

Requirements for Arizona Courts

Revenue survey forms	ACJA§ 1-701 25 working days after the close of each month
Expenditure survey forms and instructions	ACJA§ 1-701 30 working days after June 30th
Personnel survey forms	ACJA§ 1-701 30 working days after June 30th
Monthly Remittance Report	ARS §§ 12-284 , 22-281 , 22-404
Civil Caseload Summary Report	Monthly
Civil Disposition Report	Monthly
Misdemeanor, Criminal, and Civil Traffic Caseload Summary by Charge	Monthly
Misdemeanor, Criminal, and Civil Traffic Manner of Disposition Summary by Charge	Monthly
Misdemeanor, Criminal, and Civil Traffic Manner of Sentencing Summary by Charge	Monthly
Misdemeanor, Criminal, and Civil Traffic Caseload Summary by Case defendant	Monthly
Misdemeanor, Criminal, and Civil Traffic Time to Disposition	Monthly
Protection Orders: Ex Parte Hrgs, Pre-Issuance Hrgs, Contested Hrgs Time to Disposition	Monthly
Other Proceedings Held Report	Monthly
Mental Health Court Statistics	Annually by AOC request
Security System Breach policy	AO 2018-072
Appointment of a Jury Manager	ACJA § 5-203
COJET Annual Compliance Report	Annually January 31st

Minimum Accounting Standards Compliance Checklist	ACJA § 1-401 Annually January 31 st Checklist
Minimum Accounting Standards Triennial Audit	ACJA § 1-401 Every 3 years
Annual Interactive A/V Recertification	ACJA § 5-208 Annually January 15 th
Language Access Plan	AO 2011-096
Retention Schedule	ACJA § 4-302
Disposition Reporting	AZRCrP Rule 37, 10 Days
Fee Waiver Deferral Forms Mandatory Forms	ACJA § 5-206 Forms Administrative Directive 2019-03
Protective Order Forms Mandatory Forms	ACJA § 5-207 Forms Administrative Directive 2013-03
Warrant Mandatory Form	AZRCrP Rule 41, Forms 2(a) & 2(b)
Court Security	AO 2017-015
Special Fund Requests (JCEF – Fill the Gap)	May/June
Special Fund Reports (JCEF – Fill the Gap)	Report by August 15 th or 45 days from close of fiscal year
Discrimination and Harassment Training	AO 2019 - 027
Time Standards	Memo, List
Sentence and Judge (Fingerprint & data)	ARS § 13-607
Garnishment Forms	AO 2007-0056 and AD 2019-07 Non-Earning