

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

IN THE MATTER OF SUPERIOR COURT)
JUDICIAL COMMITTEES)
_____)

ADMINISTRATIVE ORDER
NO. 2015-061

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 2005-32 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 Associate Presiding Judge, all department and regional presiding Superior Court judges, the presiding Superior Court Commissioner, and six judges who are selected as members-at-large.
 3. Election of At-Large Members. Elections will be held for 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 six 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 currently serving as a presiding judge of a department or region. The full list will be distributed to the bench for nominations of the six 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 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 Members-at-Large. All 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 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.
- 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. Intergovernmental Relations Committee (IRC). The Intergovernmental Relations Committee serves to encourage, promote, and facilitate a common understanding and positive working relationship between the judicial, executive and legislative branches of government by developing, monitoring, and implementing educational opportunities,

programs, and events to further common goals and respect by and between the three branches of government.

- b. 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.
 - i. Judicial Education Day (JED) Subcommittee. The JET Committee will also have a standing *Judicial Day Subcommittee (JED)* charged with planning, implementing, and conducting an annual judicial education and training day.
 - ii. JED Chair. The JED subcommittee will be chaired or co-chaired by a judicial officer or officers selected by the Presiding Judge in consultation with the JET Committee.
 - iii. JED Members. The chair or co-chairs of the JED subcommittee, in consultation with the JET chair, will also select an appropriate number of additional members as they determine necessary to plan, implement, and conduct the annual judicial education and training day.
 - iv. JED Budget. The chair or co-chairs of the JED subcommittee will work with the Presiding Judge with respect to any budget or funding requests necessary to plan, implement, and conduct the annual judicial education and training day.
- c. 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.

- d. 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, programs, information systems, and methods that provide information and services to the public, and to develop, recommend, and implement improvements in the manner and methods the court delivers information and services to the public.
 - e. Public and Media Relations Committee (PMRC). The purpose of the Public and Media Relations Committee is to: 1) monitor and assess public perceptions and beliefs about the courts; 2) encourage, promote, and facilitate educational opportunities to inform the public about the court and its operations, functions and processes; 3) strengthen public understanding of the role and function of the judicial branch; and 4) develop, recommend and implement programs and improvements to promote public confidence in the independence, integrity, and impartiality of the judiciary.
 - f. 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. 2012-033.

Dated this 1st day of June, 2015.

/s/ Norman J. Davis

Norman J. Davis
Presiding Judge

Original: Clerk of the Superior Court

Copies: Superior Court Judges and Commissioners
Raymond Billotte, Judicial Branch Administrator
Barbara Broderick, Chief Adult Probation Officer
Eric Meaux, Chief Juvenile Probation Officer