

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

IN THE MATTER OF THE PRESIDING
CRIMINAL COMMISSIONER AND THE
PRESIDING INITIAL APPEARANCE
COURT COMMISSIONER

ADMINISTRATIVE ORDER
No. 2022-056

The Criminal Department designates both a Presiding Criminal Commissioner and a Presiding Initial Appearance Commissioner to assist the Presiding Criminal Judge in the administration of the Criminal Department. This Administrative Order sets forth the duties of the Presiding Criminal Commissioner and Presiding Initial Appearance Commissioner.

Presiding Criminal Commissioner

The Presiding Criminal Commissioner serves as the senior commissioner in the Criminal Department and works with the Presiding Criminal Judge and Associate Presiding Criminal Judge to effectively run the Criminal Department. As such, the Presiding Criminal Commissioner is “on call” to answer questions from judicial officers, staff, and stakeholders, and maintains communication with those parties as well as the rest of the management team.

IT IS THEREFORE ORDERED, to effectively assist the Presiding Criminal Judge and Associate Presiding Criminal Judge, the following duties are delegated to the Presiding Criminal Commissioner:

- Identifying critical calendar court dockets that must remain in operation daily.
- Assigning judicial officers to cover critical calendars as needed.
- Assigning preliminary hearings daily to available judicial officers.
- Reviewing commissioner vacation requests to determine if they can be accommodated.
- Overseeing the Restoration of Rights Unit, to ensure that applications are handled as expeditiously as possible, and that matters are assigned in an equitable manner.
- Handling petitions for clearance of records pursuant to A.R.S. § 13-4051 as directed by the Presiding Criminal Judge.
- Overseeing the warrants project and Electronic Monitoring Service warrants project. The Criminal Presiding Commissioner is responsible for

determining whether a warrant should be reissued if it is cleared and the defendant does not appear in court for more than 10 days. The Criminal Presiding Commissioner is also responsible for monitoring violations of electronic monitoring device conditions of release and setting appropriate hearings.

- Training of judicial officers, including Rotation Training, ongoing Departmental training, and training of commissioners new to the criminal assignment. Organizing and conducting (along with the Criminal Presiding Judge) training of *pro tem* judicial officers.
- Attending and contributing to stakeholder meetings, and other meetings as requested by the Presiding Judge and Criminal Presiding Judge.
- Serving on Committees as requested by the Presiding Judge.

Presiding Initial Appearance Court Commissioner

The Presiding Initial Appearance (“IA”) Court Commissioner serves as the senior judicial officer at the IA Court facility. The Presiding IA Court Commissioner takes direction from and reports to the Presiding Criminal Judge, and ultimately, the Presiding Judge. As the senior judicial officer, the Presiding IA Court Commissioner is always "on call" to field complaints, triage problems, and determine solutions, as well as maintain communications with the various internal and external stakeholders of the court. When the Presiding IA Court Commissioner is not on duty, these responsibilities fall to the Associate Presiding IA Court Commissioner.

IT IS THEREFORE ORDERED, to effectively assist the Presiding Criminal Judge, the following duties are delegated to the Presiding IA Court Commissioner:

- Ensuring court coverage. The Presiding IA Court Commissioner will solicit time-off requests each month from all commissioners and judges *pro tempore* (JPTs) and prepare a monthly schedule that covers all shifts, incorporating time-off requests and allocating JPT hours as evenly as possible. The calendar will be distributed to all interested parties and revised as needed. The Presiding IA Court Commissioner will ensure that coverage is obtained in the event of an absence when that absence is the result of an emergency.
- Judges *Pro Tempore* (JPTs). The Presiding IA Court Commissioner will review applications, conduct interviews, and make recommendations the Presiding Judge for hiring of JPTs annually and as openings become available.
- Conducting training. The Presiding IA Court Commissioner will train commissioners and JPTs new to the IA Court assignment. In conjunction

with the Criminal Presiding Judge, they will arrange periodic meetings or teamwide communications for existing commissioners and JPTs to review IA policies and procedures.

- Approving JPT timecards for payroll.
- Updating the IA manual as necessary.
- Serving on Committees as requested by the Presiding Judge.

Dated this 11th day of May, 2022.

/s/ Patricia Starr
Hon. Patricia Starr
Criminal Presiding Judge

Original: Clerk of the Superior Court

Copies: Hon. Joseph Welty, Presiding Judge
All Criminal Department Judges and Commissioners
Raymond L. Billotte, Judicial Branch Administrator
Bob James, Deputy Court Administrator
Nicole Garcia, Criminal Department Administrator