FILED
BY:
JUN 12 PM 2:24
VIRLYNN TINWELL
SUPERIOR COURT CLERK

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MOHAVE

IN THE MATTER OF:	)	
	)	
MODIFYING AND REDEFINING	)	
THE ORGANIZATION AND MEMBERSHIP	)	ADMINISTRATIVE ORDER
OF THE COMMITTEE ON AUTOMATION	)	2001-22
	)	

WHEREAS, on October 28, 1994, by Administrative Order 94-14, the Court established the Mohave County Committee on Court Automation; and

WHEREAS, on March 13, 1998, by Administrative Order 98-7, the Court restructured the Committee to meet its purpose and goals; and

WHEREAS, it is now necessary to further modify and redefine the Committee's purpose, membership, and organization,

IT IS ORDERED that the attached policies are adopted to govern the purpose, membership and structure of the Committee on Court Automation.

IT IS FURTHER ORDERED that this order rescinds and replaces Administrative Orders 95-3, 98-7, 98-9 and 99-13.

DATED this 12th day of June, 2001.

Honorable James E. Chavez, Associate Presiding Judge
Mohave County Superior Court

Original filed with the Clerk of the Superior Court in Mohave County

MOHAVE COUNTY COURT SYSTEM

POLICIES OF THE COMMITTEE ON AUTOMATION

A. General Purpose - The Committee on Automation shall:

1. Oversee administration of the Court Automation Enterprise Fund as set forth in certain intergovernmental agreements between the Mohave County Board of Supervisors and the Cities of Bullhead City, Kingman, and Lake Havasu City.

2. Authorize the purchase, installation, and maintenance of hardware, software and related technology required for court automation and for professional services as may be required for the efficient installation, operation, and management of the project consistent with Mohave County budgetary policies and procedures.

3. Pursue funding of equipment and software modification and/or enhancements for the court automation system through Federal and State grants or monies that may otherwise be available including but not limited to Arizona Supreme Court Judicial Collection Enhancement Funds (JCEF).

B. Membership - The Committee shall have (13) members all appointed by the Presiding Judge; a Chairman who shall be the Presiding Judge of the Superior Court; Mohave County Manager; Superior Court Administrator; Mohave County Finance Director; Court Automation Systems Manager; Mohave County Information Technology Director; Superior Court Associate Presiding Judge; Presiding Limited Jurisdiction Courts Judge; Municipal Court Magistrate or designee from each participating city; and two (2) public members.

C. Terms of Members - Committee members shall serve such terms as identified in the Memorandum of Understanding between the Mohave County Board of Supervisors and Mohave County Superior Court Presiding Judge or as otherwise determined by the Presiding Judge.

D. Responsibilities of Members - Committee members shall actively participate in committee meetings, administration of committee affairs, and advisory groups as necessary.

E. Organization - The Presiding Judge may appoint advisory groups to assist the committee in carrying out its responsibilities. A standing advisory group includes the:

1. User Support Group

   a. Purpose - The User Support Group will coordinate training issues related to court automation, ensure development of uniform software tables and standardized event codes, establish additional event codes and/or eliminate or revise existing codes based on court needs, resolve daily user issues, discuss and facilitate systemwide software issues, and recommend policy and procedural changes to court practices as related to use of the software application.

   b. Membership - The User Support Group shall include representatives from the Mohave County Court System and other justice-related offices as approved by the Presiding Judge.

   c. Organization - The User Support Group will be chaired by the Court Automation Systems Manager.

F. Meetings - The Committee on Court Automation shall meet no less than twice a year. The Presiding Judge may call additional meetings as needed.

G. Actions - The Committee shall adopt rules for conducting business. These rules shall prescribe the quorum and majority needed to constitute Committee actions.

H. Staff - The Court Administrator's Office shall provide staff to the Committee and may conduct or coordinate research as recommended by the Committee.

APPENDIX A

MOHAVE COUNTY COMMITTEE ON COURT AUTOMATION

MEMBERS

Hon. Gary R. Pope, Chairman
Presiding Judge
Superior Court in Mohave County

Hon. Clyde Andress
Magistrate
Lake Havasu City Consolidated Court

Hon. James E. Chavez
Associate Presiding Judge
Superior Court in Mohave County

Joe Clos
Court Automation Systems Manager
Superior Court in Mohave County

Hon. Larry Imus
Presiding Limited Jurisdiction Judge
Kingman Justice Court

Jack Kesler
Public Member
Kingman

Rick Lewis
Court Administrator
Superior Court in Mohave County

Duc Ma
Finance Director
Mohave County Finance Department

Mike Matthews
Information Technology Director
Mohave County Information Technology Department

Hon. Kathy McCoy
Magistrate
Kingman Municipal Court

Hon. Mary Stringer
Magistrate
Bullhead City Municipal Court

Doug Sutherland
Public Member
Kingman

Ron Walker
County Administrator
Mohave County Government

APPENDIX B

MOHAVE COUNTY COMMITTEE ON COURT AUTOMATION
USER SUPPORT GROUP

MEMBERS

Joe Clos, Chairman
Court Automation Systems Manager
Superior Court in Mohave County

Laurie Allen
Felony/DUI Clerk
Kingman/Cerbat Justice Courts

Valerie Avila
Caseflow Manager
Superior Court in Mohave County

Laura Billings
Administrative Supervisor - Pro Tempore
Bullhead City Justice Court

Barbara Brown
Chief Clerk
Moccasin Consolidated Court

Tami Loyer
Misdemeanor Clerk
Bullhead City Municipal Court

Pat Reichard
Office Supervisor
Kingman/Cerbat Justice Courts

Ruthie Teigen
Court Supervisor
Kingman Municipal Court

Paul Thomas
Court Administrator
Mohave County Justice Courts

Jeanine Thornton
Office Supervisor
Lake Havasu City Consolidate Court

Virlynn Tinnell
Clerk of the Court
Superior Court in Mohave County