

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

IN THE MATTER OF TIME-KEEPING)	
RECORDS FOR COURT INTERPRETATION)	ADMINISTRATIVE ORDER
AND TRANSLATION SERVICES)	NO. 2009-047
_____)	

Whereas, Court Interpretation and Translation Services (“CITS”) of the Superior Court in Maricopa County provides interpretation services and translations to other agencies in Maricopa County, and

Whereas, each county agency is responsible for the costs incurred for interpretation and translation services provided by the Superior Court in Maricopa County, and

Whereas, the Superior Court in Maricopa County and the Maricopa County Office of Management and Budget are jointly establishing a billing system for the use of CITS interpretation and translation services by other agencies in Maricopa County,

IT IS ORDERED that CITS employees who provide interpretation and translation services shall keep detailed time records.

IT IS FURTHER ORDERED that CITS employees shall record daily all time spent performing interpretation and translation services on the CITS Daily Tracker and Statistics Form, pursuant to the guidelines provided by CITS. The data that must be recorded includes, but is not limited to, the time expended, the event, case number, if any, and the requesting agency/person.

Dated this 21st day of April, 2009.

Barbara Rodriguez Mundell
Presiding Judge

Original: Clerk of the Superior Court

Copies: All Superior Court Judges and Commissioners
All Maricopa County Justices of the Peace
Marcus Reinkensmeyer, Judicial Branch Administrator
Karen Westover, Deputy Court Administrator
Terry Stewart, Justice Courts Administrator
Carol Westwood, Court Interpretation and Translation Services
Sandi Wilson, Deputy County Manager, Office of Management and Budget
Andrew Thomas, Maricopa County Attorney
James Haas, Maricopa County Public Defender
James Logan, Office of Public Defense Services
Robert Briney, Office of the Legal Defender
Bruce Peterson, Office of Legal Advocate