

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

IN THE MATTER OF)	ADMINISTRATIVE ORDER
ADMINISTRATIVE OVERSIGHT)	NO. 2018-142
FOR THE TOLLESON CITY COURT)	
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WHEREAS, Arizona Supreme Court Administrative Order 2018-95 ordered that administrative control and oversight of day-to-day operations of Tolleson City Court shall be assumed by the Honorable Janet Barton, Presiding Judge of the Superior Court in Maricopa County.

IT IS ORDERED appointing Karen Westover with Court Administration for the Superior Court in Maricopa County to act as a liaison with the Tolleson City 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 Tolleson City 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 if requested. The Tolleson City Court and the City Manager, and staff operating under the City 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 City of Tolleson 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 Superior Court in Maricopa County, including Ms. Westover, shall remain the responsibility of the Superior Court in Maricopa County until further order.

Dated this 4th day of October, 2018.

/s/ Janet E. Barton

Janet E. Barton
Presiding Judge

Original: Clerk of the Superior Court

Copies: Honorable Scott Bales, Chief Justice of the Arizona Supreme Court
David Byers, Administrative Officer of the Courts
Reyes Medrano, Tolleson City Manager
Olivia Moodyman, Tolleson Court Manager
Raymond Billotte, Judicial Branch Administrator
Karen Westover, Deputy Court Administrator