

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

IN THE MATTER OF SUPERIOR COURT )	ADMINISTRATIVE ORDER
JUDICIAL COMMITTEES )	NO. 2019-136
_____ )	

WHEREAS, Local Rule 1.7 provides that the Presiding Judge shall create and appoint judges to certain committees; and

WHEREAS, the Presiding Judge has administrative supervision over the Superior Court, including assignment of judges and general supervision over court personnel, pursuant to Supreme Court Administrative Order 2017-79 and Rules 92, *Arizona Rules of the Supreme Court*, and

WHEREAS, properly formed and functioning judicial committees are critical to the operation and improvement of the Superior Court,

IT IS ORDERED as follows:

- A. Judicial Executive Committee (JEC). The Maricopa County Superior Court Judicial Executive Committee is formed to assist the Superior Court and the Presiding Judge to: 1) develop and implement policies and procedures to administer and improve superior court operations and services; 2) identify the needs of the court, study the internal operations of the court, and analyze and plan for future developments; 3) promote improvement and respond to issues concerning the court by reviewing and recommending for adoption by the Presiding Judge proposed rules and policies; 4) review legislative proposals affecting the courts each legislative session; and 5) provide advice and recommendations to the court and the Presiding Judge for the proper management and operation of the court.
  - 1. Chair. The Presiding Judge of the Superior Court is the chair of the JEC.
  - 2. Membership. The JEC is comprised of the Presiding Judge, six judicial officers appointed by the Presiding Judge, four judge members-at-large, and two commissioner members-at-large.
  - 3. Election of At-Large Judge Members. Elections will be held for judge members-at-large every two years in November of odd number years utilizing the following procedure:

- a. Division Voting Groups. The division list of Superior Court judges will be divided into four division groups as equal in number as practicable based upon years of service as a judge, and will include notations of those judges who are appointed by the Presiding Judge to serve on the JEC. The full list will be distributed to the bench for nominations of the four members-at-large positions.
  - b. Nominations. Judges are requested to nominate fellow judges from their own division group of judges or volunteer themselves as a nominee. Nominations should be sent via email to the Court Administrator by a due date specified by the Court Administrator.
  - c. Ballots. Ballots for the election of the new judge members-at-large will be created from these nominations. In the case of only one nominee in a group, that judge will be designated as a group representative.
  - d. Voting. Ballots will be distributed to all Superior Court judges. Judges will be asked to vote for one judge in their respective division group. Ballots should be sent via email, or by other confidential process, to the Court Administrator whose office will tally the votes and announce the results.
  - e. Term of Judge Members-at-Large. All judge members-at-large will serve a two-year term, commencing January 1 of the even numbered year following the member's election, and ending on December 31 of the odd numbered year following the member's election. Any member may be reappointed or reelected without limitation.
  - f. Resignation or Retirement. If a judge member-at-large resigns, retires, or is otherwise unavailable during his or her two-year term, the Court Administrator shall hold a special election of the relevant group for the remainder of the term following the above procedure.
4. Election of At-Large Commissioner Members. Elections will be held for commissioner members-at-large every two years in November of odd number years utilizing the following procedure:
    - a. Nominations. All current Superior Court commissioners are eligible for nomination for the two commissioner members-at-large. Commissioners are requested to nominate fellow commissioners or volunteer themselves as a nominee. Nominations should be sent via email to the Court Administrator by a due date specified by the Court Administrator.

- b. Ballots. Ballots for the election of the new commissioner members-at-large will be created from these nominations.
  - c. Voting. Ballots will be distributed to all Superior Court commissioners. Commissioners will be asked to vote for two representatives. Ballots should be sent via email, or by other confidential process, to the Court Administrator whose office will tally the votes and announce the results.
  - d. Term of Commissioner Members-at-Large. All commissioner members-at-large will serve a two-year term, commencing January 1 of the even numbered year following the member's election, and ending on December 31 of the odd numbered year following the member's election. Any member may be reappointed or reelected without limitation.
  - e. Resignation or Retirement. If a commissioner member-at-large resigns, retires, or is otherwise unavailable during his or her two-year term, the Court Administrator shall hold a special election for the remainder of the term following the above procedure.
- B. Superior Court Standing Committees. Various standing Superior Court committees are formed to address specific administrative and operational needs and objectives of the Maricopa County Superior Court.
- 1. Current Standing Committees. The current standing committees of the court and their respective purposes are:
    - a. Judicial Education and Training Committee (JET). The Judicial Education and Training Committee assists the Superior Court to maintain judicial and administrative competence by developing, monitoring, and implementing educational opportunities, programs, and resources to encourage and promote excellence and competence in all court operations, and provide opportunities for compliance with all mandated education and training requirements.
    - b. Jury Management Committee (JMC). The Jury Management Committee supports the bench and the Jury Commissioner's Office to: 1) ensure the process of jury selection is legally sufficient; 2) maximize the efficient utilization of jurors in a cost-effective manner without compromising the quality of jury selection; 3) monitor, develop and implement appropriate jury instructions and education programs for the proper instruction of jurors; 4) promote excellence and competence in jury selection and service; 5) monitor, evaluate and make

recommendations to ensure the court is properly educating and providing a quality experience for each juror and meeting their needs; and 6) address other court-wide or department-wide concerns relative to juries and their service.

- c. Public Access to Court Services Committee (PACS). The purpose of the Public Access to Court Services Committee is to evaluate, monitor, coordinate, simplify, and clarify the various court functions and methods that provide information and services to the public, and to develop, and implement improvements to provide greater access to justice.
  - d. Specialty Courts Committee (SCC). The Specialty Courts Committee supports the Superior Court's various specialty and therapeutic courts by coordinating, monitoring, and evaluating specialty court programs, functions, and processes to develop, recommend, and implement appropriate improvements to enhance the effectiveness and efficiency of specialty and therapeutic courts on a court-wide basis.
2. Additional Standing Committees. Additional standing committees of the Maricopa County Superior Court will be formed as deemed advisable by the Presiding Judge issuing an administrative order identifying the name and purpose of the committee and appointing a chair for the committee. Unless specifically ordered otherwise, additional standing committees will operate in accordance with the provisions of the administrative order applicable to standing committees.
  3. Chair. The Presiding Judge shall appoint a Superior Court Judge as the chair of each standing committee by administrative order for a term certain, subject to renewal or extension, or for an indefinite term.
  4. Committee Authority. The standing committee shall have all authority necessary to accomplish the delineated purpose of the standing committee, excepting that the expenditure of financial resources or tasking additional personnel shall require prior approval of the Presiding Judge.
  5. Committee Members. The chair of each standing committee shall consider recommendations from the Presiding Judge, the JEC, and from other judicial officers and appoint additional judges and/or commissioners as members of the committee as the chair deems appropriate.
  6. Subcommittees and Workgroups. The chair of each standing committee may organize and appoint additional subcommittees or workgroups deemed by the chair to be necessary to accomplish the purpose of the standing committee and may designate a chair for any subcommittee or workgroup.

7. Administrative Staffing. The Court Administrator will assign appropriate administrators to staff the standing committees as the needs and circumstances require.
- C. Ad Hoc Committees and Programs. Additional ad hoc committees and programs may be formed or established as deemed advisable by the Presiding Judge issuing an administrative order identifying the name and purpose of the committee and appointing a chair for the committee or by informally constituting the ad hoc committee or program until the need for the committee or program is at an end.
- D. Department and Probation Committees. Each Department Presiding Judge, the Chief Adult Probation Officer, and the Chief Juvenile Probation Officer may create such department-wide and ad hoc committees necessary for the proper and efficient operation of their respective department.

**IT IS FURTHER ORDERED** this Administrative Order replaces Administrative Order No. 2015-088.

Dated this 30<sup>th</sup> day of October, 2019.

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

Original: Clerk of the Superior Court

Copies: Superior Court Judges and Commissioners  
Raymond L. Billotte, Judicial Branch Administrator  
Michael Cimino, Chief Adult Probation Officer  
Eric Meaux, Chief Juvenile Probation Officer