

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF MARICOPA

IN THE MATTER OF THE APPOINTMENT)	ADMINISTRATIVE ORDER
OF JUDGE PRO TEMPORE AND)	NO. 2019-120
ADMINISTRATIVE OVERSIGHT FOR THE)	
MUNICIPAL COURT OF THE TOWN OF)	
GUADALUPE)	
_____)	

WHEREAS, Arizona Supreme Court Administrative Order 2019-87 ordered that administrative control and oversight of day-to-day operations of the Town of Guadalupe Municipal Court shall be assumed by the Honorable Janet Barton, Presiding Judge of the Superior Court in Maricopa County. Judge Barton retired as Presiding Judge on August 28, 2019.

WHEREAS, Arizona Supreme Court Administrative Order 2019-109 ordered nunc pro tunc, that administrative control and oversight of day-to-day operations of the Guadalupe City Court shall be assumed by the Honorable Joseph Welty, Presiding Judge of the Arizona Superior Court in Maricopa County, and Judge Welty shall assign judicial officers as needed to conduct court business effective August 29, 2019. This order also authorized Judge Welty to issue such orders as necessary for the court to operate properly.

WHEREAS, Guadalupe Municipal Court Order 2017-03 appointed Margarita Silva, as a judge pro tempore of the Guadalupe Municipal Court from September 12, 2017 with no end date. Guadalupe Municipal Court Order 2018-04 appointed Dan Hernacki as a judge pro tempore of the Guadalupe Municipal Court from June 28, 2018 with no end date.

IT IS ORDERED continuing the appointment of Margarita Silva as a judge pro tempore for Guadalupe Municipal Court and Dan Hernacki as a judge pro tempore for the Guadalupe Municipal Court until a presiding magistrate is hired. Ms. Silva and Mr. Hernacki shall be paid by the Town of Guadalupe pursuant to court policy respectively. The court policy is attached as Exhibit "A."

IT IS ALSO ORDERED appointing Paul Julien, Roxanne Song Ong and Eric Jeffery as a judge pro tempore for the Guadalupe Municipal Court until a presiding magistrate is hired. Mr. Julien, Mr. Jeffery and Ms. Song Ong shall be paid by the Town of Guadalupe as outlined in the court policy. See Exhibit "A."

IT IS FURTHER ORDERED continuing the appointment of Karen Westover with Court Administration for the Judicial Branch in Maricopa County to act as a liaison with the Guadalupe Municipal Court and conduct any administrative business necessary, reporting directly to the Judicial Branch Administrator and the Presiding Judge of the Superior Court in Maricopa County. All staff in the Guadalupe Municipal Court shall report directly to Ms. Westover. Ms. Westover shall have the authority to sign and approve time cards, invoices, court business documents such as continuing education reports, minimum accounting reports, and other documents necessary to effectuate the business of the court and/or requiring the presiding magistrate's signature. Ms. Westover shall keep a record of the documents signed and shall provide a copy of that record to the Judicial Branch Administrator and the Presiding Judge of the Superior Court/Judicial Branch in Maricopa County. The Guadalupe Municipal Court and the Town Manager, and staff operating under the Town Manager's control, shall provide Ms. Westover or her designee any and all data and information requested related to the operations, personnel, workload, finances, systems, and procedures of the court. Ms. Westover shall have authority to hire, fire, discipline, change the duty station and assign work as necessary to the city court staff. Further, Ms. Westover shall have the authority to manage the court's budget, implement day to day improvements in the city court, and effectuate recommendations derived from any operational audits by the Administrative Office of the Courts related to the City Court.

IT IS FURTHER ORDERED the Town of Guadalupe shall reimburse Ms. Westover and any employees who work on-site as a result of this administrative order for reasonable mileage expenses from their normal places of employment, provide parking as necessary, arrange for adequate office space, provide keys and access codes to court facilities, and ensure effective voice (phone) and data (fax and computer) connections to allow them to perform their work. Salary and fringe benefit costs of any Court Administration staff from the Judicial Branch in Maricopa County, including Ms. Westover, shall remain the responsibility of the Judicial Branch in Maricopa County until further order.

Dated this 27th day of September, 2019.

/s/ Joseph C. Welty
Honorable Joseph C. Welty
Presiding Judge

Original: Clerk of the Superior Court

Copies: Honorable Robert Brutinel, Chief Justice of the Arizona Supreme Court
David Byers, Administrative Office of the Courts
Jeff Kulaga, Town Manager, Town of Guadalupe
Margarita Silva, Pro Tem Judge
Dan Hernacki, Pro Tem Judge
Roxanne Song Ong, Pro Tem Judge
Paul Julien, Pro Tem Judge
Eric Jeffery, Pro Tem Judge
Jessica Swanson, Guadalupe Court Manager
Raymond Billotte, Judicial Branch Administrator
Karen Westover, Judicial Branch, Deputy Court Administrator

Exhibit A

GUADALUPE MUNICIPAL COURT
9241 South Avenida Del Yaqui | Guadalupe, Arizona 85283
<https://guadalupecourt.org/> or (480) 505-5378 / (480) 505-5379 or FAX (480) 505-5377

Policy for Compensation of Pro Tem Judicial Services

Subject	Compensation for Pro Tem services
Effective Date	February 22, 2017
Amended	August 30, 2018

Purpose:

The appointment of judges pro tempore is necessary to assist in reducing trial delay caused by the congested condition of the docket and by the absence, sickness, or disqualification of regular judges.

This policy ensures alignment of consistent and fair compensation for Judges Pro Tempore rendering services to the Court with best fiscal practices.

Compensation:

With special consideration to the size of the Court, budgetary restrictions, and compensation historically paid for services, the current rate for Pro Tem judicial services is \$55.00/hour.

Pro Tem judicial services will be compensated at a minimum of four (4) hours for each day of service provided to the Court.

Payment Process:

All Pro Tem Judges will submit an invoice to the Court reflecting the number of hours of service rendered (minimum 4 hours) at \$55.00/hr. After review by the Court, the invoice will be forwarded to the Town Finance Department for final processing and disbursement via USPS. A template invoice will be provided upon request.