

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

IN THE MATTER OF ASSIGNMENT OF)	ADMINISTRATIVE ORDER
JUDGES FOR REQUESTS FOR)	NO. 2011-012
ADMINISTRATIVE REVIEW)	
_____)	

WHEREAS, Rule 123 of the Rules of the Arizona Supreme Court provides “Any applicant who is denied access to or copies of any record, bulk data, or compiled data pursuant to this rule, shall be entitled to an administrative review of that decision by the presiding judge;”

WHEREAS, Rule 123 requires the presiding judge or the presiding judge’s designee to “issue a decision as soon as practicable considering the nature of the request and the needs of the applicant, but not more than ten (10) business days from the date the written request for review was received,” and

WHEREAS, a uniform procedure for assignment and the processing of requests for administrative review will ensure a timely and fair resolution for the applicant,

IT IS ORDERED as follows:

1. Requests for administrative review from the denial of records from Superior Court Administration, the Adult Probation Department, or Justice Courts are assigned to the Associate Presiding Judge. If the Associate Presiding Judge is unavailable, these requests for administrative review are assigned to the Civil Presiding Judge. If the Civil Presiding Judge is unavailable, these requests for administrative review will be assigned to another judicial officer by the Presiding Judge.

2. Requests for administrative review from the denial of records from the Clerk of the Superior Court or the Juvenile Probation Department are assigned to the Civil Presiding Judge. If the Civil Presiding Judge is unavailable, these requests for administrative review are assigned to the Associate Presiding Judge. If the Associate Presiding Judge is unavailable, these requests for administrative review will be assigned to another judicial officer by the Presiding Judge.

3. Upon receipt of a request for administrative review, the custodian receiving the request for review will notify via email the appropriate judge and the judge’s judicial assistant based on the above criteria that a request for administrative review has been received and the last day for ruling. The custodian will then email or hand deliver a copy of the request for review, a statement of the reasons for denial, and all relevant documentation to the

judge, as soon as possible, but no later than five (5) business days of the receipt of the request for review.

Dated this 21st day of January, 2011.

Norman J. Davis
Presiding Judge

Original: Clerk of the Superior Court

Copies: Hon. Eddward Ballinger, Jr., Associate Presiding Judge
Hon. Robert Oberbillig, Civil Presiding Judge
Hon. Michael K. Jeanes, Clerk of the Court
Marcus Reinkensmeyer, Judicial Branch Administrator
Jessica Funkhouser, Special Court Counsel
Lori Ash, Associate Court Counsel