

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

IN THE MATTER OF THE APPOINTMENT) ADMINISTRATIVE ORDER
OF JUDGE PRO TEMPORE AND) 2016-096
ADMINISTRATIVE OVERSIGHT FOR THE)
MUNICIPAL COURT OF THE TOWN OF)
GUADALUPE)

WHEREAS, Arizona Supreme Court Administrative Order 2016-102 ordered that administrative control and oversight of day-to-day operations of the Town of Guadalupe Municipal Court shall be assumed by the Honorable Janet Barton, Presiding Judge of the Superior Court in Maricopa County,

WHEREAS, the Supreme Court ordered the Presiding Judge of the Superior Court in Maricopa County to assign judges pro tempore and other judges as needed to conduct court business.

WHEREAS, Guadalupe Municipal Court Order 2016-01 appointed Margarita Silva, as a judge pro tempore of the Guadalupe Municipal Court from January 6, 2016 to December 6, 2018.

IT IS ORDERED continuing the appointment of Margarita Silva as a judge pro tempore for Guadalupe Municipal Court until a presiding magistrate is hired. Ms. Silva shall be paid by the Town of Guadalupe upon the same terms and conditions and in the same amount as she was previously paid pursuant to Guadalupe Municipal Court Order 2016-01.

IT IS FURTHER ORDERED appointing Karen Westover with Court Administration for the Superior Court in Maricopa County to act as a liaison with the Guadalupe Municipal 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 Guadalupe Municipal 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. The Guadalupe Municipal Court and the Town Manager, and staff operating under the Town 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 Town of Guadalupe 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 2nd day of November, 2016.

/s/ Janet E. Barton

Honorable 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

Rose Mary Arellano, Town Manager, Town of Guadalupe

Margarita Silva, Pro Tem Judge

Jessica Swanson, Guadalupe Court Manager

Raymond Billotte, Judicial Branch Administrator

Karen Westover, Superior Court, Deputy Court Administrator