan and estimated budget for the statewide case management systems transition and rollouts as presented and recommend that AJC approve use of FY06 monies as specified to begin the analysis process in support of the transition and rollouts.**
- 2. Make changes to the plan and estimated budget [as specified] and recommend that AJC approve use of FY06 monies as specified to begin the analysis process in support of the transition and rollouts.**
- 3. Reject the plan and estimated budget for the statewide case management systems transition and rollouts, not seeking FY06 monies to begin support of the process.**
- 4. Table the discussion for a later meeting.**



**COMMISSION ON TECHNOLOGY**  
**Agenda Information/Action Item**  
**Meeting Date: November 10, 2005**

<i>Agenda Item:</i>  <b><u>PHOENIX JUSTICE COURT</u></b> <b><u>ELECTRONIC CASE INITIATION FOR</u></b> <b><u>FORCIBLE DETAINERS</u></b> <b>-Review, Discuss, Approve/Table</b>	<i>Type of Action Requested:</i>  [ X ] Formal Action/Request [   ] Information Only [   ] Other
--	--


<b>FROM</b>
Marcus Reinkensmeyer, Arizona Trial Courts in Maricopa County
<b>SUMMARY</b>
<p>The Trial Courts in Maricopa County are requesting approval of a pilot project to allow attorneys to electronically initiate forcible detainer cases in the central Phoenix Justice Court. Attorneys would access the E-Court Internet site, sign on with a unique ID and password, supply information, pay for the filing, and submit the case for processing. The E-Court site would interact with the iCIS case management system, initiate the case and return case number, hearing date/time, and other information to the attorney.</p> <p>No electronic transmission or storage of documents is anticipated for the pilot. Maricopa representatives will provide a short presentation of the process and its benefits.</p>

<b>ACTION OPTIONS</b>
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**MOTION OPTIONS:**


1. **Approve the request to pilot electronic case initiation in Central Phoenix Justice Court forcible detainer cases.**
2. **Deny the request to pilot electronic case initiation in Central Phoenix Justice Court forcible detainer cases.**
3. **Table the decision to a later date.**






Electronic case initiation in Maricopa Justice Courts  
Commission on Technology  
November 10, 2005

### The Issue




85,000 Forcible Detainer (eviction) cases filed each year

### The Issue



Judges in the Justice Courts want the public to interact with the Court over the Internet

### The Issue




Attorneys want to participate in efficient electronic case initiation

### The Issue




We currently have the technology!

### The Solution




- Use E-Court as a foundation
- Develop additional functionality for Forcible Detainers
- Integrate with iCIS to initiate case
- Sign up attorneys
- Pilot test in Central Phoenix precinct
- Expand to all precincts and the public

## The Cost



- Development costs are sunk
- No additional funding needed
- Development time is about **120 hours** over 90 days
- No additional fees at this time

## The Result



- 80% of Forcible Detainers filed electronically
- Public saves time
- Court staff saves time
- More accurate and more timely filings



## Thank You

Commission on Technology  
November 10, 2005

## ELECTRONIC FILING PILOT CHECKLIST

**For:** Maricopa County Trial Courts

**Prepared By:** John Barrett, Chief Technology Officer

**Submitted By:** John Barrett, Chief Technology Officer

**Date:** November 2, 2005

**Pilot Description:** description here? The Trial Courts in Maricopa County are requesting approval for a pilot project to allow attorneys to electronically initiate Forcible Detainer cases in the Justice Courts.

Attorneys would access the E-Court Internet site, sign on with a unique ID and password, supply information, pay for the filing, and submit for processing. The E-Court would interact with the iCIS case management system, initiate the case and return case number, hearing date/time, and other information to the attorney.

For this pilot project, no electronic transmission or storage of documents is anticipated. Maricopa representatives will provide a short presentation of the process.

	ITEM	Check for YES	Comment or Explanation
1.	<i>Rule 124(a)</i> Has the Presiding or Chief Judge, and, if applicable, the municipal governing body agreed to permit e-filing.	Yes	
2.	<i>Rule 124(b)(1)</i> Is an e-filing plan developed, reviewed and approved? List the members of the affected legal and business community that have been involved.	Yes	This effort is a continuation of the e-filing plans for Maricopa County previously approved by the Committee.
3.	<i>Rule 124(b)(2)</i> Do the procedures ensure document availability, security and integrity and authentication?		No documents will be filed.
4.	<i>Rule 124(c)</i> Is a document deemed filed based on when transmission begins?		No documents will be filed.
5.	Are there any paper follow-up or additional copies requirements? If yes, why and for how long?	Yes	Parties will bring filings and notices to court the day of the hearing.
6.	<i>Rule 124(d)</i> Is there a documented consent process for court delivery of electronic documents? Where is it published?		No documents will be filed.
7.	<i>Rule 124(e)</i> Is there a documented electronic service delivery process? Where is it published?		No service is involved.
8.	<i>IIIA – Provisions to preserve content and format:</i> Are the document format requirements documented and published? List accepted formats.		No documents will be filed.
9.	Is there a documented and published process for handling submissions that are not in the approved format?	Yes	Not published. If for the data is rejected a notice will be emailed to the filer with the reason.

	<b>ITEM</b>	<b>Check for YES</b>	<b>Comment or Explanation</b>
10.	<i>IID – Graphics and multimedia</i> Do you have a published policy about whether you accept graphics and multimedia files?		No graphics or multimedia files are accepted.
11.	Are graphics and multimedia files accepted? Note what formats are allowed.		No.
12.	<i>E. Email</i> Does email play a role in your efilg system? Explain.	Yes	Email may be used to send status notices to filing parties after data transmissions are submitted.
13.	<i>IIIF – Fill-in forms</i> Are there fill-in forms in your efilg system? List them.		In the future the E-Court application may be integrated with this efilg system to allow on-line forms to be filled-out and used to initiate cases in the CMS.
14.	<i>IVA Authentication of sender</i> Does your efilg system authenticate the submitter of documents or data? Please explain.	Yes	An assigned User ID and password will be used to authenticate users on the system.
15.	<i>IVB1 – Document Authentication</i> Does your efilg system detect transmission or other document alteration? How?		No documents will be filed.
16.	<i>IVB2a – Document Maintenance</i> Do you have written procedures for assuring document integrity? Attach (security related documents will not be made public).		No documents will be filed.
17.	Do you have security in place to protect documents from hackers, either internal or external (e.g. firewalls, audit logging)? Provide a security schematic.		No documents will be filed.
18.	<i>IVB2b Virus Checking</i> Do all document and efilg transmissions get scanned for viruses? What product?	Yes	Trend Micro
19.	<i>IVB2c Alternate copy</i> Are there procedures to assure an alternate document copy is available? Explain.		No documents will be filed.
20.	<i>IVB2d Backup Procedures</i> Are there documented backup procedures with appropriate logs and periodic verifications?		Yes.
21.	Are backups stored off-site? Where?		Yes. Location is in Maricopa County and determined by vendor.
22.	Are contingency plans and procedures for system downtime developed and published?	Yes	Copies are available for internal users.
23.	<i>IVB2e Media standards</i> Is your primary and alternate electronic copy stored on media conforming to ANSI/AIIM standards? Note brand selected and appropriate ANSI/AIIM standards followed?	Yes	Brand selected by vendor.
24.	<i>IVB2f Archive media</i> Is there archiving media non-reusable?		Tape backups are used.
25.	Are the archiving procedures documented including appropriate logging and periodic media refreshing?	Yes	
26.	Does your operations plan contain provisions for the destruction of records in accordance with the approved retention schedule?	Yes	

	<b>ITEM</b>	<b>Check for YES</b>	<b>Comment or Explanation</b>
27.	<i>IVC Confidential documents</i> Are confidential or sealed documents accepted? How is security assured?		No documents will be filed.
28.	<i>VA Internet filing and costs</i> Is the efilng system available via the Internet?	Yes	
29.	Does your solution require any kind of licensed software to be used by external users? List.		No.
30.	Are the minimum hardware and software requirements for external efilng users published? Summarize them here.		Not yet. Requirements will be provided to users.
31.	<i>VB Communications protocols</i> Are the protocols industry-standard and non-proprietary? List.	Yes	Protocols have not yet been finalized.
32.	<i>VC Public Access</i> Is remote access provided? To whom? (Court personnel? Other courts? Attorneys? Litigants? Public?)		No.
33.	Is public access to electronic documents provided? Explain the process allowing public access to electronic documents with emphasis on accessibility and security?		No documents will be filed.
34.	<i>VIA Acknowledgement of receipt</i> Is an acknowledgement of receipt provided to the filer?	Yes	
35.	<i>VIB1 CMS interface</i> Does the efilng process verify case management information data and codes? List elements from the CMS that are validated.	Yes	Elements have not yet been finalized.
36.	Are the data validation and edits for efilng data elements consistent with those for the CMS?	Yes	
37.	<i>VIB2 Docketing</i> Does the efilng processing automatically docket to the CMS?	Yes	
38.	<i>VIB3 Indexing</i> Does the efilng processing automatically index the document? List indexing elements.		No documents will be filed.
39.	<i>VIC Document Access</i> Do the efilng system procedures comply with ACJA 1-504 provisions for accessibility and migration?		No documents will be filed.
40.	<i>VID Efilng Plan</i> Is your efilng plan attached?		This effort is a continuation of the e-filing plans for Maricopa County previously approved by the Committee.
41.	Is the hardware and software requirement for users documented?		See #30.
42.	Do you have an electronic document management system in place? Provide product(s) name.		Yes. OnBase used by the Clerk of Court. No documents will be filed.
43.	Is the acquisition and installation plan developed?		No. Project has not yet begun. This document is being prepared for approval to begin the project.

	<b>ITEM</b>	<b>Check for YES</b>	<b>Comment or Explanation</b>
44.	Is the acquisition and installation plan executed?		No. Project has not yet begun. This document is being prepared for approval to begin the project.
45.	Is the testing plan executed?		No. Project has not yet begun. This document is being prepared for approval to begin the project.
46.	Is the training plan for both internal and external users developed? Attach.		No. Project has not yet begun. This document is being prepared for approval to begin the project.
47.	Is the training plan for both internal and external users executed?		No. Project has not yet begun. This document is being prepared for approval to begin the project.
48.	Is the staffing and support plan for both internal and external users of efilng developed? Attach.		No. Project has not yet begun. This document is being prepared for approval to begin the project.
49.	Are the efilng staffing and support resources in place? How many FTE's are assigned?		No. Project has not yet begun. This document is being prepared for approval to begin the project. It is estimated this project will take 120 hours of developer time.
50.	<i>VIE Published procedures</i> Are the procedures for electronic filing (including procedures, acknowledgement practices and support) published? Please provide location.		No. Project has not yet begun. This document is being prepared for approval to begin the project.
51.	Are any documents besides confidential documents excluded from the efilng process? Explain.		No documents will be filed.
52.	Does your efilng plan include a phasing in of any excluded documents?		No documents will be filed.
53.	Can documents be filed at any time? Note the times the system is available for filing.		No documents will be filed. Data submissions will be available 24 hours a day.
54.	Can efilng assistance be obtained at any time? Note the times that support resources are available for assistance.		Support will be provided during normal Court business hours.
55.	Are fees accepted electronically? Explain the process for electronic or manual fee collection, including impact on filing time.		No. This feature may be
56.	Have you followed the prescribed project management methodology so you have project documentation of development and implementation activities, issues, changes, resource requirements, etc. to-date?		No. Project has not yet begun. This document is being prepared for approval to begin the project.
57.	Is the electronic filing software vendor-provided? Explain the licensing, ownership and cost provisions and issues if this were to be replicated in another court.		No.
58.	Are there provisions for the long-term support, maintenance and enhancement of the product in your plan and/or your vendor contract? Explain.		There is no vendor contract.

	<b>ITEM</b>	<b>Check for YES</b>	<b>Comment or Explanation</b>
59.	Have you developed success measures for the pilot? List the success criteria.		Law firms and court staff using the system will be surveyed. Their satisfaction and reduced time required to file cases will be factors for success. Other factors may be identified during project development and implementation.
60.	Is there a projected end date for the pilot? What is it?		No.
61.	Did the project come in on or below budget? Note the budget requirement to offer e-filing with this system/approach by category of personnel and ERE, professional services, travel, equipment and software and other operating.		No. Project has not yet begun. This document is being prepared for approval to begin the project.
62.	Is the operational budget over the next three to five years estimated? Please attach.		No. Project has not yet begun. This document is being prepared for approval to begin the project.



33-1377. Special detainer actions; service; trial postponement.

- A. Special detainer actions shall be instituted for remedies prescribed in section 33-1368. Except as provided in this section, the procedure and appeal rights prescribed in title 12, chapter 8, article 4 apply to special detainer actions.
- B. The summons shall be issued on the day the complaint is filed and shall command the person against whom the complaint is made to appear and answer the complaint at the time and place named which shall be not more than six nor less than three days from the date of the summons. The tenant is deemed to have received the summons three days after the summons is mailed if personal service is attempted and within one day of issuance of the summons a copy of the summons is conspicuously posted on the main entrance of the tenant's residence and on the same day the summons is sent by certified mail, return receipt requested, to the tenant's last known address. The summons in a special detainer action shall be served at least two days before the return day and the return day made on the day assigned for trial. Service of process in this manner shall be deemed the equivalent of having served the tenant in person for the purposes of awarding a money judgment for all rent, damages, costs and attorney fees due.
- C. For good cause shown supported by an affidavit, the trial may be postponed for not more than three days in a justice court or five days in the superior court.
- D. In addition to determining the right to actual possession, the court may assess damages, attorney fees and costs as prescribed by law.
- E. If a complaint is filed alleging a material and irreparable breach pursuant to section 33-1368, subsection A, the summons shall be issued as provided in subsection B of this section, except that the trial date and return date shall be set no later than the third day following the filing of the complaint. If after the hearing the court finds by preponderance of the evidence that the material and irreparable breach did occur, the court shall order restitution in favor of the plaintiff not less than twelve nor more than twenty-four hours later.
- F. If the defendant is found guilty, the court shall give judgment for the plaintiff for restitution of the premises, for late charges stated in the rental agreement, for costs and, at the plaintiff's option, for all rent found to be due and unpaid through the periodic rental period provided for in the rental agreement as described in section 33-1314, subsection C and shall grant a writ of restitution.
- G. If the defendant is found not guilty, judgment shall be given for the defendant against the plaintiff for costs, and if it appears that the plaintiff has acquired possession of the premises since commencement of the action, a writ of restitution shall issue in favor of the defendant.





Maricopa County Justice Courts, State of Arizona

www.justicecourts.maricopa.gov

REQUESTS FOR REASONABLE ACCOMMODATION FOR PERSONS WITH DISABILITIES MUST BE MADE TO THE COURT AT LEAST 3 WORKING DAYS IN ADVANCE OF A SCHEDULED COURT PROCEEDING.

CASE NUMBER: \_\_\_\_\_

Plaintiff(s)

Address

Defendant(s)
SSN

Address

SUMMONS

THE STATE OF ARIZONA TO THE ABOVE-NAMED DEFENDANT(S):

1. YOU ARE SUMMONED TO APPEAR and answer this complaint in the court named above.

TRIAL DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ COURTROOM # \_\_\_\_\_

Be in court at least 15 minutes before the scheduled hearing / trial.

- 2. You must appear at the date and time shown above and answer to the allegations of this complaint.
3. IF YOU FAIL TO APPEAR, judgment may be entered against you as requested in the complaint.
4. If you enter a plea of NOT GUILTY you must file a formal written answer and pay the required filing fee. You must be prepared for trial and be prepared to present all documents and witnesses needed to establish any claim, defense or counterclaim you may assert.

Date: \_\_\_\_\_

Justice of the Peace

COMPLAINT - FORCIBLE / SPECIAL DETAINER

Residential

Mobile Home

Commercial

This court has jurisdiction to hear this case. The property is located within this court's venue, at:

I am the owner of the property and I have given the legal notice required.

RENT Defendant has failed to pay rent as agreed. Rent is \$ \_\_\_\_\_. Monthly Weekly.

Rent is due and unpaid since: \_\_\_\_\_. For a total unpaid rent of \$ \_\_\_\_\_.

The rental agreement provides for late fees of \$ \_\_\_\_\_ per \_\_\_\_\_. The defendant owes \$ \_\_\_\_\_

late fees. The defendant owes a rent concession of \$ \_\_\_\_\_.

NON-COMPLIANCE Defendant has committed and has failed to remedy the following material non-compliance:

DAMAGES Defendant should pay \$ \_\_\_\_\_ for the following damage defendant committed to the property:

IRREPARABLE BREACH Defendant has committed the following material and irreparable breach:

WRIT OF RESTITUTION I request the court issue a Writ of Restitution, returning the property to plaintiff's possession:

5 days from the time of judgment or 12 to 24 hours from the time of judgment (material and irreparable breach only)

I am also asking for reimbursement of my court costs. I state under penalty of perjury that the foregoing is true and correct.

Date: \_\_\_\_\_

Plaintiff



\_\_\_\_\_  
Plaintiff or Attorney for Plaintiff

\_\_\_\_\_  
Address

## Maricopa County Justice Courts, State of Arizona

CASE NUMBER: \_\_\_\_\_

Plaintiff(s) Name / Address

Defendant(s) Name / Address

### **COMPLAINT – FORCIBLE / SPECIAL DETAINER**

Residential

Mobile Home

Commercial

1. This court has jurisdiction to hear this case. The property is located within this court's venue, at:

2. I am the owner of the property and I have given the legal notice required. A copy of the notice is attached.

3A.  RENT Defendant has failed to pay rent as agreed. Rent is \$ \_\_\_\_\_.  Monthly  Weekly.  
Rent is due and unpaid since: \_\_\_\_\_.  For a total unpaid rent of \$ \_\_\_\_\_.

A five day Notice to Pay was served

Personally upon \_\_\_\_\_ by \_\_\_\_\_ on \_\_\_\_\_, or

By certified mail sent \_\_\_\_\_ (Certified mail receipt will be provided to court).

The rental agreement provides for late fees of \$ \_\_\_\_\_ per \_\_\_\_\_. The defendant owes \$ \_\_\_\_\_ late fees. The defendant owes a rent concession of \$ \_\_\_\_\_.

3B.  NON-COMPLIANCE Defendant has committed and has failed to remedy the following material non-compliance: \_\_\_\_\_

3C.  IRREPARABLE BREACH Defendant has committed the following material and irreparable breach: \_\_\_\_\_

3D.  OTHER \_\_\_\_\_

DAMAGES Defendant should pay \$ \_\_\_\_\_ for the following damage defendant committed to the property: \_\_\_\_\_

A Notice to cure this problem was served as follows: \_\_\_\_\_

I request a judgment for the amounts specified above and also a judgment for possession of the premises.

WRIT OF RESTITUTION I request the court issue a Writ of Restitution, returning the property to plaintiff's possession:

5 days from the time of judgment or  12 to 24 hours from the time of judgment (*material and irreparable breach only*)

I am also asking for reimbursement of my court costs. I state under penalty of perjury that the foregoing is true and correct.

Date: \_\_\_\_\_

\_\_\_\_\_  
Plaintiff



\_\_\_\_\_  
Plaintiff or Attorney for Plaintiff

\_\_\_\_\_  
Address

## Maricopa County Justice Courts, State of Arizona

REQUESTS FOR REASONABLE ACCOMMODATION FOR PERSONS WITH DISABILITIES MUST BE MADE TO THE COURT AT LEAST 3 WORKING DAYS IN ADVANCE OF A SCHEDULED COURT PROCEEDING.

CASE NUMBER: \_\_\_\_\_

Plaintiff(s) Name / Address

Defendant(s) Name / Address

### SUMMONS

#### THE STATE OF ARIZONA TO THE ABOVE-NAMED DEFENDANT(S):

1. YOU ARE SUMMONED TO APPEAR and answer this complaint in the court named above.

TRIAL DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ COURTROOM # \_\_\_\_\_

**Be in court at least 15 minutes before the scheduled hearing / trial.**

2. You must appear at the date and time shown above if you intend to answer the allegations of this complaint.
3. IF YOU FAIL TO APPEAR, judgment may be entered against you as requested in the complaint.
4. If you enter a plea of NOT GUILTY you should file a formal written answer and pay the required filing fee. In cases of hardship, you may apply for a deferral or waiver of the filing fee. You must be prepared for trial and be prepared to present all documents and witnesses needed to establish any claim, defense or counterclaim you may assert.
5. A trial may be held on the date you appear, or it may be continued for up to three days.
6. The attorney for the plaintiff (or the plaintiff, if not represented by an attorney) must be given a copy of any pleading your file. The address is shown in the upper right hand corner of this Summons.

Date: \_\_\_\_\_

\_\_\_\_\_  
Justice of the Peace