# NOTICE OF SOLICITATION

**SERIAL 04146-RFP**

**REQUEST FOR PROPOSAL FOR: WARRANTS, SUMMONS, AND SUBPOENAS SOFTWARE SYSTEM (NIGP20853)**

Notice is hereby given sealed proposals will be received by the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, until **2:00 P.M./M.S.T**. on **December 10, 2004** for the furnishing of the following for Maricopa County Proposals will be opened by the Materials Management Director (or designated representative) at an open, public meeting at the above time and place.

All Proposals must be signed, sealed and addressed to the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, and marked **"SERIAL 04146-RFP REQUEST FOR PROPOSAL FOR "WARRANTS, SUMMONS, AND SUBPOENAS SOFTWARE SYSTEM (NIGP20853)."**

The Maricopa County Procurement Code ("The Code") governs this procurement and is incorporated by this reference. Any protest concerning this request for Proposals must be filed with the Procurement Consultant in accordance with Section MC1-905 of the Code.

**ALL ADMINISTRATIVE INFORMATION CONCERNING THIS REQUEST FOR PROPOSAL AND THE CONTRACTUAL TERMS AND CONDITIONS CAN BE LOCATED A http://www.maricopa.gov/materials. ANY ADDENDA TO THIS SOLICITATION WILL BE POSTED ON THE MARICOPA COUNTY MATERIALS MANAGEMENT WEB SITE UNDER THE SOLICITATION SERIAL NUMBER.**

PROPOSAL ENVELOPES WITH INSUFFICIENT POSTAGE WILL NOT
BE ACCEPTED BY THE MARICOPA COUNTY MATERIALS
MANAGEMENT CENTER

INQUIRIES:

WILLIAM THORNTON
PROCUREMENT CONSULTANT
TELEPHONE: (602) 506-3248

**THERE WILL BE A MANDATORY PRE-PROPOSAL CONFERENCE ON OCTOBER 19, 2004, AT 10:00 A.M. AT THE ICJIS CONFERENCE ROOM, 411 N. CENTRAL AVE., SUITE 400, PHOENIX, ARIZONA 85003.**

**NOTE:** MARICOPA COUNTY PUBLISHES ITS SOLICITATIONS ONLINE AND THEY ARE AVAILABLE FOR VIEWING AND/OR DOWNLOADING AT THE FOLLOWING INTERNET ADDRESS:

**http://www.maricopa.gov/materials/advbd/advbd.asp**

# TABLE OF CONTENTS

NOTICE

TABLE OF CONTENTS

NO RESPONSE DOCUMENT

M/WSBE CONTRACT PARTICIPATION

SECTION:

1.0 INTRODUCTION AND BACKGROUND

2.0 TECHNICAL REQUIREMENTS

3.0 SPECIAL TERMS & CONDITIONS

ATTACHMENTS:

ATTACHMENT A – PRICING

ATTACHMENT B – AGREEMENT PAGE

ATTACHMENT C – REFERENCES

ATTACHMENT D – CONTRACTOR INFORMATION

ATTACHMENT E – ICJIS ROI WORKSHEETS

ATTACHMENT F – MARICOPA COUNTY FORMS:

-NON-EMPLOYEE BACKGROUND INFORMATION

-POLICY NUMBER A2609: ACCEPTABLE USE OF COUNTY TECHNOLOGY RESOURCES

-NON-DISCLOSURE CONFIDENTIALITY AGREEMENT

EXHIBITS:

EXHIBIT 1– SAMPLE LETTER OF TRANSMITTAL

EXHIBIT 2 – DRAFT CONTRACT PURSUANT TO RFP

EXHIBIT 3 – GLOSSARY OF TERMS, ACRONYMS, AND ABBREVIATIONS

**NOTE: EXHIBITS 4 THROUGH 12 ARE AVAILABLE ON THE MARICOPA COUNTY WEB PAGE**

EXHIBIT 4 – AS-IS BUSINESS REQUIREMENTS LIST BY AGENCY AND BY WARRANT TYPE

EXHIBIT 5 – BP-WIN GRAPHICAL DESCRIPTION OF BUSINESS PROCESSES BY WARRANT TYPE

-NEARLY ALL WARRANTS

-BENCH WARRANTS

-SUMMONSES

-SUBPOENAS

-CHILD SUPPORT ARREST WARRANTS

-CIVIL ARREST WARRANTS

-WARRANT FORMS

-WARRANT SCREEN PRINTS

-WSS DOCUMENTS

EXHIBIT 6 – DATA ELEMENTS LIST CROSS-REFERENCED BY WARRANT TYPE

EXHIBIT 7 – JIEM INFORMATION EXCHANGES

EXHIBIT 8 – CONVERGENT ARCHITECTURE STANDARDS

EXHIBIT 9 – DOCUMENTATION FOR CUSTOM DEVELOPMENT

EXHIBIT 10 – PROJECT MANAGEMENT CONVENTIONS

EXHIBIT 11 – ICJIS TEST PLAN TEMPLATE

EXHIBIT 12 – COURT RULES AND STATE STATUTES

.

**NO RESPONSE**

Respondents not responding to this proposal are asked to complete this document and return it to Maricopa County Materials Management Department, 320 W. Lincoln St., Phoenix, AZ 85003-2494 or fax to 602/258-1573.

**MARK OUTSIDE ENVELOPE "SERIAL 04146 -RFP**

Responses must be received **BY 2:00 P.M., December 10, 2004**. Respondents failing to submit a proposal, or this document, may be subject to removal from the Maricopa County Materials Management Contractor List.

SERIAL **04146-RFP** TITLE**: WARRANTS, SUMMONS, AND SUBPOENAS SOFTWARE SYSTEM (NIGP20853)**

---

CONTRACTOR NAME: _____

ADDRESS: _____

PHONE: _____ CONTACT: _____

REASON FOR NO PROPOSAL:

_____ Insufficient time

_____ Do not handle product/service

_____ Other: _____

_____

_____

# IMPORTANT

# PLEASE READ BEFORE SUBMITTING YOUR PROPOSAL

## M/WSBE CONTRACT PARTICIPATION

For this Contract a combined M/WSBE goal of **_0_** % involvement is established for Minority/Women-Owned Small Business Enterprises (M/WSBE). This goal may be attained singularly or by any combination thereof to create the overall designated percentage involvement goal. Instructions and required forms are included in the Minority/Women-Owned Small Business Enterprise Program Contracting Requirements section. The Maricopa County Minority and Women-Owned Small Business Enterprise Program, revised June 14, 2000, is incorporated by reference

The Materials Management Department of Maricopa County will endeavor to ensure in every possible way that Minority and Women-owned Small Business firms shall have every opportunity to participate in providing professional services, materials, and contractual services to the Materials Management Department of Maricopa County without being discriminated against on the grounds of race, religion, sex, age or national origin. The Maricopa County Minority Business Program, effective January 1, 1992, is incorporated by reference.

**SPECIFICATIONS ON REQUEST FOR PROPOSALS FOR: WARRANTS, SUMMONS, AND SUBPOENAS SOFTWARE SYSTEM (NIGP20853)**

# 1.0 INTRODUCTION AND BACKGROUND

## 1.1 ICJIS OVERVIEW

The Mission of the Maricopa County Integrated Criminal Justice Information System (ICJIS) is to enhance public safety, improve service to the community, and promote quality justice and law enforcement decision making by sharing information that is timely, secure, reliable and comprehensive. ICJIS specializes in the integration of disparate and divergent justice information systems and the elimination of duplicate, redundant data entry in justice systems. Five criminal justice stakeholder agencies comprise the governing bodies (Executive Committee, and Business Team), and consist of the Sheriff's Office, County Attorney's Office, Indigent Representation (Public Defender, Legal Defender, Contract Counsel, and Legal Advocate), Clerk of the Superior Court, and Superior Court (including Justice Courts, Juvenile Court, Pretrial Services, and Adult Probation). An Executive Director oversees a technical and professional staff including business representatives from the stakeholder agencies. The business analysts and technical staff ensure that the business and technical requirements of the multifaceted project are met. Strategic goal 1, from the strategic business plan, anticipates that by December 2005, ICJIS will facilitate the electronic exchange of information by developing and deploying prioritized data exchanges through the Integration Engine (message broker) so that participating County justice and law enforcement agencies can reduce data entry associated with increasing work loads through the elimination of redundant data entry. ICJIS is pursuing projects and data exchanges within its four programs: Integration of Data Among County Justice Information Systems; ICJIS Infrastructure; State and Federal System Security; and Integration of Data With External Justice Information Systems.

## 1.2 PROJECT PURPOSE

### 1.2.1 Background

Warrants, summons, and subpoenas are documents utilized to secure a defendant, witness, or victim's presence in Court and for the production of records in court "*duces tecum*".

The current process is paper based and labor intensive at all stages. There are many types of warrants addressed in this proposal. Arrest warrants are either issued by the Grand Jury or warrants are requested by the Adult Probation, Pretrial Services, Juvenile Probation, Maricopa County Attorney's Office, and issued by Superior Court or Justice Court depending upon jurisdiction. Bench warrants are issued by Superior Court or Justice Court when an individual fails to appear in court. Warrants are served by the Sheriff's Office and other law enforcement agencies. Adult Probation has a Warrants Location Unit.

Summonses are used to notify defendants that a case has been filed against them and also to notify them of their first court appearance. Per court rule summonses are preferable to warrants and should be used when the defendant is not in custody, the offense is bailable as a matter of right, and there is reason to believe that the defendant will respond to the summons. In Superior Court, summonses are mailed utilizing certified mail. If the summons is returned unserved, the judicial officer has the option of reissuing it through personal service by the Sheriff's Office. In Justice Court, summonses are personally served by constables on Maricopa County residents. For out-of-county residents, summonses are sent certified mail by the courts. Adult Probation serves a majority of the summonses they request.

Subpoenas are used to notify witnesses and victims that they are required to appear in court to testify or produce records on a given date related to a given case. Generally, they are requested by either party and issued by the court with jurisdiction over the case. Subpoenas are mailed via first class mail, or personally served. In the Justice Courts,

subpoenas are personally served by constables on Maricopa County residents. For out-of-county residents Justice Courts subpoenas are sent certified mail.

Superior Court, Justice Court and Grand Jury are the three entities that actually issue a warrant. Who initiates and or prepares the warrant can be any law enforcement agency; Adult Probation, Pretrial Services, Juvenile Probation, and the Maricopa County Attorney's Office, or the courts. Once the Superior Court has issued the warrant and forwards the warrant to the Clerk of the Court, the Clerk of the Court records the warrant and forwards the warrant to the Sheriff's Office for research and entry into NCIC/ACIC. Justice Courts forward their warrants to the Sheriff's Office for research and entry into NCIC/ACIC.

There are redundant entries of data to get a warrant issued. (The law enforcement agencies have their own records management systems which have some of the information and each agency is inputting the data.) This results in an increased chance for error to occur, and an increase in time spent by different people entering the same information into separate systems.

Additionally it can take several weeks for a warrant to be created, filed and entered into NCIC/ACIC because each step can require data entry, creation of separate forms, physical movement of documents and the shear quantity of warrants being issued.

The process of quashing a warrant, canceling a warrant or verifying a warrant can be equally taxing. Multiple agencies working together are required to cancel, quash or verify a warrant, which all increases the time spent by personnel accomplishing the task. As an example, if the court wishes to cancel a warrant, they phone the Sheriff's Office and because of the volume of phone calls for warrants, the court may have to wait for an available Sheriff's Office staff person to assist them. Because of the volume of warrants to be quashed by a court, the court could occupy the Sheriff's Office clerk for a period of time. Because of the limited Sheriff's Office staff, the courts are restricted to how many warrants are quashed at one time. This leads to other issues, such as person being arrested on a valid warrant although the court has the paperwork to quash the warrant, but the warrant has not been quashed because the court has not been able to get the time with the Sheriff's Office staff to quash the warrant.

All of the law enforcement agencies, criminal courts, County Attorney's Office and Adult Probation are effected by this issue. The Sheriff's Office deputies and detention officers, as well as other law enforcement agencies, have limited access to validate the warrant prior to service. The same Sheriff's Office personnel used to quash or cancel a warrant for the courts is also used to verify warrants for law enforcement personnel, this also encompass inquiries from other states or jurisdictions.

The impact of the current system is that warrants are slow to be entered, quashed or cancelled; warrants are not disseminated to the jurisdictions that initialed the case, or in jurisdiction which the suspect has a last known address.

This is one of many reasons that over 65,000 warrants are maintained in the Sheriff's Office. Warrants entered and removed in a reasonable amount of time increase officer safety. Officers will get more accurate information as to who has a warrant outstanding and who does not.

### 1.2.2 Purpose

The proposed solution is to automate the creation, issuance, entry into NCIC/ACIC and clearance of warrants, summonses and subpoenas. The solution should utilize information already stored in JL&E systems wherever possible. This Warrants, Summons, and Subpoenas (WSS) system will be provided by the successful bidder as a custom developed application or a modified version of an existing application system.

## 1.3 PARTICIPATING AGENCIES

### 1.3.1 Sheriff's Office (MCSO)

The Sheriff's Office receives warrants, summons, and subpoenas from various sources, i.e. the justice courts, Superior Court, some city courts, the State Attorney General's Office and Grand Juries. Warrants are researched for additional information on the defendant and the information is documented and entered into either the Arizona Criminal Information Center (ACIC) or the National Crime Information Center (NCIC).

Warrants are returned to the courts when they are served or quashed.

Summonses and subpoenas are personally delivered or mailed to the addressee or the addressee is contacted by phone. These documents are tracked by the date, time, and current status of delivery. Whether they are served or not served (there are a variety of reasons why not), they are returned to the court prior to the indicated court date.

In 2003, the Sheriff's Office received approximately 56,000 warrants and 45,000 subpoenas and summonses.

The authority and responsibility to process warrants and summonses is defined in the *Arizona Revised States 11-411*. Duties of the Sheriff. ARS 11-441 in part states, "Serve process and notices in the manner prescribed by law and certify under the sheriff's hand upon the process or notices the manner and time of service, or if the sheriff fails to make service, the reasons for failure, and return them without delay. When returnable to another county, the sheriff may enclose such process or notices in an envelope, addressed to the officer from whom received, and deposit it postage prepaid in the post office. The return of the sheriff is prima facie evidence of the facts stated in the return."

### 1.3.2 County Attorney's Office (MCAO)

The Maricopa County Attorney is responsible for preparing complaints for law enforcement to file, information's for prosecutors to file, and indictments for the grand jury to file. Complaints must be accompanied by a type of service: in-custody warrant-less arrest, summons, or arrest warrant. Indictments must also be accompanied by a type of service: notice of supervening indictment, summons, or arrest warrant.

Arrest warrants must be issued by a judicial officer after a request from a prosecutor or at the judicial officer's discretion. No warrant shall issue unless a judicial officer has made a probable cause determination based upon sworn information. In Maricopa County the sworn information comes from the investigating law enforcement agency. Arrest warrants may be issued initially with the complaint or indictment, or may be issued after service by summons or NSI has failed.

Accused persons are given a court date at the Initial Appearance hearing. Unless the case is dismissed or scratched, the accused is expected to appear for the next court hearing. When the accused fails to appear, the prosecutor will ask for a bench warrant or the court will issue a bench warrant of its own volition.

Occasionally, the prosecutor will need a warrant for a witness who has indicated an intention not to appear for a hearing or trial. This type of warrant is called a body attachment. After an arrest on the warrant, the court will impose sufficient release conditions to assure the appearance of the witness.

After conviction, the defendant may be placed on probation. Either the probation officer or the prosecutor may request an arrest warrant to bring the defendant to a probation violation hearing. The judicial officer does not have to determine probable cause for this type of arrest warrant because the defendant has already been convicted.

1.3.3 Clerk of Superior Court (COSC)

The Clerk of the Superior Court is responsible for the issuance of all warrants and summonses as ordered by the Court and for issuance of subpoenas as requested by any parties based on Arizona Rule of Civil Procedure 64.1 and Arizona Rule of Criminal Procedure 3.

Arrest warrants may be requested by the prosecution and if ordered by the court are signed and a raised seal applied to the warrant before delivering the warrant to the Maricopa County Sheriff's Office (MCSO). Bench warrants ordered in open court are created by Clerk's Office staff and also are signed and a raised seal applied to the warrant before delivering the warrant to MCSO. Civil arrest warrants generally follow the same process as bench warrants. Service of all warrants by MCSO is recorded in the Superior Court case management system (iCIS) and filed in the case record.

The Clerk's Office is also responsible for capturing a court order quashing any warrant and promptly conveying that order to MCSO.

Summonses are signed and a raised seal applied by Clerk's Office staff and then mailed to the defendant by certified mail. The service of all summonses is recorded in the Superior Court case management system (iCIS) and filed in the case record.

Subpoenas have the raised seal applied by Clerk's Office staff. Service of the subpoena varies by the person being subpoenaed and the requester of the subpoena. Victim subpoenas are served by MCSO. Witness subpoenas are served by certified mail. Grand Jury subpoenas are returned to the Maricopa County Attorney's Office (MCAO) for service and subpoenas requested by Indigent Representation are returned to them for service. The service of all subpoenas is recorded in the Superior Court case management system (iCIS) and filed in the case record

1.3.4 Justice Courts (MCJC)

Justice Courts are required to issue all warrants within their jurisdiction on cases filed by the County Attorney and law enforcement citation**.** It is mandatory that all events pertaining to warrants are tracked in JCS, some of which have been automated. Some warrants are valid for certain periods of time; others periodically need to be reviewed.

MCSO needs to be notified by Justice Courts when a warrant is to be quashed and returned to the court. These activities also need to be recorded in JCS.

All summonses and subpoenas stemming from cases filed in Justice Courts are to be issued and served as required to facilitate all scheduled events set in the appropriate court. All Justice Court summonses and most subpoenas are served by the constable of the appropriate precinct. A few subpoenas are sent by certified mail or by fax.

Whether the service is completed or not the court receives the information of the attempt and records it in JCS

1.3.5 Superior Court (MCSC)

Criminal Court Administration must track the issuance and resolution of all warrants issued in MCSC through the iCIS system. (Note that Grand Jury warrants are not tracked in iCIS as the case remains sealed and secret until the warrant is resolved either through arrest or self surrender). They are required to insure all subjects are set for hearings to clear warrant matters within the mandatory time limits.

1.3.6 Adult Probation Department (APD)

The APD is responsible to the court for requesting revocation of probation for defendant's who are violating their court order terms of probation. The Probation Officer signs the Petition to Revoke Probation requesting a summons or warrant, both are

attached. The judicial officer signs the petition, issues either the summons or warrant, the COSC sign and seals the warrant. APD notifies the victim if a petition is filed.

Warrant processing - the petition, an out-of-custody worksheet with an attached warrant is delivered to MCSO by COSC for entry into ACIC/NCIC. The APD Warrant's Unit receives copies of all paperwork and has the authority to serve the warrant. If APD serves the warrant MCSO is notified when defendant is booked into jail, so the warrant can be cleared. APD notifies the victim is a defendant is arrested.

Summons processing - if the petition has an attached summons the Probation Officer is responsible for service. Once the summons is served it is returned to the court.

Subpoena processing - the APD submits a request for a subpoena for records to a judicial officer for signature. APD serves the subpoena.

1.3.7 Pretrial Services Agency (PSA)

PSA is responsible for reporting to the court subject's who are violating their court order pre-adjudication terms. The Pretrial Officer files a Petition to Review Release Conditions-Revocation/Amendment of Release Conditions. The judicial officer checks the petition for a warrant, summons, or address at next hearing is ordered. The paperwork is submitted to the judicial officer who signs the petition with either a warrant, summons, if the violation is not to be addressed at the next hearing.

Warrant processing - the paperwork with an attached warrant is sent to MCSO for entry into ACIC/NCIC. MCSO is responsible for service.

Summons processing - if the petition is checked "summons" then the Pretrial Officer sends a summons letter to the defendant apprising them to appear at a court hearing.

Subpoena processing - PSA does not request subpoenas

1.3.8 Juvenile Probation Department (JPD)

The JPD is responsible for reporting to the court juveniles who are violating their court order terms of probation. The Probation Officer files a Violation of Probation charge for post-adjudication violations or can request a "Probation Officer request to the court and order" if it is a pre-adjudication violation, which is accompanied by a warrant type. Once submitted to the court the judicial officer signs the petition. Victims are notified of filing by JPD.

Warrant process - if a warrant is issued the judicial officer decides which type of warrant. The warrant clerk must print, sign and seal the warrant. The JOLTS (system) is updated. The paperwork with an attached warrant is delivered to MCSO for entry into ACIC/NCIC and service. Upon the juvenile's arrest, MCSO is faxed the quashed warrant and MCSO will clear the warrant. If MCSO is the arresting agency they must provide JPD a copy of the served warrant. Central Intake of JPD can also clear the warrant in ACIC/NCIC. JPD notifies the victim the juvenile is in custody.

Summons process - JPD does not submit requests for summonses.

Subpoena process - JPD does not submit requests for subpoenas.

All juvenile processes are within JOLTS. The court, clerk, prosecutor and indigent representation all utilize JOLTS as the centralized system

1.3.9 Indigent Representation (IR)

The Indigent Representation Offices (IR) must be notified when bench warrants are issued for their clients. Additionally, the IR offices must have the ability to request the issuance of subpoenas from both the Superior and Justice Courts and following service, have the ability to return the certificate of service to the appropriate court. In the future, it

would be desirable for the IR offices to receive notification of the successful service of any arrest warrants or summonses issued. Receipt of this data would allow the defense offices to search their databases of existing clients to determine if the service of either of these documents applies to a defendant currently being represented by the office.

1.3.10 Integrated Criminal Justice Information System (ICJIS)

ICJIS supports the above agencies with an Integration Engine (IE) that is used to share information between agencies. All information exchanges implemented between the new WSS system and agencies will use the ICJIS IE.

## 2.0 TECHNICAL REQUIREMENTS

### 2.1 DESCRIPTION OF ICJIS OPERATING ENVIRONMENT

Please refer to the Bi-Annual Strategic Business Plan on the Search web site using the following: http://www.search.org/integration/MaricopaCounty/MCStrategicPlan.pdf

### 2.2 DESCRIPTION OF CURRENT PROCESSES

In preparation for creation of this RFP, the ICJIS Agency conducted requirements gathering work sessions with each participating justice agency listed above in Section 1.3. During these work sessions, “as-is” business processes, requirements and “data exchanged” were documented. No attempts were made to reengineer processes or to alter requirements based upon future automation (or based upon any particular type of technology solution). The requirements documentation provided in this RFP resulting from the agencies’ work sessions include the following:

- As-Is Business Requirements list by Agency and by Warrant Type. See EXHIBIT 4.
- BPWin graphical description of business processes by Warrant Type. See EXHIBIT 5.
- Sample WSS Documents. See EXHIBIT 5.
- Data Elements list cross-referenced by Warrant Type. See EXHIBIT 6.
- Justice Information Exchange Model (“JIEM”) description of County document exchanges related to warrants, summonses and subpoenas. (See www.jiem.search.org for more information on the JIEM method for modeling integrated justice information exchanges). See EXHIBIT 7.
- Attached are references to court rules and state statutes and it is not intended to be all inclusive. See EXHIBIT 12.

It is anticipated that responding vendors will propose solutions that meet most of the as-is business requirements, and that may result in either improved business processes or alternative methods to meet or eliminate some requirements that exist now solely due to the manual, paper-based nature of WSS processing in the County. However, certain agencies’ requirements must be met in the manner described in the As-Is Business Requirements list; these are marked with a “Y” in the column named “MUST REMAIN SAME” Typically these MUST REMAIN SAME requirements cannot be changed or eliminated because they are vital to fulfilling the mission of the agency, and/or are frequently mandated by state statute. Vendors must clearly indicate if proposing a solution that alters the substance, or method of satisfying, these MUST REMAIN SAME business requirements.

2.2.1 Sheriff’s Office

Per the Arizona Revised Statutes, the Maricopa County Sheriff’s Office is responsible to “Serve process and notices in the manner prescribed by law and certify under the sheriff's hand upon the process or notices the manner and time of service, or if the sheriff fails to make service, the reasons for failure, and return them without delay. When returnable to another county, the sheriff may enclose such process or notices in an envelope, addressed

to the officer from whom received, and deposit it postage prepaid in the post office. The return of the sheriff is prima facie evidence of the facts stated in the return." (ARS 11-441)

2.2.1.1 WARRANTS (including Grand Jury, Arrest, Bench, Civil, Felony and Misdemeanor)

The Sheriff receives and processes all felony warrants from justice, superior and juvenile courts, and Adult Probation. Also, the Sheriff's Office receives misdemeanor warrants from the justice, civil arrest warrants from justice courts and Superior Court. Additionally the Sheriff's Office is the contracted law enforcement agency for some cities in Maricopa County and such is responsible for those city warrants.

All warrants, including Grand Jury warrants, are processed under the rules of ACIJIS/NCIC and Arizona Rules of Criminal Procedure (specifically, but not limited to rules, 3.1 through 3.5, 4.1, 27.5-27.7, 64.1.a-f)

When processing warrants, the Sheriff's Office records the data/time received and verifies the information on the warrant is accurate by reviewing the information on one or all of the following forms: Complaint, Court Information Sheet, and Victim Information Sheet. All warrants are queried on the current jail population utilizing the Jail Management System (JMS) to determine if the defendant is currently in custody. If in custody, a "page 2" is required. (Messages are sent to the holding facility, Sheriff's Information Management System and Criminal Court Services. This notifies Criminal Court Services that the inmate/defendant will need to be transported to the jail intake area for re-booking on the warrant.)

For all felony warrants, wherein the defendant is not in-custody, the Sheriff's Office will complete a "worksheet" and document demographic and other pertinent information from the Complaint, Court Information Sheet, and Victims Information Sheet. The Sheriff's Office is required to enter the warrants into ACIC (state warrant system) and NCIC (warrants that are extraditable). Any information added (a process named "packing a warrant" by ACIC and NCIC) to the two systems must be documented on the "worksheet" with a copy of the source. Various sources are used in compiling the information, including but not limited to, JMS, Department of Corrections, Motor Vehicle, Adult Probation, Arizona Criminal History Records, ACIC/NCIC (researching other existing warrants), Federal Bureau of Investigations and Drivers License. If there is an existing warrant(s) in NCIC, the correct NCIC number must be determined.

All felony warrants are placed in a folder after they are entered into ACIC/NCIC and forwarded to the Operation Information Center (OIC) to file the warrant and index card.

Misdemeanor warrants are received much in the same manner as felony warrants. They are not "packed" and a worksheet is not completed, however an index card is completed and sent with the warrant to OIC after the warrant is entered into ACIC. In OIC, the index card if filed with all index cards and the warrants are filed with the other felony warrants.

OIC verifies a warrant for law enforcement agencies. The index card and the warrant are manually retrieved for verification, which must be made within 10 minutes, per ACJIS/NCIC guidelines.

When a defendant is arrested on a warrant, a notation is made on the warrant and index card and they are re-filed until the defendant is booked into jail. When the arresting/booking officer and the defendant arrive at Intake, a copy of the warrant is faxed to Intake for the officer to sign and date, verifying the warrant has been served. A copy of the signed warrant is faxed back to OIC, wherein the

original is placed in a specific court file. These files, containing the served warrants, are sent weekly to the specific court of origin.

If the defendant is arrested on a Maricopa County warrant and is out of state, the arrest, arresting agency, date/time, is noted on the index card and warrant work sheet. A notation is made in NCIC and a message is sent to the Sheriff's Office Extradition Unit, along with a copy of the warrant, complaint if one was sent, and "worksheet".

Quashes of warrants are usually received by phone from the court of origin. On rare occasions, quashes are received by fax and e-mail. When a warrant is quashed and been removed from ACIC/NCIC, the court of origination is notified that the warrant has been quashed. Quashed warrants are returned to the court on a weekly basis.

Civil arrest warrants are not entered into ACIC/NCIC, but require a "worksheet" that is completed and filed with the other warrants. If the defendant has a criminal warrant, the civil warrant is filed with the criminal warrant.

Grand Jury warrants are delivered to the Sheriff's Office by the Grand Jury Clerk. They are logged into a manual system and a PC system until they are opened and entered into ACIC/NCIC. "Packing warrants" is applied to Grand Jury warrants.

The Sheriff's Office is required to validate 1/12 of the active warrants each month. (ACJIS/NCIC guidelines). The validation requires that information contained in the warrant be validated against the information held electronically in ACIC/NCIC.

2.2.1.2 SUMMONS

Additionally, the Sheriff Office receives and process summonses and subpoenas from the Superior Court, justice courts, Board of Supervisors (rarely), County Attorney's Office, Indigent representation, some private attorneys and out-of state/out-of-county agencies.

If the summons is prior to a preliminary hearing, they are received by the Felony Process Section (FPS). Otherwise, they are received by the Civil Division.

If received by the Civil Division, all summonses are queried on JMS to determine if the defendant is in jail. If the defendant is in jail, the summons is returned to the court of origin for a warrant.

If the person is not in jail, similar Rules of Criminal Procedure apply to summonses as they do to criminal warrants. (Rules of Criminal Procedure 3.1, 3.2, 3.4). Summonses are delivered by personal service (deputy). When a summons is received, a "fact sheet" is completed. (In some cases, subpoenas have a Court Information Sheet and/or a Victim Information Sheet (attached). The information is complied on the fact sheet.

Currently, the Sheriff's Office enters the information into an Access database to create reports and track the assignment and service date. Additional reports created are: Defendant Name, Court Date, No Results Activity over 60 Days, and Personal Service by Date. Other reports can be generated by a range of dates, beats, deputy assignments, no service zip code, case history or any combination of the aforementioned.

The Sheriff's Office Felony Process Section (FPS) (section that receives the summons) is required to be advised 25 days in advance which court date and the status of the service. The 25 days permits the service to be documented on the fact sheet and time for the preparation of the summons to be retuned to the court of origination. If the summons originated in the RCC Court, RCC requires notification 15 days before the court date on the summons. The fact sheet is

updated each time a summons is attempted service or is served. The Sheriff's Office database documents the summons was not served and the reasons why. This information is noted on the summons before being returned to court. If the court reissues the summons, it is possible the old address may be used again. If the Sheriff's Office is able to determine the summons has been issued before, their database can be reviewed for service history.

All summonses are returned to the court of origin, served or not. The Sheriff's Office keeps a copy of the fact sheet for 30 days after returning the summons to the court.

All victim information is confidential and is not shared with the defendant or any other parties.

2.2.1.3 SUBPOENA

The Sheriff's Office also receives subpoenas (hand delivered or faxed). In accordance with the Rules of Criminal Procedure 34 and Rule 45 of the Civil Procedure, the Sheriff's Office serves the subpoena either by personal service, mail, fax, or by phone.

2.2.1.3.1 Criminal Subpoena Post Preliminary Hearing

These subpoenas, which are date/time stamped, are received by the Civil Division. They are separated by personal service, mail, mental health or fax.

The subpoena information is entered into the subpoena access database. It should be noted if the subpoena will be mailed or will require personal service.

Subpoenas must be received at least 5 business days prior to court date, otherwise it is returned to the originator. Exception: only 72 hours to process Mental Health subpoenas. All subpoenas must be serviceable in Maricopa County, otherwise the subpoena is returned to originator.

When a subpoena has been served, the deputy notes the service information on the subpoena. If the subpoena is not served, the deputy notes the reason. All service attempts are noted on the subpoena. When the deputy returns the service to the Civil Division, the deputy scans the bar-code and enters the returned information into the database.

The subpoena is separated from the worksheet and if the address is protected, it is separated from the original subpoena prior to sending it to the Maricopa County Attorney's Office (MCAO). This address/worksheet is kept on file for 60 days prior to being destroyed. The original subpoena is sent to MCAO. If the subpoena was served, MCAO will file with the court. If not served, MCAO retains the subpoena.

2.2.1.3.2 Mailed Service

The Maricopa County Sheriff's Office receives some subpoenas that can be mailed. When this type of subpoena is received by the Civil

Division, the Subpoena/Summons Access database searches for previous service address.

After the data is entered, a bar-code is placed on the subpoena that will link the subpoena to the information contained in the database. The program has the ability to print a copy of the subpoena with a return notice so that the person who received the subpoena and prepaid postcard can mail it back to the Sheriff's Office. Envelopes with the person's name are also printed.

After the data is entered, the subpoena is printed and ready to be mailed to the recipient, along with the post card.

The database has a report identifying subpoenas that have not been returned within 60 days of mailing. A report is generated each Friday for the following week's court dates. The indexing of subpoenas on the not served list is sent to the originating agency. If the postcard is returned unserved, the reason is added to the database.

The postcard is scanned into the database if the card is signed by the person who receives the subpoena. This eliminates re-entering subpoena information by personnel in the Civil Division who now only enter that the service is complete, the date served, and the name of person who signed the postcard. The postcards are matched with the original subpoena and returned to the originating agency.

2.2.1.3.3 Fax Service

Some subpoenas received can be faxed to the recipient (MCSO employees, occasionally police and fire department employees). They require a date/time stamp and a worksheet.

When the subpoena is for an MCSO employee, PHRED LITE (internal employee database) searches for a location to fax the subpoena. After the subpoena is faxed, a confirmation is printed and the subpoena is scanned in the database as "returned." The worksheet and faxed copy are stamped with the division name, date/time faxed, and the serial number of the employee who faxed the subpoena. The faxed copy is then sent back to originator.

2.2.1.3.4 Reports

The current database produces several types of reports. They are stratified by types of service, i.e. fax, mail, personal service, beats, deputy serial number, service disposition. The database can also be indexed for reports by time periods, zip code, and/or address. Service reports can include the case history related to any of the aforementioned elements.

2.2.1.3.5 Criminal Subpoenas Prior to Preliminary Hearing

Subpoenas from the RCC, EDC and AG are sent directly to the Sheriff's Office Felony Process Section (FPS).

Subpoenas, like summons, that are received by the FPS, are entered into the Sheriff's Office subpoena database. This database assists tracking subpoenas, as well as generating various reports. Subpoena reports are generated by a variety or combination of elements.

Served and unserved subpoenas are returned to the court of origin.

All subpoenas received must contain the necessary tracking information. Subpoenas that originate from RCC, EDC and AG, are for personal service only. All subpoenas must be serviceable in Maricopa County, otherwise they are returned to the originator.

FPS enters information from the subpoena into the Felony Process Access database (different from the post preliminary hearing system).

2.2.1.3.6 Personal Service

If the subpoena is personally served, the information is entered into the database, and a worksheet (fact sheet as FPS names it, but it is the same as the worksheet that civil uses) containing information on subpoena is noted by the deputy.

If the deputy was successful in the service of the subpoena, he/she completes the subpoena information.

Upon return, the database is updated and the subpoena is returned to the court of origin. The worksheet is retained by the FPS for 30 days and then destroyed.

If the subpoena is not served, the reason why is written on the subpoena and returned to the FPS. (Deputy does not sign the subpoena if not served).

Non-serviced return information and any additional information are updated in the database.

The original subpoena, copy of subpoena, and fact sheet are returned to court of origin.

2.2.1.3.7 Telephone Service

Due to the short time period from the time "Prior to Preliminary Hearing" subpoenas are received by the Sheriff's Office and the time of the court, some subpoenas are served telephonically. When the subpoena is served by this method, when received the subpoena is entered into the database and the fact sheet is printed.

If the subpoena is served, the FPS deputy/employee signs the certification on the subpoena and notes the information on the fact sheet. The completed subpoena and the fact sheet are returned to the court of origin. FPS files a copy of the fact sheet in the FPS Section. The files are retained for 30 days or until the court date.

If the subpoena is not served via telephone (phone number is invalid, or there was no contact with the person) the fact sheet is completed with the following information; person called, number called, date/time and the FPS employee name who made the calls.

The Subpoena (unsigned) and the fact sheet are returned to the court of origin. FPS files a copy of the fact sheet in the FPS Section. The files are retained for 30 days or until the court date.

2.2.2 County Attorney

In most cases an initial investigation of a crime is conducted by a police patrol officer who travels to the crime scene or the location of the victim, shortly after the crime is reported. The patrol officer will interview the victim(s) and any witness(es) and will begin an initial report describing the crime.

Identification technicians may also respond if there is a need to take special photographs of the crime scene or the victim, to record possible fingerprints, to collect physical evidence, and to draw a composite of any suspects.

In certain felony cases, a Deputy County Attorney may come to the crime scene to advise officers regarding legal issues that arise during the investigation. The patrol officer completes an incident report. If necessary, the report is forwarded to detectives who investigate that particular type of crime.

2.2.2.1 Follow-up Investigation

The patrol officer's report may be reviewed by a supervisor who may assign the case to a detective for a more complete follow-up investigation. During a follow-up investigation, detectives may contact witnesses for formal statements, obtain further physical evidence, and request further descriptions of suspects or stolen property.

2.2.2.2 Formal Charging Procedure

When the investigating officer believes that a suspect has been identified and that there is sufficient evidence, the case is submitted to the prosecutor for review. If the offense is a felony that has been committed in Maricopa County or a misdemeanor that has been committed within the County but outside any city limits, a Deputy County Attorney with the Maricopa County Attorney's Office will review the case.

If the prosecutor believes the report provides sufficient evidence to indicate that the alleged offender has committed a crime, and if in his/her judgment the case has a reasonable likelihood of a conviction at a trial, the prosecutor will file a criminal complaint or seek an indictment from the Grand Jury. If the prosecutor believes that the report provides “insufficient legal evidence" to justify a criminal charge, he/she may return the report to the submitting agency for more investigation, decline to prosecute (“not file” the report), or refer the case to another, more appropriate agency for civil or administrative review.

When the case is submitted after a warrant-less arrest, the submittal is called an “in-custody” submittal. The submittal must be reviewed and a complaint filed within 48 hours of the Initial Appearance on the warrant-less arrest or the suspect will be released from custody and the IA conditions vacated. The “in-custody” complaint will rely on the previous IA, request a summons, or request an “in custody other charges” warrant. The “in-custody” felony direct complaint may be replaced or “supervened” by a grand jury indictment.

When the case is submitted without an arrest, the submittal is called a "basket case" submittal. There is no time limit for filing complaints in these circumstances, but the Maricopa County Attorney's Office strives to file or decline charges within thirty days of the date of submission. The "basket case" complaint must request either a summons or warrant. The "basket case" complaint may be replaced or "supervened" by a grand jury indictment. Some basket cases are filed by indictment without an initial direct complaint.

Although misdemeanor submittals and felony submittals are submitted at the same locations, the two kinds of cases are filed with different courts and different locations. The felony complaints are called "direct complaints" and are filed with the Clerk of the Superior Court in one of two locations. Misdemeanor complaints are usually filed in one of the justice courts and then distributed to the JP court with jurisdiction over the offense.

Sometimes the summons associated to a complaint is returned unserved. In that case, a judicial officer must determine whether the summons should be reissued or a warrant should be issued. A warrant may be issued when the defendant cannot readily be served. Before a warrant may issue, the judicial officer must determine probable cause that the offense occurred and that the defendant committed the offense based upon sworn information. The judicial officer must also determine that a good reason exists to issue a warrant rather than a summons. For misdemeanors in JP court, the law enforcement officer swears to the probable cause information before the JP at the time the complaint is filed. For felonies, the law enforcement officer swears to the facts on the complaint and Form IV before the Clerk of the Superior Court at the time of filing the complaint. The information is later reviewed by a judicial officer. After probable cause is determined from sworn information, the judicial officer may issue the warrant.

Subpoena requests are also submitted to the court at the time of filing complaints. For preliminary hearings and JP court trials, a judicial officer must issue the subpoenas. The subpoenas are provided with the complaint and are blank as to the date and time of the hearing. The clerk of the court completes the date and time information before forwarding it to the appropriate serving agency.

2.2.2.3 Arrest and Initial Appearance

When a defendant is arrested at or near the scene of the crime or as a result of an arrest warrant, he/she is taken to jail. Within twenty-four (24) hours after the arrest, the defendant must be taken before a Judge or Commissioner for an Initial Appearance (IA). An IA is the first time the defendant appears before a Judge or Commissioner. At the IA, four events take place:

- The defendant is informed of the felony allegations.
- The defendant is advised of the right to an attorney. If the court finds the person cannot afford an attorney, a public defender will be appointed.
- Conditions of the defendant's release are established. Some defendants are released at this time on their own recognizance (OR), a personal promise to return to court when required. When released on OR, the defendant is not required to post bond because it is believed that he/she has sufficient community ties to assure his/her appearance. Defendants with serious criminal records or those who have a history of not returning to court as required, are required to post a cash bond before being released.

- A court date is set for the next proceeding.

  Defendants, who are released, with or without bond, have limited travel restrictions. Contact between the defendant and victims or witnesses is also restricted. It is against the law for anyone to harass or intimidate a witness. Any harassment should be reported to the police, the prosecutor, or Maricopa County Victim Services Division as soon as possible.

2.2.2.4 Early Disposition Court (EDC)

The goal of EDC is to resolve minor, first-time drug offense cases and other "victimless" felonies as quickly as possible, preferably at the first appearance. Eligible cases are identified at the IA and drug cases are screened for diversion before a complaint is filed. All cases are set for preliminary hearings within ten (10) days of the IA. The plea, the drug treatment screening, and the sentencing are combined into one hearing. This expedited process helps keep the backlog of cases down and provides an opportunity for drug offenders to get treatment. Often these cases are resolved in "one stop," thus eliminating multiple hearings.

2.2.2.5 Regional Court Centers (RCC) for Felony Processing

RCCs were created to streamline initial felony case processes. Direct complaints are filed immediately into the RCCs, and preliminary hearings, arraignments and pleas are consolidated into one event at one place.

There are three RCCs in Maricopa County:

- Downtown Regional Court Center, 101 W. Jefferson, 7th Floor, Phoenix
  Processes felony cases from the justice courts in Scottsdale, East Phoenix, South Phoenix, Central Phoenix, West Phoenix, Northeast Phoenix, Buckeye and Gila Bend.
- Northwest Regional Court Center, 5222 W. Glendale Ave., Glendale
  Processes felony cases from the justice courts in Glendale, Peoria, Northwest Phoenix, Tolleson, Maryvale and Wickenburg.
- Southeast Regional Court Center, 222 E. Javalina Ave., Mesa
  Processes felony cases from the justice courts in North Mesa, South Mesa, East Mesa, West Mesa, West Tempe, East Tempe, and Chandler.

The creation of the RCCs has improved case processing efficiency, reduced unnecessary costs and improved public safety by reducing the number of inmates transported to various locations.

2.2.2.6 Preliminary Hearing/Grand Jury

When felony charges are filed by complaint, a preliminary hearing is scheduled to determine whether or not there is sufficient evidence to justify holding the defendant for trial. Preliminary hearings require the attendance of the prosecutor, the defendant, and the defense attorney. The victim and the prosecutor's witnesses may attend the hearing or remain on call for a possible hearing. On the date set for the preliminary hearing, the defendant may waive the hearing, or accept a plea offer from the prosecutor. A plea offer is an agreement between the prosecutor and the defendant in which the defendant agrees to plead guilty or "no contest" to avoid a trial. The prosecutor must make diligent efforts to confer with the victim about any plea offer made to the defendant. If a hearing is held, the prosecutor must call at least one witness to

present the facts of the case to the Judicial Officer. Police officers are allowed to testify about the statements of victims or other witnesses so that some of the witnesses do not have to appear. Such testimony is called hearsay testimony.

At the preliminary hearing, probable cause is determined by a Judicial Officer. After the Judicial Officer finds probable cause, a formal charging document called an Information is filed. If the defendant fails to appear for the preliminary hearing after an Initial Appearance, the prosecutor requests a Bench Warrant.

Sometimes a grand jury determines probable cause before the preliminary hearing can take place. When that happens, the preliminary hearing is vacated or cancelled, and the defendant is charged as described in the Grand Jury's charging document. This document is called an indictment. The charges in the indictment are the charges that the defendant will face at trial. The grand jury indictment must request a summons, warrant, or notice of supervening indictment.

The notice of supervening indictment (NSI) is used when at least one of the charges from the jail IA is also included in the indictment. If none of those charges are included, the prosecutor must ask for a summons or warrant. The prosecutor always requests a warrant if the defendant is incarcerated. The prosecutor may ask for a summons or warrant if the defendant is out of custody and must give the judicial officer reasons for any requested warrant.

Occasionally, a defendant is released from custody before the NSI can be served. In that situation, the NSI is mailed to the defendant with the original Not Guilty Arraignment date on it. If the defendant fails to appear for the Not Guilty Arraignment, a judicial officer determines whether a summons should be reissued. At a later point, an arrest warrant may be necessary. The prosecutor makes the request for the arrest warrant and provides reasons why it should be issued.

If a preliminary hearing is held, and the Judicial Officer finds sufficient evidence to establish probable cause, or if the preliminary hearing is waived, an information is filed and the defendant is "held to answer" for trial.

If a defendant accepts the prosecutor's plea offer, the preliminary hearing is cancelled. The defendant, the defense attorney, and the prosecutor sign a plea agreement, and the court schedules the defendant for a guilty plea arraignment. At the guilty plea arraignment, a Superior Court Judicial Officer reviews the plea agreement and asks whether all of the parties want to continue with the plea agreement. The victim may express an opinion about the plea agreement at this time. If neither the prosecutor nor the defendant withdraws from the plea, the plea is accepted and a determination is made as to whether sufficient facts exist to support the defendant's plea. If the plea is accepted and a factual basis is made, the Court sets the matter for sentencing in approximately thirty (30) days.

If the Grand Jury considers evidence of criminal conduct, a group of citizens (usually 9-16 people), selected at random, participate. They may consider evidence of a crime before or after charges have been filed. In Grand Jury proceedings, as in preliminary hearings, the victim(s) or witness(es) may be called to testify. Sometimes charges against the defendant are dismissed because the Grand Jury determines that there is insufficient evidence to justify a trial. In such cases, the grand jurors issue a "No True Bill." When at least nine grand jurors vote to find probable cause, the grand jurors issue a "True Bill" or indictment. Unlike preliminary hearings, grand jury investigations are secret. The prosecutor may not discuss the results of grand jury proceedings unless there is an open indictment or a court order allowing discussion. An indictment is open if it has been served on the defendant or if the defendant is in custody on the same charges that appear on the indictment.

2.2.2.7 Not Guilty or Guilty Plea Arraignment

An arraignment is the first Superior Court appearance for the defendant after being formally charged by information or indictment. The arraignment may be a Not Guilty Arraignment or a Guilty Plea Arraignment. The arraignment serves several purposes:

- The defendant is informed for the first time of the exact nature of the charge(s) against him/her.
- The defendant is advised that he/she should have an attorney and if he/she cannot afford an attorney, one will be provided at public expense.
- The defendant is asked to enter a plea to the charge(s) against him/her.
- At a not guilty arraignment, a defendant normally pleads “not guilty” and a pretrial conference and a trial date are set.
- At a guilty plea arraignment, the defendant normally enters a plea of guilty based upon a plea agreement negotiated at an earlier preliminary hearing.

Defendants are entitled to a speedy trial (Rule 8; Arizona Rules of Criminal Procedure). On December 1, 2002, these rules changed. Now, if the defendant remains in custody, a trial date must be set within one hundred fifty (150) days from arraignment. Defendants released from custody on bail or on their OR must receive a trial date within one hundred eighty (180) days from arraignment. In extraordinary circumstances (“complex cases”), a trial date must be set two hundred seventy (270) days from arraignment and for capital cases, eighteen (18) months from arraignment.

2.2.2.8 Trial Court Divisions

After arraignment in Maricopa County Superior Court, defendants who have pled not guilty are assigned to a trial division. Trial divisions are organized into 5 Quads, with 3-4 divisions in each Quad.

2.2.2.9 Discovery (Rule 15; Arizona Rules of Criminal Procedure)

Discovery is the process where both the prosecutor and defense must disclose information to the other party. This process is done during a pretrial status conference and includes providing the defense attorney with a copy of the police report and any other written information. The rules of discovery also allow attorneys to interview prospective witnesses in the case. In Arizona, the defense has the right to interview all of the State's witnesses prior to trial, with the exception of the victim. If the witness is a victim, the victim has the right to refuse to submit to a pretrial interview, deposition or other discovery request by the defendant, the defendant's attorney or other person acting on behalf of the defendant. Sometimes, subpoenas are used to obtain evidence for trial. These subpoenas are called subpoenas duces tecum.

2.2.2.10 Pretrial Actions/Hearings

After the arraignment and before a trial, there are many activities performed in preparation for trial. If the defendant’s presence is required at the hearing and the defendant fails to appear, the prosecutor may request a bench warrant. If witnesses fail to appear or are expected not to appear, the prosecutor may ask for a type of arrest warrant called a “body attachment.” After the witness is brought

before the court, the court will set a bond or appropriate release conditions to assure the appearance of the witness.

Defendants who plead not guilty are scheduled for an Initial Pretrial Conference (IPTC). Here defendants have a hearing before a Commissioner to narrow the issues in controversy surrounding the case and perhaps settle it prior to the trial date. An IPTC is generally held thirty-five (35) days after arraignment and is the first court appearance after arraignment.

Settlement Conferences are optional and are held at the request of either party or on the court's own initiative. These conferences require the parties to meet with a Judge to discuss possible resolutions to a case short of trial. At the conference there is an exchange of views, and the court will typically suggest ideas to attempt a resolution. The victim has a right to be present and express his/her views. The trial Judge can only participate in such discussions with the consent of both parties. Normally, a Judge other than the trial Judge conducts the settlement conference.

Final Trial Management Conferences (FTMC) are held with a quad Judge or the trial Judge, 2-4 days before a trial is scheduled to start. Here, the Judge will be given an opportunity to try and resolve the case one last time before going to trial. All cases are scheduled for a FTMC prior to ordering a jury. Witnesses are subpoenaed for trial by the parties. The judicial officer need not issue the subpoena.

A “Motion to Continue Panel” is convened when attorneys wish to continue a trial more than five (5) business days. Here Judges sitting in panels decide whether or not there is sufficient reason to continue a trial. These requests to the Panel must be presented in writing and they must be in compliance with Rule 8 guidelines. The regularly assigned trial Judge hears motions to continue of five (5) court days or less. Review of “motions to continue” by panels is intended to reduce the number of motions to continue and save time prior to trial.

2.2.2.11 Rule 11 Hearing and Evaluation (Rule 11; AZ Rules of Criminal Procedure)

If a prosecutor, Judge or defense attorney thinks that a defendant may not be competent to stand trial because he/she cannot understand or assist in his/her defense, they may request that the court order a psychiatric evaluation of the defendant ("Rule 11 evaluation.") Typically the Rule 11 process takes several months. A hearing is then scheduled for the Judge to decide if the defendant is or is not competent to stand trial. After hearing testimony and/or reviewing the reports of the doctors, the Judge makes a determination about the competency of the defendant. If the Judge determines that the defendant is competent, the case proceeds through the criminal justice process. If the defendant is found to be incompetent, the Judge will order a second evaluation to determine if the defendant needs mental health treatment. A Judge may order that the defendant undergo mental health treatment until he/she becomes competent. If a Judge determines that the defendant is incompetent and will not become competent in the near future, there are two options. Under certain circumstances, the Judge may order that the defendant be involuntarily committed to the Arizona State Hospital for mental health treatment. If the defendant is not civilly committed, the Judge may dismiss the charges and the defendant is released from custody.

Even if the defendant has been determined to be competent, he/she is still allowed to raise an insanity defense at trial.

2.2.2.12 Plea Negotiation / Agreement

In any of the hearings discussed above, the defendant may change his/her mind and decide to plead guilty. If this happens, a Change of Plea Hearing is held.

Here the defendant pleads guilty and gives up his/her right to a trial. The Judge can reject the plea agreement and the case will still go to trial or he/she can accept the plea and proceed to sentencing. The Deputy County Attorney prosecuting the case may discuss the possibility of a negotiated case settlement with the defense attorney. The defense attorney may seek an agreement enabling the defendant to plead guilty to the original charge(s) or to some lesser charge(s), a dismissal of certain charges, a commitment from the Deputy County Attorney not to file additional charges, or an agreement to recommend a particular sentence. The Deputy County Attorney will make diligent efforts to confer with the victim concerning any plea agreement.

If an agreement is reached, the attorneys and the defendant appear before a Judge for a change of plea hearing. The defendant enters a plea of guilty as agreed, and signs a form declaring that he/she is knowingly giving up various rights, including his/her right to a trial and the right to cross-examine witnesses. If you are a victim, you have the right to be present and to make a statement expressing your opinion about the plea agreement. The Judge may consider your opinion when deciding whether or not to accept the plea agreement. Upon the acceptance of the plea agreement the Judge will enter a finding of guilt against the defendant.

2.2.2.13 Trial

If a plea agreement is not reached, the case may go to trial. All parties to the case including prosecution witnesses and defense witnesses will be subpoenaed (summoned) in advance to testify before a Judge or a Judge and jury. Witnesses are excluded from the courtroom until they are finished testifying. The reason for this rule is to ensure that a witness is not influenced by the testimony of another witness.

Once the jury is selected and sworn, the prosecution and the defense make opening statements to the jury to explain the case. The Deputy County Attorney (the State) then presents the case against the defendant. It is the responsibility of the State to prove "beyond a reasonable doubt" that a crime was committed and the defendant is guilty of committing that crime. To meet this burden of proof, the Deputy County Attorney presents evidence and calls witnesses to testify. Witnesses are required to testify under oath and may be cross-examined by the defense attorney.

After the prosecutor presents the case against the defendant, the defense has an opportunity to present its evidence. On advice of counsel, the defendant may or may not testify on his/her behalf. As in the case with the prosecution witnesses, defense witnesses are subject to cross-examination by the prosecutor.

Following the defense's case, rebuttal witnesses may be called by the prosecutor to discredit statements and facts presented by the defense. At the end of the trial, attorneys for the prosecution and defense make their final arguments to the Judge or the jury. The Judge instructs the jury in matters of law as applied to the case and about the duty of the jury.

The State must prove its case "beyond a reasonable doubt." Since a unanimous verdict is required by law, a jury that is unable to reach agreement on a verdict is declared "hung" by the Judge. The State may then request that the case be retried within sixty (60) days. If the jury returns a verdict of "not guilty," it means that, in the jury's opinion, the State failed to prove the case beyond a reasonable doubt and the defendant is released. If this occurs, the State cannot appeal the jury's verdict and the matter cannot be retried. If the jury returns a verdict of "guilty," the Judge sets a sentencing date.

2.2.2.14 Sentencing Options

2.2.2.14.1 Probation

If the defendant is placed on probation, he/she will be under many restrictions of conduct and travel. Any inappropriate action by a defendant placed on probation, including unauthorized contact with victims and witnesses should be reported to the Maricopa County Adult Probation Office. If the probation officer or the prosecutor believes that the defendant has violated a term of probation, a petition to revoke probation may be filed. The petitioner must request a summons or warrant as part of the petition.

2.2.2.14.2 Prison/Community Supervision

On January 1, 1994, Arizona's sentencing structure changed. The revisions in the criminal code are to provide for "truth in sentencing." The changes in the law will ensure that defendants who are sentenced to the Department of Corrections will serve the majority of the prison term ordered by the Judge. Many of the early release mechanisms allowed for inmates sentenced for crimes that occurred prior to January 1, 1994 will not be allowed. If the sentencing Judge orders a defendant to serve a prison sentence, the defendant must serve at least 85% of the sentence imposed. At the time of sentence, the Judge will also order the defendant to serve a term of community supervision following the prison term. The term of community supervision will be equal to 15% of the total prison term. During the time the offender is being supervised in the community, the offender will report to a parole officer and must abide by certain restrictions on his/her activities. If the offender violates the terms of the community supervision, he/she may be ordered by the Judge to serve the remainder of the term of community supervision in prison.

2.2.2.14.3 Prison/Parole

If the crime occurred prior to January 1, 1994, the Judge must sentence the offender to a sentence that was the law at the time the offense occurred. If a defendant is convicted of a crime committed in 1993 or earlier, and the Judge sentences the offender to be imprisoned in the Department of Corrections, he/she may become eligible for parole unless the crime requires the defendant to serve "flat time" or every day of the sentence. The Arizona Board of Executive Clemency, a separate agency from the Arizona Department of Corrections, is the agency that determines if the inmate is to be released from prison or parole. If he/she is released from prison on parole, the Arizona Department of Corrections, Parole Division, is responsible for supervising him/her, and they should be contacted if any problems occur.

2.2.2.14.4 Domestic Violence (DV) Court

DV Court began in June 2002 and is intended for domestic batterers already on probation. The Court follows the batterers on probation and makes attempts to get them successfully through therapy, anger management classes, and regular treatment.

Generally these batterers have served some time in jail, then been sentenced to probation, followed by regular visits to DV Court.

2.2.2.14.5 Drug Court

Drug Court is focused on treatment for those first and second time offenders, in addition to regular court-ordered appearances. This differs from EDC because Drug Court is a post-conviction program similar to supervised probation.

2.2.2.14.6 DUI Court

DUI Court is a post-judgment ruling and is similar to supervised probation. First and second time DUI offenders are ordered to return to DUI Court on a regular basis for mandatory status hearings. Here the Judge rewards compliance and imposes sanctions, such as jail, on those offenders who do not comply or who fail to remain focused on treatment.

2.2.2.15 Appeals/Post-Conviction Relief (PCR)

Any person who has been convicted of or sentenced for a criminal offense may institute a petition to secure appropriate relief (PCR). Defendants may file a PCR if they believe the conviction or sentence was in violation of the U.S. or Arizona Constitution; if the Court was without jurisdiction to render judgment or impose sentence; if the sentence imposed exceeded the maximum allowed by law; if the person is being held in custody after the sentence imposed has expired; newly discovered material facts exist that may have changed the outcome; or if there has been a significant change in the law that applies to the defendant. A PCR must be filed within ninety (90) days after the judgment and sentence or within thirty (30) days after the issuance of a direct appeal.

2.2.2.16 Extradition

Either before or after conviction, a defendant may violate release or probation conditions. Sometimes a court issues a warrant in these cases. The warrant must comply with the Uniform Extraditions Act in order to bring a defendant back to Arizona from another jurisdiction. Other jurisdictions include other states, other countries, federal institutions, and Indian Country. An important part of the warrant process for extradition is that the warrant from a complaint adequately shows a sworn statement of probable cause.

2.2.3 Clerk of Superior Court

2.2.3.1 WARRANTS

The Clerk of the Court's Office (COSC) is responsible for the issuance of warrants based on an order of the Court. There are several types of warrants ordered by the Court: Felony Arrest Warrants ordered when a Direct Complaint is filed to initiate a Criminal case; Grand Jury Warrants ordered when an Indictment from a Grand Jury initiates a Criminal Case; Juvenile Arrest Warrants for the arrest of a Juvenile; Bench Warrants issued in Criminal cases when a defendant fails to appear; Child Support Arrest Warrants issued when an obligor fails to appear for an enforcement action; and Civil Arrest Warrants which may be filed when a properly served subject fails to appear for a judgment debtor exam or when a properly served witness fails to appear after being subpoenaed in any case.

2.2.3.1.1 Felony Arrest Warrants

When a Direct Complaint is filed with the Court, the prosecutor may request a Felony Arrest Warrant rather than a summons. The prosecutor files the Direct Complaint, Court Information Sheet (CIS), unsigned warrant and victim information sheet. The judicial officer reviews the documents and determines if there is Probable Cause for the filing, and if so, whether to order the warrant. If the warrant is ordered, the judicial officer signs the warrant and returns the documents to COSC staff for issuance. The clerk applies the raised seal to the warrant and provides Superior Court Criminal Administration with a copy of the Complaint, CIS and warrant.

The original warrant, a copy of the warrant, a copy of the Direct Complaint, copy of the CIS, and the Victim Information Sheet are sent to MCSO for service. If the prosecutor knows that the defendant is currently in jail on another charge, the notation WICOC (Warrant In Custody Other Charges) is placed on the Direct Complaint. This notation is a flag to Clerk's staff to hand deliver the original warrant to MCSO to expedite service of the warrant.

When any warrant is served, MCSO makes notation of the service on the warrant and returns the warrant to COSC. The warrant is then filed stamped with date and time of filing and employee's signature, a notation entered in the case docket in iCIS, the warrant is scanned into the EDMS system and placed in the hard copy file.

If the prosecutor dismisses a Felony Arrest Warrant case, the court must also issue an order quashing the warrant. A list of warrants ordered quashed is prepared and copies of the scanned orders to dismiss and quash are e-mailed to MCSO. MCSO replies by e-mail that the warrant is quashed. MCSO stamps the original warrant "Quashed" and returns it to COSC where it is then filed stamped with date and time of filing and employee's signature, a is notation entered in the case docket in iCIS, the warrant is scanned into the EDMS system and placed in the hard copy file.

2.2.3.1.2 Grand Jury Warrants

The prosecutor sends a Grand Jury Packet to COSC. The Packet includes the Court Information Sheet (CIS), unsigned warrant, victim information sheet and the Grand Jury minutes. The judicial officer reviews the warrant request and decides whether to order the warrant. If the warrant is ordered, the judicial officer signs the warrant and returns the documents to COSC staff for issuance. The clerk applies the raised seal to the warrant. In addition a minute entry is created to notify interested parties of the issuance of the warrant. A Grand Jury warrant must include the Grand Jury panel number in addition to the information provided on a Felony Arrest Warrant. The original warrant a copy of the warrant, a copy of the victim information sheet and the warrant fact sheet if one is provided are sent to MCSO for service.

When COSC creates a skeletal case record in iCIS for a Grand Jury case, the defendant's name is not entered. The words "Grand Jury" are entered in place of the name. The actual name is only entered after proof of service is returned to COSC by MCSO. The original indictment, a copy of the indictment for each defendant if a multi defendant case, original and copy of the CIS form for each defendant, GJ minutes and the COSC minute entry are kept in the COSC Exhibits section until the warrant is served or quashed.

When the Grand Jury warrant is served, MCSO makes notation of the service on the warrant and returns the warrant to COSC. The warrant is then filed stamped with date and time of filing and employee's signature, a notation entered in the case docket in iCIS, the warrant is scanned into the EDMS system and placed in the hard copy file. Additionally, the defendant's name is then added to the case record in iCIS and Superior Court Criminal Administration is provided with a copy of the Indictment, CIS and warrant.

If MCAO wants to quash a Grand Jury Warrant, they must request the order from a judicial officer. If ordered, a minute entry is made to notify interested parties of the order to quash. The COSC Grand Jury Clerk sends the minute entry to MCSO to request the quash. MCSO stamps the original warrant "Quashed" and returns it to COSC where it is then filed stamped with date and time of filing and employee's signature, a notation entered in the case docket in iCIS, the warrant is scanned into the EDMS system and placed in the hard copy file.

If MCAO takes a case to the Grand Jury after an individual has had an Initial Appearance and a Direct Complaint has been filed, the Grand Jury issues a Notice of Supervening Indictment. These cases will already be "open" in iCIS. If the subject is still in custody, COSC sends a copy of the NSI to MCSO for service. If the subject is out of custody, COSC mails a copy of the NSI to the subject via regular mail. The NSI is filed stamped with date and time of filing and employee's signature, a notation entered in the case docket in iCIS, the NSI is scanned into the EDMS system and placed in the hard copy file.

2.2.3.1.3 Juvenile Arrest Warrants

Juvenile Arrest Warrants result from violations of probation, failures to appear and requests to revoke release. If the judicial officer orders the warrant in open court, the COSC courtroom clerk enters the information into JOLTS in the courtroom. If the judicial officer issues a written order for the warrant, the judicial assistant sends the warrant information to the COSC filing counter for entry into JOLTS.

Designated Juvenile Probation Intake staff has been specially deputized by COSC to complete the warrant functions. The Juvenile Probation warrant clerk generates the Juvenile Arrest Warrant document from JOLTS, and issues the warrant by signing and applying the raised seal. The Juvenile Probation warrant clerk sends the original warrant and a copy of the petition to revoke to MCSO.

An unserved Juvenile Arrest Warrant automatically quashes when the defendant reaches the age of 18.

2.2.3.1.4 Bench Warrants

If a judicial officer orders a bench warrant, the COSC courtroom clerk creates and signs the bench warrant. Typically, a failure to appear is the trigger event for the warrant. The warrant is created utilizing a WORD template and information found in the case file (either the hard copy file or the imaged file) and iCIS. This information is gleaned from the Court Information Sheet that is filed by the prosecution at the time of the initiation of the case. After signing the warrant, the clerk affixes the raised seal to the warrant and creates a minute entry in the MEEDS system recording that a

bench warrant was ordered and issued. This minute entry serves as notice to interested parties of the issuance of the bench warrant. The courtroom clerk then hand delivers the original signed and sealed bench warrant to MCSO. The minute entry is automatically docketed into iCIS and electronically sent to the EDMS system by MEEDS. The original minute entry is placed in the case file.

There can never be a bond amount added to a bench warrant. The defendant is always held in custody until a court appearance occurs.

For bench warrants that are a result of a failure to appear, the judicial officer will order a bond forfeiture hearing if bond was a condition of release. COSC must get the date for the hearing from Court Administration so that setting of this hearing occurs at the same time as the issuance of the bench warrant. The courtroom clerk creates a minute entry which notifies interested parties including the bond company or individual posting bond of the forfeiture hearing.

When the bench warrant is served, MCSO makes notation of the service on the warrant and returns the warrant to COSC. The warrant is then filed stamped with date and time of filing and employee's signature, a notation entered in the case docket in iCIS, the warrant is scanned into the EDMS system and placed in the hard copy file.

COSC must notify MCSO that a bench warrant has been quashed. This is done immediately via telephone. A minute entry is then created and a copy is sent to all interested parties including MCSO. MCSO stamps the original bench warrant "Quashed" and returns it to COSC where it is then filed stamped with date and time of filing and employee's signature, a notation entered in the case docket in iCIS, the warrant is scanned into the EDMS system and placed in the hard copy file.

2.2.3.1.5 Child Support Arrest Warrant

The Expedited Services section of COSC must request a Child Support Arrest Warrant (CSAW) when an obligor fails to appear for an enforcement action. A Child Support Order must exist to request a CSAW and is used to determine the release amount which must be put on the warrant in place of a bond amount or purge amount. COSC collects the information regarding the obligor to complete the warrant from the electronic case file, hard copy case file, Expedited Services KDS data base, and/or copies of COSC electronic documents stored in Expedited Services online "Cases Folder". Expedited Services keeps an electronic copy of the CSAW which is added to the record in the Cases Folder. Expedited Services prints the CSAW and delivers to the courtroom clerk for judicial review. If the judicial officer decides to order, he/she signs the CSAW and gives it to the COSC courtroom clerk to apply the raised seal to issue the CSAW. The courtroom clerk delivers the CSAW to MCSO for service.

If any obligor information included in the warrant changes, COSC notifies MCSO of the change. This change may include the release amount.

When the CSAW is served, MCSO makes notation of the service on the warrant and returns the warrant to COSC. The warrant is then filed stamped with date and time of filing and employee's signature, a notation entered in the case docket in iCIS, the warrant is scanned into the EDMS system and placed in the hard copy file.

COSC must notify MCSO that a CSAW has been quashed. This is done immediately via telephone. A minute entry is then created and a copy is sent to all interested parties including MCSO. MCSO stamps the original CSAW "Quashed" and returns it to COSC where it is then filed stamped with date and time of filing and employee's signature, a notation entered in the case docket in iCIS, the warrant is scanned into the EDMS system and placed in the hard copy file.

When a CSAW is quashed, COSC Expedited Support staff must query KDS and ATLAS information to create a status report regarding arrearages.

2.2.3.1.6 Civil Arrest Warrants

COSC issues Civil Arrest Warrants, generally when a subject fails to appear at a judgment debtor exam or when a properly served witness fails to appear in a case. The information regarding the subject or witness needed to complete the civil arrest warrant is found on the affidavit of Personal Service in either the electronic case file or the hard copy case file. The allowable hours to pick up the person and bring them to court must be stated on the warrant.

The courtroom clerk delivers the civil arrest warrant to MCSO for service. When the warrant is served, MCSO makes notation of the service on the warrant and returns the warrant to COSC. The warrant is then filed stamped with date and time of filing and employee's signature, a notation entered in the case docket in iCIS, the warrant is scanned into the EDMS system and placed in the hard copy file.

COSC must notify MCSO that a civil arrest warrant has been quashed. The notification for a civil arrest warrant may be done by e-mail rather than telephone. A minute entry is then created and a copy is sent to all interested parties including MCSO. MCSO stamps the original warrant "Quashed" and returns it to COSC where it is then filed stamped with date and time of filing and employee's signature, a notation entered in the case docket in iCIS, the warrant is scanned into the EDMS system and placed in the hard copy file.

A civil arrest warrant is issued if an obligor is behind in spousal maintenance payments. If the obligor is behind in both spousal maintenance and child support payments a CSAW is issued.

2.2.3.2 SUMMONS

COSC is responsible for issuing summonses in criminal cases. A summons is the preferable form of service over a warrant per Arizona Rule of Criminal Procedure 3.1. Summonses are issued both for Direct Complaint cases and for Grand Jury cases.

2.2.3.2.1 Direct Complaint Summons

When the prosecutor files a Direct Complaint and requests a summons, a completed summons is submitted with the complaint. COSC signs and issues the summons by affixing the raised seal. COSC sets an Initial Appearance date taking into consideration the date of the summons and the judicial officers calendar. COSC adds the date and time of the Initial Appearance hearing on the summons. COSC sends a copy of the complaint with the arraignment date

written on the front page along with the CIS form to Court Administration for entry into iCIS.

COSC sends a copy of an issued summons to the defendant via Certified Mail. The original summons is retained by COSC until the summons is served or quashed. If the signed returned receipt card is received by COSC, it is attached to the original summons, and the summons is then filed stamped with date and time of filing and employee's signature, a notation entered in the case docket in iCIS, the summons is scanned into the EDMS system and placed in the hard copy file.

MCAO may request, or the judicial officer may direct, personal service of the summons by MCSO. If so, the summons, copy of the complaint, CIS and Victim Information sheet are delivered to MCSO.

If a mailed summons is returned unserved, COSC must file stamp the return receipt card and attach the card to the original summons. At the Arraignment hearing, the judicial officer decides whether to reissue the summons by either Certified Mail or personal service, or sign and issue the warrant document previously provided by MCAO. COSC must vacate the original summons and prepare a minute entry to send to interested parties to notify them which action was taken.

2.2.3.2.2 Grand Jury Summons

Grand Jury summonses are issued in the same manner as a Direct Complaint Summons except that the Grand Jury Panel number is also included on the document.

For a Grand jury case where no direct complaint had been filed, if the defendant who received a summons does not appear at arraignment, the judicial officer must review the summons service (returned receipt) information and decide whether the defendant was served. If the judicial officer believes the defendant was properly served, a bench warrant will be ordered. If the judicial officer believes that summons service was deficient, the judicial officer orders the case resealed. A minute entry is generated to notify interested parties and the case record on iCIS and the case file are sealed. A copy of the minute entry and a copy of the summons or NSI are returned to MCAO for review to determine whether to request another summons or a warrant.

2.2.3.3 SUBPOENAS

COSC issues subpoenas following the same process as summonses except that COSC clerks do not sign the subpoena. Subpoenas have the raised seal applied by Clerk's Office staff. Subpoenas for preliminary hearings must be stamped with the judicial officer's signature and then the COSC clerk applies the raised seal.

Service of the subpoena varies by the person being subpoenaed and the requester of the subpoena. Victim subpoenas are served by MCSO. Victim subpoenas must only contain the victim's name. MCAO must attach a memo with the request packet including the victim's name and address. When MCSO returns the notice of service to COSC, COSC must destroy the memo as victim information is not placed in the case file.

Witness subpoenas are served by certified mail. The witness's address must show on the subpoena for service. COSC must redact the address after service.

For Grand Jury subpoenas the COSC clerk must sign as well as apply the raised seal. GJ subpoenas are returned to the Maricopa County Attorney's Office (MCAO) for service.

Subpoenas requested by Indigent Representation are returned to them for service.

For return of service of subpoenas, MCSO must complete a service worksheet indicating whether the subpoena was served. After service of all subpoenas, a notation is entered in the case docket in iCIS, the subpoena is scanned into the EDMS system and placed in the hard copy file.

If a subpoena is returned unserved, MCAO must request a re-issue. There is no automatic re-issuance of a subpoena. If a hearing is continued to another date, a new subpoena must be issued for the new date and time. The new subpoena must be sent to MCSO with the last known successful service address.

2.2.4 Justice Courts

2.2.4.1 WARRANTS

2.2.4.1.1 Arrest Warrants

Arrest warrants are either requested by the MCAO at the filing of a complaint or order by the judicial officer in court. Warrants cannot be issued without a complaint being filed.

When MCAO files a complaint with the request to issue a warrant at the Justice Courts a packet is brought to the court by a law enforcement officer. The packet includes the original complaint with two copies, CIS, VIS and sometimes a partially completed warrant document. The officer swears and signs the complaint before the judge, the judge signs the complaint and the raised court seal is placed on it.

- If the partial warrant is included the subject is usually in custody and time is of the essence. The judge will enter the bond amount, the date and sign the warrant and the raised court seal is placed on the document. Upon completion the liaison officer takes the warrant to the Madison Street Jail for processing.
- Otherwise the warrant is not included, the packet is given to the clerk who will access the JCS. The system prints the warrant, enters the issuance date on the docket, makes a proceeding entry and makes an entry in the tickler for a date five years in advance for clerical review. The printed warrant is signed by the judge and a raised court seal is placed on the document. If the warrant issued is also to include fail to appear (FTA), JCS prints the warrant and FTA complaint, enters the issuance date on the docket, indicates that the FTA was issued and makes a proceeding entry. The system also calculates statistics from this process.

The warrant and a copy of the complaint (or FTA) are placed in an interoffice envelope and sent to MCSO.

If the complaint is a citation and the judicial officer orders that a warrant be issued the clerk will access JCS. The system prints the warrant, enters the issuance date on the docket and makes a proceeding entry. The printed warrant is signed by the judge and a raised court seal is placed on the document. The warrant is placed in an interoffice envelope and sent to DPS if the citation was issued by

DPS, to AG&F if they issued the citation or MCSO for all other warrants.

After a warrant has been active for a period of five years the court sends a list of these cases to MCAO. MCAO is asked to review the list to determine if there is interest in actively pursuing prosecution.

2.2.4.1.2 Bench Warrants

Justice Courts issue few bench warrants. These warrants are an order by the judicial officer in court. When ordered the clerk completes the warrant form, has it signed by the judge and a raised court seal is placed on the document. The warrant is placed in an interoffice envelope and sent to DPS if it's a citation issued by DPS, to AG&F if they issued the citation or MCSO for all other warrants.

2.2.4.1.3 Juvenile Arrest Warrants

Justice Courts don't have the authority to issue warrants on juvenile cases until the subject has reached the age of majority. Once that has occurred the clerk issues a warrant through JCS. The system prints the warrant, enters the issuance date on the docket, makes a proceeding entry and makes an entry in the tickler for a date five years in advance for clerical review. The printed warrant is signed by the judge and a raised court seal is placed on the document. The warrant is placed in an interoffice envelope and sent to DPS if the citation was issued by DPS, to AG&F if they issued the citation or MCSO for all other warrants.

2.2.4.1.4 Civil Arrest Warrants

A judicial officer will order that a civil arrest warrant be issued. A template is completed by the clerk, given to the judge for signature and the raised court seal is applied to the warrant. The clerk enters the issuance of the warrant into the "Proceedings" section of JCS. The warrant is then sent to MCSO by interoffice mail. The warrant is valid for the period of one year and then it is returned to the originating court.

2.2.4.1.5 Quash Warrants

When a warrant needs to be quashed (i.e. the case was dismissed or the subject self-surrendered) the MCJC clerk calls MCSO (some courts follow-up with a written notice) and gives the subject's name, date of birth, case number and the date the warrant was issued. The clerk makes an entry into JCS of the date they made the call to quash. After the warrant has been pulled at MCSO it's sent back to the original court of issue. Upon receiving the warrant the clerk makes an entry into JCS of the date the warrant was returned to the court and files it in the case file.

2.2.4.2 SUMMONS

When the County Attorney files a complaint and requests a summons, the clerk creates the summons document from a template form. The summons needs to include the Court Name and address, subject's name and address, case number, appearance date and time, charges filed on complaint and instructions for

fingerprinting. The clerk then calendars the appearance date and time of the event in JCS. Once the date is determined the clerk will issue the summons and enter the date of issuance on the docket in JCS. The summons is then be signed by the judge and the raised court seal is placed on the document. The clerk consults a Justice Court Precinct Map to verify which precinct the subject's address is located for service.

The clerk sends the summons to the appropriate constable for personal service. The constable will indicate successful service on the summons, sign and return to the issuing court. If service is attempted and unsuccessful, the constable will designate the reason for non-service (i.e. bad address, subject no longer at the address, etc.). The file is presented to the judge and either the summons is re-issued with a better address or a warrant is issued.

2.2.4.3 SUBPOENAS/SUBPOENAS DUCES TECUM

In order for the subpoena process to begin the clerk needs to have the date and time of the calendared event where witnesses are required to appear. Once the date is determined the clerk will issue the appropriate subpoenas.

There are two processes to issue subpoenas.

1. The partially completed subpoena (all information except the hearing date, i.e. Court Name and address, subject's name, case number, witnesses name, address and phone number; if duces tecum instead of witness name it has the custodian of records and lists the articles to be brought to the hearing) is received by the court with the complaint upon filing from the County Attorney. The clerk records the hearing date and time, and the date of issue on the subpoena, stamps it with the judicial officer signature and applies the raised court seal.
2. In the alternative, the clerk creates the subpoenas for the witnesses that are listed on the Court Information Sheet (CIS) attached to the complaint upon filing. After creation the clerk issues the subpoena by stamping it with the judicial officer signature and applies the raised court seal.

The issuance of the subpoenas is then entered into JCS in the "Proceedings" Section. The clerk consults a Justice Court Precinct Map to verify in which precinct the witness's address is located for service.

2.2.4.3.1 Service of Subpoenas

- The subpoena is placed in an interoffice envelope and sent to the Constable of the proper precinct for personal service. This type of service is used for some of the law enforcement agencies. The Constable would deliver the subpoena to the appropriate precinct/district for the officer.
- Some law enforcement agencies will accept subpoenas from the court by fax. The clerks will then fax the subpoena to the proper precinct/district for the officer.
- If the address is out of county or a PO Box the clerk will send the subpoena certified mail to the witness.
- If the request is from defense counsel, after the clerk has issued the subpoena it is returned to the process server for service on the witness.
- On some DUI cases the County Attorney issues and sends the subpoena through their CANS system to officers without the knowledge of the court.

2.2.4.3.2 Return of Service

Constable:

- If service is completed the subpoena is signed off by the Constable as successful service and returned to the court to be placed in the case file.
- If service is unsuccessful the Constable returns the subpoena as attempted service with the reason it wasn't completed (i.e. bad address, witness no longer at the address, etc.)
- If returned as unsuccessful service due to bad address, the County Attorney is notified to determine if their investigators can find a better address for service. If a new address is found the subpoena is re-issued and sent to a Constable for service. If not it is placed in the case file.
-

2.2.4.3.3 Certified Mail

- If successful the return receipt (green card) is received by the court, signed by a person as received and the card is placed in the case file.
- If unsuccessful the return receipt is received by the court, unsigned and the card is then placed in the case file.

2.2.5 Superior Court

2.2.5.1 WARRANTS

2.2.5.1.1 Arrest/Bench Warrants

Criminal Court Administration must track the issuance of warrants in the iCIS case management system. Issued warrants information is gathered in three ways.

1 When a criminal complaint is filed and a warrant is issued, Criminal Court Administration updates the skeletal case information in iCIS to indicate an arrest warrant was issued based on documents from COSC.

2 Based upon issuance the minute entry either, MCSC Court Administration, a bailiff or the judicial assistant will update iCIS to indicate issuance of a warrant (This is typically for a felony arrest warrant after a summons is returned unserved).

3 Upon receipt of a copy of a PSA failure to comply with release conditions warrant, MCSC will update iCIS with warrant information.

2.2.5.1.2 Quash Warrant

In MCSC resolving a warrant can occur three ways.

1. A defendant is arrested and taken to IA court for their initial appearance. After initial appearance, IA court (a division of Criminal Court Administration) must provide the original warrant and the service information to MCSC Court Administration accompanied by a transmittal sheet. The transmittal sheet contains the next court date for the defendant

and the last day as applies under speedy trial rule (Rule 8). (The last day is automatically calculated by iCIS.)

2. When a subject self-surrenders and a new court date is set on a motion to quash, the active warrant must not be quashed until the subject actually appears at the new court appearance.

3. The subject may appear in court on another case and the warrant may be resolved then by either taking the subject into custody, or quashing the warrant and setting release conditions.

Criminal Court Administration completes the process by entering the resolution of the warrant into iCIS.

It is also Court Administration that must determine which subjects of bench warrants are in jail but as yet have no court date set. A date and time for appearance is set and MCSO is notified.

2.2.6 Adult Probation

2.2.6.1 WARRANTS

APD is responsible for requesting revocation of probation for adults post-adjudication. APD must request either warrant service or summons service with the petition. APD must complete and sign the Petition to Revoke Probation PTR for both warrants and summonses documents and provide these documents to a MCSC judicial officer. The PTR, warrant and/or summons, and out-of-custody supplement must be populated by APD staff from data in the adult probation systems APETS. The CCN must come from iCIS, and JMS must be queried to ensure that the subject is not already in-custody.

The PTR, out-of custody supplement and warrant request is sent to the APD Warrants Unit for review and receipt of paperwork then delivered to the judicial officer for review and signature. If the MCSC judicial officer orders the PTR and warrant, the judicial officer signs the PTR. COSC signs and seals the warrant, updates iCIS and send copies of the warrant to all interested parties, including APD's Warrant Detail for service.

COSC must then hand-deliver the original signed and sealed warrant, and copies of the PTR and out-of-custody supplement to MCSO for processing. APD may request AZ-only (ACIC) or national (NCIC) warrants, but must follow the guidelines provided by MCAO in determining which classification to select.

If the PTR with warrant is served, APD must resolve the warrant in APETS. MCSO will clear the warrant in ACIC/NCIC. PVW (Probation Violation Warrant) must be tracked by APD and associated with the PTR document itself. (This is currently handled in APETS.)

To obtain MCSO records, APD must request a subpoena duces tecum from MCSC. (Information needed for the subpoena may come from case notes, APETS and/or JMS.) Subpoenas requested by APD must be ordered and signed by an MCSC judicial officer, and then must be served by APD staff.

APD requires a special Phone Records duces tecum subpoena when requesting telephone records of the defendant.

2.2.6.2 SUMMONS

If APD requests a summons instead of a PVW, APD must process the summons in the same manner as a warrant, except the APD supervising officer is responsible for service of the summons.

When APD files a PTR, a completed, but unsigned warrant document, must be provided to MCSC. If the judicial officer orders a summons, the PTR becomes the summons document to be served. If an MCSC judicial officer orders a PTR summons, COSC must update iCIS and send copies of the PTR ("summons") to all interested parties.

The APD supervising officer must provide personal service of the summons. If a PTR summons cannot be served by APD, APD must contact the MCSC to obtain either a new summons date or to request an arrest warrant. APD must retain the minute entry noting the judicial officer's decision.

If served, APD must send the proof of service of a PTR summons to COSC. PTR summonses must be tracked by APD and associated with the PTR document itself. This is currently handled in APETS. APD must notify local law enforcement of probationers in their jurisdictions by zip code. Notification may be by telephone, in person, or by a report run by APD.

APD must notify victims when a PTR is filed, and when a PVW is served.

2.2.7 Pretrial Services

2.2.7.1 WARRANTS

Pretrial Services must request a summons, an arrest warrant, or request that violations be addressed at the next court hearing when filing a "Petition to Review Release Conditions-Revocation/Amendment of Release Conditions" for defendants who violate release conditions in pre-adjudicated cases. The Petition to Review Release Conditions-Revocation/Amendment of Release Conditions requesting the court take some action (warrant, summons or request for review) must be filed with the judicial officer assigned to the next hearing (the defendant and hearing information is contained in court system iCIS.) The PSA officer must gather information needed to complete the Petition to Review Release Conditions-Revocation/Amendment of Release Conditions and the arrest warrant documents from the following systems PACTS, CAIS, JMS, and iCIS. PSA must submit the petition and the arrest warrant documents (MS-Word template) to MCSC or MCJC when requesting a warrant.

If an MCSC judicial officer signs a Petition to Review Release Conditions-Revocation/Amendment of Release Conditions with a signed arrest warrant, PSA must deliver a copy of the signed and sealed warrant to Court Administration/Criminal Case Flow (CACCF) who will update iCIS. Copies of the Petition to Review Release Conditions-Revocation/Amendment of Release Conditions are sent to all interested parties, and PSA must hand-deliver the original signed and sealed warrant to MCSO for processing. MCSO would enter the warrant into ACIC/NCIC.

If an MCJC judicial officer signs a Petition to Review Release Conditions-Revocation/Amendment of Release Conditions misdemeanor arrest warrant, MCJC Court Administration must update JCS and send copies of the petition to all interested parties, and PSA must hand-deliver the original signed and sealed warrant to MCSO for processing. PSA must deliver a copy of the warrant and the original petition to the appropriate justice court.

After delivery of the original warrant to MCSO and copy to CACCF, PSA must notify the local law enforcement agency where the defendant's last known address is located.

If a judicial officer signs a summons, PSA must send a "summons letter" to the defendant identifying the court/location, hearing date and time, etc. Copies of the Petition to Review Release Conditions-Revocation/Amendment of Release Conditions are sent by the court to interested parties. Pretrial Services must track the issuance and outcome/court actions for summons and arrest warrants related

to a "Petition to Review Release Conditions-Revocation/Amendment of Release Conditions." This is currently done in PACTS.

PSA is not responsible for notifying the victim.

2.2.8 Juvenile Probation

2.2.8.1 WARRANTS

Juvenile Probation may request and must track bench warrants, temporary custody warrants and non-mandatory warrants when needed by a juvenile probation officer. A juvenile probation officer requests a warrant and a probation violation charge by completing a Form 1208 and (if pre-adjudication), also requesting a "probation officer request to the court and order (PORCO)", or (if post-adjudication) requesting a "Violation of Probation" charge.) Juvenile Probation may request AZ-only (ACIC), national (NCIC) or county-only juvenile warrants. The judicial officer must determine and state which type of warrant is to be issued (based on various guidelines, including charges, probation officer recommendation, potential costs of juvenile's return, and others).

COSC or Juvenile Court Administration may enter the warrant information into JOLTS and notify the juvenile probation warrant clerk and other interested parties when a warrant has been ordered by the judicial officer. The warrant clerk must then print, complete, sign, and apply the raised seal to a Form 1246 (AZ warrant form) and complete a Form 1248 (Warrant Information Addendum form), and must update JOLTS to indicate issuance of the warrant.

The JOLTS juvenile system is used by MCAO, IR, Juvenile Court, COSC, and Juvenile Probation; thus, juvenile probation warrants processing among these agencies is integrated via JOLTS.

The warrant clerk must send the original and one copy of Forms 1246 and 1248 to MCSO via the Transportation Unit and must follow-up by telephone with MCSO to verify receipt. If a Petition to Revoke or Review of Release Conditions if filed, Juvenile Probation must notify the victim.

When the juvenile is arrested and brought to juvenile detention, MCSO must provide a Juvenile Probation with a copy of the served warrant. Juvenile Probation must then notify the victim that the subject is in custody.

Upon receipt of the juvenile at Juvenile Detention, the warrant must be closed out in JOLTS by Juvenile Probation Central Intake. The Juvenile Probation warrant clerk must fax MCSO the quashed warrant. MCSO will clear the warrant and must provide verification to Juvenile Probation that the warrant has been cancelled in NCIC and/or ACIC.

In order to ensure timely service, Juvenile Probation creates a JOLTS report of outstanding warrants by beat/ZIP and either send, or makes available for pickup, this report to various local law enforcement agencies. Central Index may also clear the warrant in NCIC or ACIC.

2.2.9 Indigent Representation

2.2.9.1 WARRANTS

2.2.9.1.1 Bench Warrants

The Indigent Representation Offices (IR) must be notified when bench warrants are issued for their clients. In today’s world this notification is received via Minute Entry. Upon notification that a bench warrant has been issued for one of their clients, the IR Offices mail a letter to the defendant informing him of the issuance of the

bench warrant and advising that he should present himself to the appropriate court to take care of the outstanding warrant.

2.2.9.2 SUBPOENAS

The IR offices must have the ability to request the issuance of subpoenas from both the Superior and Justice Courts. Internally, an attorney working in an IR office determines the need to subpoena a person or records in a particular case. That attorney then directs support staff to prepare a set of subpoena forms for the appropriate court. Once this document is prepared, it is delivered by an IR process server to the appropriate court's filing counter where the subpoena is then officially issued (signed, sealed and dated). (It should be noted that the downtown Superior Court Clerk allows IR staff to request subpoenas for the Mesa Superior Courts and the Juvenile Courts at the downtown location.) IR staff takes this paper subpoena document and then attempts to deliver the subpoena to the appropriate party. This service may be in the form of personal service, fax delivery, telephone notification or certified mail with return receipt or first-class mail accompanied by a waiver of acceptance form. It is the practice of IR staff to attempt personal delivery of all in-county subpoenas initially. If personal service cannot be accomplished, the subpoena is mailed with a waiver of acceptance form. Out-of-county subpoenas are usually sent to the appropriate PD Office in the jurisdiction where the subpoena is to be delivered. Those offices then attempt to make the personal service. IR reciprocates when those offices need service in Maricopa County.

Once the subpoena has been served, the original subpoena must be attached to the completed and signed certificate of service and then returned to the appropriate court. It is not necessary to wait to return the certificate of service until the waiver of acceptance or return receipt card is returned. The fact that this form of service was made rather than personal service is simply noted on the certificate of service form. An additional copy of the signed certificate of service is delivered to the IR attorney that made the initial subpoena request.

Subpoenas which cannot be delivered due to an incorrect address are returned to the requesting attorney where research on the address is performed. If a better address is found then the subpoena is returned to the process server for an additional attempt at delivery.

The IR process server maintains a log which tracks the receipt, service and dispositions of all subpoenas requested by his office. Currently, this is done using a manual log which is filled in at the conclusion of each day.

2.2.9.3 ARREST WARRANTS AND SUMMONS

In the future, it would be desirable for the IR offices to receive notification of the successful service of any arrest warrants or summonses issued. Receipt of this data would allow the defense offices to search their databases of existing clients to determine if the service of either of these documents applies to a defendant currently being represented by the office.

## 2.3 REQUIRED PROJECT GOALS AND OBJECTIVES

The overall goals include the following:

- Shall increase the overall efficiency of the warrant process for each of the Justice Agencies.
- Shall be able to realize measurable business value to each of the Justice Agencies.
- Shall have minimal impact on the internal Justice Agency infrastructures.

Additional goals and objectives for the WSS system are as follows:

- Enable warrants data entry and service to be performed in a timely manner
- Reduce backlog of open, active warrants
- Reduce redundant data entry associated with re-keying paper warrants documents and the subsequent electronic records of those paper warrants
- Eliminate issuance of duplicate bench warrant, arrest warrant or summons on the same subject
- Ensure timely notification among agencies of the issuance, distribution, receipt, service and electronic entry or warrants
- Ensure timely quash of warrants, and notification of quashes among agencies
- Provide more accurate and timely subject address information needed for service
- Allow appropriate agencies to view current status of warrants, summonses and subpoenas
- Ensure that subjects in custody are held until issuance and service of new warrant on new charges
- Improve the warrants verification and validation processes
- Reduce the "data" errors and omissions rate for warrants, summonses and subpoena documents exchanged among agencies

## 2.4 CURRENT IT ENVIRONMENT AND APPLICATION SYSTEMS

There is currently no central warrants repository or central warrants generation/tracking system within the County. Each agency has its own operational computer system, (usually "case management" systems), and many of these systems have screens associated with the tracking of warrants. Some agency systems store certain WSS data elements, and some systems generate the paper warrant to be printed and signed from the warrant data stored in the local operational system.

Some of these systems, such as MCAO-CAIS, MCSC-iCIS, MCJC-JCS, MCSO-JMS, etc. have some connectivity for the purpose of data exchanges. However, none of these systems or connections currently exchange WSS documents or groups of data elements specifically related to warrants, summonses or subpoenas. The juvenile system ("JOLTS") does provide integrated processing of juvenile warrants across nearly all agencies because JOLTS is a system that is shared and used concurrently by nearly all Maricopa County justice agencies. However, JOLTS does not handle non-juvenile WSS documents, and Juvenile Probation and Juvenile Court must still print and send its paper juvenile arrest warrants and juvenile probation warrants to MCSO for manual processing and electronic entry into NCIC/ACIC.

For information regarding the ICJIS Integration Engine (IIE), see section 2.1.

## 2.5 SOFTWARE ACQUISITION/DEVELOPMENT/MODIFICATION

### 2.5.1 Required Overall System Functionality

The As-Is Business Requirements are listed by Agency and by Warrant Type, and is the key document in providing guidance to responding vendor regarding what proposed solutions must accomplish and improve upon. Note that there are several "warrant types", including:

- BW-Bench Warrants
- CAW-Civil Arrest Warrants
- CSAW-Child Support Arrest Warrants
- Felony Arrest Warrants

- Juvenile Arrest Warrants
- Juvenile Probation Warrants
- Misdemeanor Arrest Warrants
- Probation Violation Warrants (adults)
- Grand Jury Warrants
- WICOC-Warrants In Custody Other Charges
- Summons
- Subpoenas
- Grand Jury Summons
- All Warrants (generic category)

These different "types" are highlighted to articulate the required differences in processing and/or substantial differences in data elements or exchange points. The "All Warrants" category represents requirements that common to all types of warrants; the ***additional unique requirements*** of other "named" warrant types are articulated under each type, i.e. CAW, CSAW, Felony, Misdemeanor, etc.

The "MUST REMAIN SAME?" column of the As Is Requirements document identify requirements that typically cannot be changed or eliminated because they are vital to fulfilling the mission of the agency, and/or are frequently mandated by state statute. Vendors must clearly indicate if proposing a solution that alters the substance, or method of satisfying, these MUST REMAIN SAME business requirements.

Unlike the comprehensive As-Is Business Requirements list, the BPWin graphical descriptions of business processes depict fewer "types." Where possible, multiple warrant types were modeled together in one BPWin model. This resulted in six BPWin models:

- All Warrants (explicitly includes Felony, Misdemeanor, Juvenile, Probation Violation; implicitly includes WICOC, GJ)
- BW-Bench Warrants
- CAW-Civil Arrest Warrants
- CSAW-Child Support Arrest Warrants
- All Summons
- All Subpoenas

The six BPWin models provide a comprehensive view of both the commonality, and the differences, in the processing and flow of different types of warrants, summonses and subpoenas among the Maricopa County justice agencies. Because of the unique mix of multiple agencies coupled with multiple document types in each model, strict IDEF0 conventions were not followed. For example, additional descriptive information is contained in most of the activity boxes' NAME fields to aid the reader in identifying agencies, document types and required precedence/flow.

The enclosed JIEM information exchange descriptions provide a more document-centric and agency-centric view of the many separate, discrete data exchanges that currently occur within the County in a paper-based, manual exchange method.

2.5.1.1 Technical requirements

2.5.1.1.1 The CONTRACTOR shall clearly indicate if proposing a solution that alters the substance, or method of satisfying, these MUST REMAIN SAME business requirements.

2.5.2 Return on Investment

A net positive return on investment (ROI) is anticipated from the WSS System, and will occur within the following general parameters and envisioned by the ICJIS Strategic Business Plan:

Conversion from manual processing of warrants to take advantage of electronic transfer of information.

- Elimination of delays from the time a warrant is signed by a judge to the time the warrant is entered into one or more systems within criminal justice agencies.
- Electronic transmission from the courts to the Sheriff's Office for electronic entry into ACIC/NCIC systems.
- Electronic filing of warrants to speed the time the warrants are assigned for service.

Additional values and measures are identified as follows:

- Warrants entered and removed in a reasonable amount of time increase officer safety. Officers will get more accurate information as to who has a warrant outstanding and who does not.
- Reduced data entry errors
- Reduced time entering warrants into NCIC/ACIC
- Reduced time filing warrants at the Sheriff's Office
- Notification to the originating agency of the warrants entry into NCIC/ACIC
- Notification to the agency with the last known address of the suspect
- Reduced time quashing warrants
- Reduced time searching for warrants
- Reduced time verifying warrants
- Increase community safety

2.5.2.1 Technical Requirements

2.5.2.1.1 The CONTRACTOR shall provide ROI information on their recommended solution using the information provided in this document. All responses will be provided using the form of ATTACHMENT E.

2.5.3 Convergent Architecture

ICJIS exists for the purpose of facilitating the integration of information systems among criminal justice departments of Maricopa County. The diversity of applications, technology and information system architectures across the various Justice and Law Enforcement (JLE) agencies presents a challenge for achieving this desired integration. A convergent architecture was developed to provide a robust and lasting foundation by which to achieve a level of business process integration that satisfies the objectives of ICJIS.

In addition to the objective of facilitating application integration, this architecture is designed to achieve a sustainable level of standardization by making specific design and product recommendations. It was recognized early on that the ICJIS initiative could facilitate the introduction of standardization across the agencies and allow a level of resource efficiency not achievable with today's level of agency independence and diversity. Further, the convergence of applications on a common platform emerged as another means to achieve the business process integration envisioned in the ICJIS strategic plan.

However, it is understood that convergence of this nature is a long-term goal. In the short term the objective is to create a technical environment that facilitates the chief objective of inter-agency application integration. While product standardization is important for the efficiencies it brings, it is also a longer term goal. The near term goal is to converge around general standards, such as tier-1 Unix vendors, rather than mandate a specific Unix hardware vendor. As long as it promotes integration and leads JLE towards convergence in the long term, this has been deemed acceptable during this transition period.

It is not the purpose of the convergent architecture and the proposed standards to mandate an immediate migration to the target platforms. On the contrary, it is to serve as a roadmap to facilitate new application requirements and the migration of applications and technical platforms over time (that which may be due to a variety of influences, including integration, convergence, technical obsolescence, and business drivers). See EXHIBIT 8.

2.5.3.1 Technical Requirements

2.5.3.1.1 The CONTRACTOR shall utilize components identified in the "ICJIS Enterprise Zone Components" columns of the ICJIS Convergent Framework.

2.5.3.1.2 It is desired that the CONTRACTOR utilize the "Convergence" components which are those identified in the "Convergence" column of the "ICJIS Enterprise Zone Components".

2.5.3.1.3 For custom development, the CONTRACTOR shall utilize ICJIS process and procedures for documentation and requirements tracing through development and implementation. See EXHIBIT 9 for additional information. The following documentation is mandatory for custom development:

- Business process model using BPWin.
- Data model using ERWin.
- Update data exchange information in JIEM.
- Requirements tracking database maintained in eRoom.

- Application Programming Interface (API) specification using format specified by ICJIS.
- Service Level Agreement (SLA) using format specified by ICJIS.
- Information Technology Service Management (ITSM) plan using format specified by ICJIS.

2.5.3.1.4 The CONTRACTOR shall support IT Service Management process and procedures including Service Level Agreements. The proposal must include a description of each of the following:

- Incident management.
- Release management.
- Service level management.
- Business impact analysis
- Change management.

2.5.4 Application Software Warranty

The CONTRACTOR shall provide ICJIS with a Base Warranty for: services, licensed software, and custom software, as described below. Warranty services, repairs and corrective actions shall be performed by CONTRACTOR, its designated Subcontractor, designated 3rd party service provider, or software product publisher.

**Service Warranty:** The CONTRACTOR shall warrant the work performed under the contract to be free from defects of workmanship performed by the CONTRACTOR, its Subcontractors and Suppliers during the Base Service Warranty period. The Base Service Warranty period shall begin on the date the final systems acceptance is signed by the ICJIS WSS Project Manager and shall be in effect for twelve (12) consecutive months thereafter. CONTRACTOR must warrant that services shall be performed in a workmanlike manner by qualified personnel in accordance with manufacturers' instructions. During the Base Service Warranty period, CONTRACTOR shall, without additional cost to ICJIS, correct all such defects of workmanship. Any correction pursuant to the Base Service Warranty shall be fully warranted by the CONTRACTOR for a minimum of ninety (90) days from the date the correction is accepted by the ICJIS WSS Project Manager. The CONTRACTOR shall correct all defects in workmanship in a timely manner without delay. Corrective actions that require access to the ICJIS computer systems or network shall be performed at a time and manner agreed to by the ICJIS ITSM Manager.

**Licensed Software Warranty:** The CONTRACTOR shall provide ICJIS with the manufacturer's warranty for all licensed software provided by CONTRACTOR and incorporated into the WSS System, including, but not limited to: database management systems, operating systems, management reporting tools and all other licensed software. The length of the manufacturer's warranty shall be deemed the Base Licensed Software Warranty Period for each software product. During the Base Licensed Software Warranty Period for each software product, CONTRACTOR shall, **without** additional cost to ICJIS and in a timely manner without delay, provide to ICJIS all changes to the licensed software packages that are necessary to maintain the software warranties, or deemed necessary by the software publisher(s), such as minor or major patches or upgrades to fix bugs or problems in the WSS System software. Corrective actions that require access to ICJIS computer systems or network shall be performed at a time and manner agreed to by the ICJIS ITSM Manager. CONTRACTOR shall provide ICJIS with copies of all software manufacturer's warranty terms and registration materials.

**Custom Software Warranty:** The CONTRACTOR shall warrant the custom software developed under the contract shall be free from errors, defects or malfunctions during the Base Custom Software Warranty Period. The Base Custom Software Warranty Period shall begin on the date the final systems acceptance is signed by the ICJIS WSS Project Manager, and shall be in effect for twelve (12) consecutive months thereafter. During the Base Custom Software Warranty Period, CONTRACTOR shall, **without** additional cost to Buyer, correct all such errors, defects or malfunctions in the custom-developed software programs. Any correction pursuant to the Base Custom Software Warranty shall be fully warranted by the CONTRACTOR for one (1) year from the date the correction is accepted by ICJIS. During the Base Custom Software Warranty Period, the CONTRACTOR shall correct all Custom Software deficiencies in a timely manner without delay. Corrective actions that require access to ICJIS computer systems or network shall be performed at a time and manner agreed to by the IJCIS ITSM Manager.

2.5.4.1 Technical Requirements

2.5.4.1.1 The proposal must include complete disclosure of the CONTRACTOR'S proposed warranties for service, licensed software, custom software and hardware provided by the CONTRACTOR. (Mandatory)

2.5.4.1.2 The proposed warranties shall include all of the warranty provisions described in this section. (Mandatory)

2.5.4.1.3 The CONTRACTOR must disclose in the proposal the entity that will provide entity that will provide each warranty service. (Mandatory)

2.5.5 Software Maintenance

The CONTRACTOR shall describe the software maintenance services proposed licensed and custom software maintenance described in the following:

**Licensed Software Maintenance**: Following the Base Licensed Software Warranty Period, the CONTRACTOR shall offer maintenance for licensed software packages provided by CONTRACTOR that are incorporated in the ICJIS WSS system. Maintenance services for licensed software packages shall be offered for a five (5) year period, renewable annually in one-year increments.

The licensed software maintenance shall include:

- WSS software upgrades, patches, fixes, corrections and new versions that are published as general release.
- Telephone technical support.
- New systems documentation or manuals for WSS software upgrades and new versions that are published as general release.
- All changes to the WSS system, including software, and software installation and configuration, that are necessary to maintain the EDMS software warranty, or deemed necessary by the WSS software publisher, e.g. minor or major patches or upgrades to fix bugs or problems in the WSS software.

**Custom Software:** The CONTRACTOR shall offer maintenance services for custom software developed for ICJIS by the CONTRACTOR or any Subcontractor following the Base Custom Software Warranty Period on a time and materials basis. Maintenance services for custom software shall be offered for a three (3) year period, renewable annually in one-year increments. The maintenance services shall include the following:

- Software upgrades, enhancements, patches, fixes, corrections and new versions
- New systems documentation or manuals reflecting upgrades, patches, fixes, corrections, etc. to the custom-developed software.

2.5.6 Technical Support

The CONTRACTOR must provide technical support for the WSS **without** additional cost to ICJIS for the twelve consecutive months following the final systems acceptance by the ICJIS WSS Project Manager. Thereafter, the CONTRACTOR must offer technical assistance services for three (3) years, renewable annually in one-year increments, at pricing proposed by the CONTRACTOR. Support tasks include, but are not limited to the following:

- Assistance with systems performance monitoring and tuning for optimal performance.
- Assistance with performance of all technical functions that are normally associated with maintenance and operation of a system like the WSS.
- Troubleshooting and answering questions for the technical staff operating the WSS.
- Recommending best practices and methods for fixing problems.
- Recommending compatible equipment for upgrading or expanding the WSS.
- Other support tasks, as requested by ICJIS.

2.5.6.1 Technical Requirements

2.5.6.1.1 The proposal shall, at a minimum, include technical support services as described above and pricing for technical support services for the first 24 months. (Mandatory)

2.5.6.1.2 The proposal must include a completed Support Matrix provided in Attachment X. Use the Support Matrix to describe how you propose to provide the required technical support functions. Include information on your company's commitment and capability regarding post-installation on-site and off-site support in maintaining/upgrading any proposed software products. State your company's policy relative to the types and amount of telephone support that will be available to ICJIS. (Mandatory)

2.5.7 Documentation and Manuals

The CONTRACTOR shall provide complete, accurate, and structured technical system and operations documentation for the completed WSS System in printed form **and** in electronic format, (Adobe PDF format on CD-ROM). The documentation must enable ICJIS technical staff to operate the system independent from the CONTRACTOR. Such documentation must include at a minimum:

- Overviews of the application, system structure, production jobs, and interfaces.
- A detailed description of the schedule for running jobs, including dependencies, files accessed, critical sequencing and timing.
- Detailed operating instructions for each batch job and job step.
- Detailed instructions for backup operations, and on-line, batch and data base recovery procedures.

- Any other operations documentation required to operate the system independent of the CONTRACTOR

The CONTRACTOR shall deliver one (1) set of user manuals for each user license purchased and three (3) sets of technical manuals for each EDMS software package purchased, at no additional charge to ICJIS. Optionally, CONTRACTOR shall provide one (1) hard copy set of each type of manual and one (1) electronic version in Adobe PDF format.

The CONTRACTOR shall create and deliver one (1) set of training materials and manuals in hard copy and one (1) electronic version in Adobe PDF format for the ICJIS trainers to use in training other Maricopa County employees to operate all end-user functions of the WSS System solution.

2.5.7.1 Technical Requirements

2.5.7.1.1 Describe the technical systems documentation to be provided, which must include those items described in Section 2.4.4 above.

2.5.7.1.2 Describe the end-user training manuals to be provided.

## 2.6 PROJECT TIMETABLE

The following timetable has been developed for the implementation of this project. These times are subject to revision based on the needs of ICJIS. Proposing vendors must show how they plan to meet this timeline. (This schedule does not include all milestones, and Contractors are required to provide a more detailed schedule in their proposal).

| | |
|---|---|
| April 1, 2005 | Begin Project |
| August 1, 2005 | Complete analysis and design of WSS System |
| February 1, 2005 | Complete development/installation of WSS System |
| April 1, 2006 | Complete training of ICJIS trainers to operate all aspects of the WSS System |
| June 1, 2006 | Complete acceptance training |

## 2.7 RESOURCES TO BE PROVIDED BY ICJIS AND PARTICIPATING AGENCIES IN SUPPORT OF IMPLEMENTATION

ICJlS will provide the following technical personnel:

- Personnel to program the lCJIS Integration Engine (IE) to transfer data between the WSS and agency computer systems.
- Programming personnel, under separate contract, to program agency computers to accept and send data to the WSS through the ICJlS IE.

Agencies will provide the following personnel:

- Personnel with business knowledge to assist with the development of the WSS.
- Trainers to provide training of agency personnel for the WSS.

## 2.8 CONTRACTOR PROJECT PERSONNEL

The County reserves the right to approve all reassignments of CONTRACTOR personnel assigned to the project.

## 2.9 MINIMUM QUALIFICATION REQUIREMENTS

The CONTRACTOR'S core project team (project manager and lead business analyst) shall have a minimum of two years experience with implementing criminal justice systems.

### 2.9.1 Technical Requirements

2.9.1.1 The CONTRACTOR shall identify in the proposal all applicable criminal justice experience for core project team personnel to include minimum requirements.

## 2.10 REFERENCES

The CONTRACTOR shall provide five (5) customer references with contact information on ATTACHMENT C. The references should have experience performing tasks similar in size and application to those described in this document.

## 2.11 PROJECT MANAGEMENT

The CONTRACTOR shall describe how they propose to organize their resources to complete the project and follow ICJIS project management conventions.

### 2.11.1 Technical Requirements

2.11.1.1 The CONTRACTOR shall identify their organizational structure and resources for the project. (Mandatory)

2.11.1.2 The CONTRACTOR shall describe how they are going to provide on-site project management. (Mandatory)

2.11.1.3 The CONTRACTOR shall, at a minimum, comply with ICJIS project management conventions. See EXHIBIT 10. (Mandatory)

2.11.1.4 The CONTRACTOR shall provide bi-weekly status reports. (Mandatory)

## 2.12 VENDOR SUPPORT PERSONNEL

Implementation of the WSS system will require access to criminal justice systems and personnel areas that will require the CONTRACTOR to identify all personnel to be assigned to the project and require completion of background checks and standard County forms.

### 2.12.1 Technical Requirements

2.12.1.1 The CONTRACTOR shall supply a complete list of staff and/or subcontractors who will be assigned to this project. The list of support staff should pair names with responsibilities.

2.12.1.2 All CONTRACTOR staff and/or subcontractors assigned to this project shall agree to having a background check performed by the Maricopa County Attorney's Office. Any felony convictions and/or pending felony warrants or charges will eliminate a person from use on the WSS system. See ATTACHMENT F for form.

2.12.1.3 All CONTRACTOR staff and/or subcontractors assigned to this project shall read, understand, and agree to abide by the Maricopa County Policy A2609 on Acceptable Use of County Technology Resources. See ATTACHMENT F for form and policy.

2.12.1.4 The CONTRACTOR and each subcontractor company shall read and sign the Maricopa County Non-Disclosure/Confidentiality Agreement. See ATTACHMENT F for agreement.

2.13 ACCEPTANCE TESTING

ICJIS and the participating justice agencies identified in this document will be responsible for acceptance testing of the WSS system provided by CONTRACTOR. To help ensure that adequate testing is completed, ICJIS will provide a test plan document to be used as a template by the CONTRACTOR.

2.13.1 Technical Requirements

The CONTRACTOR shall, at a minimum, follow the ICJIS Test Plan template provided in EXHIBIT 11.

2.14 TRAINING

The CONTRACTOR shall provide on-site training for all users identified by ICJIS. Also provided will be a computer based training facility for use by County employees not training in the on-site classes.

2.15 FINANCIAL STRENGTH

Vendors shall state their annual sales (for the previous two fiscal years), total number of employees and provide an annual report.

2.16 PAYMENT SCHEDULE

The CONTRACTOR shall submit invoices based upon the following payment schedule for the total costs identified in ATTACHMENT A:

- Upon contract signing 10%
- Completion of analysis & design 35%
- Completion of installation 35%
- Completion of acceptance testing 20%

## 3.0 **SPECIAL TERMS & CONDITIONS:**

3.1 CONTRACT LENGTH:

This Request for Proposal is for awarding a firm, fixed price purchasing contract to cover a two (2) year period.

3.2 INDEMNIFICATION AND INSURANCE:

3.2.1 INDEMNIFICATION

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the County, its agents, representatives, officers, directors, officials, and

employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees and costs, relating to this Contract.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

The scope of this indemnification does not extend to the negligence of the County.

3.2.2 Abrogation of Arizona Revised Statutes Section 34-226:

In the event that A.R.S. § 34-226 shall be repealed or held unconstitutional or otherwise invalid by a court of competent jurisdiction, then to the fullest extent permitted by law, **CONTRACTOR** shall defend, indemnify and hold harmless **COUNTY**, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or resulting from **CONTRACTOR'S** work or services. **CONTRACTOR'S** duty to defend, indemnify and hold harmless, **COUNTY**, its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, injury to, impairment or destruction of property including loss of use resulting therefrom, caused in whole or in part by any act or omission of **CONTRACTOR**, anyone **CONTRACTOR** directly or indirectly employs or anyone for whose acts **CONTRACTOR** may be liable, regardless of whether it is caused in part by a party indemnified hereunder, including **COUNTY.**

The scope of this indemnification does not extend to the sole negligence of **COUNTY**.

3.2.3 Insurance Requirements.

**CONTRACTOR**, at **CONTRACTOR'S** own expense, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State of Arizona and possessing a current A.M. Best, Inc. rating of B++6. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of **COUNTY**. The form of any insurance policies and forms must be acceptable to **COUNTY**.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of **COUNTY**, constitute a material breach of this Contract.

**CONTRACTOR'S** insurance shall be primary insurance as respects **COUNTY**, and any insurance or self-insurance maintained by **COUNTY** shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect coverage afforded under the insurance policies to protect **COUNTY**.

The insurance policies may provide coverage which contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to **COUNTY** under such policies. **CONTRACTOR** shall be solely responsible for the deductible and/or self-insured retention and **COUNTY**, at its option, may require **CONTRACTOR** to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

**COUNTY** reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance policies and/or endorsements.

**COUNTY** shall not be obligated, however, to review such policies and/or endorsements or to advise **CONTRACTOR** of any deficiencies in such policies and endorsements, and such receipt shall not relieve **CONTRACTOR** from, or be deemed a waiver of **COUNTY'S** right to insist on strict fulfillment of **CONTRACTOR'S** obligations under this Contract.

The insurance policies required by this Contract, except Workers' Compensation, shall name **COUNTY**, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

The policies required hereunder, except Workers' Compensation, shall contain a waiver of transfer of rights of recovery (subrogation) against **COUNTY**, its agents, representatives, officers, directors, officials and employees for any claims arising out of **CONTRACTOR'S** work or service.

3.2.3.1. Commercial General Liability. **CONTRACTOR** shall maintain Commercial General Liability Insurance (CGL) and, if necessary, Commercial Umbrella Insurance with a limit of not less than $1,000,000 for each occurrence with a $2,000,000 Products/Completed Operations Aggregate and a $2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Contract which coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 00 01 10 93 or any replacements thereof. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

The policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, or any provision which would serve to limit third party action over claims.

The CGL and the commercial umbrella coverage, if any, additional insured endorsement shall be at least as broad as the Insurance Service Office, Inc.'s Additional Insured, Form CG 20 10 10 01, and shall include coverage for **CONTRACTOR'S** operations and products.

3.2.3.2. Automobile Liability. **CONTRACTOR** shall maintain Automobile Liability Insurance and, if necessary, Commercial Umbrella Insurance with a combined single limit for bodily injury and property damage of no less than $1,000,000, each occurrence, with respect to **CONTRACTOR'S** vehicles (including owned, hired, non-owned), assigned to or used in the performance of this Contract. If hazardous substances, materials, or wastes are to be transported, MCS 90 endorsement shall be included and $5,000,000 per accident limits for bodily injury and property damage shall apply.

3.2.3.3. Workers' Compensation. **CONTRACTOR** shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of **CONTRACTOR'S** employees engaged in the performance of the work or services, as well as Employer's Liability insurance of not less than $100,000 for each accident, $100,000 disease for each employee, and $500,000 disease policy limit.

**CONTRACTOR** waives all rights against **COUNTY** and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by **CONTRACTOR** pursuant to this agreement.

In case any work is subcontracted, **CONTRACTOR** will require the Subcontractor to provide Workers' Compensation and Employer's Liability insurance to at least the same extent as required of **CONTRACTOR**.

3.2.4 Certificates of Insurance.

3.2.4.1 Prior to commencing work or services under this Contract, Contractor shall furnish the County with certificates of insurance, or formal endorsements as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall identify this contract number and title.

If a policy does expire during the life of the Contract, a renewal certificate must be sent to **COUNTY** fifteen (15) days prior to the expiration date.

3.2.4.2 Cancellation and Expiration Notice.

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

3.3 REQUIREMENT OF CONTRACT BOND:

Concurrently with the submittal of the Contract, the Contractor shall furnish the Contracting Agency the following bonds, which shall become binding upon the award of the contract to the Contractor.

(A) A Performance Bond equal to $200,000.00 conditioned upon the faithful performance of the Contract in accordance with plans, specifications and conditions thereof. Such bond shall be solely for the protection of the Contracting Agency awarding the Contract.

The bond shall include a provision allowing the prevailing party in a suit on such bond to recover as a part of his judgment such reasonable attorney's fees as may be fixed by a judge of the court.

The bond shall be executed by a surety company or companies holding a certificate of authority to transact surety business in the State of Arizona issued by the Director of the Department of Insurance. The bonds shall not be executed by an individual surety or sureties. The bonds shall be made payable and acceptable to the Contracting Agency. The bonds shall be written or countersigned by an authorized representative of the surety who is either a resident of the State of Arizona or whose principal office is maintained in this state, as by law required, and the bonds shall have attached thereto a certified copy of the Power of Attorney of the signing official. In addition, said company or companies shall be rated "Best-A" or better as required by the Contracting Agency, as currently listed in the most recent Best Key Rating Guide, published by the A.M. Best Company.

3.4 SCHEDULE OF EVENTS

| | |
|---|---|
| Request for Proposals Issued: | September 24, 2004 |
| Pre-Proposal Conference: | October 19, 2004 |
| Deadline for written questions: | November 2, 2004 |
| Written Responses: | November 19, 2004 |

No questions will be responded to prior to the Pre-Proposal Conference. All questions must be submitted to bthornto@mail.maricopa.gov and be received by 5:00 PM Arizona time. All questions and answers will be distributed VIA e-mail to pre-proposal meeting attendees and posted to www.maricopa.gov with the original solicitation.

Deadline for submission of proposals is 2:00 P.M., MST, on **December 10, 2004**. All proposals must be received before 2:00 P.M. on the above date at Maricopa County Materials Management Department, 320 West Lincoln Street, Phoenix, AZ 85003.

| | |
|---|---|
| Proposed review of Proposals and short list decision: | January 7, 2005 |
| Proposed Respondent presentations: (if required) | January 24-28,2005 |
| Proposed Evaluation of Best & Final Offers: | February 11, 2005 |
| Proposed Negotiations & Final Contract: | February 25, 2005 |
| Proposed Award of Contract: | 2nd Meeting in March 2005 |

All responses to this proposal become the property of Maricopa County and (other than pricing) will be held confidential, to the extent permissible by law. The County will not be held accountable if material from proposal responses is obtained without the written consent of the Respondent by parties other than the county.

3.5 PRE PROPOSAL CONFERENCE

**THERE WILL BE A MANDATORY PRE-PROPOSAL CONFERENCE ON OCTOBER 19, 2004, AT 10:00 A.M. AT THE ICJIS CONFERENCE ROOM, 411 N. CENTRAL AVE., SUITE 400, PHOENIX, ARIZONA 85003.**

3.6 INQUIRIES AND NOTICES:

All inquiries concerning information herein shall be addressed to:

MARICOPA COUNTY
DEPARTMENT OF MATERIALS MANAGEMENT
ATTN: CONTRACT ADMINISTRATION
320 W. LINCOLN ST.
PHOENIX, AZ 85003

Administrative telephone inquiries shall be addressed to:

WILLIAM THORNTON, PROCUREMENT CONSULTANT, 602-506-3248
(bthornto@mail.maricopa.gov )

Technical telephone inquiries shall be addressed to:

JOHN DOKTOR, ICJIS, 602-506-7906

Inquiries may be submitted by telephone but must be followed up in writing. No oral communication is binding on Maricopa County.

3.7 INSTRUCTIONS FOR PREPARING AND SUBMITTING PROPOSALS:

Respondents are to provide one (1) original (labeled) PLUS ONE ELECTRONIC COPY ON A CD OR 3.5' DISK and **Five (5)** copies of their proposal. **Respondents are to address proposals identified with return address, serial number and title in the following manner:**

**Maricopa County Department of Materials Management**
**320 W. Lincoln St.**
**Phoenix, AZ 85003**

**SERIAL 04146 – RFP**

**WARRANTS, SUMMONS, AND SUBPOENAS SOFTWARE SYSTEM (NIGP20853)**

Proposals must be signed by a corporate official who has been authorized to make such commitments. All prices shall be held firm for a period of one hundred twenty (120) days after the RFP closing date.

3.8 EXCEPTIONS TO THE SOLICITATION:

The Respondent shall identify and list all exceptions taken to all sections of 04146 – RFP and list these exceptions referencing the section (paragraph) where the exception exists and identify the exceptions and the proposed wording for the Respondent's exception. The Respondent will list these exceptions in the Best and Final Proposal under the heading, "Exception to the PROPOSAL Solicitation, SERIAL 04146 - RFP**." Exceptions that surface elsewhere and that do not also appear under the heading, "Exception to the PROPOSAL Solicitation, SERIAL 04146-RFP," shall be considered invalid and void and of no contractual significance.**

The County reserves the right to reject, render the proposal non-responsive, enter into negotiation on any of the Respondent exceptions, or accept them outright.

3.9 GENERAL CONTENT:

The Proposal submitted should be specific and complete in every detail. It should be practical and should be prepared simply and economically, providing a straightforward, concise delineation of capabilities to satisfactorily perform the Contract being sought.

The Respondent should not necessarily limit the proposal to the performance of the services in accordance with this document but should outline any additional services and their costs if the Respondent deems them necessary to accomplish the program.

3.10 FORMAT AND CONTENT:

To aid in the evaluation, all proposals must follow the same general format. The proposals are to be submitted in binders and have sections tabbed as below:

3.10.1 Letter of Transmittal (Exhibit 1)

3.10.2 Table of Contents

3.10.3 Short introduction and summary – This section shall contain an outline of the general approach utilized in the proposal.

3.10.4 Proposal – Your proposal should contain a statement of all of the programs and services proposed, including conclusions and generalized recommendations. Proposals should be all-inclusive, detailing your best offer. Additional related services should be incorporated into the proposal, if applicable.

3.10.5 Personal Qualifications – Support personnel, as applicable, shall be listed including a description of assignments and responsibilities, a resume of professional experience, and an estimate of the time each would devote to this program, and other pertinent information.

3.10.6 Proposed Implementation Schedule (In Gantt Chart or similar format)

3.10.7 Proposal exceptions

3.10.8 Pricing (Attachment A)

3.10.9 Agreement (Attachment B)

3.10.10 References (Attachment C)

3.10.11 Vendor Information (Attachment D)

3.11 EVALUATION OF PROPOSAL – SELECTION FACTORS:

A Proposal Analysis Committee shall be appointed, chaired by the Materials Management Department, to evaluate each Proposal and prepare a scoring of each Proposal to the responses as solicited in the original request. At the County's option, proposing firms may be invited to make presentations to the Evaluation Committee. Best and Final Offers and/or Negotiations may be conducted, as needed, with the highest rated Respondent(s). Proposals will be evaluated on the following criteria which are listed RANK order.

3.11.1 Compliance with specifications, including exceptions to the RFP.

3.11.2 Experience and demonstrated technical capability.

3.11.3 Additional features, functions, and fit (i.e., how the application's pieces work together)..

3.11.4 Price.

3.11.5 Quality and completeness of Proposal.

3.12 POST AWARD MEETING:

The successful Respondent(s) may/shall be required to attend a post-award meeting with the Using Agency to discuss the terms and conditions of this Contract. This meeting will be coordinated by the Procurement Consultant of the Contract.

**NOTE: RESPONDENTS ARE REQUIRED TO USE ATTACHED FORMS TO SUBMIT THEIR PROPOSALS.**

SERIAL 04146-RFP
PRICING SHEETC703513/ B0603773/NIGP92007
BIDDER NAME: _____
F.I.D./VENDOR #: _____
BIDDER ADDRESS: _____
P.O. ADDRESS: _____
BIDDER PHONE #: _____
BIDDER FAX #: _____
COMPANY WEB SITE: _____
COMPANY CONTACT (REP): _____
E-MAIL ADDRESS (REP): _____

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: _____ YES _____ NO

ACCEPT PROCUREMENT CARD: _____ YES _____ NO

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD: _____ YES _____ NO _____ % REBATE
(Payment shall be made within 48 hrs utilizing the Purchasing Card)

INTERNET ORDERING CAPABILITY: _____ YES _____ NO _____ % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: _____YES _____ NO

PAYMENT TERMS: BIDDER IS REQUIRED TO PICK ONE OF THE FOLLOWING.
TERMS WILL BE CONSIDERED IN DETERMINING LOW BID.
FAILURE TO CHOOSE A TERM WILL RESULT IN A DEFAULT TO NET 30.
BIDDER MUST INITIAL THE SELECTION BELOW.

| | |
|---|---|
| NET 10 | _____ |
| NET 15 | _____ |
| NET 20 | _____ |
| NET 30 | _____ |
| NET 45 | _____ |
| NET 60 | _____ |
| NET 90 | _____ |
| 2% 10 DAYS NET 30 | _____ |
| 1% 10 DAYS NET 30 | _____ |
| 2% 30 DAYS NET 31 | _____ |
| 1% 30 DAYS NET 31 | _____ |
| 5% 30 DAYS NET 31 | _____ |

**INDICATE PERCENTAGE OF M/WBE PARTICIPATION IF ANY HERE:_____%**

**PLEASE INDICATE HOW YOU HEARD ABOUT THIS SOLICITATION**
_____ NEWSPAPER ADVERTISEMENT
_____ MARICOPA COUNTY WEB SITE
_____ PRE-SOLICITATION NOTICE
_____ OTHER (PLEASE SPECIFY)

ALL PRICING SHALL BE SUBMITTED ON A 3.5" DISKETTE FORMATTED IN EXCEL '97. NO BIDS WILL BE ACCEPTED WITHOUT THE ACCOMPANYING DISKETTE IN YOUR BID SUBMITTAL. ANY BID NOT CONTAINING THE REQUIRED DISKETTE WILL BE CONSIDERED NON-RESPONSIVE AND NOT CONSIDERED FOR EVALUATION OR CONTRACT AWARD.

ALL REQUESTS FOR DISKETTES MUST BE FAXED TO THE PROCUREMENT CONSULTANT AT (602) 258-1573. IN ADDITION, ONE (1) HARD COPY OF EACH PAGE OF ATTACHMENT A (PRICING PAGE) SHALL BE SUBMITTED WITH YOUR BID.

**1.0 PRICING:**

| ITEM DESCRIPTION | UNIT PRICE | EXT. PRICE |
|---|---|---|
| ITEM DESCRIPTION 1.0 | $ _____ | $ _____ |
| ITEM DESCRIPTION 2.0 | $ _____ | $ _____ |

| | | |
|---|---|---|
| ITEM DESCRIPTION 3.0 | $ _____ | $ _____ |
| ITEM DESCRIPTION 4.0 | $ _____ | $ _____ |
| ITEM DESCRIPTION 5.0 ADDITIONAL PRICING (LIST): | | |
| ITEM DESCRIPTION 5.1_____ | $ _____ | $ _____ |
| ITEM DESCRIPTION 5.2_____ | $ _____ | $ _____ |
| ITEM DESCRIPTION 5.3_____ | $ _____ | $ _____ |
| ITEM DESCRIPTION 5.4_____ | $ _____ | $ _____ |

**PART I: LABOR RATES**

Enter the labor categories applicable to this project, the staff to be assigned to this project in each labor category, and the corresponding labor rate (including overhead).

| Labor Category | Staff Person | Hourly Labor Rate |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

**NOTES: These rates are considered without inclusion of travel cost.**

**PART II: LABOR HOURS and COST**

In the left hand column enter the tasks in your work plan.

**The tasks must correspond to your work plan.** In the column headings across the top of the table, enter the names or initials of the staff members to be assigned to this project. In the rows, enter the number of hours each staff member will be assigned to each task. Total the cost and the number of hours to the right. Add each column and enter the total in the bottom row.

| TASK | | | | | | TOTAL HOURS | TOTAL COST |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

**PART III: SOFTWARE COSTS**

In the tables below enter the proposal price and other information required for each separately priced software package. You may propose more than one pricing option for the software products – per unit and/or enterprisewide (all participating agencies identified in the WSS RFP) licensing. Fill in Table III-1 if you propose a per unit cost basis. Fill in table III-2 if you are if you are proposing enterprisewide licenses for any software products. Include all proposed software packages in each table (so that the total at the bottom right-hand column adds to the total software price for option 1 or 2). You need not offer all packages as enterprisewide licensing to offer option 2.) Indicate the product's cost basis (for example: per seat for named users; per seat for concurrent users from 1- 200; per server, enterprisewide or other description of unit pricing), the estimated number of licenses required for COSC, the price per cost unit and the total extended cost of the software. Add the last column for a total software cost of the software. Add the last colomn.

**TABLE III-1: OPTION 1 PRICING – PER UNIT COSTS**

| Product Name | Product Description | Cost Basis | NumberLicenses Proposed | Price Per Unit | Total Software Cost |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| TOTAL: | | | | | |
| | | | | | |

**TABLE III-2: ENTERPRISEWIDE LICENSING**

| Product Name | Product Description | Cost Basis | NumberLicenses Proposed | Price Per Unit | Total Software Cost |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| TOTAL: | | | | | |

**PART IV: SOFTWARE MAINTENANCE COSTS**

In the tables below, enter the cost of maintenance support for the type of support included in your proposal for each of the first 5 years, separately by year. Use Table IV-1 for Option 1 - Per Unit Cost and Table IV-2: Option 2 - Enterprisewide Licensing. Be sure to list all software products included in your proposal. The cost basis is the manner of figuring the maintenance cost such as a percentage of the license cost or a fixed cost per license, etc. Total the maintenance cost at the bottom of the last column. If the maintenance cost is included in the purchase price of the software or the warranty price, please indicate that below.

**TABLE IV-1: OPTION 1 - PER UNIT COSTS**

| Support Package Name | Software Products Covered | Year | Cost Basis | Total Maintenance Cost |
|---|---|---|---|---|
| | | | | |
| | | | | |
| TOTAL: | | | | |

**TABLE IV-2: OPTION 2 – ENTERPRISEWIDE LICENSING**

| Support Package Name | Software Products Covered | Year | Cost Basis | Total Maintenance Cost |
|---|---|---|---|---|
| | | | | |
| | | | | |
| TOTAL: | | | | |

**PART V: SUPPORT COSTS**

In the table below, enter the cost of support costs for the type of support included in your proposal for each of the first 5 years, separately by year. Use Table V-1 for Option 1 - Per Unit Cost and Table V-2: Option 2 – Enterprisewide Licensing. Be sure to list all software products included in your proposal. The cost basis is the manner of figuring the support cost, such as an hourly rate for telephone support or an on-site rate. The Cost Per Unit is the hourly or other rate for the type of “units” listed in the cost basis column. If the support cost is included in the purchase price of the software, the warranty price or the maintenance price, please indicate that below.

**TABLE V-1: OPTION 1 - PER UNIT COST**

| Support Package Name | Software Products Covered | Year | Cost Basis | Cost Per Unit |
|---|---|---|---|---|
| | | | | |
| | | | | |
| **TOTAL:** | | | | |

**TABLE V-1: OPTION 2 – ENTERPRISEWIDE LICENSING**

| Support Package Name | Software Products Covered | Year | Cost Basis | Cost Per Unit |
|---|---|---|---|---|
| | | | | |
| | | | | |
| **TOTAL:** | | | | |

**PART VI: TOTAL COSTS (FIRST YEAR)**

Please enter the total costs from the appropriate tables above into the tables below. Use Table VI-1 for Option 1 that includes per unit software pricing. Use Table VI-2 for Option 2 – Enterprisewide Licensing (if offered).

**TABLE VI-1: OPTION 1 – PER UNIT SOFTWARE PRICE**

| COST ITEM | PRICE |
|---|---|
| Labor Cost (Total) | |
| Software Cost (Total) | |
| Software Maintenance (Year 1) | |
| Software Support (Year 1) | |
| **TOTAL** | |

**TABLE VI-2: OPTION 2 – ENTERPRISEWIDE LICENSING**

| COST ITEM | PRICE |
|---|---|
| Labor Cost (Total) | |
| Software Cost (Total) | |
| Software Maintenance (Year 1) | |
| Software Support (Year 1) | |
| **TOTAL** | |

ATTACHMENT B

**AGREEMENT**

The Respondents hereby certify that they have read, understand and agree that acceptance by Maricopa County of the Contractor's offer by the issuance of a Purchase Order or Contract will create a binding Contract. Further, they agree to fully comply with all terms and conditions as set forth in the Maricopa County Procurement Code, and amendments thereto, together with the specifications and other documentary forms herewith made a part of this specific procurement

**BY SIGNING THIS AGREEMENT THE SUBMITTING FIRMS CERTIFIES THAT THEY HAVE REVIEWED THE ADMINISTRATIVE INFORMATION AND DRAFT RFP CONTRACT'S TERMS AND CONDITIONS LOCATED AT http://www.maricopa.gov/materials. AND AGREE TO BE CONTRACTUALLY BOUND TO THEM.**

MINORITY/ WOMEN-OWNED SMALL BUSINESSES (check appropriate item):

_____ Disadvantaged Business Enterprise (DBE)
_____ Women-Owned Business Enterprise (WBE)
_____ Minority Business Enterprise (MBE)
_____ Small Business Enterprise (SBE)

| | |
|---|---|
| FIRM SUBMITTING PROPOSAL | FEDERAL TAX ID NUMBER |
| PRINTED NAME AND TITLE | AUTHORIZED SIGNATURE |
| ADDRESS | TELEPHONE FAX # |
| CITY STATE ZIP | DATE |
| WEB SITE: _____ | EMAIL ADDRESS: _____ |

MARICOPA COUNTY, ARIZONA

| | |
|---|---|
| BY: _____ DIRECTOR, MATERIALS MANAGEMENT | DATE |
| BY: _____ CHAIRMAN, BOARD OF SUPERVISORS | DATE |

ATTESTED:

| | |
|---|---|
| CLERK OF THE BOARD | DATE |

APPROVED AS TO FORM:

| | |
|---|---|
| MARICOPA COUNTY ATTORNEY | DATE |

ATTACHMENT C

**CONTRACTOR REFERENCES**

**FIRM SUBMITTING PROPOSAL:** _____

1. COMPANY NAME: _____

   ADDRESS: _____

   CONTACT PERSON: _____

   TELEPHONE: _____ E-MAIL ADDRESS: _____

2. COMPANY NAME: _____

   ADDRESS: _____

   CONTACT PERSON: _____

   TELEPHONE: _____ E-MAIL ADDRESS: _____

3. COMPANY NAME: _____

   ADDRESS: _____

   CONTACT PERSON: _____

   TELEPHONE: _____ E-MAIL ADDRESS: _____

4. COMPANY NAME: _____

   ADDRESS: _____

   CONTACT PERSON: _____

   TELEPHONE: _____ E-MAIL ADDRESS: _____

5. COMPANY NAME: _____

   ADDRESS: _____

   CONTACT PERSON: _____

   TELEPHONE: _____ E-MAIL ADDRESS: _____

## ATTACHMENT D

## CONTRACTOR INFORMATION

**IN OUR CONTINUING EFFORT TO INSURE THAT OUR CONTRACTOR REGISTRATION SYSTEM IS CORRECT, PLEASE FURNISH THE FOLLOWING INFORMATION:**

LEGAL NAME OF ORGANIZATION/INDIVIDUAL: _____

DOING BUSINESS AS (IF APPLICABLE): _____

FEDERAL TAX ID NUMBER: _____ MARICOPA COUNTY VENDOR NUMBER: _____

**OWNERSHIP STATUS:** INDIVIDUAL/ SOLE PROPRIETOR: _____ CORPORATION: _____ PARTNERSHIP: _____ OTHER: _____

**CORPORATE ADDRESS:** _____ CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ FAX: _____ EMAIL: _____

WEB SITE ADDRESS: _____

NAME OF CONTACT PERSON: _____

**ADDITIONAL ADDRESS FOR:** _____ **P.O.** _____ **ACCTS RECEIVABLE** _____ **SOLICITATIONS**

_____ CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ FAX: _____ EMAIL: _____

NAME OF CONTACT PERSON: _____

**ADDITIONAL ADDRESS FOR:** _____ **P.O.** _____ **ACCTS RECEIVABLE** _____ **SOLICITATIONS**

_____ CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ FAX: _____ EMAIL: _____

NAME OF CONTACT PERSON: _____

**ADDITIONAL ADDRESS FOR:** _____ **P.O.** _____ **ACCTS RECEIVABLE** _____ **SOLICITATIONS**

_____ CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ FAX: _____ EMAIL: _____

NAME OF CONTACT PERSON: _____

NOTE: NO PREFERENCE IN AWARDING CONTRACTS IS GIVEN TO CONTRACTORS REGISTERED WITH MARICOPA COUNTY DEPARTMENT OF MATERIALS MANAGEMENT, HOWEVER, YOU MUST REGISTER AS A CONTRACTOR IF AWARDED A CONTRACT IN ORDER TO FULFILL THE CONTRACTUAL REQUIREMENTS. CONTACT MATERIALS MANAGEMENT AT (602) 506-8707 FOR A REGISTRATION PACKET.

**I HEREBY CERTIFY THAT:**

1. **I AM DULY AUTHORIZED TO CERTIFY THE INFORMATION REQUESTED HEREIN.**
2. **TO THE BEST OF MY KNOWLEDGE, THE ELEMENTS OF THE INFORMATION PROVIDED HEREIN ARE ACCURATE AND TRUE AS OF THIS DATE.**
3. **MY ORGANIZATION SHALL COMPLY WITH ALL STATE STATUTES AND FEDERAL EQUAL OPPORTUNITY AND NON-DISCRIMINATION REQUIREMENTS AND CONDITIONS OF EMPLOYMENT IN ACCORDANCE WITH A.R.S. TITLE 41, CHAPTER 9, ARTICLE 4 AND EXECUTIVE ORDER NUMBER 75-5 DATED APRIL 28, 1975.**
4. **MY ORGANIZATION SHALL COMPLY WITH ALL TERMS AND CONDITIONS OF SOLICITATIONS AND CONTRACTUAL DOCUMENTS, REGULATIONS AND LAWS, AND POLICIES AND PROCEDURES SET FORTH IN THE MARICOPA COUNTY PROCUREMENT CODE APPLICABLE TO THE TYPE OF PROCUREMENT (SERVICE OR COMMODITY).**

_____ _____

**PRINTED OR TYPED NAME** **TITLE**

_____ _____

**SIGNATURE** **DATE**

**ATTACHMENT D (CONTINUED NEXT PAGE)**

Form W-9.doc

Form **W-9**
(Rev. January 2003)
Department of the Treasury
Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

**Give form to the requester. Do not send to the IRS.**

**Print or type**
See **Specific Instructions** on page 2.

Name

Business name, if different from above

Check appropriate box: ☐ Individual/ Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ► ☐ Exempt from backup withholding

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 3.

**Social security number**

**or**

**Employer identification number**

**Note:** *If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.*

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item **2** above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item **2** does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

**Sign Here** **Signature of U.S. person ►** **Date ►**

## Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

**1.** Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

**2.** Certify that you are not subject to backup withholding, or

**3.** Claim exemption from backup withholding if you are a U.S. exempt payee.

**Note:** *If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.*

**Foreign person.** If you are a foreign person, use the appropriate Form W-8 (see **Pub. 515,** Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

**1.** The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

**2.** The treaty article addressing the income.

**3.** The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

**4.** The type and amount of income that qualifies for the exemption from tax.

**5.** Sufficient facts to justify the exemption from tax under the terms of the treaty article.

***Example.*** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a **nonresident alien or a foreign entity** not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 30% of such payments (29% **after** December 31, 2003; 28% **after** December 31, 2005). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will **not** be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

**1.** You do not furnish your TIN to the requester, or

**2.** You do not certify your TIN when required (see the Part II instructions on page 4 for details), or

**3.** The IRS tells the requester that you furnished an incorrect TIN, or

**4.** The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

**5.** You do not certify to the requester that you are not subject to backup withholding under **4** above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate **Instructions for the Requester of Form W-9.**

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

# Specific Instructions

## Name

If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your **individual** name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

**Limited liability company (LLC).** If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, **enter the owner's name on the "Name" line.** Enter the LLC's name on the "Business name" line.

**Other entities.** Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

**Note:** *You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).*

## Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note:** *If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.*

**Exempt payees.** Backup withholding is **not required** on any payments made to the following payees:

**1.** An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2);

**2.** The United States or any of its agencies or instrumentalities;

**3.** A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities;

**4.** A foreign government or any of its political subdivisions, agencies, or instrumentalities; or

**5.** An international organization or any of its agencies or instrumentalities.

Other payees that **may be exempt** from backup withholding include:

**6.** A corporation;

**7.** A foreign central bank of issue;

**8.** A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States;

**9.** A futures commission merchant registered with the Commodity Futures Trading Commission;

**10.** A real estate investment trust;

**11.** An entity registered at all times during the tax year under the Investment Company Act of 1940;

**12.** A common trust fund operated by a bank under section 584(a);

**13.** A financial institution;

**14.** A middleman known in the investment community as a nominee or custodian; or

**15.** A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, **1** through **15.**

| If the payment is for . . . | THEN the payment is exempt for . . . |
|---|---|
| Interest and dividend payments | All exempt recipients except for **9** |
| Broker transactions | Exempt recipients **1** through **13.** Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker |
| Barter exchange transactions and patronage dividends | Exempt recipients **1** through **5** |
| Payments over $600 required to be reported and direct sales over $5,000 [1] | Generally, exempt recipients **1** through **7** [2] |

[1] See **Form 1099-MISC**, Miscellaneous Income, and its instructions.

[2] However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are **not exempt** from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a Federal executive agency.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a **resident alien** and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a **sole proprietor** and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner **LLC** that is disregarded as an entity separate from its owner (see **Limited liability company (LLC)** on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

**Note:** *See the chart on page 4 for further clarification of name and TIN combinations.*

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5,** Application for a Social Security Card, from your local Social Security Administration office or get this form on-line at **www.ssa.gov/online/ss5.html**. You may also get this form by calling 1-800-772-1213. Use **Form W-7,** Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or **Form SS-4,** Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS Web Site at **www.irs.gov**.

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** *Writing "Applied For" means that you have already applied for a TIN* ***or*** *that you intend to apply for one soon.*

**Caution:** *A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.*

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 3, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see **Exempt from backup withholding** on page 2.

**Signature requirements.** Complete the certification as indicated in **1** through **5** below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item **2** in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item **2** of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA or Archer MSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

## What Name and Number To Give the Requester

| For this type of account: | Give name and SSN of: |
|---|---|
| **1.** Individual | The individual |
| **2.** Two or more individuals (joint account) | The actual owner of the account or, if combined funds, the first individual on the account [1] |
| **3.** Custodian account of a minor (Uniform Gift to Minors Act) | The minor [2] |
| **4.** a. The usual revocable savings trust (grantor is also trustee) | The grantor-trustee [1] |
| b. So-called trust account that is not a legal or valid trust under state law | The actual owner [1] |
| **5.** Sole proprietorship or single-owner LLC | The owner [3] |
| **For this type of account:** | **Give name and EIN of:** |
| **6.** Sole proprietorship or single-owner LLC | The owner [3] |
| **7.** A valid trust, estate, or pension trust | Legal entity [4] |
| **8.** Corporate or LLC electing corporate status on Form 8832 | The corporation |
| **9.** Association, club, religious, charitable, educational, or other tax-exempt organization | The organization |
| **10.** Partnership or multi-member LLC | The partnership |
| **11.** A broker or registered nominee | The broker or nominee |
| **12.** Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments | The public entity |

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] **You must show your individual name,** but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

[4] List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

**Note:** *If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.*

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or Archer MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, or to Federal and state agencies to enforce Federal nontax criminal laws and to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 30% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

# ATTACHMENT E
# ICJIS ROI WORKSHEETS

## Measuring Benefit Using Lowest Common Value Denominators

When evaluating the value or return on investment of ICJIS projects, it is useful to develop common value denominators, along with indicators and measures which provide thorough and realistic assessments. The three levels of assessment of return of value (value denominators, indicators, and measures) are as follows:

***Time***

- **Primary Indicator - Time Savings**
- **Key Measures**
  - Time saved when compared to the prior state
  - Reduced cycle time on repetitive processes
  - Bottlenecks and time delays reduced or eliminated

***Cost***

- **Primary Indicator – Cost Savings**
- **Key Measures**
  - Cost savings
    - Absolute dollars saved
    - Reduced cost per unit of product or service delivered
  - Cost avoidance
  - Risk reduction
  - New funding generated (grants and other alternative funding sources

***Quantity / Productivity***

- **Primary Indicator – Quantity / Productivity**
- **Key Measures**
  - Units of product or service delivered
  - Systems developed per budgeted allocation
  - Efficiency

***Quality***

- **Primary Indicator – Quality**
- **Key Measures**
  - Effectiveness and fitness to specification
  - Comparison of improved quality over previous quality
    - Fitness for use, functionality, and conformance to specifications
    - Interoperability and conformance to enterprise-wide standards
    - Stability, reliability, durability, and security

***Customer Satisfaction***

- **Primary Indicator – Customer Satisfaction**
- **Key Measures**
  - Satisfaction level of customers, and improvement satisfaction over time

| Measures | | Value Category | | | | | | ICJIS ROI Worksheets<br>ICJIS WSS RFP | Metrics | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Hard | Soft | Reduced Cycle Time | Cost Savings | Cost Avoidance | Quantity Increase | Customer / Quality Improvement | Safety Enhancement | **Anticipated Benefits** | What is to be Measured? | How will it be Measured? | Are Measures to be Collected? |
| X | | | | | | | | Faster & more accurate notification of return of service. | | | |
| X | | | | | | | | Reduce data entry errors. | | | |
| X | | | | | | | | Reduce time filing warrants, summonses, and subpoenas. | | | |
| X | | | | | | | | Reduce time entering warrants into ACIC / NCIC. | | | |
| X | | | | | | | | Reduce quashing warrant and confirmation time. | | | |
| X | | | | | | | | Reduce time searching for WSS with electronic capability. | | | |
| X | | | | | | | | Reduce time verifying WSS when they are paperless. | | | |
| X | | | | | | | | Reduce data entry (to include printing, preparing for signing, separating for distribution, sending, scanning time). | | | |
| | X | | | | | | | Notification to originating agency of Warrants entered into NCIC / ACIC. | | | |
| | X | | | | | | | Notification to the agency with the last known address of the suspect. | | | |
| | X | | | | | | | Enhanced officer and public safety through quicker processing of WSS. | | | |

**ATTACHMENT F**
**MARICOPA COUNTY FORMS**

## NON-EMPLOYEE MARICOPA COUNTY BACKGROUND INFORMATION

Please complete the following information in order for the Maricopa County Attorney's Office to complete a background check necessary prior to conducting work on behalf of Maricopa County.

Name (full name) First Middle Last

Address

Date of Birth Place of Birth Driver's License # State Social Security # *

Signature Date

In Case of Emergency:

Name

Address

Phone

*Pursuant to ARS § 11-532, providing your Social Security number is mandatory. It will be used for background checking purposes.

# MARICOPA COUNTY ATTORNEY'S OFFICE REQUIRED SUPPLEMENTAL INFORMATION FOR NON-EMPLOYEE BACKGROUND CHECK

1. Are you acquainted with, or related to, any employee or former employee of the County Attorney's Office?

2. List number and issuing date for all current driver's licenses.

3. Have you ever had your driver's license suspended or revoked? If yes, explain.

4. Other than minor traffic offenses or parking violations, have you ever been convicted of any crime including, but not limited to, offenses involving illegal drugs or driving under the influence? If yes, please explain and give dates and jurisdictions as appropriate.

5. Have you ever used any other name for any purpose (including maiden name)? If yes, explain (including where, when, etc.).

6. Have you ever been censured or disbarred or had any professional license or certificate suspended or revoked? If yes, explain.

7. List your current address and all previous addresses where you have lived during the past five years.

8. List your complete military history including branch of service, dates served, and service number.

9. Are you willing to sign a release for military, education, and prior employment history records?

10. Have you ever used, sold or distributed illegal drugs? Yes ☐ No ☐
    If yes, please indicate: Number of times _____ Date last used, sold or distributed _____ Your age at the time ____ Names of illegal drugs

11. Have you ever sold or distributed prescription drugs? Yes ☐ No ☐
    If yes, please indicate: Number of times _____ Date last sold or distributed _____ Your age at the time ____ Names of prescription drugs

12 Have you ever been disciplined by an employer? Yes ☐ No ☐
    If yes, state:

    A) The name, address and telephone number of the employer:

B) The year in which the incident that was the basis of the discipline occurred:

C) The type of discipline that you received:

D) The reason the employer disciplined you:

# WAIVER OF LIABILITY AND RELEASE

## NON-EMPLOYEE

In consideration of the Maricopa County Attorney's Office (MCAO) processing of my background check I, _____ hereby irrevocably agree to the following terms and conditions:

The terms "background investigation" as used in this document, refers to any and all information and sources of information that MCAO, in its sole discretion, may deem necessary to obtain or contact in the furtherance of this criminal background check.

1. I authorize any person or entity contacted by MCAO agents or employees during the course of my background investigation, to furnish to such officers, agents, or employees any information they may have which is reasonably related to the completion of this background check.

2. I hereby release from liability and promise to hold harmless under any and all causes of legal action, all persons or entities who shall in good faith furnish any information or records to the officers, agents or employees of MCAO who conduct my background investigation and agree to release the Maricopa County Attorney's Office, its officer, agents and employees from all liability for acts necessary to conduct and finalize the investigation.

This release from liability given by me to all persons or entities mentioned above, shall apply to any right of action of any nature whatsoever that might accrue to myself, my heirs, or my personal representative.

READ CAREFULLY BEFORE SIGNING

DATE:

SIGNATURE:

WITNESS:

ACKNOWLEDGED before me this day of ,

NOTARY PUBLIC:

My Commission Expires:

# ACCEPTABLE USE OF COUNTY TECHNOLOLGY RESOURCES ACKNOWLEDGMENT FORM FOR NON-EMPLOYEES OF MARICOPA COUNTY

I acknowledge that:

I have received, read, understand and agree to abide by the Maricopa County Policy A2609 on Acceptable Use of County Technology Resources.

I understand that a copy of this signed Acknowledgement Form will be retained on file with the issuing County department.

Authorized User – Signature:_____

Departmental Supervisor – Signature:_____

Date:_____

Authorized User (print):

Telephone No.:

Company Name:

Departmental Supervisor (print):

Department:

*Note: Original signed Acknowledgement Form maintained by the issuing County department*

## A. Purpose

The purpose of this policy is to establish general privileges, responsibilities and restrictions in the use of County Technology Resources by County Employees so that the value of these resources is maximized. This policy supports and permits use of County Technology Resources that is consistent with the law, Maricopa County business strategies, individual department goals, contracted deliverables, and the efficient and effective delivery of services to Maricopa County citizens.

## B. Definitions

**Acceptable Use:** a use of County Computing Resources that is authorized and meets County policies.

**Authorized Use:** a use of County Computing Resources that is (1) performed according to those designated duties listed within an employee's job description or as assigned by an employee's supervisor or as necessary to carry out the daily duties of the job; or (2) required by a non-employee working for a vendor to satisfy the services contracted by the County; or (3) required by a non-employee working for another outside organization under an Inter- Governmental Agreement (IGA) to satisfy the duties or services in the agreement.

**Authorized Users:** all individuals approved to use County Technology Resources. These include County employees (including temporary employees), non-employees providing services or products to the County (e.g. suppliers on contract) and/or non-employees who are given access to County data (e.g. suppliers on contract or outside organizations with IGA's).

**County Technology Resource (County Computing Resource):** any computing device, peripheral, software, information technology (IT) infrastructure, electronic data or related consumable (e.g. paper, disk space, central processor time, network bandwidth) owned or controlled by the County.

**Department Head:** the Elected Official, Presiding Judge, or Appointed Department Director serving as the responsible party for conducting business on behalf of the County.

**IT Infrastructure:** in the context of this policy, includes local and wide area networks (LAN and WAN), communications equipment, hardware (including FAX and telephones), communications software (including the Internet, Intranet, and bulletin board access software), and VPN and/or RAS capabilities for remote access and data distribution.

**Improper Use:** use of County Computing Resources for illegal, inappropriate, obscene, political, or personal gain purposes. Illegal activity is defined as a violation of local, state, and/or federal laws. Inappropriate use is defined as a violation of the intended use of the IT Infrastructure and County Computing Resources and/or purpose and goal. Obscene activity is defined as a violation of generally accepted social standards for use of a publicly owned and operated communications vehicle.

**Network:** a System of interconnected County Technology Resources designed to facilitate the sharing of devices and information among local and remote electronic systems used by authorized users.

## C. Policy

Maricopa County Technology Resources are intended to be used for Maricopa County business

purposes and are to be used to carry out the responsibilities associated with performance of County employment, County awarded contracts, or approved IGAs. Limited use of County Computing Resources for personal needs is permitted as long as such use is consistent with established County and department policy, and does not inhibit either governmental or administrative use.

Authorized users shall not use County Computing Resources for illegal, inappropriate, or obscene purposes, or in support of such activities. Use of County Technology Resources for political or personal gain is also prohibited.

The County may restrict the use of specific County Computing Resources through additional policies and standards. Individual departments within the County may further restrict the use of their County Computing Resources through their own supplemental department policies, standards, guidelines and procedures.

All use of County Technology Resources for electronic communication must present Maricopa County in a manner that preserves the County's good reputation and high standards of professionalism. Any electronic communication that constitutes a significant representation of Maricopa County to the Public, must be approved by the appropriate County Department Head or their designee**.** Consequently, any electronic communication discovered on a County site that is deemed inappropriate and/or has not been approved will be disconnected, with any incurred charges billed to the owning department. Alternatively, the owning department's web site may be disconnected from the County site until compliance is achieved.

Distribution and retention of any information accessed through County Computing Resources must follow County policy, Public Record Laws, and all state and federal regulatory requirements.

Improper use of County Technology Resources or any violation of this policy may result in disciplinary action up to and including termination of employment or contract status. Unacceptable usage is just cause for taking disciplinary action, suspension or reduction of computer privileges, revoking networking privileges, initiating legal action (civil or criminal), or notifying the appropriate authorities for further action.

The County shall have software and systems in place that monitor and record computer usage. Every computer site visited, including on the Internet/Intranet or email system, must be traced back to the originator. The County is able and reserves the right to monitor all traffic on the network, including but not limited to Internet/Intranet and email use, at any time, without prior notice or warning to the user. Anyone using County Computing Resources has **no expectation of privacy** in the use of these tools or any content therein.

## Examples of Unacceptable Use:

(The following provides some examples of, improper uses of County Computing Resources. Improper use of County Computing Resources is not limited to these examples.)

☒❿ Pursues illegal activities such as anti-trust or libel/slander.

☒❿ Violates copyrights (institutional or individual) or other contracts (license agreements). (e.g. downloading or copying of data or software or music that is not authorized or licensed).

☒❿ Knowingly, or with willful disregard, initiates activities that disrupt or degrade network or system performance, or that crashes the network or other systems or that wastefully uses the finite County Computing Resources.

☒❿ Uses the County Computing Resources for fraudulent purposes.

☒❿ Performs gambling activities or other illegal schemes (e.g. pyramid, chain letters, etc.).

☒❿ Steals intellectual property, data or County Computing Resources.

☒⓪ Misrepresents another user's identification (forges or acts as), or gains or seeks to gain non-authorized access to another user's account/data or the passwords of other users, or vandalizes another user's data.

☒⓪ Views, retrieves, saves, or prints text or images of a sexual nature or containing sexual innuendo
(e.g. accessing adult oriented sites or information via the Internet/Intranet).

☒⓪ Invades systems, accounts, and networks to obtain non-authorized access to and/or to do damage (hacking). This includes non-authorized scans, probes, or system entries.

☒⓪ Intentionally intercepts and modifies the content of a message or file originating from or belonging to another person or computer with the intent to deceive or further pursue other illegal or improper activities.

☒⓪ Knowingly or with willful disregard propagates destructive programs into County Computing Resources (e.g., worms, viruses, parasites, trojan horses, malicious code, email bombs, etc.).

☒⓪ Uses County Computing Resources to conduct commercial or private business transactions, or supports a commercial/private business other than County business (e.g. using fax machines or telephones to further an employee's commercial/private business endeavors).

☒⓪ Promotes fundraising or advertising of non-County organizations that have not been pre-approved.

☒⓪ Generates or possesses material that is considered harassing, obscene, profane, intimidating or threatening, defamatory to a person or class of persons, or otherwise inappropriate or unlawful including such material that is intended only as a joke or for amusement purposes.

☒⓪ Discloses protected County data (confidential, private, or best interest) via County Computing Resources without proper authority.

☒⓪ Fails to comply with the instructions from appropriate County staff to discontinue activities that threaten the operation or integrity of County Computing Resources, or are deemed inappropriate, or otherwise violate this policy.

## D. Authority and Responsibilities:

**All Authorized Users**:

☒⓪ Are responsible for understanding and adhering to this policy.
☒⓪ Should understand that any login to or access of any County Computing Resources constitutes their acknowledgement and acceptance of all County IT related policies.
☒⓪ Must sign and submit an Acceptable Use Acknowledgement Form.
☒⓪ Must declare their identity and declare their affiliation with Maricopa County whenever County Computing Resources are used. ☒⓪ Should understand that using County-provided equipment and software has **no expectation of privacy** in the use of these tools or any content therein. ☒⓪ Are required to keep all electronic communications professional and follow established policies regarding workplace professionalism. ☒⓪ Are responsible to protect and secure their County Computing Resources from non-authorized or improper use. ☒⓪ Are responsible for following and adhering to the "use" restrictions of any external organization that they access or interface with.
☒⓪ Who encounter or receive any material that violates this policy must immediately report the incident to the employee's supervisor and notify the sender that such communication is prohibited under County policy.
☒⓪ Believing that any of their accounts have been tampered with in any way, are responsible for contacting their PC/LAN Manager or designee via the most expedient means possible.

**The County (Department Heads):**

☒⓪ Shall monitor departmental use of its own County Computing Resources, at any time, without prior notice or warning to any user of its County Computing Resources.
☒⓪ May investigate excessive network traffic or bandwidth usage (high browser use or message volume) for improper use of Maricopa County Technology Resources.
☒⓪ May request access to email, Internet/Intranet and/or other County Technology Resource usage information for their organization at any time to ensure compliance with this policy (request must be made by Elected Officials, Presiding Judge, or Appointed Department Directors).
☒⓪ Are responsible for identifying the authorized users of County Technology Resources.
☒⓪ Are responsible to ensure compliance with this policy.
☒⓪ Are responsible for initiating the approved County "Acceptable Use" banner for all their entry points into County Computing Resources (see approved County Acceptable Use Banner that includes a link to this policy – A2609).
☒⓪ Are responsible for defining approved agency business and network utilization practices.
☒⓪ Are responsible for providing acceptable use training to their employees.
☒⓪ Shall notify the Office of the Chief Information Officer (OCIO), Internal Audit (IA), and the Network Security Officer (NSO) of any suspected violation of this policy upon discovery.
☒⓪ Shall initiate the appropriate disciplinary action to respond to violations of this policy.

**The Office of the Chief Information Officer:**
☒⓪ Will coordinate requests for technology usage information that involves enterprise servers or enterprise application services or non-employees.
☒⓪ Will facilitate, if appropriate, the utilization of external resources including civil or criminal investigators to examine suspected violations (unless the department has its own email system).
☒⓪ Will review this policy on an annual basis with IA and NSO.

**The Network Security Officer:**
☒⓪ Will coordinate with all departments on the development of their own internal policies, standards, guidelines and procedures for acceptable use.
☒⓪ Will coordinate with all County IT departments to insure that they have software and systems in place that can monitor, record and report computer usage.
☒⓪ Will develop standards, guidelines and procedures to support this policy.
☒⓪ Will develop training and orientation materials for all employees, suppliers, and other parties who use County Technology Resources.
☒⓪ Will report to executive management on acceptable use.

**Internal Audit:**
☒⓪ Will evaluate departmental policies, standards, guidelines and procedures on acceptable use.
☒⓪ Will establish criteria and procedures for auditing acceptable use.
☒⓪ Will perform periodic annual audits on acceptable use.

# MARICOPA COUNTY ACCEPTABLE USE OF COUNTY TECHNOLOGY RESOURCES POLICY ACKNOWLEDGMENT

I acknowledge that:

I have received, read, understand and agree to abide by the Acceptable Use for County Technology Resources Policy.

I understand that a copy of this signed Acknowledgement will be placed in my personnel file.

Authorized User – Signature_____

Supervisor – Signature_____

Date:

Authorized User (print):_____

Telephone No.:_____

Cost Center:_____

Supervisor (print):

Department:

*Note: Original signed Acknowledgement maintained by the appointing authority, copy of the Acknowledgement to Maricopa County Human Resources and to employee.*

# *MARICOPA COUNTY ACCEPTABLE USE BANNER*

## Acceptable Use Statement

"By logging into and/or using County Computing Resources, I acknowledge that I have read, understand, agree, and will comply with the current County policy, **A2609 - Acceptable Use of County Technology Resources**". My usage will be monitored for compliance and I accept all liabilities associated with any misuse on my part."

# Maricopa County Non-Disclosure/Confidentiality Agreement

Any information obtained by a contractor, vendor or private provider ('contractor') in the course of conducting business with Maricopa County ('contract') is potentially proprietary to the County and/or confidential. This statement sets forth the County's requirements of the contractor with respect to such information.

The contractor shall establish and maintain procedures and controls that are adequate to assure that no information contained in its records and/or obtained from the County or from others in carrying out its functions (services) under the contract shall be used by or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the contract. Prior to commencing work under the contract, the contractor shall apprise the County of its proposed procedures and controls, and the Contractor must receive the County's written approval thereof before commencement. If, at any time during the duration of the contract, the County determines that the procedures and controls in place are not adequate, the contractor shall institute any new and/or additional measures requested by the County within 15 days of the written request to do so.

Contractor requests for information contained in the County's records shall be referred to the County for review and approval, prior to any dissemination. The contractor also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of the contractor as needed for the performance of duties under the contract or procurement process, unless otherwise agreed to in writing by the County.

I have read, agree with these conditions as a requirement of doing business with the County, and represent that I am authorized to bind my company to this agreement

Date:

Company Name

Phone: _____

Printed Authorized Representative Name

Fax:

Title

Email: _____

Signature

**EXHIBIT 1**

**LETTER OF TRANSMITTAL**
(To be typed on the letterhead of Offeror)

Maricopa County Department of Materials Management
320 West Lincoln,
Phoenix, Arizona 85003

Re: RFP Number 04146– RFP

To Whom It May Concern:

NAME OF COMPANY (herein referred to as the "Offeror"), hereby submits its response to your Request for Proposal dated _____, and agrees to perform as proposed in their proposal, if awarded the contract. The Offeror shall thereupon be contractually obligated to carry out its responsibilities respecting the services proposed.

Kindly advise this in writing on or before _____ if you should desire to accept this proposal.

Very truly yours,

_____
NAME (please print)

_____
SIGNATURE

_____
TITLE (please print)

# EXHIBIT 2
# DRAFT CONTRACT
# CONTRACT PURSUANT TO RFP

**SERIAL 04146-RFP**

This Contract is entered into this _____ day of _____, 20__ by and between Maricopa County ("County"), a political subdivision of the State of Arizona, and _____, an Arizona corporation ("Contractor") for the purchase of _____ services.

1.0 TERM

1.1 This Contract is for a term of _____ (___) years, beginning on the _____ day of _____, 20__ and ending the _____ day of _____, 20__.

1.2 The County may, at its option and with the agreement of the Contractor, extend the period of this Contract for additional one (1) year terms up to a maximum of _____ (___) additional terms. The County shall notify the Contractor in writing of its intent to extend the Contract period at least thirty (30) calendar days prior to the expiration of the original contract period, or any additional term thereafter.

2.0 PAYMENT

2.1 As consideration for performance of the duties described herein, County shall pay Contractor the sum stated in Final Pricing, attached hereto and incorporated herein as Exhibit "A." Payment shall be made as set forth in the RFP and or the Best and Final Offer.

2.2 Payment under this Contract shall be made in the manner provided by law. Invoices shall be prepared and submitted in accordance with the instructions provided on the purchase order. Invoices shall contain the following information: purchase order number, item numbers, description of supplies and/or services, sizes quantities, unit prices, and extended totals and applicable sales/use tax. The County is not subject to excise tax.

3.0 DUTIES

3.1 The Contractor shall perform all duties stated in the Agreed Scope of Work, attached hereto and incorporated herein as Exhibit "B."

3.2 Contractor shall perform services at the location(s) and time(s) stated in Exhibit "B," or in the purchase order requesting such services.

3.3 During the Contract term, County shall provide Contractor's personnel with adequate workspace for consultants and such other related facilities as may be required by Contractor to carry out its contractual obligations.

4.0 TERMS & CONDITIONS

4.1 INDEMNIFICATION AND INSURANCE:

4.1.1 **INDEMNIFICATION**

4.1.2 Indemnification.

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees and costs, relating to this Contract.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

4.1.3 **Abrogation of Arizona Revised Statutes Section 34-226:**

In the event that A.R.S. § 34-226 shall be repealed or held unconstitutional or otherwise invalid by a court of competent jurisdiction, then to the fullest extent permitted by law, **CONTRACTOR** shall defend, indemnify and hold harmless **COUNTY**, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or resulting from **CONTRACTOR'S** work or services. **CONTRACTOR'S** duty to defend, indemnify and hold harmless, **COUNTY**, its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, injury to, impairment or destruction of property including loss of use resulting therefrom, caused in whole or in part by any act or omission of **CONTRACTOR**, anyone **CONTRACTOR** directly or indirectly employs or anyone for whose acts **CONTRACTOR** may be liable, regardless of whether it is caused in part by a party indemnified hereunder, including **COUNTY.**

The scope of this indemnification does not extend to the sole negligence of **COUNTY**.

4.1.4 Insurance Requirements.

**CONTRACTOR**, at **CONTRACTOR'S** own expense, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State of Arizona and possessing a current A.M. Best, Inc. rating of B++6. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of **COUNTY**. The form of any insurance policies and forms must be acceptable to **COUNTY**.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of **COUNTY**, constitute a material breach of this Contract.

**CONTRACTOR'S** insurance shall be primary insurance as respects **COUNTY**, and any insurance or self-insurance maintained by **COUNTY** shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect coverage afforded under the insurance policies to protect **COUNTY**.

The insurance policies may provide coverage, which contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to **COUNTY** under such policies. **CONTRACTOR** shall be solely responsible for the deductible and/or self-insured retention and **COUNTY**, at its option, may require **CONTRACTOR** to secure payment of such deductibles or

self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

**COUNTY** reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance policies and/or endorsements. **COUNTY** shall not be obligated, however, to review such policies and/or endorsements or to advise **CONTRACTOR** of any deficiencies in such policies and endorsements, and such receipt shall not relieve **CONTRACTOR** from, or be deemed a waiver of **COUNTY'S** right to insist on strict fulfillment of **CONTRACTOR'S** obligations under this Contract.

The insurance policies required by this Contract, except Workers' Compensation, shall name **COUNTY**, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

The policies required hereunder, except Workers' Compensation, shall contain a waiver of transfer of rights of recovery (subrogation) against **COUNTY**, its agents, representatives, officers, directors, officials and employees for any claims arising out of **CONTRACTOR'S** work or service.

4.1.4.1 Commercial General Liability. **CONTRACTOR** shall maintain Commercial General Liability Insurance (CGL) and, if necessary, Commercial Umbrella Insurance with a limit of not less than $1,000,000 for each occurrence with a $2,000,000 Products/Completed Operations Aggregate and a $2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Contract which coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 00 01 10 93 or any replacements thereof. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

The policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, or any provision which would serve to limit third party action over claims.

The CGL and the commercial umbrella coverage, if any, additional insured endorsement shall be at least as broad as the Insurance Service Office, Inc.'s Additional Insured, Form CG 20 10 10 01, and shall include coverage for **CONTRACTOR'S** operations and products.

4.1.4.2 Automobile Liability. **CONTRACTOR** shall maintain Automobile Liability Insurance and, if necessary, Commercial Umbrella Insurance with a combined single limit for bodily injury and property damage of no less than $1,000,000, each occurrence, with respect to **CONTRACTOR'S** vehicles (including owned, hired, non-owned), assigned to or used in the performance of this Contract. If hazardous substances, materials, or wastes are to be transported, MCS 90 endorsement shall be included and $5,000,000 per accident limits for bodily injury and property damage shall apply.

4.1.4.3 Workers' Compensation. **CONTRACTOR** shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of **CONTRACTOR'S** employees engaged in the performance of the work or services, as well as Employer's Liability insurance of not less than $100,000 for each accident, $100,000 disease for each employee, and $500,000 disease policy limit.

**CONTRACTOR** waives all rights against **COUNTY** and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by **CONTRACTOR** pursuant to this agreement.

In case any work is subcontracted, **CONTRACTOR** will require the Subcontractor to provide Workers' Compensation and Employer's Liability insurance to at least the same extent as required of **CONTRACTOR**.

4.1.5 Certificates of Insurance.

4.1.5.1 Prior to commencing work or services under this Contract, Contractor shall furnish the County with certificates of insurance, or formal endorsements as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall identify this contract number and title.

4.1.5.2 Prior to commencing work or services under this Contract, Contractor shall have insurance in effect as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall be made available to the County upon 48 hours notice. **BY SIGNING THE AGREEMENT PAGE THE CONTRACTOR AGREES TO THIS REQUIREMENT AND FAILURE TO MEET THIS REQUIREMENT WILL RESULT IN CANCELLATION OF CONTRACT.**

In the event any insurance policy(ies) required by this contract is(are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of **CONTRACTOR'S** work or services and as evidenced by annual Certificates of Insurance.

If a policy does expire during the life of the Contract, a renewal certificate must be sent to **COUNTY** fifteen (15) days prior to the expiration date.

4.1.5.3 Cancellation and Expiration Notice.

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

4.2 REQUIREMENT OF CONTRACT BOND:

Concurrently with the submittal of the Contract, the Contractor shall furnish the Contracting Agency the following bonds, which shall become binding upon the award of the contract to the Contractor.

(A) A Performance Bond equal to the full Contract amount (or as specified) conditioned upon the faithful performance of the Contract in accordance with plans, specifications and conditions thereof. Such bond shall be solely for the protection of the Contracting Agency awarding the Contract.

(B) A Payment Bond equal to the full contract amount solely for the protection of claimants supplying labor or materials to the Contractor or his Subcontractors in the prosecution of the work provided for in such Contract.

Each such bond shall include a provision allowing the prevailing party in a suit on such bond to recover as a part of his judgment such reasonable attorney's fees as may be fixed by a judge of the court.

Each bond shall be executed by a surety company or companies holding a certificate of authority to transact surety business in the State of Arizona issued by the Director of the Department of Insurance. The bonds shall not be executed by an individual surety or sureties. The bonds shall be made payable and acceptable to the Contracting Agency. The bonds shall be written or countersigned by an authorized representative of the surety who is either a resident of the State of Arizona or whose principal office is maintained in this state, as by law required, and the bonds shall have attached thereto a certified copy of the Power of Attorney of the signing official. In addition, said company or companies shall be rated "Best-A" or better as required by the Contracting Agency, as currently listed in the most recent Best Key Rating Guide, published by the A.M. Best Company.

4.3 PROCUREMENT CARD ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize the Bank of America MasterCard Procurement Card, or other procurement card that may be used by the County from time to time, to place and make payment for orders under the Contract.

4.4 INTERNET ORDERING CAPABILITY:

It is the intent of Maricopa County at its option to utilize the Internet to place orders under this Contract. NOTICES:

All notices given pursuant to the terms of this Contract shall be addressed to:

For County:

Maricopa County
Department of Materials Management
Attn: Director of Purchasing
320 West Lincoln Street
Phoenix, Arizona

For Contractor:

4.5 REQUIREMENTS CONTRACT:

Contractor signifies its understanding and agreement by signing this document, that this Contract is a requirements contract. This Contract does not guarantee any purchases will be made. Orders will only be placed when County identifies a need and issues a purchase order.

Contractor shall take no action under this Contract unless specifically requested by County, which shall submit a written purchase order to Contractor requesting that work be performed or product be delivered.

County reserves the right to cancel purchase orders within a reasonable period of time after issuance. Should a purchase order be canceled, the County agrees to reimburse the Contractor for actual and documented costs incurred by the Contractor pursuant to the purchase order. The County will not reimburse the Contractor for any costs incurred after receipt of cancellation, or for lost profits, or shipment of product or performance of services prior to issuance of a purchase order.

Contractor agrees to accept verbal cancellation of purchase orders.

4.6 ESCALATION:

Any requests for reasonable price adjustments must be submitted thirty (30) days prior to the Contract expiration date. Requests for adjustment in cost of labor and/or materials must be supported by appropriate documentation. If County agrees to the adjusted price terms, County shall issue written approval of the change. The reasonableness of the request will be determined by comparing the request with the Producer Price Index or by performing a market survey.

4.7 TERMINATION:

County may unconditionally terminate this Contract for convenience by providing thirty (30) calendar days advance notice to the Contractor.

County may terminate this Contract if Contractor fails to pay any charge when due or fails to perform or observe any other material term or condition of the Contract, and such failure continues for more than ten (10) days after receipt of written notice of such failure from County, or if Contractor becomes insolvent or generally fails to pay its debts as they mature.

4.8 STATUTORY RIGHT OF CANCELLATION FOR CONFLICT OF INTEREST:

Notice is given that pursuant to A.R.S. § 38-511 the County may cancel this Contract without penalty or further obligation within three years after execution of the contract, if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County is at any time while the Contract or any extension of the Contract is in effect, an employee or agent of any other party to the Contract in any capacity or consultant to any other party of the Contract with respect to the subject matter of the Contract. Additionally, pursuant to A.R.S § 38-511 the County may recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County from any other party to the contract arising as the result of the Contract.

4.9 OFFSET FOR DAMAGES;

In addition to all other remedies at law or equity, the County may offset from any money due to the Contractor any amounts Contractor owes to the County for damages resulting from breach or deficiencies in performance under this contract.

4.10 ADDITIONS/DELETIONS OF SERVICE:

The County reserves the right to add and/or delete products and/or services provided under this Contract. If a requirement is deleted, payment to the Contractor will be reduced proportionately to the amount of service reduced in accordance with the proposal price. If additional services and/or products are required from this Contract, prices for such additions will be negotiated between the Contractor and the County.

4.11 SUBCONTRACTING:

The Contractor may not assign this Contract or subcontract to another party for performance of the terms and conditions hereof without the written consent of the County, which shall not be unreasonably withheld. All correspondence authorizing subcontracting must reference the Proposal Serial Number and identify the job project.

4.12 AMENDMENTS:

All amendments to this Contract must be in writing and signed by both parties.

4.13 RETENTION OF RECORDS:

The Contractor agrees to retain all financial books, records, and other documents relevant to this Contract for five (5) years after final payment or until after the resolution of any audit questions

which could be more than five (5) years, whichever is longer. The County, Federal or State auditors and any other persons duly authorized by the Department shall have full access to, and the right to examine, copy and make use of, any and all said materials.

If the Contractor's books, records and other documents relevant to this Contract are not sufficient to support and document that requested services were provided, the Contractor shall reimburse Maricopa County for the services not so adequately supported and documented.

4.14 AUDIT DISALLOWANCES:

If at any time County determines that a cost for which payment has been made is a disallowed cost, such as overpayment, County shall notify the Contractor in writing of the disallowance. County shall also state the means of correction, which may be but shall not be limited to adjustment of any future claim submitted by the Contractor by the amount of the disallowance, or to require repayment of the disallowed amount by the Contractor.

4.15 VALIDITY:

The invalidity, in whole or in part, of any provision of the Contract shall not void or affect the validity of any other provision of this Contract.

4.16 RIGHTS IN DATA:

The County shall have the use of data and reports resulting from this Contract without additional cost or other restriction except as provided by law. Each party shall supply to the other party, upon request, any available information that is relevant to this Contract and to the performance hereunder.

4.17 INTEGRATION

This Contract represents the entire and integrated agreement between the parties and supersedes all prior negotiations, proposals, communications, understandings, representations, or agreements, whether oral or written, express or implied.

IN WITNESS WHEREOF, this Contract is executed on the date set forth above.

**CONTRACTOR**

_____
AUTHORIZED SIGNATURE

_____
PRINTED NAME AND TITLE

_____
ADDRESS

_____
DATE

**MARICOPA COUNTY**

BY: _____ _____
DIRECTOR, MATERIALS MANAGEMENT DATE

BY: _____ _____
CHAIRMAN, BOARD OF SUPERVISORS DATE

ATTESTED:

_____ _____
CLERK OF THE BOARD DATE

APPROVED AS TO FORM:

_____ _____
MARICOPA COUNTY ATTORNEY DATE

# Exhibit 3 – Glossary of Terms, Acronyms, and Abbreviations

# Exhibit 3: Glossary of Terms, Acronyms, and Abbreviations

| Acronym or Name | Definition and Other Information |
|---|---|
| **A** | |
| ACIC | Arizona Crime Information Center |
| ACJIS | Arizona Criminal Justice Information System |
| AFIS | Automated Fingerprint Identification System is a database of digitized offender fingerprint files. A user can enter a fingerprint and a computer will generate a list of possible matches within minutes. The matches are then examined and verified by a fingerprint expert. |
| AG | State of Arizona Attorney General's Office |
| Agency | Criminal Justice Agency, including police department, Sheriff's Office, prosecutor's office, court, etc. |
| APD | Adult Probation Department |
| APETS | Adult Probation Enterprise Tracking System |
| **B** | |
| Basket Case | A case where the defendant is not in custody. |
| BF Court Date | Bond Forfeiture Court Date |
| B/W | Bench Warrant |
| **C** | |
| CAIS | County Attorney Information System |
| CCN | Common Case Number |
| CIS | Court Information Sheet. A form completed that has information about the defendant and the case. |
| Civil A/W | Civil Arrest Warrant |
| CMS | Case Management System. Programs that assist a court to manage cases and perform case-related financial functions. |
| Contract | The Sheriff's Office has contractual obligations to perform law enforcement services to certain cities. Part of the contract required processing and service of those cities warrants. |
| COSC | Clerk of the Superior Court |
| CRMS | Client Records Management System – for Adult and Juvenile cases (Public Defender) |
| CSAW | Child Support Arrest Warrant |
| Court Deputy | A deputy from MCSO. |
| **D** | |
| DOB | Date of Birth |
| DOC | Department of Corrections |
| DOJ | Department of Justice |
| DPS | Department of Public Safety |
| DPS Suspect ID database | A database maintained by DPS on gang member information. |
| DR's | Departmental Reports – provided by various police agencies |
| **E** | |
| EDC | Early Disposition Court |
| EDMS | Electronic Document Management System |
| **F** | |
| FACTS | ---- Automated Case Tracking System – used by AOC and smaller Counties in Arizona (from Progressive Solutions, Inc.) |
| FBI | Federal Bureau of Investigation |
| Fel A/W | Felony Arrest Warrant |
| FTA | Failure to Appear |
| **G** | |
| GITA | Government Information Technology Agency |
| GJ | Grand Jury. Maybe a warrant ,summons or panel number |
| Grand Jury Wt | Grand Jury Warrant |
| **H** | |

| Acronym or Name | Definition and Other Information |
|---|---|
| | |
| **I** | |
| IA, IAC, IACC | Initial Appearance, Initial Appearance Court, Initial Appearance Court Calendar |
| AG&F | Arizona Game and Fish Department |
| IAFIS/AZAFIS or AFIS | Integrated Automated Fingerprint Identification System was created in July 1999 as a national online fingerprint and criminal history database run by the FBI. Justice agencies that submit urgent electronic requests for identification will receive a response within two hours. |
| IA Court | Initial Appearance Court |
| IA Date | Initial Appearance Court date |
| iCIS | Integrated Court Information System |
| ICJIS Agency | Maricopa County Integrated Criminal Justice Information System Agency |
| III | Interstate Identification Index is designed and run by the FBI, and is part of IAFIS. III contains criminal history records for almost 30 million offenders and can be queried using a name, birth date, and other information. |
| IR | Indigent Representation: include Public Defender and Court Appointed Counsel |
| **J** | |
| JCS | Justice Court System |
| JCS Template | Justice Court forms used for summons and subpoena |
| JMS | Jail Management System (MC Sheriff) |
| JOLTS | Juvenile On-Line Tracking System |
| Juv A/W | Juvenile Arrest Warrant |
| **K** | |
| KDS | Kids Deserve Support Information System |
| **L** | |
| LEJIS | Law Enforcement Justice Information System |
| **M** | |
| MCAO | Maricopa County Attorney Office |
| MCJC | Maricopa County Justice Court |
| MCJC judicial officer | Another term for Justice of the Peace. |
| MCSC | Maricopa County Superior Court |
| MCSO | Maricopa County Sheriff's Office |
| MEEDS | Minute Entry Electronic Distribution System – Clerk of Court – automatically dockets to ACS |
| Misd A/W | Misdemeanor Arrest Warrant |
| MVD | Motor Vehicle Division |
| **N** | |
| NCIC | National Crime Information Center, or NCIC 2000, is a computer system maintained by the FBI that can be queried by local agencies via state computer systems known as "control terminal agencies." NCIC contains 17 files with over 10 million records, plus 24 million criminal history records contained within the Interstate Identification Index (one of the 17 files). Files include the III, the Missing Persons File, the Unidentified Persons File, the U.S. Secret Service Protective File, and the Violent Gang/Terrorist File. |
| New World | Sheriff's Office Record Management System provider |
| New World Warrants Module | Specific portion of the Record Management System that will act as the interface between the entry of the warrant data and ACIC/NCIC. This system is accesses by a limited number or Sheriff's personnel and inquires are made by name, DOB and warrant number. |
| NSI | Notice of Supervening Indictment |
| **O** | |
| On-Base System | |
| Open | As to open a GJ case. |
| OPIS | Orders of Protection Imaging System – scans and stores digital images of Orders of Protection – Sheriff |
| ORI | Originating Agency Indicator code assigned to a law enforcement agency |
| **P** | |

| Acronym or Name | Definition and Other Information |
|---|---|
| PACE | Phoenix Automated Criminal Enforcement System – used by Phoenix Police Department |
| Page 2 | A process where a person in custody is served with a warrant. |
| PD | Police Department |
| PORCO | Probation Officer Request to the court and order |
| Proprietary | The term "proprietary" generally refers to a system whose manufacturer will not divulge specifications that would allow other companies to duplicate the product. It is also known as a closed architecture. |
| PSA | Pre-Trial Services Agency |
| PSI | Pre-Sentence Investigations |
| PSRS | Pretrial Services Records System |
| PTR | Petition to Revoke Probation |
| PTS | Pretrial Services' application used by Adult Probation – being replaced – going to Informix database |
| PVW | Probation Violation Warrant |
| **Q, R** | |
| Real Time | Programs which process immediately as information is received rather than accumulating data for long periods and processing all of it at one time (versus batch process). |
| RCC | Regional Court Center |
| RCRP | State of Arizona Rules of Criminal Procedure |
| Record | Information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form. |
| RMS | Records Management System – Sheriff – system for management reporting. An RMS stores computerized records of crime incident reports and other data. It may automatically compile information for UCR or NIBRS reporting. Can perform greater functions when integrated with other systems such as CAD and GPS. |
| **S** | |
| SC | Superior Court |
| SC MCSC | Southeast Maricopa County Superior Court |
| Scalable | "Scaleable" is a term that describes how well a system can be adapted and expanded to meet increased demands. |
| Sealed | ARS 12-126 defines that the seal may be affixed by impressing it on the paper or on a substance attached to the paper, and capable of receiving the impression. |
| Scope Creep | Scope creep is the slow and continuous expansion of the scope or a project, such as data type or routine, resulting in a broad, unfocused, and unmanageable scope and usually leads to cost-overruns, missed deadlines, and loss of original goals. |
| SID | State Identification Number |
| Systems | An interrelated set of entities which function in relation to each other, as in software systems, hardware systems, information systems, etc. |
| **T** | |
| TM | Time Matters – case tracking software application – Legal Defender, and Public Defender |
| Trigger | The receipt of information or occurrence of an event that initiates an action or response by a recipient agency. Messages are trigger events in the Integration Application. |
| **U** | |
| | |
| **V** | |
| Validation | A validation is a requirement to verify the information on the warrant is the same as in ACIC/NCIC. |
| VIS | Victim Information Sheet |
| **W** | |
| WICOC | Warrant in Custody other charges |
| **X, Y, Z** | |
| | |

*~ intentionally blank ~*

## Exhibit 4 – As-Is Business Requirements list by Agency and by Warrant Type

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCAO | 1 | 1 | Fel A/W | If warrantless arrest, MCAO must check JMS for IA date and booked charges; if charges to be filed do not match booked charges, MCAO must request expedited "warrant in custody other charges" (WICOC) with MCSC or summons to be mailed by COSC. | Need IA date and booked charges. RCRP 4.1(b) | 1.1 If warrantless arrest, MCAO must check JMS for IA date and booked charges; if charges to be filed do not match booked charges, MCAO must request expedited "warrant in custody other charges" (WICOC) with MCSC or summons to be mailed by COSC. |
| MCAO | 1 | 2 | Fel A/W | If the defendant was not arrested and is out of custody, or is in custody on different charges, and if MCAO is filing a felony complaint, MCAO must request either a summons or a felony arrest warrant from Superior Court. | Need warrant or summons RCRP 3.1 | 1.2 If the defendant was not arrested and is out of custody, or is in custody on different charges, and if MCAO is filing a felony complaint, MCAO must request either a summons or a felony arrest warrant from Superior Court. |
| MCAO | 1 | 3 | Fel A/W | When submitting a request for a felony arrest warrant, MCAO must submit through a law enforcement liaison the un-signed arrest warrant with required data completed, along with a criminal complaint, court information data sheet (CIS), victim information sheet (VIS), a Form IV (unsworn probable cause statement), and a warrant fact sheet. Prior to giving this packet of forms to the Clerk of the Superior Court (COSC), the law enforcement liaison officer who delivers the packet to COSC must swear that the information in the Form IV is true and accurate. (Victim/witness information sheets and/or subpoenas may also be included in the packet submitted requesting the arrest warrant issuance.) Usually a line item at the bottom of the complaint is what constitutes the request for a warrant to be issued. | Prosecutor must sign complaint. RCRP 2.4(b) Law enforcement must swear to probable cause statement. 4th Amend. US Const; Kalina v Fletcher 522 U.S. 118; Uniform Criminal Extradition Act A.R.S sec. 13-3845(A)(3) | 1.3 When submitting a request for a felony arrest warrant, MCAO must submit through a law enforcement liaison the un-signed arrest warrant with required data completed, along with a criminal complaint, court information data sheet (CIS), victim information sheet (VIS), a Form IV (unsworn probable cause statement), and a warrant fact sheet. Prior to giving this packet of forms to the Clerk of the Superior Court (COSC), the law enforcement liaison officer who delivers the packet to COSC must swear that the information in the Form IV is true and accurate. (Victim/witness information sheets and/or subpoenas may also be included in the packet submitted requesting the arrest warrant issuance.) Usually a line item at the bottom of the complaint is what constitutes the request for a warrant to be issued. |
| MCAO | 1 | 4 | Fel A/W | A law enforcement liaison officer must pick up the felony arrest warrant packet from MCAO and deliver it to COSC, where the officer swears to the contents of the Form IV probable cause. COSC adds a stamp to the Form IV to document that the document is sworn. | Law enforcement must swear to probable cause statement. 4th Amend. US Const; Kalina v Fletcher 522 U.S. 118; Uniform Criminal Extradition Act A.R.S sec. 13-3845(A)(3) | 1.4 A law enforcement liaison officer must pick up the felony arrest warrant packet from MCAO and deliver it to COSC, where the officer swears to the contents of the Form IV probable cause. COSC adds a stamp to the Form IV to document that the document is sworn. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCAO | 1 | 5 | Fel A/W | COSC presents the felony arrest warrant packet to a Superior Court judicial officer for review and determination whether to order the warrant or not. The judicial officer is principally interested in the contents of the Form IV in making the determination. COSC add a check box stamp to the Form IV for the judicial officer to use to accept or reject the Form IV as sufficient to order a warrant. | Judge must determine PC. 4th Amend. US Const; Uniform Criminal Extradition Act A.R.S sec. 13-3845(A)(3) | 1.5 COSC presents the felony arrest warrant packet to a Superior Court judicial officer for review and determination whether to order the warrant or not. The judicial officer is principally interested in the contents of the Form IV in making the determination. COSC add a check box stamp to the Form IV for the judicial officer to use to accept or reject the Form IV as sufficient to order a warrant. |
| MCAO | 1 | 6 | Fel A/W | If MCSC judicial officer deems Form IV (probable cause) is sufficient, then the judicial officer orders the felony arrest warrant by check marking the appropriate stamp previously applied by COSC to the Form IV provided by MCAO. The judicial officer then also signs the warrant document provided by MCAO, thereby ordering the warrant. | Documentation of Judicial finding of PC required for extradition. Uniform Criminal Extradition Act A.R.S sec. 13-3845(A)(3) | 1.6 If MCSC judicial officer deems Form IV (probable cause) is sufficient, then the judicial officer orders the felony arrest warrant by check marking the appropriate stamp previously applied by COSC to the Form IV provided by MCAO. The judicial officer then also signs the warrant document provided by MCAO, thereby ordering the warrant. |
| MCAO | 1 | 7 | Fel A/W | When a felony arrest warrant is ordered by the Superior Court judicial officer, COSC issues the warrant by creating a minute entry in MEEDS and sealing the document. (Sealing means affixing a raised seal to the warrant document, thereby designating it as the "original.") | | 1.7 When a felony arrest warrant is ordered by the Superior Court judicial officer, COSC issues the warrant by creating a minute entry in MEEDS and sealing the document. (Sealing means affixing a raised seal to the warrant document, thereby designating it as the "original.") |
| MCAO | 1 | 8 | Fel A/W | If felony arrest warrant is signed by the judicial officer, COSC delivers a batch of all signed and sealed warrants to MCSO at the end of the day. Victim Information sheet must be delivered for each warrant. | VIS is required because MCSO must notify victim when def. is released from jail. 13-4405.01and 13-4412. | 1.8 If felony arrest warrant is signed by the judicial officer, COSC delivers a batch of all signed and sealed warrants to MCSO at the end of the day. Victim Information sheet must be delivered for each warrant. |
| MCAO | 1 | 9 | Subpoena | When a defendant's name appears on a court calendar showing an Initial Appearance and resulting preliminary hearing date, MCAO presumes that a warrant or summons has been served; this event requires MCAO to issue subpoenas for witnesses in the case. (A witness is either a victim, law enforcement officer, witness or other person needed to testify in court.) | MCAO need notice of preliminary hearing date as soon as possible. RCRP 5.1(a)&(d) | 1.9 When a defendant's name appears on a court calendar showing an Initial Appearance and resulting preliminary hearing date, MCAO presumes that a warrant or summons has been served; this event requires MCAO to issue subpoenas for witnesses in the case. (A witness is either a victim, law enforcement officer, witness or other person needed to testify in court.) |
| MCAO | 1 | 10 | Subpoena | If IA court notifies MCAO via email, court calendar, or other mechanism of the scheduled next court hearing, MCAO must issue subpoenas for witnesses in the case. | SAA | 1.10 If IA court notifies MCAO via email, court calendar, or other mechanism of the scheduled next court hearing, MCAO must issue subpoenas for witnesses in the case. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCAO | 1 | 11 | Summons | If MCAO prefers to issue a summons instead of a felony arrest warrant, a completed (but unsigned) summons must be included in the same packet for submission to Superior Court that is used for felony arrest warrant requests. The packet includes complaint, Form IV, summons, and a completed (but unsigned) "back-up" warrant in case a warrant is needed later or in case the judicial officer orders a warrant instead of a summons. | MCAO must create service documents in Doc Gen and make them available to COSC | 1.11 If MCAO prefers to issue a summons instead of a felony arrest warrant, a completed (but unsigned) summons must be included in the same packet for submission to Superior Court that is used for felony arrest warrant requests. The packet includes complaint, Form IV, summons, and a completed (but unsigned) "back-up" warrant in case a warrant is needed later or in case the judicial officer orders a warrant instead of a summons. |
| MCAO | 1 | 12 | Summons | A law enforcement liaison officer must pick up the summons packet from MCAO and hand deliver it to COSC or MCJC, where the officer swears to the contents of the Form IV probable cause. | All Form IV's must be sworn before a warrant issues. All may be sworn at one time. | 1.12 A law enforcement liaison officer must pick up the summons packet from MCAO and hand deliver it to COSC or MCJC, where the officer swears to the contents of the Form IV probable cause. |
| MCAO | 1 | 13 | Summons | If a summons is ordered, COSC must send the summons, via certified mail, to the defendant. (MCAO is not notified of the sending nor of the results of service.) | Service by regular mail is not sufficient, so no warrant can issue if the def fails to appear. | 1.13 If a summons is ordered, COSC must send the summons, via certified mail, to the defendant. (MCAO is not notified of the sending nor of the results of service.) |
| MCAO | 1 | 14 | Summons | If summons is returned unserved, it must be reviewed by a MCSC judicial officer for a determination to issue an arrest warrant, or for a re-issuance of the summons. | Judicial officer must review sworn pc statement an document finding of pc | 1.14 If summons is returned unserved, it must be reviewed by a MCSC judicial officer for a determination to issue an arrest warrant, or for a re-issuance of the summons. |
| MCAO | 1 | 15 | WICOC | If a subject is in custody and has been booked, and if MCAO decides to file a charge that is different from the booking charges, then MCAO must request an arrest warrant from Superior Court. The arrest warrant must be issued and served within 48 hours from the subject's IA on the original booking charge(s). | The complaint must contain at least one charge that has been IA'd. Otherwise a summons, or warrant is required. RCRP 3.1 & 4.2. Superior Court interpretation of rules. | 1.15 If a subject is in custody and has been booked, and if MCAO decides to file a charge that is different from the booking charges, then MCAO must request an arrest warrant from Superior Court. The arrest warrant must be issued and served within 48 hours from the subject's IA on the original booking charge(s). |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCAO | 1 | 16 | WICOC | When submitting a request for an in-custody arrest warrant (WICOC), MCAO must submit through a law enforcement liaison the un-signed arrest warrant form with required data completed, along with a criminal complaint, court information data sheet, and a Form IV (unsworn probable cause statement). Prior to giving this packet of forms to the Clerk of the Superior Court (COSC), the law enforcement liaison officer who delivers the packet to COSC must swear that the information contained in the Form IV is true and accurate. (Victim/witness information sheets and/or subpoenas may also be included in the packet submitted requesting the in-custody arrest warrant issuance.) Usually a line item at the bottom of the complaint is what constitutes the request for a warrant to be issued. | See #3. VIS information must be included with warrant. | 1.16 When submitting a request for an in-custody arrest warrant (WICOC), MCAO must submit through a law enforcement liaison the un-signed arrest warrant form with required data completed, along with a criminal complaint, court information data sheet, and a Form IV (unsworn probable cause statement). Prior to giving this packet of forms to the Clerk of the Superior Court (COSC), the law enforcement liaison officer who delivers the packet to COSC must swear that the information contained in the Form IV is true and accurate. (Victim/witness information sheets and/or subpoenas may also be included in the packet submitted requesting the in-custody arrest warrant issuance.) Usually a line item at the bottom of the complaint is what constitutes the request for a warrant to be issued. |
| MCAO | 1 | 17 | WICOC | COSC presents the in-custody arrest warrant packet to a Superior Court judicial officer for review and determination whether to order the warrant or not. The judicial officer is principally interested in the contents of the Form IV in making the determination. COSC add a check box stamp to the Form IV for the judicial officer to use to accept or reject the Form IV as sufficient to order a warrant. | SAA #5 | 1.17 COSC presents the in-custody arrest warrant packet to a Superior Court judicial officer for review and determination whether to order the warrant or not. The judicial officer is principally interested in the contents of the Form IV in making the determination. COSC add a check box stamp to the Form IV for the judicial officer to use to accept or reject the Form IV as sufficient to order a warrant. |
| MCAO | 1 | 18 | WICOC | If the judicial officer needs corrections or more information before ordering the arrest warrant, and if the complaint is subject to the 48-hour deadline, then the judicial officer calls an on-call prosecutor before rejecting the warrant request. | Warrant must be delivered to the jail before the defendant is released on the booked charges. RCRP 4.1b | 1.18 If the judicial officer needs corrections or more information before ordering the arrest warrant, and if the complaint is subject to the 48-hour deadline, then the judicial officer calls an on-call prosecutor before rejecting the warrant request. |
| MCAO | 1 | 19 | WICOC | If the judicial officer needs corrections or more information before ordering the arrest warrant, and if the complaint is on a subject who has already been in custody for 24 hours or more since the IA on the original booking charge(s) to the 48-hour deadline, then the judicial officer phones the on-duty prosecutor for additional probable cause information. The prosecutor must swear to the information provided to the judicial officer. If the judicial officer rejects the warrant request then COSC returns the packet to MCAO and MCAO has time to provide new sworn information for a pc finding. | No rule allows for dismissal of a complaint filed pursuant to 2.4b when no pc for warrant is found. | 1.19 If the judicial officer needs corrections or more information before ordering the arrest warrant, and if the complaint is on a subject who has already been in custody for 24 hours or more since the IA on the original booking charge(s) to the 48-hour deadline, then the judicial officer phones the on-duty prosecutor for additional probable cause information. The prosecutor must swear to the information provided to the judicial officer. If the judicial officer rejects the warrant request then COSC returns the packet to MCAO and MCAO has time to provide new sworn information for a pc finding. |
| MCAO | 1 | 20 | WICOC | If judicial officer deems Form IV (probable cause) is sufficient, then the judicial officer orders the warrant by check marking the appropriate stamp previously applied by COSC to the Form IV provided by MCAO. The judicial officer then also signs the warrant document provided by MCAO, thereby ordering the warrant. | Need documentation of PC finding for extraditions | 1.20 If judicial officer deems Form IV (probable cause) is sufficient, then the judicial officer orders the warrant by check marking the appropriate stamp previously applied by COSC to the Form IV provided by MCAO. The judicial officer then also signs the warrant document provided by MCAO, thereby ordering the warrant. |
| COSC | 1 | 21 | WICOC | When an arrest warrant is ordered by the Superior Court judicial officer, COSC issues the warrant and seals the original warrant document. (Sealing means affixing a raised seal to the warrant document, thereby designating it as the "original.") | | 1.21 When an arrest warrant is ordered by the Superior Court judicial officer, COSC issues the warrant and seals the original warrant document. (Sealing means affixing a raised seal to the warrant document, thereby designating it as the "original.") |
| COSC | 1 | 22 | WICOC | Due to the time-sensitive nature of in-custody arrest warrants, COSC must-hand deliver the original paper warrant to MCSO for expedited service. (In certain courts, the law enforcement liaison officer picks up the issued warrant for delivery to MCSO.) | See #18 MCAO refuses to accept a fax or electronic copy of the warrant at this time. | 1.22 Due to the time-sensitive nature of in-custody arrest warrants, COSC must-hand deliver the original paper warrant to MCSO for expedited service. (In certain courts, the law enforcement liaison officer picks up the issued warrant for delivery to MCSO.) |
| MCAO | 1 | 23 | WICOC | MCAO must notify MCSO and other interested parties on a daily basis of the complaints that MCAO has decided not to file. | | 1.23 MCAO must notify MCSO and other interested parties on a daily basis of the complaints that MCAO has decided not to file. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCAO | 1 | 25 | WICOC | MCSO must resolve (on a daily basis) those subjects who are in custody but whose names do not appear on the COSC's list of filed complaints or on the "not filed" list provided by MCAO. MCSO must call MCAO before releasing a subject to confirm release status. | | 1.25 MCSO must resolve (on a daily basis) those subjects who are in custody but whose names do not appear on the COSC's list of filed complaints or on the "not filed" list provided by MCAO. MCSO must call MCAO before releasing a subject to confirm release status. |
| COSC | 1 | 26 | WICOC | At bottom of complaint, COSC makes a note "Warrant In-Custody Other Charges" to enable identification of warrants requiring immediate service. | | 1.26 At bottom of complaint, COSC makes a note "Warrant In-Custody Other Charges" to enable identification of warrants requiring immediate service. |
| MCAO | 1 | 27 | WICOC | It is an MCAO requirement that attorneys determine the charges to be filed even if that means that the filed charges are different than the booked charges (booked charges are determined by law enforcement.) | AZ Supreme Court Rules of Professional Conduct Rule 42,ER 3.8 | 1.27 It is an MCAO requirement that attorneys determine the charges to be filed even if that means that the filed charges are different than the booked charges (booked charges are determined by law enforcement.) |
| MCAO | 1 | 28 | WICOC | In cases where no warrantless arrest occurs, MCAO must include a warrant fact sheet in the packet sent to Superior Court. (The fact sheet indicates the reason for requesting a warrant instead of a summons.) In cases where a warrantless arrest occurs and the 48-hour deadline applies, no warrant fact sheet is necessary. | RCRP 3.1(c) | 1.28 In cases where no warrantless arrest occurs, MCAO must include a warrant fact sheet in the packet sent to Superior Court. (The fact sheet indicates the reason for requesting a warrant instead of a summons.) In cases where a warrantless arrest occurs and the 48-hour deadline applies, no warrant fact sheet is necessary. |
| MCJC | 2 | 29 | All Warrants | After the MCJC judicial officer signs the warrant, the MCJC clerk must send the original warrant and a copy of the complaint to MCSO, or to DPS if the warrant is for a DPS-issued criminal citation, or to AG&F if the warrant is for an AG&F issued criminal citation. | The process needs to happen. The method can change. | 2.29 After the MCJC judicial officer signs the warrant, the MCJC clerk must send the original warrant and a copy of the complaint to MCSO, or to DPS if the warrant is for a DPS-issued criminal citation, or to AG&F if the warrant is for an AG&F issued criminal citation. |
| MCJC | 2 | 30 | B/W | If a MCJC judicial officer orders a bench warrant, MCJC clerk must create and complete a bench warrant document for the judicial officer to sign (the bench warrant document is generated from a Word template.) Typically, a failure-to-appear (FTA) is the trigger event causing the bench warrant order. | The process needs to happen. The method can change. | 2.30 If a MCJC judicial officer orders a bench warrant, MCJC clerk must create and complete a bench warrant document for the judicial officer to sign (the bench warrant document is generated from a Word template.) Typically, a failure-to-appear (FTA) is the trigger event causing the bench warrant order. |
| MCJC | 2 | 31 | B/W | MCJC must track criminal complaint information, including bench warrants. This is currently handled by the JCS system. | This is a necessity to comply with JCS | 2.31 MCJC must track criminal complaint information, including bench warrants. This is currently handled by the JCS system. |
| MCJC | 2 | 32 | B/W | When a defendant fails to appear, MCJC must update the JCS warrants screen in order to create an FTA complaint to attach to the bench warrant before sending the bench warrant and complaint to MCSO. | This is a necessity to comply with JCS | 2.32 When a defendant fails to appear, MCJC must update the JCS warrants screen in order to create an FTA complaint to attach to the bench warrant before sending the bench warrant and complaint to MCSO. |
| MCJC | 2 | 33 | B/W | After MCJC judicial officer signs a warrant, the MCJC clerk must file the original FTA complaint and a copy of the bench warrant. | The process needs to happen. The method can change. | 2.33 After MCJC judicial officer signs a warrant, the MCJC clerk must file the original FTA complaint and a copy of the bench warrant. |
| MCJC | 2 | 34 | Misd A/W | MCJC is required to process requests for misdemeanor arrest warrants submitted by MCAO. A court case must have been filed with MCJC by MCAO before a warrant can be requested. | | 2.34 MCJC is required to process requests for misdemeanor arrest warrants submitted by MCAO. A court case must have been filed with MCJC by MCAO before a warrant can be requested. |
| MCJC | 2 | 35 | Misd A/W | MCJC requires MCAO to submit a warrant request packet that includes a complaint, court info sheet (CIS), VIS, and sometimes a partially-completed warrant document. If MCAO did not include a warrant document, MCJC clerk must prepare a warrant document for the judicial officer to review. | The process needs to happen. The method can change. | 2.35 MCJC requires MCAO to submit a warrant request packet that includes a complaint, court info sheet (CIS), VIS, and sometimes a partially-completed warrant document. If MCAO did not include a warrant document, MCJC clerk must prepare a warrant document for the judicial officer to review. |
| MCJC | 2 | 36 | Misd A/W | The CIS provided by MCAO must include defendant description, DR#, MCAO case # , victim info, and other information necessary for the issuance of the warrant and subsequent creation of an electronic warrant in ACIC and/or NCIC. The CCN must be provided on the complaint. | This is a necessity to comply with JCS | 2.36 The CIS provided by MCAO must include defendant description, DR#, MCAO case # , victim info, and other information necessary for the issuance of the warrant and subsequent creation of an electronic warrant in ACIC and/or NCIC. The CCN must be provided on the complaint. |
| MCJC | 2 | 37 | Misd A/W | Form IV (probable cause) document is required when the subject has been IA'd. In this instance, IA Court provides the Form IV information to MCJC. | | 2.37 Form IV (probable cause) document is required when the subject has been IA'd. In this instance, IA Court provides the Form IV information to MCJC. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCJC | 2 | 38 | Misd A/W | The law enforcement officer must swear to the complaint when appearing at MCJC. | Required by RCRP 2.4(a) | 2.38 The law enforcement officer must swear to the complaint when appearing at MCJC. |
| MCJC | 2 | 39 | Misd A/W | MCJC must track criminal complaint information, including misdemeanor arrest warrants. This is currently handled by the JCS system. | This is a necessity to comply with JCS | 2.39 MCJC must track criminal complaint information, including misdemeanor arrest warrants. This is currently handled by the JCS system. |
| MCJC | 2 | 40 | Misd A/W | The MCJC judicial officer must review the warrant request and will either reject or order the warrant. | | 2.40 The MCJC judicial officer must review the warrant request and will either reject or order the warrant. |
| MCJC | 2 | 41 | Misd A/W | Warrants that the judicial officer rejects must be converted to summonses which are served by the constable for that court. | | 2.41 Warrants that the judicial officer rejects must be converted to summonses which are served by the constable for that court. |
| MCJC | 2 | 42 | Misd A/W | After MCJC judicial officer signs a warrant, the MCJC clerk must file of the original complaint and copy of the warrant and update JCS. | The process needs to happen. The method can change. | 2.42 After MCJC judicial officer signs a warrant, the MCJC clerk must file of the original complaint and copy of the warrant and update JCS. |
| MCJC | 2 | 43 | Subpoena | In some cases, MCAO may create and submit a partially-completed subpoena document to MCJC. MCJC must process these subpoena requests from MCAO. | The process needs to happen. The method can change. | 2.43 In some cases, MCAO may create and submit a partially-completed subpoena document to MCJC. MCJC must process these subpoena requests from MCAO. |
| MCJC | 2 | 44 | Subpoena | MCAO must supply all information with the exception of the hearing date. The MCJC clerk must record the hearing date on the pre-printed subpoena filed with the complaint. | The process needs to happen. The method can change. | 2.44 MCAO must supply all information with the exception of the hearing date. The MCJC clerk must record the hearing date on the pre-printed subpoena filed with the complaint. |
| MCJC | 2 | 45 | Subpoena | Subpoena must contain the witness' name, last known address, and phone #. | | 2.45 Subpoena must contain the witness' name, last known address, and phone #. |
| MCJC | 2 | 46 | Subpoena | MCJC clerks must calendar the hearing and note issuance of the subpoena(s) in the proceedings. | This is a necessity to comply with JCS | 2.46 MCJC clerks must calendar the hearing and note issuance of the subpoena(s) in the proceedings. |
| MCJC | 2 | 47 | Subpoena | MCJC subpoenas do not need to be signed by a judicial officer, but must be stamped with a judicial signature and is then sealed by the MCJC Clerk. However, a subpoena duces tecum (for records / papers) must be signed by a judicial officer and sealed by the MCJC Clerk. | The process needs to happen. The method can | 2.47 MCJC subpoenas do not need to be signed by a judicial officer, but must be stamped with a judicial signature and is then sealed by the MCJC Clerk. However, a subpoena duces tecum (for records / papers) must be signed by a judicial officer and sealed by the MCJC Clerk. |
| MCJC | 2 | 48 | Subpoena | MCJC issues subpoenas and is required to distribute the issued and signed subpoenas to the appropriate service agency (constable, DPS, or law enforcement.) | | 2.48 MCJC issues subpoenas and is required to distribute the issued and signed subpoenas to the appropriate service agency (constable, DPS, or law enforcement.) |
| MCJC | 2 | 49 | Subpoena | MCJC must hand-deliver subpoenas to constables and police precinct liaisons for service. | | 2.49 MCJC must hand-deliver subpoenas to constables and police precinct liaisons for service. |
| MCJC | 2 | 50 | Subpoena | MCJC may fax subpoenas to certain law enforcement agencies for service. | | 2.50 MCJC may fax subpoenas to certain law enforcement agencies for service. |
| MCJC | 2 | 51 | Subpoena | MCAO, IR, any defense representative, or law enforcement officer may determine which persons are to be subpoenaed for a case. | | 2.51 MCAO, IR, any defense representative, or law enforcement officer may determine which persons are to be subpoenaed for a case. |
| MCJC | 2 | 52 | Subpoena | MCJC subpoenas returns of service must be sent back to MCJC. If service was successful, it must be placed in court file but no further action is required. (Notification to MCAO and investigating officer that subpoena has been served would be very useful.) | | 2.52 MCJC subpoenas returns of service must be sent back to MCJC. If service was successful, it must be placed in court file but no further action is required. (Notification to MCAO and investigating officer that subpoena has been served would be very useful.) |
| MCJC | 2 | 53 | Subpoena | MCAO must provide a good subpoena service address. If a return service indicates "unsuccessful" due to a bad address, MCJC must notify MCAO of the unsuccessful service in order for MCAO to determine a better service address. | | 2.53 MCAO must provide a good subpoena service address. If a return service indicates "unsuccessful" due to a bad address, MCJC must notify MCAO of the unsuccessful service in order for MCAO to determine a better service address. |
| MCJC | 2 | 54 | Subpoena | If a subpoena return service indicates "unsuccessful" for reasons other than a bad address, the return must be placed in court file but no further action is required. (MCAO is not notified.) | | 2.54 If a subpoena return service indicates "unsuccessful" for reasons other than a bad address, the return must be placed in court file but no further action is required. (MCAO is not notified.) |
| MCJC | 2 | 55 | Subpoena | MCJC is responsible for issuing nearly all misdemeanor subpoenas. MCJC must accept requests for subpoenas from any agency or individual that files a misdemeanor complaint. | | 2.55 MCJC is responsible for issuing nearly all misdemeanor subpoenas. MCJC must accept requests for subpoenas from any agency or individual that files a misdemeanor complaint. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCJC | 2 | 56 | Subpoena | In some cases, MCJC must create the subpoena document from a list of individuals to be subpoenaed that is provided by MCAO. | | 2.56 In some cases, MCJC must create the subpoena document from a list of individuals to be subpoenaed that is provided by MCAO. |
| MCJC | 2 | 57 | Subpoena | In some DUI cases, MCAO may create and issue subpoenas without the knowledge or approval of MCJC. | | 2.57 In some DUI cases, MCAO may create and issue subpoenas without the knowledge or approval of MCJC. |
| MCJC | 2 | 58 | Summons | When MCAO requests a summons, MCJC clerks must create the summons document from a JCS template, and must include information such as court appearance date, date to appear for fingerprinting, defendant name, charge(s) and address. | This is a necessity to comply with JCS | 2.58 When MCAO requests a summons, MCJC clerks must create the summons document from a JCS template, and must include information such as court appearance date, date to appear for fingerprinting, defendant name, charge(s) and address. |
| MCJC | 2 | 59 | Summons | MCJC clerk must present all summonses to a judicial officer for signature. | The process needs to happen. The method can change. | 2.59 MCJC clerk must present all summonses to a judicial officer for signature. |
| MCJC | 2 | 60 | Summons | MCJC clerk must search for the most current service address before hand-delivering the signed summonses to appropriate precinct(s) for personal service. | The process needs to happen. The method can change. | 2.60 MCJC clerk must search for the most current service address before hand-delivering the signed summonses to appropriate precinct(s) for personal service. |
| MCJC | 2 | 61 | Summons | MCJC clerk must search for most current address and send summonses by certified mail for out-of-county or PO box addresses. | | 2.61 MCJC clerk must search for most current address and send summonses by certified mail for out-of-county or PO box addresses. |
| MCJC | 2 | 62 | Summons | If no service address can be determined for summons, MCJC must automatically issue a warrant. | | 2.62 If no service address can be determined for summons, MCJC must automatically issue a warrant. |
| MCJC | 2 | 63 | Summons | When a summons is served, MCJC must track its service by updating the "returned date" field in JCS. | This is a necessity to comply with JCS | 2.63 When a summons is served, MCJC must track its service by updating the "returned date" field in JCS. |
| MCJC | 2 | 64 | Summons | If summons is returned unserved, and a warrant is not ordered, the summons must be re-issued by MCJC and a new set of documents (summons and copy of complaint) must be sent to the defendant. This is usually the case of a new address being available, and/or the court date being passed before service is made. | | 2.64 If summons is returned unserved, and a warrant is not ordered, the summons must be re-issued by MCJC and a new set of documents (summons and copy of complaint) must be sent to the defendant. This is usually the case of a new address being available, and/or the court date being passed before service is made. |
| MCJC | 2 | 65 | Summons | If, after re-issue, summons is again returned unserved, it must be presented to the judicial officer for ordering and signing a warrant. | | 2.65 If, after re-issue, summons is again returned unserved, it must be presented to the judicial officer for ordering and signing a warrant. |
| MCJC | 2 | 66 | Summons | MCJC summons service information is not sent to MCAO. However, MCJC must be able to track the summons service status (this is now accomplished by allowing the originating agency to view JCS information.) | This is a necessity to comply with JCS | 2.66 MCJC summons service information is not sent to MCAO. However, MCJC must be able to track the summons service status (this is now accomplished by allowing the originating agency to view JCS information.) |
| MCJC | 2 | 67 | Summons | If a citation summons is received by the wrong court, it must be sent to the correct court by the MCJC clerk. MCJC clerk must notify the defendant of the change. | | 2.67 If a citation summons is received by the wrong court, it must be sent to the correct court by the MCJC clerk. MCJC clerk must notify the defendant of the change. |
| MCJC | 2 | 68 | Summons | MCJC must track criminal complaint information, including summons. This is currently handled by the JCS system. | This is a necessity to comply with JCS | 2.68 MCJC must track criminal complaint information, including summons. This is currently handled by the JCS system. |
| MCJC | 2 | 69 | Summons | MCJC must issue summonses requested by MCAO in misdemeanor cases, if a current address is provided. | | 2.69 MCJC must issue summonses requested by MCAO in misdemeanor cases, if a current address is provided. |
| COSC | 3 | 70 | All Warrants | COSC must make a minute entry in MEEDS every time a warrant is ordered quashed, or notation on paperwork documenting that the warrant is quashed. | | 3.70 COSC must make a minute entry in MEEDS every time a warrant is ordered quashed, or notation on paperwork documenting that the warrant is quashed. |
| COSC | 3 | 71 | All Warrants | COSC requires notification from MCSO that the warrant actually has been quashed. | | 3.71 COSC requires notification from MCSO that the warrant actually has been quashed. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| COSC | 3 | 72 | All Warrants | COSC must notify MCSO for every warrant it wishes to quash. Civil A/W and Drug Court quashes may be requested via email. All other warrant types must be telephoned to MCSO and followed up with a copy of the minute entry quashing the warrant. | One Prompt Process would be preferable | 3.72 COSC must notify MCSO for every warrant it wishes to quash. Civil A/W and Drug Court quashes may be requested via email. All other warrant types must be telephoned to MCSO and followed up with a copy of the minute entry quashing the warrant. |
| COSC | 3 | 73 | B/W | If a MCSC judicial officer orders a bench warrant, COSC must create and sign a bench warrant document pursuant to Civil Rule 64.1C (the bench warrant document is generated from a Word template.) Typically, a failure-to-appear (FTA) is the trigger event causing the bench warrant order. | Required by Court Rule 64.1C | 3.73 If a MCSC judicial officer orders a bench warrant, COSC must create and sign a bench warrant document pursuant to Civil Rule 64.1C (the bench warrant document is generated from a Word template.) Typically, a failure-to-appear (FTA) is the trigger event causing the bench warrant order. |
| COSC | 3 | 74 | B/W | MCSC Court Administration must track criminal complaint information, including bench warrants. This is currently tracked by the iCIS and output from the MEEDS systems provides the information. | | 3.74 MCSC Court Administration must track criminal complaint information, including bench warrants. This is currently tracked by the iCIS and output from the MEEDS systems provides the information. |
| COSC | 3 | 75 | B/W | When a defendant fails to appear and MCSC judicial officer orders a warrant, COSC must research information needed to complete the bench warrant. Clerk must access On-Base system (in lieu of paper case file) to pull information needed to create warrant for cases filed after January 1, 2002. For cases filed before January 1, 2002, the Clerk must pull the paper file. (All information is in iCIS, but often many screens must be accessed to locate all the information needed. Sometime the information is accessed via the OnBase image of the CIS.) | | 3.75 When a defendant fails to appear and MCSC judicial officer orders a warrant, COSC must research information needed to complete the bench warrant. Clerk must access On-Base system (in lieu of paper case file) to pull information needed to create warrant for cases filed after January 1, 2002. For cases filed before January 1, 2002, the Clerk must pull the paper file. (All information is in iCIS, but often many screens must be accessed to locate all the information needed. Sometime the information is accessed via the OnBase image of the CIS.) |
| COSC | 3 | 76 | B/W | After COSC signs the bench warrant, COSC must affix raised seal to the bench warrant and create a minute entry in MEEDS. COSC bench warrant issuance minute entry serves as notification to parties. | ARS 12-126 | 3.76 After COSC signs the bench warrant, COSC must affix raised seal to the bench warrant and create a minute entry in MEEDS. COSC bench warrant issuance minute entry serves as notification to parties. |
| COSC | 3 | 77 | B/W | COSC must hand-deliver the original signed and sealed warrant to MCSO. | The important issue is prompt and certain delivery to MCSO. Method can change. | 3.77 COSC must hand-deliver the original signed and sealed warrant to MCSO. |
| COSC | 3 | 78 | B/W | COSC and MCSC Court Administration require that MCAO or AG have submitted a court information sheet (CIS) prior to the court appearance. The CIS is a source for warrant information. | | 3.78 COSC and MCSC Court Administration require that MCAO or AG have submitted a court information sheet (CIS) prior to the court appearance. The CIS is a source for warrant information. |
| COSC | 3 | 79 | B/W | The unique identifying number of the B/W must be the CCN. | | 3.79 The unique identifying number of the B/W must be the CCN. |
| COSC | 3 | 80 | B/W | The original minute entry is placed into the case file after issuance of the B/W. | | 3.80 The original minute entry is placed into the case file after issuance of the B/W. |
| COSC | 3 | 81 | B/W | B/Ws must not contain bond amounts (mandatory court appearance). | | 3.81 B/Ws must not contain bond amounts (mandatory court appearance). |
| COSC | 3 | 82 | B/W | For B/Ws issued as a result of FTA at a hearing, the judicial officer orders a bond forfeiture hearing. COSC must get a BF court date from MCSC Court Administration so that B/W issuance and setting of bail forfeiture hearing occur simultaneously. COSC must notify bond company and/or person(s) posting the bond, and the defendant, that a bond forfeiture hearing has been set. | | 3.82 For B/Ws issued as a result of FTA at a hearing, the judicial officer orders a bond forfeiture hearing. COSC must get a BF court date from MCSC Court Administration so that B/W issuance and setting of bail forfeiture hearing occur simultaneously. COSC must notify bond company and/or person(s) posting the bond, and the defendant, that a bond forfeiture hearing has been set. |
| COSC | 3 | 83 | Civ A/W | COSC must issue Civil A/Ws requested by counsel when the subject has been served but fails to appear at a judgment debtor exam. | Required by Court Rule 64.1C | 3.83 COSC must issue Civil A/Ws requested by counsel when the subject has been served but fails to appear at a judgment debtor exam. |
| COSC | 3 | 84 | Civ A/W or Bench Warrant+D260 | COSC must issue Civil A/Ws (or a bench warrant) for witnesses in criminal cases who fail to appear and who have been properly subpoenaed. Failure to appear/contempt of court is the criminal offense for which the warrant is issued. | Required by Court Rule 64.1C | 3.84 COSC must issue Civil A/Ws (or a bench warrant) for witnesses in criminal cases who fail to appear and who have been properly subpoenaed. Failure to appear/contempt of court is the criminal offense for which the warrant is issued. |
| COSC | 3 | 85 | B/W | COSC requires an Affidavit of Personal Service in order to issue a Civ A/W. COSC must obtain civil warrant information from the Affidavit of Personal Service. | | 3.85 COSC requires an Affidavit of Personal Service in order to issue a Civ A/W. COSC must obtain civil warrant information from the Affidavit of Personal Service. |
| COSC | 3 | 86 | Civ A/W | Civil A/Ws must state the allowable hours of service on the warrant itself. | | 3.86 Civil A/Ws must state the allowable hours of service on the warrant itself. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| COSC | 3 | 87 | All Warrants | COSC must notify MCSO for every warrant it wishes to quash. Civil A/W may be quashed via email. All other warrant types must be telephoned to MCSO and followed up with a copy of the minute entry quashing the warrant. | One Prompt Process would be preferable | 3.87 COSC must notify MCSO for every warrant it wishes to quash. Civil A/W may be quashed via email. All other warrant types must be telephoned to MCSO and followed up with a copy of the minute entry quashing the warrant. |
| COSC | 3 | 88 | Juv A/W | COSC must process issuance of Juv Arrest Warrants resulting from violation of probation, FTA, and request to revoke release. | | 3.88 COSC must process issuance of Juv Arrest Warrants resulting from violation of probation, FTA, and request to revoke release. |
| COSC | 3 | 89 | Juv A/W | After juvenile court judicial officer issues a written order for a Juv A/W, the judicial assistant must send the warrant information to the filing counter for entry into JOLTS. (The JOLTS juvenile system is used by MCAO, IR, Juvenile Court, COSC, and Juvenile Probation; thus, juvenile arrest warrants processing among these agencies is integrated via JOLTS.) Order made in open court are immediately entered into JOLTS by the courtroom clerk. | | 3.89 After juvenile court judicial officer issues a written order for a Juv A/W, the judicial assistant must send the warrant information to the filing counter for entry into JOLTS. (The JOLTS juvenile system is used by MCAO, IR, Juvenile Court, COSC, and Juvenile Probation; thus, juvenile arrest warrants processing among these agencies is integrated via JOLTS.) Order made in open court are immediately entered into JOLTS by the courtroom clerk. |
| COSC | 3 | 90 | Juv A/W | Juvenile probation warrant clerk must generate the Juv A/W document from JOLTS, and then must issue the warrant by adding the raised seal and signing the original warrant. Designated juvenile probation intake staff have special deputy appointment for this purpose. | | 3.90 Juvenile probation warrant clerk must generate the Juv A/W document from JOLTS, and then must issue the warrant by adding the raised seal and signing the original warrant. Designated juvenile probation intake staff have special deputy appointment for this purpose. |
| COSC | 3 | 91 | Juv A/W | Juvenile probation warrant clerk must send the original warrant and a copy of the petition to revoke to MCSO. | | 3.91 Juvenile probation warrant clerk must send the original warrant and a copy of the petition to revoke to MCSO. |
| COSC | 3 | 92 | Juv A/W | The juvenile arrest warrant must automatically quash when the juvenile reaches age 18. | | 3.92 The juvenile arrest warrant must automatically quash when the juvenile reaches age 18. |
| MCSO | 4 | 93 | All Warrants | MCSO must process all types of warrants, including bench warrants, received from authorized issuing agencies within Maricopa County (Bench warrants are received from: MCSC, juvenile court, MCJC.) | ARS 11-441 | 4.93 MCSO must process all types of warrants, including bench warrants, received from authorized issuing agencies within Maricopa County (Bench warrants are received from: MCSC, juvenile court, MCJC.) |
| MCSO | 4 | 94 | All Warrants | Per NCIC and ACIC rules, MCSO must enter all Maricopa County paper warrants into NCIC or ACIC systems within 3 days in order to create warrants in NCIC or ACIC. | NCIC 2000 Wanted Person File 1.1.1 and ACJIS Newsletter 12/2004 | 4.94 Per NCIC and ACIC rules, MCSO must enter all Maricopa County paper warrants into NCIC or ACIC systems within 3 days in order to create warrants in NCIC or ACIC. |
| MCSO | 4 | 95 | All Warrants | All extraditable warrants received by MCSO must be entered into NCIC if the subject is not in custody. | | 4.95 All extraditable warrants received by MCSO must be entered into NCIC if the subject is not in custody. |
| MCSO | 4 | 96 | All Warrants | When warrant subject is arrested out of county, MCSO must present the original warrant to COSC in order to obtain the paperwork needed for extradition. For out-of-state warrants, the warrant must be cleared from NCIC by MCSO. For out-of-county, but in-state warrants, the warrant must also be cleared from ACIC by MCSO. | | 4.96 When warrant subject is arrested out of county, MCSO must present the original warrant to COSC in order to obtain the paperwork needed for extradition. For out-of-state warrants, the warrant must be cleared from NCIC by MCSO. For out-of-county, but in-state warrants, the warrant must also be cleared from ACIC by MCSO. |
| MCSO | 4 | 97 | All Warrants | MCSO requires that the CCN be the unique warrant identifying number for all warrants except Child Support Arrest Warrants, municipal/city warrants and warrants issued prior to the implementation of CCN. (I.e. the original case was filed prior to CCN.) | | 4.97 MCSO requires that the CCN be the unique warrant identifying number for all warrants except Child Support Arrest Warrants, municipal/city warrants and warrants issued prior to the implementation of CCN. (I.e. the original case was filed prior to CCN.) |
| MCSO | 4 | 98 | All Warrants | When MCSO finds subject of warrant in custody, JMS booking information must be distributed to SIMS, and Page II data must be added to JMS. Message requesting a page 2 hold is also sent to Court Services. | | 4.98 When MCSO finds subject of warrant in custody, JMS booking information must be distributed to SIMS, and Page II data must be added to JMS. Message requesting a page 2 hold is also sent to Court Services. |
| MCSO | 4 | 99 | All Warrants | When the subject of a warrant is found to be in custody, the jail facility must be called and an electronic message is sent by JMS to the facility court desk, SIMS and Security & Transport. The responsible detention officer must be faxed a copy of the new warrant to ensure that the subject gets IA'd on the new warrant charges. | | 4.99 When the subject of a warrant is found to be in custody, the jail facility must be called and an electronic message is sent by JMS to the facility court desk, SIMS and Security & Transport. The responsible detention officer must be faxed a copy of the new warrant to ensure that the subject gets IA'd on the new warrant charges. |
| MCSO | 4 | 100 | All Warrants | Warrant index card must show the reason for serving the in-custody warrant. The index card records the disposition for all servicing or quashing of the warrant. | | 4.100 Warrant index card must show the reason for serving the in-custody warrant. The index card records the disposition for all servicing or quashing of the warrant. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 4 | 101 | All Warrants | When an in-custody warrant subject is confirmed to have appeared in IA court and the warrant is satisfied, the warrant must be returned to the issuing court by MCSO. (Justice Court felony warrants must be returned to RCC.) The canary copy of the IA paperwork must be updated in JMS and then placed in the inmate's judicial file. | AZ Rules of Criminal Procedure Section II Preliminary Procedures Rule 3.3 | 4.101 When an in-custody warrant subject is confirmed to have appeared in IA court and the warrant is satisfied, the warrant must be returned to the issuing court by MCSO. (Justice Court felony warrants must be returned to RCC.) The canary copy of the IA paperwork must be updated in JMS and then placed in the inmate's judicial file. |
| MCSO | 4 | 102 | All Warrants | If a warrant is marked for extradition, MCSO must enter the warrant into NCIC to create an electronic nationwide warrant. | | 4.102 If a warrant is marked for extradition, MCSO must enter the warrant into NCIC to create an electronic nationwide warrant. |
| MCSO | 4 | 103 | All Warrants | Creation of an NCIC electronic record of the warrants by MCSO requires 2nd party verification and sign-off on the MCSO warrant packing worksheet. | ACJIS Part 2.3.4.d | 4.103 Creation of an NCIC electronic record of the warrants by MCSO requires 2nd party verification and sign-off on the MCSO warrant packing worksheet. |
| MCSO | 4 | 104 | All Warrants | When MCSO is responsible for victim notification, the information required must be obtained from the warrant worksheet. (Must be a person crime and if MCSO originated the case, OIC must complete a victim notification report, make notification to the victim by phone, forward the victim information to SIMS and forward information to the case detective advising of the arrest and notification. If not notified by OIC, detective is responsible for notification. SIMS must enter the victim name and address into JMS. A copy of the victim notification report must then be forwarded to the MCSO report center.) | ARS 13-4405.01 requires victim notification. Who from the agency does the notification is not specified. | 4.104 When MCSO is responsible for victim notification, the information required must be obtained from the warrant worksheet. (Must be a person crime and if MCSO originated the case, OIC must complete a victim notification report, make notification to the victim by phone, forward the victim information to SIMS and forward information to the case detective advising of the arrest and notification. If not notified by OIC, detective is responsible for notification. SIMS must enter the victim name and address into JMS. A copy of the victim notification report must then be forwarded to the MCSO report center.) |
| MCSO | 4 | 105 | All Warrants | MCSO must validate a warrant 90 days after its initial entry into ACIC. (NCIC 1.6) | NCIC 2000 Wanted Person File Introduction Section 1.6 | 4.105 MCSO must validate a warrant 90 days after its initial entry into ACIC. (NCIC 1.6) |
| MCSO | 4 | 106 | All Warrants | If the subject of the warrant is in custody, and positively I'd, MCSO must create a Page II (booking.) | A "Page 2" is a MCSO term used to serve a warrant on a person in jail. | 4.106 If the subject of the warrant is in custody, and positively I'd, MCSO must create a Page II (booking.) |
| MCSO | 4 | 107 | B/W | MCSO must verify that all bench warrants, misd A/W, and felony A/W are signed by either a judicial officer (justice court, juvenile court) or a COSC clerk (SC) per local rules of court. | | 4.107 MCSO must verify that all bench warrants, misd A/W, and felony A/W are signed by either a judicial officer (justice court, juvenile court) or a COSC clerk (SC) per local rules of court. |
| MCSO | 4 | 108 | B/W | The agency issuing the B/W must indicate if the warrant is extraditable or not. (Typically only B/Ws with underlying felony charges are extraditable; see Extradition Rules defined in Memo of 3/19/02.) | MCAO sets the guideline for extraditions. | 4.108 The agency issuing the B/W must indicate if the warrant is extraditable or not. (Typically only B/Ws with underlying felony charges are extraditable; see Extradition Rules defined in Memo of 3/19/02.) |
| MCSO | 4 | 109 | B/W | ACIC Rule 3.4.d provides the guidelines for creating an electronic record of a local warrant into the ACIC system. To accomplish this, MCSO must "pack the record" for all warrants, including B/W. Packing the record is the process of gathering all required data necessary for entry into NCIC or ACIC in order to create electronic versions of the warrant. Data is required from the paper warrant, the complaint, the court info sheet, the victim info sheet, the jail mgmt system, DOC, and the AZ Criminal History Repository. | ACJIS Part 2 3.4.d. What is added to the warrant must be verified as to the point of origin. | 4.109 ACIC Rule 3.4.d provides the guidelines for creating an electronic record of a local warrant into the ACIC system. To accomplish this, MCSO must "pack the record" for all warrants, including B/W. Packing the record is the process of gathering all required data necessary for entry into NCIC or ACIC in order to create electronic versions of the warrant. Data is required from the paper warrant, the complaint, the court info sheet, the victim info sheet, the jail mgmt system, DOC, and the AZ Criminal History Repository. |
| MCSO | 4 | 110 | B/W | MCSO is required to maintain a printout or a signoff by staff of all warrant source data gathered and used to create the electronic record of the warrant in NCIC or ACIC. (ACJIS Rule 16.1.3) | ACJIS Part 16 1.3 | 4.110 MCSO is required to maintain a printout or a signoff by staff of all warrant source data gathered and used to create the electronic record of the warrant in NCIC or ACIC. (ACJIS Rule 16.1.3) |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 4 | 111 | B/W | For B/Ws based on underlying felony charges (extraditable), data for packing must be gathered. Currently this is done via manual entry onto an MCSO worksheet prior to data entry into ACIC and NCIC. | ACJIS Part 2 .3.4.d What is added to the warrant must be verified as to the point of origin. | 4.111 For B/Ws based on underlying felony charges (extraditable), data for packing must be gathered. Currently this is done via manual entry onto an MCSO worksheet prior to data entry into ACIC and NCIC. |
| MCSO | 4 | 112 | B/W | For B/Ws based on underlying misdemeanor charges (not extraditable), data for the warrant must be entered on the green index card. (The green card serves as the short version of the MCSO packing worksheet). | | 4.112 For B/Ws based on underlying misdemeanor charges (not extraditable), data for the warrant must be entered on the green index card. (The green card serves as the short version of the MCSO packing worksheet). |
| MCSO | 4 | 113 | B/W | MCSO must perform an on-line, real-time check for existing warrants (active) and quashes on the subject in NCIC and ACIC prior to creating a new record of the warrant in NCIC or ACIC. | ACJIS Part 16.1.3 | 4.113 MCSO must perform an on-line, real-time check for existing warrants (active) and quashes on the subject in NCIC and ACIC prior to creating a new record of the warrant in NCIC or ACIC. |
| MCSO | 4 | 114 | B/W | If pre-existing NCIC warrant found, an additional warrant entry for that subject is prohibited. Instead, current warrant information must be added to existing NCIC warrant. The most serious crime should constitute the base NCIC crime entry; sometimes this requires removal of the old warrant record and creation of a new warrant record with the most serious crime listed first. | ACJIS Part 16.1.3 | 4.114 If pre-existing NCIC warrant found, an additional warrant entry for that subject is prohibited. Instead, current warrant information must be added to existing NCIC warrant. The most serious crime should constitute the base NCIC crime entry; sometimes this requires removal of the old warrant record and creation of a new warrant record with the most serious crime listed first. |
| MCSO | 4 | 115 | B/W | If an existing ACIC warrant is found on the subject, an additional electronic warrant entry may be created, or new warrant information may be added to existing ACIC warrant. | ACJIS Part 16.1.3 | 4.115 If an existing ACIC warrant is found on the subject, an additional electronic warrant entry may be created, or new warrant information may be added to existing ACIC warrant. |
| MCSO | 4 | 116 | B/W | If the subject is in custody at DOC, a detainer must be created and placed with DOC by MCSO. A copy of the warrant must be sent to In-State Transportation and the original must be filed at MCSO and entered into ACIC. | | 4.116 If the subject is in custody at DOC, a detainer must be created and placed with DOC by MCSO. A copy of the warrant must be sent to In-State Transportation and the original must be filed at MCSO and entered into ACIC. |
| MCSO | 4 | 117 | B/W | If the subject of the warrant is in custody, no electronic warrant record should be created in NCIC or ACIC. (There is exception processing for subjects in federal custody or tribal custody.) | | 4.117 If the subject of the warrant is in custody, no electronic warrant record should be created in NCIC or ACIC. (There is exception processing for subjects in federal custody or tribal custody.) |
| MCSO | 4 | 118 | B/W | MCSO requires that the CCN be the unique warrant identifying number for all bench warrants except those from municipal/city warrants, and those bench warrants issued prior to the implementation of CCN. (I.e. the original case was filed prior to CCN.) | | 4.118 MCSO requires that the CCN be the unique warrant identifying number for all bench warrants except those from municipal/city warrants, and those bench warrants issued prior to the implementation of CCN. (I.e. the original case was filed prior to CCN.) |
| MCSO | 4 | 119 | B/W | When the B/W is served, MCSO must return the original warrant packet to the issuing court. | AZ Rules of Criminal Procedure Section II Preliminary Proceedings Rule 3.3 | 4.119 When the B/W is served, MCSO must return the original warrant packet to the issuing court. |
| MCSO | 4 | 120 | CSAW | MCSO must process CSAWs from MCSC and must handle a release amount instead of a bond amount. | ARS 11-441 states the Sheriff serves process and notices in the manner prescribed by law. | 4.120 MCSO must process CSAWs from MCSC and must handle a release amount instead of a bond amount. |
| MCSO | 4 | 121 | CSAW | MCSO will accept only AZ-only CSAWs (no extradition). | | 4.121 MCSO will accept only AZ-only CSAWs (no extradition). |
| MCSO | 4 | 122 | CSAW | Once a warrant has been entered into ACIC, MCSO must maintain the original warrant on file, and indexed for ready access. | | 4.122 Once a warrant has been entered into ACIC, MCSO must maintain the original warrant on file, and indexed for ready access. |
| MCSO | 4 | 123 | CSAW | The MCSO warrant worksheet created for CSAWs must be attached to any prior bench warrant, felony arrest warrant or misdemeanor arrest warrant index card held by MCSO for the subject in question. (Treated as a felony warrant, with packing, by MCSO.) | | 4.123 The MCSO warrant worksheet created for CSAWs must be attached to any prior bench warrant, felony arrest warrant or misdemeanor arrest warrant index card held by MCSO for the subject in question. (Treated as a felony warrant, with packing, by MCSO.) |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 4 | 124 | Fel A/W | MCSO must process felony A/W received from Superior Court. | | 4.124 MCSO must process felony A/W received from Superior Court. |
| MCSO | 4 | 125 | Fel A/W | MCSO must verify that felony A/W are signed by either a judicial officer or a COSC clerk (SC) per local rules of court. | Warrants are required to have a signature per AZ Rules of Criminal Procedure Section II Preliminary Proceedings Rule 3.2. MCSO cannot process the warrant unless it conforms to this rule. | 4.125 MCSO must verify that felony A/W are signed by either a judicial officer or a COSC clerk (SC) per local rules of court. |
| MCSO | 4 | 126 | Fel A/W | MCSO must verify that the felony A/W is marked extraditable. If not marked extraditable, (either AO for Arizona only or OK for NCIC). MCSO must return the felony A/W to COSC. (See Extradition Rules defined in Memo of 3/19/02.) | | 4.126 MCSO must verify that the felony A/W is marked extraditable. If not marked extraditable, (either AO for Arizona only or OK for NCIC). MCSO must return the felony A/W to COSC. (See Extradition Rules defined in Memo of 3/19/02.) |
| MCSO | 4 | 127 | Fel A/W | MCAO must determine which warrants are extraditable and indicate status on warrant document received by MCSO. MCSO will accept telephone calls from designated MCAO extraditions attorneys to change extradition status of warrant. | | 4.127 MCAO must determine which warrants are extraditable and indicate status on warrant document received by MCSO. MCSO will accept telephone calls from designated MCAO extraditions attorneys to change extradition status of warrant. |
| MCSO | 4 | 128 | Fel A/W | MCSO is required to maintain a printout or a signoff by staff of all warrant source data gathered and used to create the electronic record of the warrant in NCIC or ACIC. (ACJIS Rule 16.1.3) | No print out mandated. Just ability to document the information. | 4.128 MCSO is required to maintain a printout or a signoff by staff of all warrant source data gathered and used to create the electronic record of the warrant in NCIC or ACIC. (ACJIS Rule 16.1.3) |
| MCSO | 4 | 129 | Fel A/W | ACJIS Rule 3.4.d requires that MCSO "pack the record" for most warrants, including felony A/W. (Packing the record is the process of gathering all required data necessary for entry into NCIC or ACIC in order to create electronic records of the warrants. Data is required from the paper warrant, the complaint, the court info sheet, the victim info sheet, the jail mgmt system, DOC, and the AZ Criminal History Repository.) | ACJIS Part 2 3.4.d. What is added to the warrant must be verified as to the point of origin. | 4.129 ACJIS Rule 3.4.d requires that MCSO "pack the record" for most warrants, including felony A/W. (Packing the record is the process of gathering all required data necessary for entry into NCIC or ACIC in order to create electronic records of the warrants. Data is required from the paper warrant, the complaint, the court info sheet, the victim info sheet, the jail mgmt system, DOC, and the AZ Criminal History Repository.) |
| MCSO | 4 | 130 | Fel A/W | For felony arrest warrants, data for packing must be manually entered onto an MCSO worksheet prior to data entry into ACIC and NCIC. | | 4.130 For felony arrest warrants, data for packing must be manually entered onto an MCSO worksheet prior to data entry into ACIC and NCIC. |
| MCSO | 4 | 131 | Fel A/W | MCSO must perform an on-line, real-time check for existing warrants on the subject in NCIC and ACIC prior to creating a new electronic warrant record in NCIC or ACIC. | | 4.131 MCSO must perform an on-line, real-time check for existing warrants on the subject in NCIC and ACIC prior to creating a new electronic warrant record in NCIC or ACIC. |
| MCSO | 4 | 132 | Fel A/W | If pre-existing NCIC warrant found, an additional warrant entry for that subject is prohibited. Instead, current warrant information must be added to existing NCIC warrant. The most serious crime should constitute the base NCIC crime entry; sometimes this requires removal of the old warrant record and creation of a new warrant record with the most serious crime listed first. | ACJIS Part 2 1.3 | 4.132 If pre-existing NCIC warrant found, an additional warrant entry for that subject is prohibited. Instead, current warrant information must be added to existing NCIC warrant. The most serious crime should constitute the base NCIC crime entry; sometimes this requires removal of the old warrant record and creation of a new warrant record with the most serious crime listed first. |
| MCSO | 4 | 133 | Fel A/W | If an existing ACIC warrant is found on the subject, an additional electronic warrant entry may be created, or new warrant information may be added to existing ACIC warrant. | ACJIS Part 16 .1.3 | 4.133 If an existing ACIC warrant is found on the subject, an additional electronic warrant entry may be created, or new warrant information may be added to existing ACIC warrant. |
| MCSO | 4 | 134 | Fel A/W | If the subject is in custody at DOC, a detainer must be created and placed with DOC by MCSO. A copy of the warrant must be sent to In-State Transportation and the original must be filed at MCSO and entered into ACIC. | ACJIS Part 6.4 | 4.134 If the subject is in custody at DOC, a detainer must be created and placed with DOC by MCSO. A copy of the warrant must be sent to In-State Transportation and the original must be filed at MCSO and entered into ACIC. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 4 | 135 | Fel A/W | If the subject of the warrant is in custody, no electronic warrant record should be created in NCIC or ACIC. (There is exception processing for subjects in federal custody or tribal custody.) | | 4.135 If the subject of the warrant is in custody, no electronic warrant record should be created in NCIC or ACIC. (There is exception processing for subjects in federal custody or tribal custody.) |
| MCSO | 4 | 136 | Fel A/W | When the felony arrest warrant is served, MCSO must notify the appropriate court and return the original warrant packet to the issuing court. | | 4.136 When the felony arrest warrant is served, MCSO must notify the appropriate court and return the original warrant packet to the issuing court. |
| MCJC | 5 | 137 | B/W | MCJC sends list of 5 year aged non-dispositioned case warrants to MCAO. MCAO must review the aged warrants and decide which to leave active and which to request be quashed. | The process needs to happen. The method can change. | 5.137 MCJC sends list of 5 year aged non-dispositioned case warrants to MCAO. MCAO must review the aged warrants and decide which to leave active and which to request be quashed. |
| MCJC | 5 | 138 | Civ A/W | The judicial officer orders and signs all civil arrest warrants. The proceedings are captured in a free-form format in JCS. The MCJC Clerk then issues the Civil A/W and sends it to MCSO via inter-office mail. Civil A/W expires 1 year after issue, requiring MCSO to automatically quash the warrant at the future expiration date. | The process needs to happen. The method can change. | 5.138 The judicial officer orders and signs all civil arrest warrants. The proceedings are captured in a free-form format in JCS. The MCJC Clerk then issues the Civil A/W and sends it to MCSO via inter-office mail. Civil A/W expires 1 year after issue, requiring MCSO to automatically quash the warrant at the future expiration date. |
| MCJC | 5 | 139 | Juv A/W | MCJC must automatically issue an adult arrest warrant if a juvenile has failed to comply or appear as required in Juvenile Court, and has subsequently reached his 18th birthday. | This is a necessity to comply with JCS | 5.139 MCJC must automatically issue an adult arrest warrant if a juvenile has failed to comply or appear as required in Juvenile Court, and has subsequently reached his 18th birthday. |
| MCJC | 5 | 140 | Misd A/W | If subject fails to appear (FTA) after service of summons or for arraignment on a signed citation, MCJC clerk must prepare a warrant document for the judicial officer to order ands sign. | The process needs to happen. The method can change. | 5.140 If subject fails to appear (FTA) after service of summons or for arraignment on a signed citation, MCJC clerk must prepare a warrant document for the judicial officer to order ands sign. |
| MCJC | 5 | 141 | Misd A/W | After MCJC judicial officer orders and signs a warrant, the MCJC clerk must file the original FTA complaint and a copy of the warrant and update JCS. | This is a necessity to comply with JCS | 5.141 After MCJC judicial officer orders and signs a warrant, the MCJC clerk must file the original FTA complaint and a copy of the warrant and update JCS. |
| MCJC | 5 | 142 | Misd A/W | MCJC must ensure that the arrest warrant data is not purged until all conditions of the court-imposed sentence are completed or ordered purged by the judicial officer. | The process needs to happen. The method can change. | 5.142 MCJC must ensure that the arrest warrant data is not purged until all conditions of the court-imposed sentence are completed or ordered purged by the judicial officer. |
| COSC | 6 | 143 | B/W | COSC must create the minute entry in MEEDS and send the original warrant to MCSO. | | 6.143 COSC must create the minute entry in MEEDS and send the original warrant to MCSO. |
| COSC | 6 | 144 | B/W | COSC must notify MCSO when a warrant is quashed. COSC must create a minute entry noting the quash in iCIS; the minute entry noting the quash must be subsequently provided to MCSO. | | 6.144 COSC must notify MCSO when a warrant is quashed. COSC must create a minute entry noting the quash in iCIS; the minute entry noting the quash must be subsequently provided to MCSO. |
| MCSC | 6 | 145 | B/W | When a superior court judicial officer orders a B/W, it must be signed and sealed (raised) by COSC. | | 6.145 When a superior court judicial officer orders a B/W, it must be signed and sealed (raised) by COSC. |
| MCSC | 6 | 146 | B/W | MCSC Court Administration must track the issuance of the warrant in the iCIS case management system. | The process needs to happen. The method can change. | 6.146 MCSC Court Administration must track the issuance of the warrant in the iCIS case management system. |
| MCSC | 6 | 147 | B/W | Based upon the minute entry, either Court Administration, bailiff, or the judicial assistant (COSC) must update iCIS to indicate issuance of a warrant. | The process needs to happen. The method can change. | 6.147 Based upon the minute entry, either Court Administration, bailiff, or the judicial assistant (COSC) must update iCIS to indicate issuance of a warrant. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 6 | 148 | B/W | Upon warrant service, MCSO must provide the defendant, the warrant service information, and the original warrant to IA court. | Rules of Criminal Procedure Section II Preliminary Proceedings Rule 3.3 | 6.148 Upon warrant service, MCSO must provide the defendant, the warrant service information, and the original warrant to IA court. |
| MCSC | 6 | 149 | B/W | After initial appearance, IA court must provide the original warrant and the service information to MCSC Court Administration accompanied by a transmittal sheet. | The process needs to happen. The method can change. | 6.149 After initial appearance, IA court must provide the original warrant and the service information to MCSC Court Administration accompanied by a transmittal sheet. |
| MCSC | 6 | 150 | B/W | MCSC Court Administration must resolve the warrant in iCIS based upon the information contained in the IA court transmittal sheet indicating the last day as applies under speedy trial rule (Rule 8). | The process needs to happen. The method can change. | 6.150 MCSC Court Administration must resolve the warrant in iCIS based upon the information contained in the IA court transmittal sheet indicating the last day as applies under speedy trial rule (Rule 8). |
| MCSC | 6 | 151 | B/W | When a subject self-surrenders and a new court date is set on a motion to quash, the active warrant must not be quashed until the subject actually appears at the new court appearance. | | 6.151 When a subject self-surrenders and a new court date is set on a motion to quash, the active warrant must not be quashed until the subject actually appears at the new court appearance. |
| MCSC | 6 | 152 | B/W | MCSC Court Administration must determine which subjects of bench warrants are in jail but as yet still have no court date set. | The process needs to happen. The method can change. | 6.152 MCSC Court Administration must determine which subjects of bench warrants are in jail but as yet still have no court date set. |
| MCSC | 6 | 153 | Fel A/W | Superior Court Administration updates the skeletal case information in iCIS to indicate an arrest warrant was issued based on documents from COSC. | The process needs to happen. The method can change. | 6.153 Superior Court Administration updates the skeletal case information in iCIS to indicate an arrest warrant was issued based on documents from COSC. |
| MCSC | 6 | 154 | Fel A/W | MCSC Court Administration must update the iCIS case management system with information from the felony arrest warrant after the warrant is issued by COSC. MCSC Court Administration must track the issuance of the warrant in the iCIS case management system. | The process needs to happen. The method can change. | 6.154 MCSC Court Administration must update the iCIS case management system with information from the felony arrest warrant after the warrant is issued by COSC. MCSC Court Administration must track the issuance of the warrant in the iCIS case management system. |
| MCSC | 6 | 155 | Fel A/W | Based upon the minute entry, either MCSC Court Administration, the bailiff, or the judicial assistant must update iCIS to indicate issuance of a warrant (This is typically for a felony arrest warrant after a summons is returned unserved.) | The process needs to happen. The method can change. | 6.155 Based upon the minute entry, either MCSC Court Administration, the bailiff, or the judicial assistant must update iCIS to indicate issuance of a warrant (This is typically for a felony arrest warrant after a summons is returned unserved.) |
| MCJC | 7 | 156 | Juv A/W | MCJC must track the issuance of the warrant in the JCS case management system. | This is a necessity to comply with JCS | 7.156 MCJC must track the issuance of the warrant in the JCS case management system. |
| MCSO | 7 | 157 | All Warrants | Once a warrant has been entered into ACIC, MCSO must maintain the original warrant and supporting documents on file, and indexed for ready access. | | 7.157 Once a warrant has been entered into ACIC, MCSO must maintain the original warrant and supporting documents on file, and indexed for ready access. |
| MCSO | 7 | 158 | All Warrants | Victim notification reports must be forwarded to the investigator and one copy must be filed with the DR. | | 7.158 Victim notification reports must be forwarded to the investigator and one copy must be filed with the DR. |
| MCSO | 7 | 159 | Civ A/W | MCSO must process Civil Arrest Warrants the same as misd arrest warrants, with the exception that CAWs are not entered into ACIC, and CAWs do not require validation. | | 7.159 MCSO must process Civil Arrest Warrants the same as misd arrest warrants, with the exception that CAWs are not entered into ACIC, and CAWs do not require validation. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 7 | 160 | Civ A/W | MCSO must automatically quash and purge CAWs that remain unserved after one year from date of issue. | This is typed by the courts on all civil arrest warrants. | 7.160 MCSO must automatically quash and purge CAWs that remain unserved after one year from date of issue. |
| MCSO | 7 | 161 | Civ A/W | The MCSO warrant worksheet created for CAWs must be attached to any prior bench warrant, felony arrest warrant or misdemeanor arrest warrant index card held by MCSO for the subject in question. | | 7.161 The MCSO warrant worksheet created for CAWs must be attached to any prior bench warrant, felony arrest warrant or misdemeanor arrest warrant index card held by MCSO for the subject in question. |
| MCSO | 7 | 162 | Juv A/W | MCSO must process juvenile warrants from Juvenile Court and Juvenile Probation. | ARS 11-441 and NCIC 2000 Wanted Persons File Section 1.1.3 | 7.162 MCSO must process juvenile warrants from Juvenile Court and Juvenile Probation. |
| MCSO | 7 | 163 | Juv A/W | MCSO must track future automatic quash date for juvenile warrants, which is when the subject reaches age 18. MCSO must now manually quash these from NCIC. DPS automatically quashes from ACIC and must provide a list of these quashes to MCSO. | NCIC Section Introduction 1.5.3 | 7.163 MCSO must track future automatic quash date for juvenile warrants, which is when the subject reaches age 18. MCSO must now manually quash these from NCIC. DPS automatically quashes from ACIC and must provide a list of these quashes to MCSO. |
| MCSO | 7 | 164 | Juv A/W | MCSO must accept AZ only, county only, and nationwide (extraditable) juvenile warrants. However, all juvenile warrants must be processed like misd warrants because no charge information is available to MCSO unless Juvenile Probation provides a supplemental form containing charge information. | | 7.164 MCSO must accept AZ only, county only, and nationwide (extraditable) juvenile warrants. However, all juvenile warrants must be processed like misd warrants because no charge information is available to MCSO unless Juvenile Probation provides a supplemental form containing charge information. |
| MCSO | 7 | 165 | Juv A/W | Once a juvenile warrant has been entered into ACIC, MCSO must maintain the original warrant on file, and indexed for ready access. | Must be able to validate information in ACIC/NCIC to warrant. | 7.165 Once a juvenile warrant has been entered into ACIC, MCSO must maintain the original warrant on file, and indexed for ready access. |
| MCSO | 7 | 166 | Misd A/W | MCSO must process misdemeanor arrest warrants received from Justice Court. | ARS 11-441 | 7.166 MCSO must process misdemeanor arrest warrants received from Justice Court. |
| MCSO | 7 | 167 | Misd A/W | MCSO must enter all misdemeanor arrest warrants for all subjects not in custody into ACIC systems within 3 days in order to create electronic records of the warrants. Data is required from the paper warrant, the complaint, the court info sheet, the victim info sheet, and the jail mgmt system. ACIC Rule 3.4.d provides the guidelines for creating an electronic record of a local warrant into the ACIC system. | THIS IS TRUE FOR ALL WARRANTS per NCIC 2000 Wanted Persons file Section Introduction 1.1.1 updated by ACJIS newsletter 12.2002 | 7.167 MCSO must enter all misdemeanor arrest warrants for all subjects not in custody into ACIC systems within 3 days in order to create electronic records of the warrants. Data is required from the paper warrant, the complaint, the court info sheet, the victim info sheet, and the jail mgmt system. ACIC Rule 3.4.d provides the guidelines for creating an electronic record of a local warrant into the ACIC system. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 7 | 168 | Misd A/W | MCSO verifies that misd A/W are signed by a justice court judicial officer per local rules of court. | Warrants are required to have a signature per AZ Rules of Criminal Procedure Section II Preliminary Proceedings Rule 3.2. MCSO Cannot process a warrant unless it conforms to this rule. | 7.168 MCSO verifies that misd A/W are signed by a justice court judicial officer per local rules of court. |
| MCSO | 7 | 169 | Misd A/W | For Misd A/W (not extraditable), packing is not required. MCSO must enter warrant information on the green index card. (The green card is serving as the short version of the MCSO packing worksheet.) | | 7.169 For Misd A/W (not extraditable), packing is not required. MCSO must enter warrant information on the green index card. (The green card is serving as the short version of the MCSO packing worksheet.) |
| MCSO | 7 | 170 | Misd A/W | MCSO must perform an on-line, real-time check for existing warrants on the subject in ACIC prior to creating a new electronic warrant in ACIC. | ACJIS Part 16.1.3 | 7.170 MCSO must perform an on-line, real-time check for existing warrants on the subject in ACIC prior to creating a new electronic warrant in ACIC. |
| MCSO | 7 | 171 | Misd A/W | If an existing ACIC warrant is found on the subject, an additional electronic warrant entry may be created, or new warrant information may be added to existing ACIC warrant per ACJIS Part 16.1.3). | ACJIS 16.1.3 | 7.171 If an existing ACIC warrant is found on the subject, an additional electronic warrant entry may be created, or new warrant information may be added to existing ACIC warrant per ACJIS Part 16.1.3). |
| MCSO | 7 | 172 | Misd A/W | MCSO requires that the CCN be the unique warrant identifying number for all misdemeanor arrest warrants issued prior to the implementation of the CCN (I.e. the original case was filed prior to the CCN.) | | 7.172 MCSO requires that the CCN be the unique warrant identifying number for all misdemeanor arrest warrants issued prior to the implementation of the CCN (I.e. the original case was filed prior to the CCN.) |
| MCSO | 7 | 173 | Misd A/W | If the subject is in custody at DOC, a detainer must be created and placed with DOC by MCSO. | Business Rule | 7.173 If the subject is in custody at DOC, a detainer must be created and placed with DOC by MCSO. |
| MCSO | 7 | 174 | Misd A/W | When the misdemeanor arrest warrant is served, MCSO must notify the appropriate court and return the original warrant to the issuing court. | AZ Rules of Criminal Procedure Section II Preliminary Proceedings Rule 3.3 | 7.174 When the misdemeanor arrest warrant is served, MCSO must notify the appropriate court and return the original warrant to the issuing court. |
| MCSO | 7 | 175 | PVW | MCSO must process Probation Violation Warrants (PVWs) from APD. APD forwards the partially-completed MCSO warrant worksheet to MCSO. MCSO must validate the worksheet information provided by APD and then process PVWs like felony A/Ws. | ARS 11-441 | 7.175 MCSO must process Probation Violation Warrants (PVWs) from APD. APD forwards the partially-completed MCSO warrant worksheet to MCSO. MCSO must validate the worksheet information provided by APD and then process PVWs like felony A/Ws. |
| MCSO | 7 | 176 | PVW | MCSO must also process "summary" PVWs from APD; these must be processed like misd A/Ws by MCSO. | ARS 11-441 | 7.176 MCSO must also process "summary" PVWs from APD; these must be processed like misd A/Ws by MCSO. |
| MCSO | 7 | 177 | Validation | The FBI requires the warrant originator or MCSO (if originator cannot or will not) to validate every active warrant at least once per year in NCIC (for example, the originator of a bench warrant often cannot be determined.) | | 7.177 The FBI requires the warrant originator or MCSO (if originator cannot or will not) to validate every active warrant at least once per year in NCIC (for example, the originator of a bench warrant often cannot be determined.) |
| MCSO | 7 | 178 | Validation | MCSO must validate an active warrant 90 days after it is first entered into NCIC or ACIC. | | 7.178 MCSO must validate an active warrant 90 days after it is first entered into NCIC or ACIC. |
| MCSO | 7 | 179 | Validation | The State of AZ requires the warrant originator or MCSO (if originator cannot or will not) to validate every active warrant at least once per year in both NCIC and ACIC. | | 7.179 The State of AZ requires the warrant originator or MCSO (if originator cannot or will not) to validate every active warrant at least once per year in both NCIC and ACIC. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 7 | 180 | Validation | MCSO must distribute a segregated list of warrants in NCIC to be validated to each originating agency after annotating the list with warrant type and responsible originating agency. Segregated lists are distributed to juvenile court, MCJC, MCSC, AP, and Grand Jury, but not to COSC or MCAO. | | 7.180 MCSO must distribute a segregated list of warrants in NCIC to be validated to each originating agency after annotating the list with warrant type and responsible originating agency. Segregated lists are distributed to juvenile court, MCJC, MCSC, AP, and Grand Jury, but not to COSC or MCAO. |
| MCSO | 7 | 181 | Validation | MCSO must be able to identify and resolve warrants that appear on the NCIC/ACIC validation lists, but cannot be found filed at MCSO. | | 7.181 MCSO must be able to identify and resolve warrants that appear on the NCIC/ACIC validation lists, but cannot be found filed at MCSO. |
| MCSO | 7 | 182 | Validation | Warrants that cannot be validated will be purged from NCIC and ACIC, requiring MCSO to either return the warrant file to the originator or to create a new NCIC/ACIC electronic warrant. | | 7.182 Warrants that cannot be validated will be purged from NCIC and ACIC, requiring MCSO to either return the warrant file to the originator or to create a new NCIC/ACIC electronic warrant. |
| MCSO | 8 | 183 | Subpoena | MCSO must process non-felony criminal subpoenas (after preliminary hearing) from MCSC, MCJC, Board of Supervisors, MCAO, IR, Health Services, private attorneys, out-of-state agencies, and out-of-county agencies. | ARS 11-441 | 8.183 MCSO must process non-felony criminal subpoenas (after preliminary hearing) from MCSC, MCJC, Board of Supervisors, MCAO, IR, Health Services, private attorneys, out-of-state agencies, and out-of-county agencies. |
| MCSO | 8 | 184 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing), MCSO requires a case number, defendant/victim/witness/officer name, address, court location, court date and time, charges, attorney's name/address/phone #//bar#, any known aliases, and type of service requested (mail or personal service.) (Refer to ARS 13-4071.) | ARS 13-4071 and Rule 45 of Federal Rules of Civil Procedure | 8.184 For non-felony criminal subpoenas (after preliminary hearing), MCSO requires a case number, defendant/victim/witness/officer name, address, court location, court date and time, charges, attorney's name/address/phone #//bar#, any known aliases, and type of service requested (mail or personal service.) (Refer to ARS 13-4071.) |
| MCSO | 8 | 185 | Subpoena | MCSO requires requests for service of non-felony criminal subpoenas (after preliminary hearing) to be presented at least 5 business days before court date, or the subpoena is returned to the originator. However, Mental Health Services is allowed to present a subpoena for service up to 72 hours in advance of the court date. (Refer to ARS 36-536.) | ARS 13-4072 | 8.185 MCSO requires requests for service of non-felony criminal subpoenas (after preliminary hearing) to be presented at least 5 business days before court date, or the subpoena is returned to the originator. However, Mental Health Services is allowed to present a subpoena for service up to 72 hours in advance of the court date. (Refer to ARS 36-536.) |
| MCSO | 8 | 186 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, MCSO requires that the subpoena be serviceable in Maricopa County. Otherwise, the subpoena is returned to the originator. | ARS 13-4072 | 8.186 For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, MCSO requires that the subpoena be serviceable in Maricopa County. Otherwise, the subpoena is returned to the originator. |
| MCSO | 8 | 187 | Subpoena | MCSO must electronically date/time stamp a non-felony criminal subpoenas (after preliminary hearing) upon receipt. | | 8.187 MCSO must electronically date/time stamp a non-felony criminal subpoenas (after preliminary hearing) upon receipt. |
| MCSO | 8 | 188 | Subpoena | MCSO must track non-felony criminal subpoenas (after preliminary hearing) received. Non-felony criminal subpoenas (after preliminary hearing) must by tracked by type of service (personal, mail, or fax.) This is currently done via an Access database. | | 8.188 MCSO must track non-felony criminal subpoenas (after preliminary hearing) received. Non-felony criminal subpoenas (after preliminary hearing) must by tracked by type of service (personal, mail, or fax.) This is currently done via an Access database. |
| MCSO | 8 | 189 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, MCSO must print a worksheet which is bar-coded with subpoena information. | | 8.189 For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, MCSO must print a worksheet which is bar-coded with subpoena information. |
| MCSO | 8 | 190 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, MCSO must be able to search for cautions related to the service address. | | 8.190 For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, MCSO must be able to search for cautions related to the service address. |
| MCSO | 8 | 191 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, MCSO must be able to assign and review subpoena service workload by beat and zip codes. Additional subpoena information such as deputy serial number, case information, and subpoena type must be available when executing this function. | | 8.191 For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, MCSO must be able to assign and review subpoena service workload by beat and zip codes. Additional subpoena information such as deputy serial number, case information, and subpoena type must be available when executing this function. |
| MCSO | 8 | 192 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, when needed, MCSO must be able to notify the subpoena originator of the service address used by MCSO. | ARS 13-4072 Rule 45 Federal Rule of Civil Procedure | 8.192 For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, when needed, MCSO must be able to notify the subpoena originator of the service address used by MCSO. |
| MCSO | 8 | 193 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, if returned unserved, MCSO must state on the return document the reason why the subpoena was not served. | | 8.193 For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, if returned unserved, MCSO must state on the return document the reason why the subpoena was not served. |
| MCSO | 8 | 194 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, if served, the return document must list the deputy's name, date and time of service, location of service, name of person served, and the deputy's signature. (Information required pursuant to ARS13-4072.) | Rule 45 Federal Rule of Civil Procedure | 8.194 For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, if served, the return document must list the deputy's name, date and time of service, location of service, name of person served, and the deputy's signature. (Information required pursuant to ARS13-4072.) |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 8 | 195 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, all subpoenas returned (served or not served) must have service status updated in the Access database. The barcode required on the subpoena worksheet must be used to open the electronic record of the subpoena at MCSO. | | 8.195 For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, all subpoenas returned (served or not served) must have service status updated in the Access database. The barcode required on the subpoena worksheet must be used to open the electronic record of the subpoena at MCSO. |
| MCSO | 8 | 196 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, after the subpoena is returned served or unserved, and the MCSO tracking database is updated, MCSO must send the original subpoena to MCAO. | Rule 45 Federal Rule of Civil Procedure | 8.196 For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, after the subpoena is returned served or unserved, and the MCSO tracking database is updated, MCSO must send the original subpoena to MCAO. |
| MCSO | 8 | 197 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, if the subpoena indicates the address is protected, the address must be removed before the original subpoena is sent to MCAO. | | 8.197 For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, if the subpoena indicates the address is protected, the address must be removed before the original subpoena is sent to MCAO. |
| MCSO | 8 | 198 | Subpoena | MCAO must file served non-felony criminal subpoenas (after preliminary hearing) with the appropriate court. | | 8.198 MCAO must file served non-felony criminal subpoenas (after preliminary hearing) with the appropriate court. |
| MCSO | 8 | 199 | Subpoena | MCSO must process non-felony criminal subpoenas (after preliminary hearing) requiring mail service. If the service address is outside of Maricopa County, the subpoena is returned. | ARS 11-441 and 13-4072 | 8.199 MCSO must process non-felony criminal subpoenas (after preliminary hearing) requiring mail service. If the service address is outside of Maricopa County, the subpoena is returned. |
| MCSO | 8 | 200 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, MCSO must print a worksheet which is bar-coded with subpoena information. | | 8.200 For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, MCSO must print a worksheet which is bar-coded with subpoena information. |
| MCSO | 8 | 201 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, MCSO must print a copy of the subpoena and mail it to the individual to be subpoenaed, and must also send a pre-paid return receipt card. | ARS 13-4072 | 8.201 For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, MCSO must print a copy of the subpoena and mail it to the individual to be subpoenaed, and must also send a pre-paid return receipt card. |
| MCSO | 8 | 202 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, MCSO requires subpoena information such as case information, service address, and subpoena type. On the return receipt card, MCSO must provide case #, attorney's name, date/time of court appearance, defendant's name, witness name, and certain other information contained within the worksheet barcode. The return receipt card must also have the barcode that uniquely identifies the subpoena in the MCSO tracking database. (Refer to ARS 13-4071.) | ARS 13-4072 and Rule 45 Federal Rule of Civil Procedure | 8.202 For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, MCSO requires subpoena information such as case information, service address, and subpoena type. On the return receipt card, MCSO must provide case #, attorney's name, date/time of court appearance, defendant's name, witness name, and certain other information contained within the worksheet barcode. The return receipt card must also have the barcode that uniquely identifies the subpoena in the MCSO tracking database. (Refer to ARS 13-4071.) |
| MCSO | 8 | 203 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, when needed, MCSO must file the original subpoena and a copy of the return receipt card that was mailed to the person being subpoenaed. | | 8.203 For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, when needed, MCSO must file the original subpoena and a copy of the return receipt card that was mailed to the person being subpoenaed. |
| MCSO | 8 | 204 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, if return receipt card is not received by MCSO within 60 days from the date of mailing, the subpoena must be marked unserved, the tracking database must be updated, and the original subpoena must be returned to MCAO. | | 8.204 For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, if return receipt card is not received by MCSO within 60 days from the date of mailing, the subpoena must be marked unserved, the tracking database must be updated, and the original subpoena must be returned to MCAO. |
| MCSO | 8 | 205 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, MCSO must generate a weekly report listing the unserved non-felony criminal subpoenas (after preliminary hearing) that are due for court appearance during the following week. MCSO must notify each originating agency of its non-felony criminal subpoenas (after preliminary hearing) that appear on the unserved (but due for court appearance) list | | 8.205 For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, MCSO must generate a weekly report listing the unserved non-felony criminal subpoenas (after preliminary hearing) that are due for court appearance during the following week. MCSO must notify each originating agency of its non-felony criminal subpoenas (after preliminary hearing) that appear on the unserved (but due for court appearance) list |
| MCSO | 8 | 206 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, if served, the return card must be scanned into the MCSO database and additional information must be input, including date served and name of person who signed the return receipt card. (Information required pursuant to ARS13-4072.) | | 8.206 For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, if served, the return card must be scanned into the MCSO database and additional information must be input, including date served and name of person who signed the return receipt card. (Information required pursuant to ARS13-4072.) |
| MCSO | 8 | 207 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, after the subpoena is returned served or unserved, and the MCSO tracking database is updated, MCSO must send the original subpoena to MCAO. | | 8.207 For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, after the subpoena is returned served or unserved, and the MCSO tracking database is updated, MCSO must send the original subpoena to MCAO. |
| MCSO | 8 | 208 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, if the subpoena indicates the address is protected, the address must be removed before the original subpoena is sent to MCAO. | | 8.208 For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, if the subpoena indicates the address is protected, the address must be removed before the original subpoena is sent to MCAO. |
| MCSO | 8 | 209 | Subpoena | MCSO must process non-felony criminal subpoenas (after preliminary hearing) requiring fax service. If the service address is outside of Maricopa County, the subpoena is returned.. | | 8.209 MCSO must process non-felony criminal subpoenas (after preliminary hearing) requiring fax service. If the service address is outside of Maricopa County, the subpoena is returned.. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 8 | 210 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring fax service, MCSO must print a worksheet which is bar-coded with subpoena information. MCSO must also research and determine the fax # of the law enforcement or county employee to be subpoenaed. | | 8.210 For non-felony criminal subpoenas (after preliminary hearing) requiring fax service, MCSO must print a worksheet which is bar-coded with subpoena information. MCSO must also research and determine the fax # of the law enforcement or county employee to be subpoenaed. |
| MCSO | 8 | 211 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring fax service, MCSO must fax the subpoena to the law enforcement or county employee being subpoenaed. | | 8.211 For non-felony criminal subpoenas (after preliminary hearing) requiring fax service, MCSO must fax the subpoena to the law enforcement or county employee being subpoenaed. |
| MCSO | 8 | 212 | Subpoena | MCSO must print the fax confirmation page and update the tracking database to indicate service. | | 8.212 MCSO must print the fax confirmation page and update the tracking database to indicate service. |
| MCSO | 8 | 213 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring fax service, after service, MCSO must file the original subpoena, stamp the worksheet, and fax copy of the subpoena indicating the division of the person served, and then send the faxed copy back to the originator. The fax confirmation page must be filed with the original subpoena. | | 8.213 For non-felony criminal subpoenas (after preliminary hearing) requiring fax service, after service, MCSO must file the original subpoena, stamp the worksheet, and fax copy of the subpoena indicating the division of the person served, and then send the faxed copy back to the originator. The fax confirmation page must be filed with the original subpoena. |
| MCSO | 8 | 214 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring fax service, if the subpoena indicates the address is protected, the address must be removed before the faxed copy of the subpoena is returned to the originator. | | 8.214 For non-felony criminal subpoenas (after preliminary hearing) requiring fax service, if the subpoena indicates the address is protected, the address must be removed before the faxed copy of the subpoena is returned to the originator. |
| MCSO | 8 | 215 | Subpoena | MCSO must process felony subpoenas (prior to preliminary hearing) from RCC, EDC, and AG (AG for personal service only.) | | 8.215 MCSO must process felony subpoenas (prior to preliminary hearing) from RCC, EDC, and AG (AG for personal service only.) |
| MCSO | 8 | 216 | Subpoena | For felony subpoenas (prior to preliminary hearing) MCSO requires a case number, defendant/victim/witness/officer name, address, court location, court date and time, charges, attorney's name/address/phone #/bar#, any known aliases, and type of service requested (mail or personal service.) | | 8.216 For felony subpoenas (prior to preliminary hearing) MCSO requires a case number, defendant/victim/witness/officer name, address, court location, court date and time, charges, attorney's name/address/phone #/bar#, any known aliases, and type of service requested (mail or personal service.) |
| MCSO | 8 | 217 | Subpoena | MCSO must electronically date/time stamp a felony subpoena upon receipt. (MCSO computer system currently time stamps the time data is entered in the system.) | | 8.217 MCSO must electronically date/time stamp a felony subpoena upon receipt. (MCSO computer system currently time stamps the time data is entered in the system.) |
| MCSO | 8 | 218 | Subpoena | For a felony subpoena (prior to preliminary hearing), MCSO must reject and return to the originator any subpoena for service outside of Maricopa County | | 8.218 For a felony subpoena (prior to preliminary hearing), MCSO must reject and return to the originator any subpoena for service outside of Maricopa County |
| MCSO | 8 | 219 | Subpoena | MCSO must track felony subpoenas (prior to preliminary hearing) received. Felony subpoenas (prior to preliminary hearing) must by tracked by type of service (personal, mail, telephone, or fax.) This is currently done via a felony subpoena database (Access.) | | 8.219 MCSO must track felony subpoenas (prior to preliminary hearing) received. Felony subpoenas (prior to preliminary hearing) must by tracked by type of service (personal, mail, telephone, or fax.) This is currently done via a felony subpoena database (Access.) |
| MCSO | 8 | 220 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring personal service, MCSO must print a worksheet entitled FACT SHEET and which contains subpoena and service information. | | 8.220 For felony subpoenas (prior to preliminary hearing) requiring personal service, MCSO must print a worksheet entitled FACT SHEET and which contains subpoena and service information. |
| MCSO | 8 | 221 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring personal service, MCSO must be able to search for cautions related to the service address. | | 8.221 For felony subpoenas (prior to preliminary hearing) requiring personal service, MCSO must be able to search for cautions related to the service address. |
| MCSO | 8 | 222 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring personal service, MCSO must be able to assign and review subpoena service workload by beat and zip codes. Additional subpoena information such as deputy serial number, case information, and subpoena type must be available when executing this function. | | 8.222 For felony subpoenas (prior to preliminary hearing) requiring personal service, MCSO must be able to assign and review subpoena service workload by beat and zip codes. Additional subpoena information such as deputy serial number, case information, and subpoena type must be available when executing this function. |
| MCSO | 8 | 223 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring personal service, when needed, MCSO must be able to notify the subpoena originator of the service address used by MCSO. | | 8.223 For felony subpoenas (prior to preliminary hearing) requiring personal service, when needed, MCSO must be able to notify the subpoena originator of the service address used by MCSO. |
| MCSO | 8 | 224 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring personal service, if returned unserved, MCSO must state on the fact sheet sent with the return document the reason why the subpoena was not served. Also, if unserved, the original subpoena and the fact sheet must be returned to RCC noting the reason the subpoena was not served. | | 8.224 For felony subpoenas (prior to preliminary hearing) requiring personal service, if returned unserved, MCSO must state on the fact sheet sent with the return document the reason why the subpoena was not served. Also, if unserved, the original subpoena and the fact sheet must be returned to RCC noting the reason the subpoena was not served. |
| MCSO | 8 | 225 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring personal service, if served, the return document must list the deputy's name, date and time of service, location of service, name of person served, and the deputy's signature. (Information required pursuant to ARS13-4072.) | | 8.225 For felony subpoenas (prior to preliminary hearing) requiring personal service, if served, the return document must list the deputy's name, date and time of service, location of service, name of person served, and the deputy's signature. (Information required pursuant to ARS13-4072.) |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 8 | 226 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring personal service, all subpoenas returned (served or not served) must have service status updated in the Access database. | | 8.226 For felony subpoenas (prior to preliminary hearing) requiring personal service, all subpoenas returned (served or not served) must have service status updated in the Access database. |
| MCSO | 8 | 227 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring personal service, MCSO must be able to search for cautions related to the service address. | | 8.227 For felony subpoenas (prior to preliminary hearing) requiring personal service, MCSO must be able to search for cautions related to the service address. |
| COSC | 9 | 228 | Civ A/W | If the case contains both spousal maintenance and child support orders, CSAW is the warrant type that must be issued by COSC. If the case is spousal maintenance only, then COSC must request a Civil Arrest Warrant, not a CSAW. | | 9.228 If the case contains both spousal maintenance and child support orders, CSAW is the warrant type that must be issued by COSC. If the case is spousal maintenance only, then COSC must request a Civil Arrest Warrant, not a CSAW. |
| COSC | 9 | 229 | CSAW | The Expedited Services section of COSC must request child support arrest warrants (CSAWs) when an obligor fails to appear for an enforcement action. | | 9.229 The Expedited Services section of COSC must request child support arrest warrants (CSAWs) when an obligor fails to appear for an enforcement action. |
| COSC | 9 | 230 | CSAW | A child support order must already be in place to request a CSAW and to determine a "release amount" to be included on the warrant (in lieu of a bond amount or a purge amount.) | | 9.230 A child support order must already be in place to request a CSAW and to determine a "release amount" to be included on the warrant (in lieu of a bond amount or a purge amount.) |
| COSC | 9 | 231 | CSAW | COSC must collect required descriptive information on the CSAW subject ("obligor") and put this information on the warrant document. (Information comes from paper court file, KDS information system and from COSC electronic documents stored in online "cases folder".) | | 9.231 COSC must collect required descriptive information on the CSAW subject ("obligor") and put this information on the warrant document. (Information comes from paper court file, KDS information system and from COSC electronic documents stored in online "cases folder".) |
| COSC | 9 | 232 | CSAW | COSC must create and keep an electronic copy of the CSAW document itself. (This is stored alphabetically by father's last name in cases folder at COSC.) | | 9.232 COSC must create and keep an electronic copy of the CSAW document itself. (This is stored alphabetically by father's last name in cases folder at COSC.) |
| COSC | 9 | 233 | CSAW | After creation of the CSAW, COSC must print the paper CSAW warrant document with obligor information and deliver it to the Superior court clerk. | | 9.233 After creation of the CSAW, COSC must print the paper CSAW warrant document with obligor information and deliver it to the Superior court clerk. |
| COSC | 9 | 234 | CSAW | COSC must present completed, unsigned CSAWs to an MCSC judicial officer for signature. The judicial officer signature "orders" the warrant issuance; issuance and distribution of the signed CSAW must be performed by the COSC clerk who must affix a raised seal to the signed warrant. | | 9.234 COSC must present completed, unsigned CSAWs to an MCSC judicial officer for signature. The judicial officer signature "orders" the warrant issuance; issuance and distribution of the signed CSAW must be performed by the COSC clerk who must affix a raised seal to the signed warrant. |
| COSC | 9 | 235 | CSAW | COSC must send original, signed CSAWs to MCSO for processing. | | 9.235 COSC must send original, signed CSAWs to MCSO for processing. |
| COSC | 9 | 236 | CSAW | MCSO must be able to update release amounts on previously issued CSAWs if required. | | 9.236 MCSO must be able to update release amounts on previously issued CSAWs if required. |
| COSC | 9 | 237 | CSAW | Information that a CSAW-related bench warrant has been issued must be electronically forwarded to MCSC judicial assistants to update iCIS. | | 9.237 Information that a CSAW-related bench warrant has been issued must be electronically forwarded to MCSC judicial assistants to update iCIS. |
| COSC | 9 | 238 | CSAW | When MCSC judicial officer orders a warrant quashed, COSC must query KDS and ATLAS for needed information and create a status report regarding the arrearages. | | 9.238 When MCSC judicial officer orders a warrant quashed, COSC must query KDS and ATLAS for needed information and create a status report regarding the arrearages. |
| COSC | 9 | 239 | CSAW | When warrant information, such as address of obligator, changes, COSC must update MCSO with the new/changed data. | | 9.239 When warrant information, such as address of obligator, changes, COSC must update MCSO with the new/changed data. |
| COSC | 9 | 240 | CSAW | Return of service for CSAWs must be handled by MCSO and COSC the same as with returns for other warrant types. | | 9.240 Return of service for CSAWs must be handled by MCSO and COSC the same as with returns for other warrant types. |
| COSC | 10 | 241 | Grand Jury Summons | For GJ when no complaint is filed, if the defendant who received a summons does not appear at arraignment, the judicial officer must review the summons service information (return receipt) and determine whether the defendant was served. If judicial officer believes the defendant was properly served, a bench warrant will be ordered. If the judicial officer believes that summons service was deficient, the judicial officer must order the case to be resealed, a minute entry is generated. The minute entry and the original summons or NSI is returned to the GJ exhibits clerk. The minute entry and a copy of the summons or NSI is returned to MCAO for review to request a summons or warrant. | | 10.241 For GJ when no complaint is filed, if the defendant who received a summons does not appear at arraignment, the judicial officer must review the summons service information (return receipt) and determine whether the defendant was served. If judicial officer believes the defendant was properly served, a bench warrant will be ordered. If the judicial officer believes that summons service was deficient, the judicial officer must order the case to be resealed, a minute entry is generated. The minute entry and the original summons or NSI is returned to the GJ exhibits clerk. The minute entry and a copy of the summons or NSI is returned to MCAO for review to request a summons or warrant. |
| MCAO | 10 | 242 | All Warrants | When direct complaint is filed, MCAO must review the case and decide whether to send the case to preliminary hearing or to the GJ for a probable cause hearing. At the same time, MCAO must decide whether the complaint should be "in custody" or whether a summons or arrest warrant should issue. | RCRP 3.1(a) & 4.2 | 10.242 When direct complaint is filed, MCAO must review the case and decide whether to send the case to preliminary hearing or to the GJ for a probable cause hearing. At the same time, MCAO must decide whether the complaint should be "in custody" or whether a summons or arrest warrant should issue. |
| MCAO | 10 | 243 | All Warrants | MCAO must accept and process paper submittals and may accept online, electronic submittals from merchants for Bad Check complaints. These complaints may also result in criminal arrest warrants. | 13-1810 | 10.243 MCAO must accept and process paper submittals and may accept online, electronic submittals from merchants for Bad Check complaints. These complaints may also result in criminal arrest warrants. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCAO | 10 | 244 | All Warrants | MCAO staff must determine which Bad Check cases to accept, enter those accepted cases into the Harvest accounting/case database, then attempt to communicate with and collect from the accused debtor. (Note: MCAO rarely receives in-custody submittals for bad check charges and rarely files criminal Bad Check charges without referring the matter to the Check Enforcement Bureau first.) | | 10.244 MCAO staff must determine which Bad Check cases to accept, enter those accepted cases into the Harvest accounting/case database, then attempt to communicate with and collect from the accused debtor. (Note: MCAO rarely receives in-custody submittals for bad check charges and rarely files criminal Bad Check charges without referring the matter to the Check Enforcement Bureau first.) |
| MCAO | 10 | 245 | All Warrants | MCAO staff must submit those accepted cases in which the debtor is non-responsive or non-complying to an MCAO attorney for review and a charging decision. | | 10.245 MCAO staff must submit those accepted cases in which the debtor is non-responsive or non-complying to an MCAO attorney for review and a charging decision. |
| MCAO | 10 | 246 | All Warrants | For bad check cases, after the complaint is completed, MCAO staff must fax the appropriate MCJC where the complaint will be filed to obtain a CCN and Justice Court number. | | 10.246 For bad check cases, after the complaint is completed, MCAO staff must fax the appropriate MCJC where the complaint will be filed to obtain a CCN and Justice Court number. |
| MCAO | 10 | 247 | All Warrants | For bad check cases, after obtaining a CCN and Justice Court Number, MCAO investigators must hand-deliver the complaint to MCJC and must swear to the information in the complaint. | RCRP 2.4(a) | 10.247 For bad check cases, after obtaining a CCN and Justice Court Number, MCAO investigators must hand-deliver the complaint to MCJC and must swear to the information in the complaint. |
| MCAO | 10 | 248 | All Warrants | For bad check case requests for criminal arrest warrants submitted by MCAO to MCJC, the MCJC judicial officer must issue a summons or a misdemeanor arrest warrant. | RCRP 3.1 | 10.248 For bad check case requests for criminal arrest warrants submitted by MCAO to MCJC, the MCJC judicial officer must issue a summons or a misdemeanor arrest warrant. |
| MCAO | 10 | 249 | Grand Jury Summons | For GJ when no complaint is filed, if the GJ judicial officer approves the MCAO request for a summons, MCAO must provide the summons paperwork containing the charges and type of release for each charge. (After the judicial officer orders the GJ summons, the GJ clerk sign the GJ summons.) | | 10.249 For GJ when no complaint is filed, if the GJ judicial officer approves the MCAO request for a summons, MCAO must provide the summons paperwork containing the charges and type of release for each charge. (After the judicial officer orders the GJ summons, the GJ clerk sign the GJ summons.) |
| MCAO | 10 | 250 | Grand Jury Summons | For GJ when no complaint is filed, the COSC GJ clerk must send the summons paperwork to MCSO for service via certified mail with return receipt requested. | Service must be personal service or certified mail. | 10.250 For GJ when no complaint is filed, the COSC GJ clerk must send the summons paperwork to MCSO for service via certified mail with return receipt requested. |
| MCAO | 10 | 251 | Grand Jury Summons | For GJ when no complaint is filed, if MCSO receives a summons for a subject who is in-custody, MCSO must fax MCAO requesting a GJ arrest warrant instead. | Warrants should be used when a defendant is in custody. | 10.251 For GJ when no complaint is filed, if MCSO receives a summons for a subject who is in-custody, MCSO must fax MCAO requesting a GJ arrest warrant instead. |
| MCAO | 10 | 252 | Grand Jury Summons | For GJ when no complaint is filed, if the GJ summons is not served, MCSO must send the unserved summons to MCAO for review and determination to request a warrant or another summons. | RCRP 3.1(c) | 10.252 For GJ when no complaint is filed, if the GJ summons is not served, MCSO must send the unserved summons to MCAO for review and determination to request a warrant or another summons. |
| MCAO | 10 | 253 | Grand Jury Wt | MCAO must process warrants and summonses arising from Grand Jury proceedings, for both "direct complaints" and for instances in which no complaint has been filed. | | 10.253 MCAO must process warrants and summonses arising from Grand Jury proceedings, for both "direct complaints" and for instances in which no complaint has been filed. |
| MCAO | 10 | 254 | Grand Jury Wt | For GJ when direct complaint is filed, GJ probable cause hearings must occur 10 days from IA if the subject is in-custody, or 20 days from IA if the subject is released. | RCRP 5.1(c) | 10.254 For GJ when direct complaint is filed, GJ probable cause hearings must occur 10 days from IA if the subject is in-custody, or 20 days from IA if the subject is released. |
| MCAO | 10 | 255 | Grand Jury Wt | For GJ when direct complaint is filed, if GJ hears the probable cause within normal time constraints, MCAO must request a type of service known as a Notice of Supervening Indictment ("NSI"), instead of an arrest warrant unless none of the indictment charges match the booked charges. When that happens, MCAO either requests a warrant or a summons. | RCRP 12.7(c) | 10.255 For GJ when direct complaint is filed, if GJ hears the probable cause within normal time constraints, MCAO must request a type of service known as a Notice of Supervening Indictment ("NSI"), instead of an arrest warrant unless none of the indictment charges match the booked charges. When that happens, MCAO either requests a warrant or a summons. |
| MCAO | 10 | 256 | Grand Jury Wt | For GJ when direct complaint is filed, after the GJ indicts a subject, when MCAO appears at a return hearing, MCAO may request either an NSI, summons or an arrest warrant from whichever judicial officer is hearing returns. | RCRP 3.1 | 10.256 For GJ when direct complaint is filed, after the GJ indicts a subject, when MCAO appears at a return hearing, MCAO may request either an NSI, summons or an arrest warrant from whichever judicial officer is hearing returns. |
| MCAO | 10 | 257 | Grand Jury Wt | For GJ when direct complaint is filed, if the GJ judicial officer approves the MCAO request for an NSI and issues the order, MCAO must provide the NSI paperwork containing the charges and type of release for each charge to the judicial officer for signature. | | 10.257 For GJ when direct complaint is filed, if the GJ judicial officer approves the MCAO request for an NSI and issues the order, MCAO must provide the NSI paperwork containing the charges and type of release for each charge to the judicial officer for signature. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| COSC | 10 | 258 | Grand Jury Wt | For GJ when direct complaint is filed, COSC must send NSI's to MCSO. (If in-custody, MCSO must ensure that the defendant is IA'd on the NSI and set for arraignment.) | MCSO will release a defendant who did not have a pc hearing within the time limits. | 10.258 For GJ when direct complaint is filed, COSC must send NSI's to MCSO. (If in-custody, MCSO must ensure that the defendant is IA'd on the NSI and set for arraignment.) |
| COSC | 10 | 259 | Grand Jury Wt | For GJ when direct complaint is filed, if the defendant has bonded out of custody, MCSO must return the NSI to the GJ clerk. | | 10.259 For GJ when direct complaint is filed, if the defendant has bonded out of custody, MCSO must return the NSI to the GJ clerk. |
| COSC | 10 | 260 | Grand Jury Wt | For GJ when direct complaint is filed, if the defendant has bonded out of custody, the COSC GJ clerk must send (via regular US mail) the NSI to the defendant's last known address. | | 10.260 For GJ when direct complaint is filed, if the defendant has bonded out of custody, the COSC GJ clerk must send (via regular US mail) the NSI to the defendant's last known address. |
| COSC | 10 | 261 | Grand Jury Wt | The COSC GJ clerk must "open" all NSI cases in iCIS regardless of whether the defendant has been served or not. | | 10.261 The COSC GJ clerk must "open" all NSI cases in iCIS regardless of whether the defendant has been served or not. |
| MCAO | 10 | 262 | Grand Jury Wt | For GJ when direct complaint is filed, at arraignment, if the defendant who received the NSI does not appear, the judicial officer must order the case to be resealed. The Clerk must create and send the minute entry to MCAO. A warrant cannot be issued when service is by regular mail. MCAO must make a new recommendation for a summons or warrant and deliver the paperwork to COSC. | RCRP 3.1(c) | 10.262 For GJ when direct complaint is filed, at arraignment, if the defendant who received the NSI does not appear, the judicial officer must order the case to be resealed. The Clerk must create and send the minute entry to MCAO. A warrant cannot be issued when service is by regular mail. MCAO must make a new recommendation for a summons or warrant and deliver the paperwork to COSC. |
| MCAO | 10 | 263 | Grand Jury Wt | For GJ if the GJ summons or NSI is not served, MCSO must send the unserved summons to MCAO for review and determination to request a warrant or another summons. | SAA | 10.263 For GJ if the GJ summons or NSI is not served, MCSO must send the unserved summons to MCAO for review and determination to request a warrant or another summons. |
| MCAO | 10 | 264 | Grand Jury Wt | For GJ if MCAO is requesting an arrest warrant or a summons, MCAO must send the GJ clerk a completed but unsigned warrant or summons document for processing. | | 10.264 For GJ if MCAO is requesting an arrest warrant or a summons, MCAO must send the GJ clerk a completed but unsigned warrant or summons document for processing. |
| MCAO | 10 | 265 | Grand Jury Wt | For GJ if MCSO receives a summons for a subject who is in-custody, MCSO must fax MCAO requesting a GJ arrest warrant instead. | MCAO needs notice that subject is in custody | 10.265 For GJ if MCSO receives a summons for a subject who is in-custody, MCSO must fax MCAO requesting a GJ arrest warrant instead. |
| MCAO | 10 | 266 | Grand Jury Wt | For GJ MCAO must review the case and decide whether to send the case to preliminary hearing or to the GJ for a probable cause hearing prior to requesting a summons or GJ arrest warrant. | RCRP 2.2 | 10.266 For GJ MCAO must review the case and decide whether to send the case to preliminary hearing or to the GJ for a probable cause hearing prior to requesting a summons or GJ arrest warrant. |
| MCAO | 10 | 267 | Grand Jury Wt | For GJ when no complaint is filed and subject has not been arrested, there is no time limit for filing the GJ case. In these instances, MCAO must request an arrest warrant or a summons, and must not utilize and NSI as the type of service. | RCRP 12.7 | 10.267 For GJ when no complaint is filed and subject has not been arrested, there is no time limit for filing the GJ case. In these instances, MCAO must request an arrest warrant or a summons, and must not utilize and NSI as the type of service. |
| MCAO | 10 | 268 | Grand Jury Wt | For GJ when no complaint is filed, after the GJ indicts a subject, when MCAO appears at a return hearing, MCAO may request either a summons or an arrest warrant from a judicial officer. | RCRP 3.1 | 10.268 For GJ when no complaint is filed, after the GJ indicts a subject, when MCAO appears at a return hearing, MCAO may request either a summons or an arrest warrant from a judicial officer. |
| MCAO | 10 | 269 | Grand Jury Wt | For GJ when no complaint is filed, if MCAO requests a warrant instead of a summons, MCAO must state the reason(s) via a warrant Fact Sheet and must suggest a bond amount for the arrest warrant. If the GJ judicial officer approves the MCAO request for a warrant, MCAO must provide the warrant paperwork containing the bond amount to the judicial officer for signature. | MCAO must provide good cause information to issue a warrant. RCRP 3.1 | 10.269 For GJ when no complaint is filed, if MCAO requests a warrant instead of a summons, MCAO must state the reason(s) via a warrant Fact Sheet and must suggest a bond amount for the arrest warrant. If the GJ judicial officer approves the MCAO request for a warrant, MCAO must provide the warrant paperwork containing the bond amount to the judicial officer for signature. |
| MCAO | 10 | 270 | Grand Jury Wt | For GJ MCAO must provide a warrant to the court at grand jury returns. COSC delivers the warrants to MCSO for both in-custody and at large defendants. (If in-custody, MCSO must ensure that the defendant is IA'd on the NSI and set for arraignment.) | | 10.270 For GJ MCAO must provide a warrant to the court at grand jury returns. COSC delivers the warrants to MCSO for both in-custody and at large defendants. (If in-custody, MCSO must ensure that the defendant is IA'd on the NSI and set for arraignment.) |
| MCAO | 10 | 271 | Grand Jury Wt | The MCAO GJ clerk must not "open" warrants or summons cases in CAIS until the defendant has been served. MCAO receives notice of the opening of these cases from COSC. | | 10.271 The MCAO GJ clerk must not "open" warrants or summons cases in CAIS until the defendant has been served. MCAO receives notice of the opening of these cases from COSC. |
| MCAO | 10 | 272 | Misd A/W | MCAO must process incoming requests for complaints from many different law enforcement agencies. (These are via "long form" complaint submittals.) | | 10.272 MCAO must process incoming requests for complaints from many different law enforcement agencies. (These are via "long form" complaint submittals.) |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCAO | 10 | 273 | Misd A/W | For in-custody misdemeanor requests, central intake must perform a limited local priors check and enter data into CAIS. MCAO must create a "priors worksheet" from the CAIS data entered which includes name, requested charges, DOB, identifying numbers (including DPS Suspect ID Database for possible gang affiliation.) This requirement applies to all submittals -- felony and misdemeanor warrantless arrest and basket cases. | This information is necessary to ensure correct information on the warrant. | 10.273 For in-custody misdemeanor requests, central intake must perform a limited local priors check and enter data into CAIS. MCAO must create a "priors worksheet" from the CAIS data entered which includes name, requested charges, DOB, identifying numbers (including DPS Suspect ID Database for possible gang affiliation.) This requirement applies to all submittals -- felony and misdemeanor warrantless arrest and basket cases. |
| MCAO | 10 | 274 | Misd A/W | For in-custody misdemeanor arrest cases, MCAO attorney must review the request and priors worksheet and then make a charging decision. | | 10.274 For in-custody misdemeanor arrest cases, MCAO attorney must review the request and priors worksheet and then make a charging decision. |
| MCAO | 10 | 275 | Misd A/W | For in-custody misdemeanor requests, if MCAO attorney decides to file, MCAO attorney must instruct staff what charges to file and then MCAO staff must create the complaint document, (but usually does not create a warrant document itself.) | | 10.275 For in-custody misdemeanor requests, if MCAO attorney decides to file, MCAO attorney must instruct staff what charges to file and then MCAO staff must create the complaint document, (but usually does not create a warrant document itself.) |
| MCAO | 10 | 276 | Misd A/W | After the complaint is completed, a police liaison office must call the appropriate MCJC where the complaint will be filed to obtain a CCN and Justice Court number. | Local Rule 4.1(b)(3) Complaint is deemed filed at the time it has a number and is signed by a magistrate. | 10.276 After the complaint is completed, a police liaison office must call the appropriate MCJC where the complaint will be filed to obtain a CCN and Justice Court number. |
| MCAO | 10 | 277 | Misd A/W | After obtaining a CCN and Justice Court Number, the MCAO police liaison officer must swear to the information in the complaint before a Justice of the Peace in order to hold the suspect in custody after the IA. (A misdemeanor arrest warrant does not need to be issued in this instance when charges are similar to the booked charges.) | SAA | 10.277 After obtaining a CCN and Justice Court Number, the MCAO police liaison officer must swear to the information in the complaint before a Justice of the Peace in order to hold the suspect in custody after the IA. (A misdemeanor arrest warrant does not need to be issued in this instance when charges are similar to the booked charges.) |
| MCAO | 10 | 278 | Misd A/W | For out-of-custody (basket cases) misdemeanor arrest warrants requests, central intake must perform a limited local priors check and enter data into CAIS. MCAO must create a "priors worksheet" from the CAIS data entered which includes name, requested charges, DOB, identifying numbers (including DPS Suspect ID Database for possible gang affiliation.) | MCAO needs the information to complete the CIS form. | 10.278 For out-of-custody (basket cases) misdemeanor arrest warrants requests, central intake must perform a limited local priors check and enter data into CAIS. MCAO must create a "priors worksheet" from the CAIS data entered which includes name, requested charges, DOB, identifying numbers (including DPS Suspect ID Database for possible gang affiliation.) |
| MCAO | 10 | 279 | Misd A/W | For out-of-custody (basket cases) misdemeanor arrest warrants requests, MCAO attorney must review the request and priors worksheet and then make a charging decision. | MCAO requires attorneys to make charging decisions. | 10.279 For out-of-custody (basket cases) misdemeanor arrest warrants requests, MCAO attorney must review the request and priors worksheet and then make a charging decision. |
| MCAO | 10 | 280 | Misd A/W | For out-of-custody (basket cases) misdemeanor arrest warrants requests, if MCAO attorney decides to file, MCAO attorney must instruct staff what charges to file and whether to request a warrant or a summons. Then MCAO staff must create the complaint document and, sometimes, the warrant or summons (partial). The request for warrant or summons is a line item on the complaint. | RCRP 3.1 | 10.280 For out-of-custody (basket cases) misdemeanor arrest warrants requests, if MCAO attorney decides to file, MCAO attorney must instruct staff what charges to file and whether to request a warrant or a summons. Then MCAO staff must create the complaint document and, sometimes, the warrant or summons (partial). The request for warrant or summons is a line item on the complaint. |
| MCAO | 10 | 281 | Misd A/W | For out-of-custody (basket cases) misdemeanor arrest warrants requests, after the complaint is completed, a police liaison office must call the appropriate MCJC where the complaint will be filed to obtain a CCN and Justice Court number. | Local Rule 4.1(b)(3) Complaint is deemed filed at the time it has a number and is signed by a magistrate. | 10.281 For out-of-custody (basket cases) misdemeanor arrest warrants requests, after the complaint is completed, a police liaison office must call the appropriate MCJC where the complaint will be filed to obtain a CCN and Justice Court number. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCAO | 10 | 282 | Misd A/W | For out-of-custody (basket cases) misdemeanor arrest warrants requests, after obtaining a CCN and Justice Court Number, the MCAO police liaison officer must swear to the information in the complaint before the Justice of the Peace. | RCRP 2.4(a) | 10.282 For out-of-custody (basket cases) misdemeanor arrest warrants requests, after obtaining a CCN and Justice Court Number, the MCAO police liaison officer must swear to the information in the complaint before the Justice of the Peace. |
| MCAO | 10 | 283 | Misd A/W | For out-of-custody (basket cases) misdemeanor arrest warrants requests submitted by MCAO to MCJC, the MCJC judicial officer must issue a summons or a misdemeanor arrest warrant. | RCRP 3.1 | 10.283 For out-of-custody (basket cases) misdemeanor arrest warrants requests submitted by MCAO to MCJC, the MCJC judicial officer must issue a summons or a misdemeanor arrest warrant. |
| MCAO | 11 | 284 | Subpoena | MCAO must provide blank subpoenas (for matters prior to preliminary hearing) to the appropriate court for non-law enforcement witnesses. For Justice Courts, MCAO sometimes provides these documents. | | 11.284 MCAO must provide blank subpoenas (for matters prior to preliminary hearing) to the appropriate court for non-law enforcement witnesses. For Justice Courts, MCAO sometimes provides these documents. |
| MCSO | 11 | 285 | Subpoena | For felony subpoenas (prior to preliminary hearing) if the subpoena indicates the address is protected, the address memorandum must be detached before the original subpoena is sent to the originating court / RCC. | The attached memo with the victim address is removed. | 11.285 For felony subpoenas (prior to preliminary hearing) if the subpoena indicates the address is protected, the address memorandum must be detached before the original subpoena is sent to the originating court / RCC. |
| MCSO | 11 | 286 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring mail service, MCSO requires COSC to serve the subpoena. MCSO returns the original subpoena and the fact sheet to MCSC. | | 11.286 For felony subpoenas (prior to preliminary hearing) requiring mail service, MCSO requires COSC to serve the subpoena. MCSO returns the original subpoena and the fact sheet to MCSC. |
| MCSO | 11 | 287 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring mail service, when the return receipt card that was mailed to the person being subpoenaed is returned to COSC, MCSC must return the annotated fact sheet to MCSO for filing. | | 11.287 For felony subpoenas (prior to preliminary hearing) requiring mail service, when the return receipt card that was mailed to the person being subpoenaed is returned to COSC, MCSC must return the annotated fact sheet to MCSO for filing. |
| MCSO | 11 | 288 | Subpoena | MCSO must process felony subpoenas (prior to preliminary hearing) requiring fax service within Maricopa County. | | 11.288 MCSO must process felony subpoenas (prior to preliminary hearing) requiring fax service within Maricopa County. |
| MCSO | 11 | 289 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring fax service, MCSO must print a fact sheet with subpoena information. MCSO must also research and determine the fax # of the law enforcement or county employee to be subpoenaed. | | 11.289 For felony subpoenas (prior to preliminary hearing) requiring fax service, MCSO must print a fact sheet with subpoena information. MCSO must also research and determine the fax # of the law enforcement or county employee to be subpoenaed. |
| MCSO | 11 | 290 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring fax service, MCSO must fax the subpoena to the law enforcement or county employee being subpoenaed. (If upcoming court date is within 3 business days, MCSO may opt to fax the felony subpoena to businesses or individuals.) | | 11.290 For felony subpoenas (prior to preliminary hearing) requiring fax service, MCSO must fax the subpoena to the law enforcement or county employee being subpoenaed. (If upcoming court date is within 3 business days, MCSO may opt to fax the felony subpoena to businesses or individuals.) |
| MCSO | 11 | 291 | Subpoena | MCSO staff or deputy must sign the subpoena to be faxed, and must research and complete the fax cover page. (Information required pursuant to ARS13-4072.) | | 11.291 MCSO staff or deputy must sign the subpoena to be faxed, and must research and complete the fax cover page. (Information required pursuant to ARS13-4072.) |
| MCSO | 11 | 292 | Subpoena | MCSO must print the fax confirmation page and update the tracking database to indicate service. | | 11.292 MCSO must print the fax confirmation page and update the tracking database to indicate service. |
| MCSO | 11 | 293 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring fax service, after service, MCSO must return the subpoena, fact sheet, fax confirmation, and fax cover sheet to RCC. | | 11.293 For felony subpoenas (prior to preliminary hearing) requiring fax service, after service, MCSO must return the subpoena, fact sheet, fax confirmation, and fax cover sheet to RCC. |
| MCSO | 11 | 294 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring fax service, if the subpoena indicates the address is protected, the address must be removed before the packet is returned to RCC | | 11.294 For felony subpoenas (prior to preliminary hearing) requiring fax service, if the subpoena indicates the address is protected, the address must be removed before the packet is returned to RCC |
| MCSO | 11 | 295 | Subpoena | MCSO must expedite processing of felony subpoenas (prior to preliminary hearing) when the upcoming court appearance date is within 3 business days. This is done via telephone service of the subpoena. | | 11.295 MCSO must expedite processing of felony subpoenas (prior to preliminary hearing) when the upcoming court appearance date is within 3 business days. This is done via telephone service of the subpoena. |
| MCSO | 11 | 296 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring telephone service, MCSO must print a fact sheet with subpoena information. The subpoena must contain a valid telephone #, or MCSO will reject the subpoena and must return it to the originator. | | 11.296 For felony subpoenas (prior to preliminary hearing) requiring telephone service, MCSO must print a fact sheet with subpoena information. The subpoena must contain a valid telephone #, or MCSO will reject the subpoena and must return it to the originator. |
| MCSO | 11 | 297 | Subpoena | MCSO staff or deputy must sign the subpoena served by telephone, complete the fact sheet, and update the tracking database.(Information required pursuant to ARS13-4072.) | | 11.297 MCSO staff or deputy must sign the subpoena served by telephone, complete the fact sheet, and update the tracking database.(Information required pursuant to ARS13-4072.) |
| MCSO | 11 | 298 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring telephone service, after service, MCSO must return the subpoena and fact sheet to RCC. | | 11.298 For felony subpoenas (prior to preliminary hearing) requiring telephone service, after service, MCSO must return the subpoena and fact sheet to RCC. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 11 | 299 | Subpoena | For felony subpoenas requiring telephone service that MCSO is unable to serve, MCSO must print a fact sheet with subpoena information. MCSO must send the subpoena and fact sheet to RCC. | | 11.299 For felony subpoenas requiring telephone service that MCSO is unable to serve, MCSO must print a fact sheet with subpoena information. MCSO must send the subpoena and fact sheet to RCC. |
| MCSO | 11 | 300 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring telephone service, if the subpoena indicates the address is protected, the address must be removed before the packet is returned to RCC. | | 11.300 For felony subpoenas (prior to preliminary hearing) requiring telephone service, if the subpoena indicates the address is protected, the address must be removed before the packet is returned to RCC. |
| | | | | | | |
| MCSO | 11 | 302 | Summons | MCSO is required to process summons issued by authorized Maricopa County justice agencies. | | 11.302 MCSO is required to process summons issued by authorized Maricopa County justice agencies. |
| MCSO | 11 | 303 | Summons | MCSO must process summons in the same manner as subpoenas, with the exception that they must not be served by fax, telephone, or mail (personal service only.) | | 11.303 MCSO must process summons in the same manner as subpoenas, with the exception that they must not be served by fax, telephone, or mail (personal service only.) |
| MCSO | 11 | 304 | Summons | MCSO must receive summons at least 25 calendar days prior to the upcoming court appearance. | | 11.304 MCSO must receive summons at least 25 calendar days prior to the upcoming court appearance. |
| | | | | | | |
| COSC | 12 | 306 | Fel A/W | When a direct complaint is filed and MCAO is requesting a warrant, MCAO must attach a Victim's Information Sheet, CIS, Form IV, and a completed but unsigned warrant document. | | 12.306 When a direct complaint is filed and MCAO is requesting a warrant, MCAO must attach a Victim's Information Sheet, CIS, Form IV, and a completed but unsigned warrant document. |
| COSC | 12 | 307 | Fel A/W | MCSC judicial officer must review the packet submitted by MCAO with a direct complaint, and must determine whether to order the requested warrant. If ordering, the judicial officer must sign the warrant and return to COSC for issuance. COSC must seal (raised seal), copy the warrant and direct complaint, and deliver to Court Administration. | Required by Court Rule 3.2 and ARS 12-126 | 12.307 MCSC judicial officer must review the packet submitted by MCAO with a direct complaint, and must determine whether to order the requested warrant. If ordering, the judicial officer must sign the warrant and return to COSC for issuance. COSC must seal (raised seal), copy the warrant and direct complaint, and deliver to Court Administration. |
| COSC | 12 | 308 | Fel A/W | COSC must send the original warrant, an extra copy of the warrant, a copy of the complaint, Victim Information Sheet, and CIS to MCSO. | | 12.308 COSC must send the original warrant, an extra copy of the warrant, a copy of the complaint, Victim Information Sheet, and CIS to MCSO. |
| COSC | 12 | 309 | Fel A/W | When a felony arrest warrant is served and the subject in custody, the warrant must be signed by the arresting officer and faxed from MCSO Intake to MCSO OIC (Warrants Section). The faxed copy of the signed warrant must be returned to MCSO OIC. The original justice court signed felony warrant must be sent to IA Court. | | 12.309 When a felony arrest warrant is served and the subject in custody, the warrant must be signed by the arresting officer and faxed from MCSO Intake to MCSO OIC (Warrants Section). The faxed copy of the signed warrant must be returned to MCSO OIC. The original justice court signed felony warrant must be sent to IA Court. |
| COSC | 12 | 310 | Fel A/W | When COSC receives a served warrant from MCSO, the warrant must be file stamped with the date/time received, filed, and docketed by creating a record entry in iCIS. | | 12.310 When COSC receives a served warrant from MCSO, the warrant must be file stamped with the date/time received, filed, and docketed by creating a record entry in iCIS. |
| COSC | 12 | 311 | Fel A/W | If MCAO dismisses a felony A/W case, MCSC must issue a quash order dismissing the warrant. COSC must add the warrant to the list of warrants to be quashed. The list (containing one or more cases), and copies of the scanned images of the Orders to Dismiss & Quash, must be e-mailed to MCSO. MCSO must reply by e-mail, indicating the warrant(s) is quashed. (This requirement primarily for Justice Court felony warrant now processed by MCSC.) | One Prompt Process would be preferable | 12.311 If MCAO dismisses a felony A/W case, MCSC must issue a quash order dismissing the warrant. COSC must add the warrant to the list of warrants to be quashed. The list (containing one or more cases), and copies of the scanned images of the Orders to Dismiss & Quash, must be e-mailed to MCSO. MCSO must reply by e-mail, indicating the warrant(s) is quashed. (This requirement primarily for Justice Court felony warrant now processed by MCSC.) |
| COSC | 12 | 312 | Fel A/W | MCSO must stamp quashed warrants and return the original(s) to COSC. COSC must then docket in iCIS and process these warrants to the EDMS system and case file. | | 12.312 MCSO must stamp quashed warrants and return the original(s) to COSC. COSC must then docket in iCIS and process these warrants to the EDMS system and case file. |
| COSC | 12 | 313 | Grand Jury Summons | COSC, MCAO, and MCSO must process GJ summonses the same as other summonses, with the exception that the GJ Panel Number must be associated with and tracked for GJ summonses. | | 12.313 COSC, MCAO, and MCSO must process GJ summonses the same as other summonses, with the exception that the GJ Panel Number must be associated with and tracked for GJ summonses. |
| COSC | 12 | 314 | Grand Jury Wt | MCAO sends the packet for a Grand Jury Warrant to COSC. The packet must include a Victim Information Sheet, CIS, and GJ minutes. MCSC judicial officer must review the warrant request, and if approved, order and sign the GJ warrant; COSC must issue a GJ warrant and create a minute entry notifying interested parties. | Required by Court Rule 3.2 and ARS 12-126 | 12.314 MCAO sends the packet for a Grand Jury Warrant to COSC. The packet must include a Victim Information Sheet, CIS, and GJ minutes. MCSC judicial officer must review the warrant request, and if approved, order and sign the GJ warrant; COSC must issue a GJ warrant and create a minute entry notifying interested parties. |
| COSC | 12 | 315 | Grand Jury Wt | On a GJ warrant, information must include the GJ Panel Number and the criminal case number (CCN) in addition to all other required data. | | 12.315 On a GJ warrant, information must include the GJ Panel Number and the criminal case number (CCN) in addition to all other required data. |
| COSC | 12 | 316 | Grand Jury Wt | COSC must create a "skeletal case record" in iCIS, but must exclude the subject's name. Only the CCN is entered in iCIS. (Currently in iCIS, there is no way to tell whether the GJ case record is a warrant or a summons.) | | 12.316 COSC must create a "skeletal case record" in iCIS, but must exclude the subject's name. Only the CCN is entered in iCIS. (Currently in iCIS, there is no way to tell whether the GJ case record is a warrant or a summons.) |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| COSC | 12 | 317 | Grand Jury Wt | For a GJ warrant, the original indictment, copy of indictment for each defendant, original and copy of CIS for each defendant, GJ minutes, and COSC minute entry must be retained as in GJ Exhibits section until an arrest is made or the warrant is quashed. | | 12.317 For a GJ warrant, the original indictment, copy of indictment for each defendant, original and copy of CIS for each defendant, GJ minutes, and COSC minute entry must be retained as in GJ Exhibits section until an arrest is made or the warrant is quashed. |
| COSC | 12 | 318 | Grand Jury Wt | To quash a GJ warrant, MCAO must request a quash from an MCSC judicial officer. If the MCSC judicial officer approves, a minute entry must be made. The GJ clerk must send the minute entry to MCSO to request the quash. | One Prompt Process would be preferable | 12.318 To quash a GJ warrant, MCAO must request a quash from an MCSC judicial officer. If the MCSC judicial officer approves, a minute entry must be made. The GJ clerk must send the minute entry to MCSO to request the quash. |
| COSC | 12 | 319 | Grand Jury Wt | If the subject of a GJ NSI is out-of-custody, a copy of the NSI must be sent to the subject via regular mail. The original NSI must be filed at COSC. | | 12.319 If the subject of a GJ NSI is out-of-custody, a copy of the NSI must be sent to the subject via regular mail. The original NSI must be filed at COSC. |
| COSC | 12 | 320 | Grand Jury Wt | If the subject of a GJ NSI is in custody, a copy of the NSI must be sent to MCSO for service. The original NSI must be filed at COSC. | | 12.320 If the subject of a GJ NSI is in custody, a copy of the NSI must be sent to MCSO for service. The original NSI must be filed at COSC. |
| COSC | 12 | 321 | Subpoena | COSC must process subpoenas the same as summonses, except COSC clerks do not sign subpoenas. Subpoenas for preliminary hearings must be stamped with a judicial officer's signature and then sealed by COSC. | | 12.321 COSC must process subpoenas the same as summonses, except COSC clerks do not sign subpoenas. Subpoenas for preliminary hearings must be stamped with a judicial officer's signature and then sealed by COSC. |
| COSC | 12 | 322 | Subpoena | For a subpoena for a victim, MCAO must attach a memo to the request packet indicating the victim's name and address. If COSC receives the victim address memo from MCSO, the memo must be destroyed. The subpoena must contain only the victim's name. (The address must be used only for service of the subpoena.) | | 12.322 For a subpoena for a victim, MCAO must attach a memo to the request packet indicating the victim's name and address. If COSC receives the victim address memo from MCSO, the memo must be destroyed. The subpoena must contain only the victim's name. (The address must be used only for service of the subpoena.) |
| COSC | 12 | 323 | Subpoena | For a subpoena for a witness, the witness's address must be shown on the subpoena. However, COSC must redact the witness's address after service. | | 12.323 For a subpoena for a witness, the witness's address must be shown on the subpoena. However, COSC must redact the witness's address after service. |
| COSC | 12 | 324 | Subpoena | For a GJ subpoena, the COSC GJ clerk (or other deputy clerk) must sign the subpoena, apply the raised seal, and return the GJ subpoena to MCAO. | | 12.324 For a GJ subpoena, the COSC GJ clerk (or other deputy clerk) must sign the subpoena, apply the raised seal, and return the GJ subpoena to MCAO. |
| COSC | 12 | 325 | Subpoena | For return service on a subpoena, MCSO must complete a service worksheet indicating whether the subpoena was served or unserved. | | 12.325 For return service on a subpoena, MCSO must complete a service worksheet indicating whether the subpoena was served or unserved. |
| COSC | 12 | 326 | Subpoena | If the subpoena is returned unserved, MCAO must request a re-issue. (Subpoenas must not be automatically re-issued.) | | 12.326 If the subpoena is returned unserved, MCAO must request a re-issue. (Subpoenas must not be automatically re-issued.) |
| COSC | 12 | 327 | Subpoena | If a hearing is continued to another court date, a new subpoena must be issued for the new date/time. The new subpoena must be sent to MCSO with the last known successful service address. | | 12.327 If a hearing is continued to another court date, a new subpoena must be issued for the new date/time. The new subpoena must be sent to MCSO with the last known successful service address. |
| COSC | 12 | 328 | Summons | If MCAO files a complaint and requests a summons, MCAO must supply the completed but unsigned summons document to COSC (COSC requires all information on the summons document except date/time of IA court appearance.) COSC must sign and issue summonses by affixing a raised seal on behalf of MCAO. | | 12.328 If MCAO files a complaint and requests a summons, MCAO must supply the completed but unsigned summons document to COSC (COSC requires all information on the summons document except date/time of IA court appearance.) COSC must sign and issue summonses by affixing a raised seal on behalf of MCAO. |
| COSC | 12 | 329 | Summons | If MCAO request personal service of summons by MCSO, MCAO must send the issued summons and information packet which must include a Victim Information Sheet, and CIS. | | 12.329 If MCAO request personal service of summons by MCSO, MCAO must send the issued summons and information packet which must include a Victim Information Sheet, and CIS. |
| COSC | 12 | 330 | Summons | When a summons is served and information is returned to COSC, the event must be recorded on the docket. | | 12.330 When a summons is served and information is returned to COSC, the event must be recorded on the docket. |
| COSC | 12 | 331 | Summons | When a summons is issued, COSC must set an IA date, taking into consideration the date the summons was issued and the judicial officer's calendar. | | 12.331 When a summons is issued, COSC must set an IA date, taking into consideration the date the summons was issued and the judicial officer's calendar. |
| COSC | 12 | 332 | Summons | COSC must send a copy of an issued summons to the defendant by certified mail. The original summons is retained by COSC until the summons is served or quashed. | | 12.332 COSC must send a copy of an issued summons to the defendant by certified mail. The original summons is retained by COSC until the summons is served or quashed. |
| COSC | 12 | 333 | Summons | COSC must send a copy of the complaint with the IA date written on the front page, along with a CIS, to MCSC Court Administration. MCSC Court Administration must enter the information into the "skeleton case record" created by COSC. | | 12.333 COSC must send a copy of the complaint with the IA date written on the front page, along with a CIS, to MCSC Court Administration. MCSC Court Administration must enter the information into the "skeleton case record" created by COSC. |
| COSC | 12 | 334 | Summons | If a summons was sent by certified mail and a signed return receipt card is returned, COSC must file stamp return receipt card, attach the card to the original summons, and docket the case. | | 12.334 If a summons was sent by certified mail and a signed return receipt card is returned, COSC must file stamp return receipt card, attach the card to the original summons, and docket the case. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| COSC | 12 | 335 | Summons | If a summons sent by certified mail is returned unserved, COSC must file stamp the return receipt card and attach the card to the original summons. At the arraignment hearing, the MCSC judicial officer may choose to 1) re-issue the summons, or 2) sign and issue the warrant document previously submitted by MCAO. | | 12.335 If a summons sent by certified mail is returned unserved, COSC must file stamp the return receipt card and attach the card to the original summons. At the arraignment hearing, the MCSC judicial officer may choose to 1) re-issue the summons, or 2) sign and issue the warrant document previously submitted by MCAO. |
| COSC | 12 | 336 | Summons | A summons may be re-issued and served by certified mail, personal service, or by warrant. In this case, COSC must either vacate and re-issue the certified mail, or vacate and re-issue the summons for personal service. COSC must prepare a minute entry indicating which action was taken. | | 12.336 A summons may be re-issued and served by certified mail, personal service, or by warrant. In this case, COSC must either vacate and re-issue the certified mail, or vacate and re-issue the summons for personal service. COSC must prepare a minute entry indicating which action was taken. |
| COSC | 12 | 337 | Summons | Interested parties must be notified when a warrant or summons is issued, quashed, or served. | | 12.337 Interested parties must be notified when a warrant or summons is issued, quashed, or served. |
| MCAO | 13 | 338 | All Warrants | In order for law enforcement to obtain an arrest warrant from the courts, LE must complete a County Submittal form, Form IV, Case Report (DR) and Rule 15 paperwork and submit the packet to MCAO. When MCAO issues a complaint, warrants and/or summons requested are hand-delivered to the appropriate court. If the subject is out of custody, Rule 3.1 indicates a summons is preferable to a warrant. If the subject is in custody, a warrant, rather than a summons, must be requested. (Only direct complaint warrants). | | 13.338 In order for law enforcement to obtain an arrest warrant from the courts, LE must complete a County Submittal form, Form IV, Case Report (DR) and Rule 15 paperwork and submit the packet to MCAO. When MCAO issues a complaint, warrants and/or summons requested are hand-delivered to the appropriate court. If the subject is out of custody, Rule 3.1 indicates a summons is preferable to a warrant. If the subject is in custody, a warrant, rather than a summons, must be requested. (Only direct complaint warrants). |
| MCSO | 13 | 339 | Grand Jury Summons | MCSO must process summonses arising from State Grand Jury and County Grand Jury proceedings. | ARS 11-441 | 13.339 MCSO must process summonses arising from State Grand Jury and County Grand Jury proceedings. |
| MCSO | 13 | 340 | Grand Jury Summons | MCSO must track GJ summons separately by subject's name, and information must include date and GJ number. This is done by the MCSO clerk recording the information in a Grand Jury log book. | | 13.340 MCSO must track GJ summons separately by subject's name, and information must include date and GJ number. This is done by the MCSO clerk recording the information in a Grand Jury log book. |
| MCSO | 13 | 341 | Grand Jury Summons | When a GJ summons is received, MCSO GJ clerk must determine if subject is in custody. If subject is in custody, the MCAO GJ clerk must be notified via fax that the subject is in custody. The MCAO GJ clerk then must make a determination whether to request a GJ warrant. If no GJ warrant is requested, then the GJ summons must be sent to the subject via certified mail. | | 13.341 When a GJ summons is received, MCSO GJ clerk must determine if subject is in custody. If subject is in custody, the MCAO GJ clerk must be notified via fax that the subject is in custody. The MCAO GJ clerk then must make a determination whether to request a GJ warrant. If no GJ warrant is requested, then the GJ summons must be sent to the subject via certified mail. |
| MCSO | 13 | 342 | Grand Jury Summons | If the GJ summons is served via certified mail, MCSO will receive a signed certified mail return receipt card. Receipt of the return receipt card must be entered into an Excel spreadsheet used for this purpose. Once per day, the spreadsheet is faxed to the GJ clerk for entry into the GJ log book, and in the log book located in the COSC basement. A copy of the spreadsheet must also be delivered to GJ Exhibits section. Original served notices must remain on file in the Criminal Process section. | | 13.342 If the GJ summons is served via certified mail, MCSO will receive a signed certified mail return receipt card. Receipt of the return receipt card must be entered into an Excel spreadsheet used for this purpose. Once per day, the spreadsheet is faxed to the GJ clerk for entry into the GJ log book, and in the log book located in the COSC basement. A copy of the spreadsheet must also be delivered to GJ Exhibits section. Original served notices must remain on file in the Criminal Process section. |
| MCSO | 13 | 343 | Grand Jury Summons | If the GJ summons sent via certified mail is returned without service, the GJ clerk must be notified; GJ clerk must then determine if additional address information is available. If so, the summons must be re-mailed. If not, MCSO must return the summons to the GJ clerk, annotated as unservable. (GJ clerk typically requests a GJ warrant when a GJ summons is returned unserved.) All information must be entered in the GJ log book. | | 13.343 If the GJ summons sent via certified mail is returned without service, the GJ clerk must be notified; GJ clerk must then determine if additional address information is available. If so, the summons must be re-mailed. If not, MCSO must return the summons to the GJ clerk, annotated as unservable. (GJ clerk typically requests a GJ warrant when a GJ summons is returned unserved.) All information must be entered in the GJ log book. |
| MCSO | 13 | 344 | Grand Jury Wt | MCSO must process warrants arising from State Grand Jury and County Grand Jury proceedings. | ARS 11-441 | 13.344 MCSO must process warrants arising from State Grand Jury and County Grand Jury proceedings. |
| MCSO | 13 | 345 | Grand Jury Wt | MCSO must process GJ warrants like all other warrants, except information must not be divulged to non-law enforcement individuals. | ARS 13-2812 | 13.345 MCSO must process GJ warrants like all other warrants, except information must not be divulged to non-law enforcement individuals. |
| MCSO | 13 | 346 | Grand Jury Wt | MCSO must track GJ warrants separately by subject's name, and information must include date and GJ number. This is done by the MCSO clerk recording the information in a Grand Jury log book. | | 13.346 MCSO must track GJ warrants separately by subject's name, and information must include date and GJ number. This is done by the MCSO clerk recording the information in a Grand Jury log book. |
| MCSO | 13 | 347 | Grand Jury Wt | GJ Clerk must advise MCSO staff if warrant is to be entered immediately into NCIC/ACIC, or put "on hold." If held, GJ warrants must be put in a temporary file at MCSO. | | 13.347 GJ Clerk must advise MCSO staff if warrant is to be entered immediately into NCIC/ACIC, or put "on hold." If held, GJ warrants must be put in a temporary file at MCSO. |
| MCSO | 13 | 348 | Grand Jury Wt | When GJ warrant is entered into NCIC/ACIC, MCSO clerk must also add the SGJ or GJ number, in addition to other required data fields. | | 13.348 When GJ warrant is entered into NCIC/ACIC, MCSO clerk must also add the SGJ or GJ number, in addition to other required data fields. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 13 | 349 | Grand Jury Wt | MCSO must process the quashing of a GJ warrant like all other warrants. Additionally, quash information must be entered in the GJ log book, and the paperwork must be returned to the GJ clerk. | | 13.349 MCSO must process the quashing of a GJ warrant like all other warrants. Additionally, quash information must be entered in the GJ log book, and the paperwork must be returned to the GJ clerk. |
| APD | 14 | 350 | PVW | APD is responsible for requesting revocation of probation for adults post-adjudication. APD must request either warrant service or summons service if the subject is at-large, or "warrantless" service if the subject is in-custody. | Statute 13-901 C/ Court Rule 4.13 b | 14.350 APD is responsible for requesting revocation of probation for adults post-adjudication. APD must request either warrant service or summons service if the subject is at-large, or "warrantless" service if the subject is in-custody. |
| APD | 14 | 351 | PVW | APD must complete and sign the Petition to Revoke Probation PTR for both warrants and summons documents and provide these documents to a MCSC judicial officer. | Business Practice | 14.351 APD must complete and sign the Petition to Revoke Probation PTR for both warrants and summons documents and provide these documents to a MCSC judicial officer. |
| APD | 14 | 352 | PVW | The PTR, warrant and/or summons, and out-of-custody supplement must be populated by APD staff from data in the adult probation systems APETS. The CCN must come from iCIS, and JMS must be queried to ensure that the subject is not already in-custody. | Business Practice | 14.352 The PTR, warrant and/or summons, and out-of-custody supplement must be populated by APD staff from data in the adult probation systems APETS. The CCN must come from iCIS, and JMS must be queried to ensure that the subject is not already in-custody. |
| APD | 14 | 353 | PVW | If the subject has absconded from supervised probation, APD usually submits a PTR with a warrant document to MCSC via inter-office mail. | Business Practice | 14.353 If the subject has absconded from supervised probation, APD usually submits a PTR with a warrant document to MCSC via inter-office mail. |
| APD | 14 | 354 | PVW | If the MCSC judicial officer orders PTR and warrant, the judicial officer signs the PTR, COSC signs and seals the warrant, updates iCIS and send copies of the warrant to all interested parties, including APD's Warrant Detail for service. COSC must then hand-deliver the original signed and sealed warrant, and copies of the PTR and out-of-custody supplement to MCSO for processing. | Business Practice | 14.354 If the MCSC judicial officer orders PTR and warrant, the judicial officer signs the PTR, COSC signs and seals the warrant, updates iCIS and send copies of the warrant to all interested parties, including APD's Warrant Detail for service. COSC must then hand-deliver the original signed and sealed warrant, and copies of the PTR and out-of-custody supplement to MCSO for processing. |
| APD | 14 | 355 | PVW | APD may request AZ-only (ACIC) or national (NCIC) warrants, but must follow the guidelines provided by MCAO in determining which classification to select. (per VPP 30(1).202) | Business Practice | 14.355 APD may request AZ-only (ACIC) or national (NCIC) warrants, but must follow the guidelines provided by MCAO in determining which classification to select. (per VPP 30(1).202) |
| APD | 14 | 356 | PVW | If the PTR with warrant is served, APD must resolve the warrant in APETS. MCSO will clear the warrant in ACIC/NCIC. | Az. Court Rule Preliminary Hearing 3.3 | 14.356 If the PTR with warrant is served, APD must resolve the warrant in APETS. MCSO will clear the warrant in ACIC/NCIC. |
| Juv.Prob. | 14 | 357 | Juv.Prob. Wts. | Juvenile Probation (Juv.Prob.) may request and must track bench warrants, temporary custody warrants and non-mandatory warrants when needed by a juvenile probation officer. | Business Practice | 14.357 Juvenile Probation (Juv.Prob.) may request and must track bench warrants, temporary custody warrants and non-mandatory warrants when needed by a juvenile probation officer. |
| Juv.Prob. | 14 | 358 | Juv.Prob. Wts. | A juvenile probation officer requests a warrant and a probation violation charge by completing a Form 1208 and (if pre-adjudication), also requesting a "probation officer request to the court and order (PORCO)", or (if post-adjudication) requesting a "Violation of Probation" charge.) | Statute 8-354B | 14.358 A juvenile probation officer requests a warrant and a probation violation charge by completing a Form 1208 and (if pre-adjudication), also requesting a "probation officer request to the court and order (PORCO)", or (if post-adjudication) requesting a "Violation of Probation" charge.) |
| Juv.Prob. | 14 | 359 | Juv.Prob. Wts. | Juv.Prob. may request AZ-only (ACIC), national (NCIC) or county-only juvenile warrants. The judicial officer must determine and state which type of warrant is to be issued (based on various guidelines, including charges, probation officer recommendation, potential costs of juvenile's return, and others). | Business Practice | 14.359 Juv.Prob. may request AZ-only (ACIC), national (NCIC) or county-only juvenile warrants. The judicial officer must determine and state which type of warrant is to be issued (based on various guidelines, including charges, probation officer recommendation, potential costs of juvenile's return, and others). |
| Juv.Prob. | 14 | 360 | Juv.Prob. Wts. | COSC or Juvenile Court Administration may enter the warrant information into JOLTS and notify the juvenile probation warrant clerk and other interested parties when a warrant has been ordered by the judicial officer. The warrant clerk must then print, complete, sign, and apply the raised seal to a Form 1246 (AZ warrant form) and complete a Form 1248 (Warrant Information Addendum form), and must update JOLTS to indicate issuance of the warrant. (The JOLTS juvenile system is used by MCAO, IR, Juvenile Court, COSC, and Juvenile Probation; thus, juvenile probation warrants processing among these agencies is integrated via JOLTS.) | Business Practice | 14.360 COSC or Juvenile Court Administration may enter the warrant information into JOLTS and notify the juvenile probation warrant clerk and other interested parties when a warrant has been ordered by the judicial officer. The warrant clerk must then print, complete, sign, and apply the raised seal to a Form 1246 (AZ warrant form) and complete a Form 1248 (Warrant Information Addendum form), and must update JOLTS to indicate issuance of the warrant. (The JOLTS juvenile system is used by MCAO, IR, Juvenile Court, COSC, and Juvenile Probation; thus, juvenile probation warrants processing among these agencies is integrated via JOLTS.) |
| Juv.Prob. | 14 | 361 | Juv.Prob. Wts. | The warrant clerk must send the original and one copy of Forms 1246 and 1248 to MCSO via the Transportation Unit and must follow-up by telephone with MCSO to verify receipt. | Business Practice | 14.361 The warrant clerk must send the original and one copy of Forms 1246 and 1248 to MCSO via the Transportation Unit and must follow-up by telephone with MCSO to verify receipt. |
| Juv.Prob. | 14 | 362 | Juv.Prob. Wts. | When the juvenile is arrested and brought to juvenile detention, MCSO must provide a Juv.Prob. with a copy of the served warrant. Juvenile Probation must then notify the victim that the subject is in custody. | Business Practice | 14.362 When the juvenile is arrested and brought to juvenile detention, MCSO must provide a Juv.Prob. with a copy of the served warrant. Juvenile Probation must then notify the victim that the subject is in custody. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| Juv.Prob. | 14 | 363 | Juv.Prob. Wts. | Upon receipt of the juvenile at Juv.Prob., the warrant must be closed out in JOLTS by Juv.Prob. Central Intake. The Juvenile Probation warrant clerk must fax MCSO the quashed warrant. MCSO will clear the warrant and must provide verification to Juv.Prob that the warrant has been cancelled in NCIC and/or ACIC. | Business Practice | 14.363 Upon receipt of the juvenile at Juv.Prob., the warrant must be closed out in JOLTS by Juv.Prob. Central Intake. The Juvenile Probation warrant clerk must fax MCSO the quashed warrant. MCSO will clear the warrant and must provide verification to Juv.Prob that the warrant has been cancelled in NCIC and/or ACIC. |
| Juv.Prob. | 14 | 364 | Juv.Prob. Wts. | In order to ensure timely service, Juv. Prob. creates a JOLTS report of outstanding warrants by beat/ZIP and either send, or make available for pickup, this report to various local law enforcement agencies. Central Index may also clear the warrant in NCIC or ACIC. | Business Practice | 14.364 In order to ensure timely service, Juv. Prob. creates a JOLTS report of outstanding warrants by beat/ZIP and either send, or make available for pickup, this report to various local law enforcement agencies. Central Index may also clear the warrant in NCIC or ACIC. |
| MCAO | 14 | 365 | Juv A/W | MCAO requires the ability to request a national warrant when a juvenile offender is known to be out-of-state. | | 14.365 MCAO requires the ability to request a national warrant when a juvenile offender is known to be out-of-state. |
| PSA | 14 | 366 | PVW | Pretrial Services (PSA) must request a summons, an arrest warrant, or request that violations be addressed at the next court hearing when filing a "Petition to Review Release Conditions-Revocation/Amendment of Release Conditions" for defendants who violate release conditions in in pre-adjudicated cases. The Petition to Review Release Conditions-Revocation/Amendment of Release Conditions requesting the court take some action (warrant, summons or request for review) must be filed with the judicial officer assigned to the next hearing (the defendant and hearing information is contained in iCIS.) | Admin. Order 2003-012 | 14.366 Pretrial Services (PSA) must request a summons, an arrest warrant, or request that violations be addressed at the next court hearing when filing a "Petition to Review Release Conditions-Revocation/Amendment of Release Conditions" for defendants who violate release conditions in in pre-adjudicated cases. The Petition to Review Release Conditions-Revocation/Amendment of Release Conditions requesting the court take some action (warrant, summons or request for review) must be filed with the judicial officer assigned to the next hearing (the defendant and hearing information is contained in iCIS.) |
| PSA | 14 | 367 | PVW | The PSA officer must gather information needed to complete the Petition to Review Release Conditions-Revocation/Amendment of Release Conditions and the arrest warrant documents from PACTS, CAIS, JMS, and iCIS. PSA must submit the petition and the arrest warrant documents (MS-Word template) to MCSC or MCJC when requesting a warrant. | Business Practice | 14.367 The PSA officer must gather information needed to complete the Petition to Review Release Conditions-Revocation/Amendment of Release Conditions and the arrest warrant documents from PACTS, CAIS, JMS, and iCIS. PSA must submit the petition and the arrest warrant documents (MS-Word template) to MCSC or MCJC when requesting a warrant. |
| PSA | 14 | 368 | PVW | If an MCSC judicial officer signs a Petition to Review Release Conditions-Revocation/Amendment of Release Conditions with a signed arrest warrant, PSA must deliver a copy of the signed and sealed warrant to Court Administration/Criminal Case Flow (CACCF) who will update iCIS. Copies of the Petition to Review Release Conditions Revocation/Amendment of Release Conditions are sent to all interested parties, and PSA must hand-deliver the original signed and sealed warrant to MCSO for processing. (PSA does not complete out-of-custody supplements.) | Business Practice | 14.368 If an MCSC judicial officer signs a Petition to Review Release Conditions-Revocation/Amendment of Release Conditions with a signed arrest warrant, PSA must deliver a copy of the signed and sealed warrant to Court Administration/Criminal Case Flow (CACCF) who will update iCIS. Copies of the Petition to Review Release Conditions Revocation/Amendment of Release Conditions are sent to all interested parties, and PSA must hand-deliver the original signed and sealed warrant to MCSO for processing. (PSA does not complete out-of-custody supplements.) |
| PSA | 14 | 369 | PVW | If an MCJC judicial officer signs a Petition to Review Release Conditions-Revocation/Amendment of Release Conditions misdemeanor arrest warrant, MCJC Court Administration must update JCS and send copies of the petition to all interested parties, and PSA must hand-deliver the original signed and sealed warrant to MCSO for processing. PSA must deliver a copy of the warrant and the original petition to the appropriate justice court. | Business Practice | 14.369 If an MCJC judicial officer signs a Petition to Review Release Conditions-Revocation/Amendment of Release Conditions misdemeanor arrest warrant, MCJC Court Administration must update JCS and send copies of the petition to all interested parties, and PSA must hand-deliver the original signed and sealed warrant to MCSO for processing. PSA must deliver a copy of the warrant and the original petition to the appropriate justice court. |
| PSA | 14 | 370 | PVW | After delivery of the original warrant to MCSO and copy to CACCF, PSA must notify the local law enforcement agency where the defendant's last known address is located. | Business Practice | 14.370 After delivery of the original warrant to MCSO and copy to CACCF, PSA must notify the local law enforcement agency where the defendant's last known address is located. |
| PSA | 14 | 371 | Summons | If a judicial officer signs a summons, PSA must send a "summons letter" to the defendant identifying the court/location, hearing date and time, etc. Copies of the Petition to Review Release Conditions-Revocation/Amendment of Release Conditions are sent by the court to interested parties. | Business Practice | 14.371 If a judicial officer signs a summons, PSA must send a "summons letter" to the defendant identifying the court/location, hearing date and time, etc. Copies of the Petition to Review Release Conditions-Revocation/Amendment of Release Conditions are sent by the court to interested parties. |
| APD | 15 | 372 | PVW | When a probationer is arrested and in custody, APD must place a hold on the subject until a warrantless PTR is issued. APD must also track these warrantless PTRs (in APETS). | Business Practice | 15.372 When a probationer is arrested and in custody, APD must place a hold on the subject until a warrantless PTR is issued. APD must also track these warrantless PTRs (in APETS). |
| APD | 15 | 373 | PVW | PVW warrants must be tracked by APD and associated with the PTR document itself. (This is currently handled in APETS.) | Business Practice | 15.373 PVW warrants must be tracked by APD and associated with the PTR document itself. (This is currently handled in APETS.) |
| APD | 15 | 374 | Subpoena | To obtain MCSO records, APD must request a subpoena duces tecum from MCSC. (Information needed for the subpoena may come from case notes, APETS and/or JMS.) | Business Practice | 15.374 To obtain MCSO records, APD must request a subpoena duces tecum from MCSC. (Information needed for the subpoena may come from case notes, APETS and/or JMS.) |
| APD | 15 | 375 | Subpoena | Subpoenas requested by APD must be ordered and signed by an MCSC judicial officer, and then must be served by APD staff. | Business Practice | 15.375 Subpoenas requested by APD must be ordered and signed by an MCSC judicial officer, and then must be served by APD staff. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| APD | 15 | 376 | Subpoena | APD requires a special Phone Records duces tecum subpoena when requesting telephone records of the defendant. | Business Practice | 15.376 APD requires a special Phone Records duces tecum subpoena when requesting telephone records of the defendant. |
| APD | 15 | 377 | Summons | If APD requests a summons instead of a PVW warrant, APD must process the summons in the same manner as a warrant, except the APD supervising officer is responsible for service of the summons. | Business Practice | 15.377 If APD requests a summons instead of a PVW warrant, APD must process the summons in the same manner as a warrant, except the APD supervising officer is responsible for service of the summons. |
| APD | 15 | 378 | Summons | When APD files a PTR, a completed but unsigned warrant document must be provided to MCSC. If the judicial officer orders a summons, the PTR becomes the summons document to be served. | Business Practice | 15.378 When APD files a PTR, a completed but unsigned warrant document must be provided to MCSC. If the judicial officer orders a summons, the PTR becomes the summons document to be served. |
| APD | 15 | 379 | Summons | If an MCSC judicial officer orders a PTR summons, COSC must update iCIS and send copies of the PTR ("summons") to all interested parties. The APD supervising officer must provide personal service of the summons. | Business Practice | 15.379 If an MCSC judicial officer orders a PTR summons, COSC must update iCIS and send copies of the PTR ("summons") to all interested parties. The APD supervising officer must provide personal service of the summons. |
| APD | 15 | 380 | Summons | If a PTR summons cannot be served by APD, APD must contact the MCSC to obtain either a new summons date or to request an arrest warrant. APD must retain the minute entry noting the judicial officer's decision. | Business Practice | 15.380 If a PTR summons cannot be served by APD, APD must contact the MCSC to obtain either a new summons date or to request an arrest warrant. APD must retain the minute entry noting the judicial officer's decision. |
| APD | 15 | 381 | Summons | If served, APD must send the proof of service of a PTR summons to COSC. | Az. Court Rule Preliminary Hearing 3.3 | 15.381 If served, APD must send the proof of service of a PTR summons to COSC. |
| APD | 15 | 382 | Summons | PTR summonses must be tracked by APD and associated with the PTR document itself. This is currently handled in APETS. | Business Practice | 15.382 PTR summonses must be tracked by APD and associated with the PTR document itself. This is currently handled in APETS. |
| MCJC | 16 | 383 | All Warrants | When MCJC prints a warrant from the JCS system, it puts the issuance date on the docket, inserts a date 5 years forward in the tickler as a review date, and enters a proceeding in the docket that states the date the warrant is issued,/that it was issued/bond on warrant. If FTA complaint was done, JCS completes a field counting statistics. | | 16.383 When MCJC prints a warrant from the JCS system, it puts the issuance date on the docket, inserts a date 5 years forward in the tickler as a review date, and enters a proceeding in the docket that states the date the warrant is issued,/that it was issued/bond on warrant. If FTA complaint was done, JCS completes a field counting statistics. |
| MCSO | 18 | 384 | Fel A/W | For certain felonies, prior to receipt of a court ordered warrant, if requested by law enforcement agencies, MCSO must create a temporary warrant in NCIC. (The criteria for the entry is the establishment of a probable cause that a court ordered warrant will be issued for the requesting agency. This type of warrant is used primarily for escapes or erroneous releases.) MCSO must accept incoming requests for temporary warrants via telephone, fax or in-person. | ACJIS Part 16 1.6 TF and NCIC Introduction Section 1.1.4 | 18.384 For certain felonies, prior to receipt of a court ordered warrant, if requested by law enforcement agencies, MCSO must create a temporary warrant in NCIC. (The criteria for the entry is the establishment of a probable cause that a court ordered warrant will be issued for the requesting agency. This type of warrant is used primarily for escapes or erroneous releases.) MCSO must accept incoming requests for temporary warrants via telephone, fax or in-person. |
| MCSO | 18 | 385 | Fel A/W | Temporary felony arrest warrants created by MCSO require packing and processing similar to court ordered felony arrest warrants, except that temporary warrants are not entered into ACIC and will be automatically purged from NCIC after 48 hours. (The temporary warrant can be re-entered after the 48-hour expiration, until a court ordered hard copy is received by MCSO. If re-entered, the "date of incident" which is the same as the "date of the original warrant" must remain the same upon subsequent re-entry into NCIC.) | | 18.385 Temporary felony arrest warrants created by MCSO require packing and processing similar to court ordered felony arrest warrants, except that temporary warrants are not entered into ACIC and will be automatically purged from NCIC after 48 hours. (The temporary warrant can be re-entered after the 48-hour expiration, until a court ordered hard copy is received by MCSO. If re-entered, the "date of incident" which is the same as the "date of the original warrant" must remain the same upon subsequent re-entry into NCIC.) |
| MCSO | 18 | 386 | Fel A/W | If the temporary warrant request came in from an MCSO jail, the jail must request that the MCSO warrants section teletype all agencies statewide notifying them that the subject is in custody on a temporary warrant. If the subject is being held specifically for another agency, MCSO must notify the agency that the subject is in custody on a temporary warrant. | | 18.386 If the temporary warrant request came in from an MCSO jail, the jail must request that the MCSO warrants section teletype all agencies statewide notifying them that the subject is in custody on a temporary warrant. If the subject is being held specifically for another agency, MCSO must notify the agency that the subject is in custody on a temporary warrant. |
| MCSO | 18 | 387 | Fel A/W | MCSO must maintain temporary warrants in hard copy files by DR number until the replacement court ordered warrant is received. | | 18.387 MCSO must maintain temporary warrants in hard copy files by DR number until the replacement court ordered warrant is received. |
| MCSO | 18 | 388 | Fel A/W | When the court ordered warrant replacing the temporary warrant is received, MCSO must cancel the temporary warrant in NCIC and then process the new original felony arrest warrant as previously described herein. However, because much of the warrant packing has already been completed, MCSO may re-use the temporary warrant packing data for the new replacement felony arrest warrant (i.e., "transferring" the data from the cancelled temporary warrant to the new felony arrest warrant.) | | 18.388 When the court ordered warrant replacing the temporary warrant is received, MCSO must cancel the temporary warrant in NCIC and then process the new original felony arrest warrant as previously described herein. However, because much of the warrant packing has already been completed, MCSO may re-use the temporary warrant packing data for the new replacement felony arrest warrant (i.e., "transferring" the data from the cancelled temporary warrant to the new felony arrest warrant.) |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 18 | 389 | Misd A/W | MCSO must accept and process misdemeanor arrest warrants from municipal/town/city courts in which MCSO is the contracted total law enforcement provider. These must be processed the same by MCSO as are Maricopa County misdemeanor arrest warrants previously described herein, with the exception that these municipal/city warrants will have different case numbering schemes and thus will NOT have a Maricopa County Common Case Number (CCN). | By Contract with the cities | 18.389 MCSO must accept and process misdemeanor arrest warrants from municipal/town/city courts in which MCSO is the contracted total law enforcement provider. These must be processed the same by MCSO as are Maricopa County misdemeanor arrest warrants previously described herein, with the exception that these municipal/city warrants will have different case numbering schemes and thus will NOT have a Maricopa County Common Case Number (CCN). |
| IR | 19 | 390 | All Warrants | The Indigent Representation Offices (IR) must track the occurrence and notify its defendant clients (via letter) whenever a bench warrant has been ordered by a court for that defendant. To accomplish this, the IR offices must receive the minute entry from the court and enter/track the information in their records management systems. | | 19.390 The Indigent Representation Offices (IR) must track the occurrence and notify its defendant clients (via letter) whenever a bench warrant has been ordered by a court for that defendant. To accomplish this, the IR offices must receive the minute entry from the court and enter/track the information in their records management systems. |
| IR | 19 | 391 | B/W | The Indigent Representation Offices (IR) must be notified when a bench warrant has been ordered by a court for defendants who are their clients. | | 19.391 The Indigent Representation Offices (IR) must be notified when a bench warrant has been ordered by a court for defendants who are their clients. |
| IR | 19 | 392 | Subpoena | The IR must request issuance of subpoenas from MCSC and MCJC. | | 19.392 The IR must request issuance of subpoenas from MCSC and MCJC. |
| IR | 19 | 393 | Subpoena | The IR attorney must request a subpoena by providing necessary data to IR support staff and directing IR support staff to provide a completed, un-signed subpoena document to the appropriate court. | | 19.393 The IR attorney must request a subpoena by providing necessary data to IR support staff and directing IR support staff to provide a completed, un-signed subpoena document to the appropriate court. |
| IR | 19 | 394 | Subpoena | IR must deliver subpoena requests to the correct MCJC Justice Court based upon the court assigned to the case. | | 19.394 IR must deliver subpoena requests to the correct MCJC Justice Court based upon the court assigned to the case. |
| IR | 19 | 395 | Subpoena | IR must have the ability to deliver subpoena requests to and retrieve issued subpoenas from COSC for matters in either Juvenile Court and SE MCSC without traveling (COSC currently accepts these via hand-delivery at their downtown counter). | | 19.395 IR must have the ability to deliver subpoena requests to and retrieve issued subpoenas from COSC for matters in either Juvenile Court and SE MCSC without traveling (COSC currently accepts these via hand-delivery at their downtown counter). |
| IR | 19 | 396 | Subpoena | The IR process server must pick up and serve MCSC subpoenas from COSC after the original subpoena has been signed, sealed and dated by COSC. | | 19.396 The IR process server must pick up and serve MCSC subpoenas from COSC after the original subpoena has been signed, sealed and dated by COSC. |
| IR | 19 | 397 | Subpoena | The IR process server may serve subpoenas via either personal service, fax, telephone, certified mail with return receipt, or via first-class mail accompanied by a waiver of acceptance. | | 19.397 The IR process server may serve subpoenas via either personal service, fax, telephone, certified mail with return receipt, or via first-class mail accompanied by a waiver of acceptance. |
| IR | 19 | 398 | Subpoena | In-County IR subpoenas must be initially attempted via personal service. (If the IR subpoena cannot be personally served, a copy of the subpoena and the waiver of acceptance are mailed.) Out-of-County or out-of-State IR subpoenas must be mailed to the local Public Defender for personal service. | | 19.398 In-County IR subpoenas must be initially attempted via personal service. (If the IR subpoena cannot be personally served, a copy of the subpoena and the waiver of acceptance are mailed.) Out-of-County or out-of-State IR subpoenas must be mailed to the local Public Defender for personal service. |
| IR | 19 | 399 | Subpoena | When the IR subpoena is served, the original subpoena must be attached to the completed and signed certificate of service, and then returned to the appropriate court. (It is not necessary to wait for the waiver of acceptance or return receipt to be returned.) | | 19.399 When the IR subpoena is served, the original subpoena must be attached to the completed and signed certificate of service, and then returned to the appropriate court. (It is not necessary to wait for the waiver of acceptance or return receipt to be returned.) |
| IR | 19 | 400 | Subpoena | The IR process servers must track the receipt, service and disposition of all subpoenas requested by the IR offices. This is currently handled via a manual subpoenas log that is completed at the end of each day, reconciling all subpoenas received with results of attempted service. | | 19.400 The IR process servers must track the receipt, service and disposition of all subpoenas requested by the IR offices. This is currently handled via a manual subpoenas log that is completed at the end of each day, reconciling all subpoenas received with results of attempted service. |
| IR | 19 | 401 | Subpoena | If the IR process server did serve the IR subpoena, a copy of the subpoena and the signed certificate of service must be returned to the originating IR attorney. | | 19.401 If the IR process server did serve the IR subpoena, a copy of the subpoena and the signed certificate of service must be returned to the originating IR attorney. |
| IR | 19 | 402 | Subpoena | IR subpoenas with bad addresses must be returned to the originating attorney. If the attorney advises of a different address, then a subsequent attempt must be made to serve at the new address by the IR process server. | | 19.402 IR subpoenas with bad addresses must be returned to the originating attorney. If the attorney advises of a different address, then a subsequent attempt must be made to serve at the new address by the IR process server. |
| APD | 24 | 403 | PVW | APD must notify local law enforcement of probationers in their jurisdictions by zip code. Notification may be by telephone, in person, or by a report run by APD. | Business Practice | 24.403 APD must notify local law enforcement of probationers in their jurisdictions by zip code. Notification may be by telephone, in person, or by a report run by APD. |
| APD | 24 | 404 | PVW | APD must notify victims when a PTR is filed, when a PVW warrant is issued and when a PVW warrant is served. | Statute 13-4415 | 24.404 APD must notify victims when a PTR is filed, when a PVW warrant is issued and when a PVW warrant is served. |
| MCSO | 24 | 405 | Fid A/W | MCSO must handle Fiduciary Arrest Warrants in the same manner as Misdemeanor Arrest Warrants. | | 24.405 MCSO must handle Fiduciary Arrest Warrants in the same manner as Misdemeanor Arrest Warrants. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| Juv.Prob. | 24 | 406 | Juv.Prob. Wts. | If a Petition to Revoke or Review of Release Conditions if filed, Juvenile Probation must notify the victim. | Statute 13-4415 | 24.406 If a Petition to Revoke or Review of Release Conditions if filed, Juvenile Probation must notify the victim. |
| MCSO | 24 | 407 | Subpoena | ARS 13-4072 requires that Personal service of a subpoena is made by showing the original to the witness personally, informing him of its contents and delivering a copy of the subpoena to such witness. | | 24.407 ARS 13-4072 requires that Personal service of a subpoena is made by showing the original to the witness personally, informing him of its contents and delivering a copy of the subpoena to such witness. |
| MCSO | 25 | 408 | Fel A/W | Governor's warrants are treated the same as felony arrest warrants except they are entered into ACIC only (not NCIC), and MCSO generates a case number because Governor's warrant do not have a CCN. (All paperwork is handled by the MCSO Fugitive Detail.) | | 25.408 Governor's warrants are treated the same as felony arrest warrants except they are entered into ACIC only (not NCIC), and MCSO generates a case number because Governor's warrant do not have a CCN. (All paperwork is handled by the MCSO Fugitive Detail.) |
| PSA | 25 | 409 | PVW | Pretrial Services (PSA) must track the issuance and outcome/court actions for summons and arrest warrants related to a "Petition to Review Release Conditions-Revocation/Amendment of Release Conditions." (This is currently done in PACTS.) | Business Practice | 25.409 Pretrial Services (PSA) must track the issuance and outcome/court actions for summons and arrest warrants related to a "Petition to Review Release Conditions-Revocation/Amendment of Release Conditions." (This is currently done in PACTS.) |
| COSC | 12 | 908 | Grand Jury Wt | When a GJ warrant is served and information must be returned to COSC, docket events must be recorded, and the subject's name must then be entered in iCIS. (Made known – Grand Jury information must be sealed until warrant is served). | | 12.908 When a GJ warrant is served and information must be returned to COSC, docket events must be recorded, and the subject's name must then be entered in iCIS. (Made known – Grand Jury information must be sealed until warrant is served). |
| | | | | | | |
| **Not Changing the AS-IS, but outlining some future requirements** | | | | | | |
| COSC | 3 | 900 | B/W | A future requirement is that COSC sees that a B/W already exists for a subject on the same case in order to prevent issuance of a 2nd (duplicate) B/W. | | 3.900 A future requirement is that COSC sees that a B/W already exists for a subject on the same case in order to prevent issuance of a 2nd (duplicate) B/W. |
| COSC | 3 | 901 | B/W | A future requirement would be for COSC clerks to receive certification from MCSO that the bench warrant was received by MCSO. | | 3.901 A future requirement would be for COSC clerks to receive certification from MCSO that the bench warrant was received by MCSO. |
| MCSO | 7 | 902 | Validation | A future requirement of an electronic warrant solution would be to identify and validate one-year-old warrants filed at MCSO which do not appear on the NCIC/ACIC validation list. | | 7.902 A future requirement of an electronic warrant solution would be to identify and validate one-year-old warrants filed at MCSO which do not appear on the NCIC/ACIC validation list. |
| MCSO | 8 | 903 | Subpoena | For all non-felony criminal subpoenas (after preliminary hearing) processed by MCSO, a future requirement is to allow interested parties to view current service status. | | 8.903 For all non-felony criminal subpoenas (after preliminary hearing) processed by MCSO, a future requirement is to allow interested parties to view current service status. |
| MCSO | 8 | 904 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring personal service, MCSO must be able to search for cautions related to the service address. A future requirement is to automatically validate the address upon entry into the felony subpoena database. | | 8.904 For felony subpoenas (prior to preliminary hearing) requiring personal service, MCSO must be able to search for cautions related to the service address. A future requirement is to automatically validate the address upon entry into the felony subpoena database. |
| MCAO | 10 | 905 | Civ A/W | For bad check cases, a future requirement would be for MCJC to notify MCAO of the issuance of either a summons or a misdemeanor arrest warrant. | | 10.905 For bad check cases, a future requirement would be for MCJC to notify MCAO of the issuance of either a summons or a misdemeanor arrest warrant. |
| MCAO | 10 | 906 | Misd A/W | For out-of-custody (basket cases) misdemeanor arrest warrants requests, a future requirement would be for MCJC to notify MCAO of the issuance of either a summons or a misdemeanor arrest warrant. | | 10.906 For out-of-custody (basket cases) misdemeanor arrest warrants requests, a future requirement would be for MCJC to notify MCAO of the issuance of either a summons or a misdemeanor arrest warrant. |
| COSC | 12 | 907 | Grand Jury Wt | A future requirement is that MCSO be able to track the current status of a GJ warrant. | | 12.907 A future requirement is that MCSO be able to track the current status of a GJ warrant. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| COSC | 12 | 909 | Grand Jury Wt | When direct complaint is issued with warrant (before subject is arrested) and MCAO also takes the case to the Grand, Grand Jury may erroneously issue a duplicate warrant on the same case/defendant. A future requirement is to prohibit a second warrant from being issued until the first warrant is quashed. | MCAO, disagrees with this requirement unless the complaint warrant can be quashed contemporaneously with issuance of the GJ warrant and the GJ warrant be entered ASAP after return of the indictment. | 12.909 When direct complaint is issued with warrant (before subject is arrested) and MCAO also takes the case to the Grand, Grand Jury may erroneously issue a duplicate warrant on the same case/defendant. A future requirement is to prohibit a second warrant from being issued until the first warrant is quashed. |
| COSC | 12 | 910 | Grand Jury Wt | A future requirement of the COSC Grand Jury section is to reduce the error and omission rate on incoming requests for GJ warrants and summonses. (Additional research is frequently required to ensure complete and accurate data.) | | 12.910 A future requirement of the COSC Grand Jury section is to reduce the error and omission rate on incoming requests for GJ warrants and summonses. (Additional research is frequently required to ensure complete and accurate data.) |
| All | 12 | 911 | Summons | A future requirement is that most Maricopa County justice agencies be able to track the current status of a summons., subpoenas and warrants. | | 12.911 A future requirement is that most Maricopa County justice agencies be able to track the current status of a summons., subpoenas and warrants. |
| IR | 19 | 912 | All Warrants | A future requirement is that IR be automatically notified of every occurrence of the service of arrest warrants within the County. | | 19.912 A future requirement is that IR be automatically notified of every occurrence of the service of arrest warrants within the County. |
| IR | 19 | 913 | Summons | A future requirement is that IR be automatically notified of every occurrence of the service of a summons within the County. | | 19.913 A future requirement is that IR be automatically notified of every occurrence of the service of a summons within the County. |
| MCAO | | 914 | All processes | A future requirement is that MCAO be notified whenever a complaint or warrant request is denied. | | |
| MCAO | | 915 | All processes | A future requirement is that MCAO be notified of every completed service of a summons or warrant soon after the service is completed. | | |
| MCSO | 11 | 301 | Subpoena | For all felony subpoenas (prior to preliminary hearing) processed by MCSO, a future requirement is to allow interested parties to view current service status. | | 11.301 For all felony subpoenas (prior to preliminary hearing) processed by MCSO, a future requirement is to allow interested parties to view current service status. |
| MCSO | | 227 | Subpoena | A future requirement is to automatically validate the address upon entry into the felony subpoena database. | | |
| MCSO | | 916 | All Warrants | Upon entry of a warrant, the originating law enforcement agency, the law enforcement agency having jurisdiction of the defendants last known address and MCAO should be notified of the warrant. | | |
| MCSO | | 917 | All Warrants | Upon the serving or quashing of the warrant, the originating law enforcement agency, the law enforcement agency having jurisdiction of the defendants last known address and MCAO should be notified of the warrant service or quashing. | | |
| COSC | 12 | 305 | All Warrants | A future requirement is: when a Maricopa Count justice agency determines that the subject of a warrant, summons, or subpoena is deceased, that agency must explicitly notify all other interested parties. | | 12.305 A future requirement is: when a Maricopa Count justice agency determines that the subject of a warrant, summons, or subpoena is deceased, that agency must explicitly notify all other interested parties. |
| All | | 916 | All Warrants | A future requirement is to be able to generate reports based on a number of data elements such as city, date of issue, or by gps location. | | |
| | | | | | | |
| As of January 2005 the Sheriff's Office will have a Records Management System by New World with a warrants Module. This module adds the following AS-IS processes | | | | | | |
| MCSO | 93-96 | 917 | All Warrants | Warrants are entered once into the New World Warrants module and that module populated the required data elements and the optional data elements for ACIC/NCIC | | |
| MCSO | | 918 | All Warrants | The New World module allows for the interfacing with ACIC/NCIC or can be populated from another source. | | |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 93 | 919 | All Warrants | The process for warrants that are cancelled, quashed or served are completed using the New World Warrants Module | | |
| MCSO | | 920 | All Warrants | Warrants can be queried by name, DOB or warrant number. | | |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| All | 12 | 911 | Summons | A future requirement is that most Maricopa County justice agencies be able to track the current status of a summons., subpoenas and warrants. | | 12.911 A future requirement is that most Maricopa County justice agencies be able to track the current status of a summons., subpoenas and warrants. |
| APD | 14 | 350 | PVW | APD is responsible for requesting revocation of probation for adults post-adjudication. APD must request either warrant service or summons service if the subject is at-large, or "warrantless" service if the subject is in-custody. | Statute 13-901 C/ Court Rule 4.13 b | 14.350 APD is responsible for requesting revocation of probation for adults post-adjudication. APD must request either warrant service or summons service if the subject is at-large, or "warrantless" service if the subject is in-custody. |
| APD | 14 | 351 | PVW | APD must complete and sign the Petition to Revoke Probation PTR for both warrants and summons documents and provide these documents to a MCSC judicial officer. | Business Practice | 14.351 APD must complete and sign the Petition to Revoke Probation PTR for both warrants and summons documents and provide these documents to a MCSC judicial officer. |
| APD | 14 | 352 | PVW | The PTR, warrant and/or summons, and out-of-custody supplement must be populated by APD staff from data in the adult probation systems APETS. The CCN must come from iCIS, and JMS must be queried to ensure that the subject is not already in-custody. | Business Practice | 14.352 The PTR, warrant and/or summons, and out-of-custody supplement must be populated by APD staff from data in the adult probation systems APETS. The CCN must come from iCIS, and JMS must be queried to ensure that the subject is not already in-custody. |
| APD | 14 | 353 | PVW | If the subject has absconded from supervised probation, APD usually submits a PTR with a warrant document to MCSC via inter-office mail. | Business Practice | 14.353 If the subject has absconded from supervised probation, APD usually submits a PTR with a warrant document to MCSC via inter-office mail. |
| APD | 14 | 354 | PVW | If the MCSC judicial officer orders PTR and warrant, the judicial officer signs the PTR, COSC signs and seals the warrant, updates iCIS and send copies of the warrant to all interested parties, including APD's Warrant Detail for service. COSC must then hand-deliver the original signed and sealed warrant, and copies of the PTR and out-of-custody supplement to MCSO for processing. | Business Practice | 14.354 If the MCSC judicial officer orders PTR and warrant, the judicial officer signs the PTR, COSC signs and seals the warrant, updates iCIS and send copies of the warrant to all interested parties, including APD's Warrant Detail for service. COSC must then hand-deliver the original signed and sealed warrant, and copies of the PTR and out-of-custody supplement to MCSO for processing. |
| APD | 14 | 355 | PVW | APD may request AZ-only (ACIC) or national (NCIC) warrants, but must follow the guidelines provided by MCAO in determining which classification to select. (per VPP 30(1).202) | Business Practice | 14.355 APD may request AZ-only (ACIC) or national (NCIC) warrants, but must follow the guidelines provided by MCAO in determining which classification to select. (per VPP 30(1).202) |
| APD | 14 | 356 | PVW | If the PTR with warrant is served, APD must resolve the warrant in APETS. MCSO will clear the warrant in ACIC/NCIC. | Az. Court Rule Preliminary Hearing 3.3 | 14.356 If the PTR with warrant is served, APD must resolve the warrant in APETS. MCSO will clear the warrant in ACIC/NCIC. |
| APD | 15 | 372 | PVW | When a probationer is arrested and in custody, APD must place a hold on the subject until a warrantless PTR is issued. APD must also track these warrantless PTRs (in APETS). | Business Practice | 15.372 When a probationer is arrested and in custody, APD must place a hold on the subject until a warrantless PTR is issued. APD must also track these warrantless PTRs (in APETS). |
| APD | 15 | 373 | PVW | PVW warrants must be tracked by APD and associated with the PTR document itself. (This is currently handled in APETS.) | Business Practice | 15.373 PVW warrants must be tracked by APD and associated with the PTR document itself. (This is currently handled in APETS.) |
| APD | 24 | 403 | PVW | APD must notify local law enforcement of probationers in their jurisdictions by zip code. Notification may be by telephone, in person, or by a report run by APD. | Business Practice | 24.403 APD must notify local law enforcement of probationers in their jurisdictions by zip code. Notification may be by telephone, in person, or by a report run by APD. |
| APD | 24 | 404 | PVW | APD must notify victims when a PTR is filed, when a PVW warrant is issued and when a PVW warrant is served. | Statute 13-4415 | 24.404 APD must notify victims when a PTR is filed, when a PVW warrant is issued and when a PVW warrant is served. |
| APD | 15 | 374 | Subpoena | To obtain MCSO records, APD must request a subpoena duces tecum from MCSC. (Information needed for the subpoena may come from case notes, APETS and/or JMS.) | Business Practice | 15.374 To obtain MCSO records, APD must request a subpoena duces tecum from MCSC. (Information needed for the subpoena may come from case notes, APETS and/or JMS.) |
| APD | 15 | 375 | Subpoena | Subpoenas requested by APD must be ordered and signed by an MCSC judicial officer, and then must be served by APD staff. | Business Practice | 15.375 Subpoenas requested by APD must be ordered and signed by an MCSC judicial officer, and then must be served by APD staff. |
| APD | 15 | 376 | Subpoena | APD requires a special Phone Records duces tecum subpoena when requesting telephone records of the defendant. | Business Practice | 15.376 APD requires a special Phone Records duces tecum subpoena when requesting telephone records of the defendant. |
| APD | 15 | 377 | Summons | If APD requests a summons instead of a PVW warrant, APD must process the summons in the same manner as a warrant, except the APD supervising officer is responsible for service of the summons. | Business Practice | 15.377 If APD requests a summons instead of a PVW warrant, APD must process the summons in the same manner as a warrant, except the APD supervising officer is responsible for service of the summons. |
| APD | 15 | 378 | Summons | When APD files a PTR, a completed but unsigned warrant document must be provided to MCSC. If the judicial officer orders a summons, the PTR becomes the summons document to be served. | Business Practice | 15.378 When APD files a PTR, a completed but unsigned warrant document must be provided to MCSC. If the judicial officer orders a summons, the PTR becomes the summons document to be served. |
| APD | 15 | 379 | Summons | If an MCSC judicial officer orders a PTR summons, COSC must update iCIS and send copies of the PTR ("summons") to all interested parties. The APD supervising officer must provide personal service of the summons. | Business Practice | 15.379 If an MCSC judicial officer orders a PTR summons, COSC must update iCIS and send copies of the PTR ("summons") to all interested parties. The APD supervising officer must provide personal service of the summons. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| APD | 15 | 380 | Summons | If a PTR summons cannot be served by APD, APD must contact the MCSC to obtain either a new summons date or to request an arrest warrant. APD must retain the minute entry noting the judicial officer's decision. | Business Practice | 15.380 If a PTR summons cannot be served by APD, APD must contact the MCSC to obtain either a new summons date or to request an arrest warrant. APD must retain the minute entry noting the judicial officer's decision. |
| APD | 15 | 381 | Summons | If served, APD must send the proof of service of a PTR summons to COSC. | Az. Court Rule Preliminary Hearing 3.3 | 15.381 If served, APD must send the proof of service of a PTR summons to COSC. |
| APD | 15 | 382 | Summons | PTR summonses must be tracked by APD and associated with the PTR document itself. This is currently handled in APETS. | Business Practice | 15.382 PTR summonses must be tracked by APD and associated with the PTR document itself. This is currently handled in APETS. |
| COSC | 3 | 70 | All Warrants | COSC must make a minute entry in MEEDS every time a warrant is ordered quashed, or notation on paperwork documenting that the warrant is quashed. | | 3.70 COSC must make a minute entry in MEEDS every time a warrant is ordered quashed, or notation on paperwork documenting that the warrant is quashed. |
| COSC | 3 | 71 | All Warrants | COSC requires notification from MCSO that the warrant actually has been quashed. | | 3.71 COSC requires notification from MCSO that the warrant actually has been quashed. |
| COSC | 3 | 72 | All Warrants | COSC must notify MCSO for every warrant it wishes to quash. Civil A/W and Drug Court quashes may be requested via email. All other warrant types must be telephoned to MCSO and followed up with a copy of the minute entry quashing the warrant. | One Prompt Process would be preferable | 3.72 COSC must notify MCSO for every warrant it wishes to quash. Civil A/W and Drug Court quashes may be requested via email. All other warrant types must be telephoned to MCSO and followed up with a copy of the minute entry quashing the warrant. |
| COSC | 12 | 305 | All Warrants | A future requirement is: when a Maricopa Count justice agency determines that the subject of a warrant, summons, or subpoena is deceased, that agency must explicitly notify all other interested parties. | | 12.305 A future requirement is: when a Maricopa Count justice agency determines that the subject of a warrant, summons, or subpoena is deceased, that agency must explicitly notify all other interested parties. |
| COSC | 3 | 73 | B/W | If a MCSC judicial officer orders a bench warrant, COSC must create and sign a bench warrant document pursuant to Civil Rule 64.1C (the bench warrant document is generated from a Word template.) Typically, a failure-to-appear (FTA) is the trigger event causing the bench warrant order. | Required by Court Rule 64.1C | 3.73 If a MCSC judicial officer orders a bench warrant, COSC must create and sign a bench warrant document pursuant to Civil Rule 64.1C (the bench warrant document is generated from a Word template.) Typically, a failure-to-appear (FTA) is the trigger event causing the bench warrant order. |
| COSC | 3 | 74 | B/W | MCSC Court Administration must track criminal complaint information, including bench warrants. This is currently tracked by the iCIS and output from the MEEDS systems provides the information. | | 3.74 MCSC Court Administration must track criminal complaint information, including bench warrants. This is currently tracked by the iCIS and output from the MEEDS systems provides the information. |
| COSC | 3 | 75 | B/W | When a defendant fails to appear and MCSC judicial officer orders a warrant, COSC must research information needed to complete the bench warrant. Clerk must access On-Base system (in lieu of paper case file) to pull information needed to create warrant for cases filed after January 1, 2002. For cases filed before January 1, 2002, the Clerk must pull the paper file. (All information is in iCIS, but often many screens must be accessed to locate all the information needed. Sometime the information is accessed via the OnBase image of the CIS.) | | 3.75 When a defendant fails to appear and MCSC judicial officer orders a warrant, COSC must research information needed to complete the bench warrant. Clerk must access On-Base system (in lieu of paper case file) to pull information needed to create warrant for cases filed after January 1, 2002. For cases filed before January 1, 2002, the Clerk must pull the paper file. (All information is in iCIS, but often many screens must be accessed to locate all the information needed. Sometime the information is accessed via the OnBase image of the CIS.) |
| COSC | 3 | 76 | B/W | After COSC signs the bench warrant, COSC must affix raised seal to the bench warrant and create a minute entry in MEEDS. COSC bench warrant issuance minute entry serves as notification to parties. | ARS 12-126 | 3.76 After COSC signs the bench warrant, COSC must affix raised seal to the bench warrant and create a minute entry in MEEDS. COSC bench warrant issuance minute entry serves as notification to parties. |
| COSC | 3 | 77 | B/W | COSC must hand-deliver the original signed and sealed warrant to MCSO. | The important issue is prompt and certain delivery to MCSO. Method can change. | 3.77 COSC must hand-deliver the original signed and sealed warrant to MCSO. |
| COSC | 3 | 78 | B/W | COSC and MCSC Court Administration require that MCAO or AG have submitted a court information sheet (CIS) prior to the court appearance. The CIS is a source for warrant information. | | 3.78 COSC and MCSC Court Administration require that MCAO or AG have submitted a court information sheet (CIS) prior to the court appearance. The CIS is a source for warrant information. |
| COSC | 3 | 79 | B/W | The unique identifying number of the B/W must be the CCN. | | 3.79 The unique identifying number of the B/W must be the CCN. |
| COSC | 3 | 80 | B/W | The original minute entry is placed into the case file after issuance of the B/W. | | 3.80 The original minute entry is placed into the case file after issuance of the B/W. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| COSC | 3 | 81 | B/W | B/Ws must not contain bond amounts (mandatory court appearance). | | 3.81 B/Ws must not contain bond amounts (mandatory court appearance). |
| COSC | 3 | 82 | B/W | For B/Ws issued as a result of FTA at a hearing, the judicial officer orders a bond forfeiture hearing. COSC must get a BF court date from MCSC Court Administration so that B/W issuance and setting of bail forfeiture hearing occur simultaneously. COSC must notify bond company and/or person(s) posting the bond, and the defendant, that a bond forfeiture hearing has been set. | | 3.82 For B/Ws issued as a result of FTA at a hearing, the judicial officer orders a bond forfeiture hearing. COSC must get a BF court date from MCSC Court Administration so that B/W issuance and setting of bail forfeiture hearing occur simultaneously. COSC must notify bond company and/or person(s) posting the bond, and the defendant, that a bond forfeiture hearing has been set. |
| COSC | 6 | 143 | B/W | COSC must create the minute entry in MEEDS and send the original warrant to MCSO. | | 6.143 COSC must create the minute entry in MEEDS and send the original warrant to MCSO. |
| COSC | 6 | 144 | B/W | COSC must notify MCSO when a warrant is quashed. COSC must create a minute entry noting the quash in iCIS; the minute entry noting the quash must be subsequently provided to MCSO. | | 6.144 COSC must notify MCSO when a warrant is quashed. COSC must create a minute entry noting the quash in iCIS; the minute entry noting the quash must be subsequently provided to MCSO. |
| COSC | 3 | 900 | B/W | A future requirement is that COSC sees that a B/W already exists for a subject on the same case in order to prevent issuance of a 2nd (duplicate) B/W. | | 3.900 A future requirement is that COSC sees that a B/W already exists for a subject on the same case in order to prevent issuance of a 2nd (duplicate) B/W. |
| COSC | 3 | 901 | B/W | A future requirement would be for COSC clerks to receive certification from MCSO that the bench warrant was received by MCSO. | | 3.901 A future requirement would be for COSC clerks to receive certification from MCSO that the bench warrant was received by MCSO. |
| COSC | 3 | 83 | Civ A/W | COSC must issue Civil A/Ws requested by counsel when the subject has been served but fails to appear at a judgment debtor exam. | Required by Court Rule 64.1C | 3.83 COSC must issue Civil A/Ws requested by counsel when the subject has been served but fails to appear at a judgment debtor exam. |
| COSC | 3 | 84 | or Bench Warra | COSC must issue Civil A/Ws (or a bench warrant) for witnesses in criminal cases who fail to appear and who have been properly subpoenaed. Failure to appear/contempt of court is the criminal offense for which the warrant is issued. | Required by Court Rule 64.1C | 3.84 COSC must issue Civil A/Ws (or a bench warrant) for witnesses in criminal cases who fail to appear and who have been properly subpoenaed. Failure to appear/contempt of court is the criminal offense for which the warrant is issued. |
| COSC | 3 | 85 | B/W | COSC requires an Affidavit of Personal Service in order to issue a Civ A/W. COSC must obtain civil warrant information from the Affidavit of Personal Service. | | 3.85 COSC requires an Affidavit of Personal Service in order to issue a Civ A/W. COSC must obtain civil warrant information from the Affidavit of Personal Service. |
| COSC | 3 | 86 | Civ A/W | Civil A/Ws must state the allowable hours of service on the warrant itself. | | 3.86 Civil A/Ws must state the allowable hours of service on the warrant itself. |
| COSC | 3 | 87 | All Warrants | COSC must notify MCSO for every warrant it wishes to quash. Civil A/W may be quashed via email. All other warrant types must be telephoned to MCSO and followed up with a copy of the minute entry quashing the warrant. | One Prompt Process would be preferable | 3.87 COSC must notify MCSO for every warrant it wishes to quash. Civil A/W may be quashed via email. All other warrant types must be telephoned to MCSO and followed up with a copy of the minute entry quashing the warrant. |
| COSC | 9 | 228 | Civ A/W | If the case contains both spousal maintenance and child support orders, CSAW is the warrant type that must be issued by COSC. If the case is spousal maintenance only, then COSC must request a Civil Arrest Warrant, not a CSAW. | | 9.228 If the case contains both spousal maintenance and child support orders, CSAW is the warrant type that must be issued by COSC. If the case is spousal maintenance only, then COSC must request a Civil Arrest Warrant, not a CSAW. |
| COSC | 9 | 229 | CSAW | The Expedited Services section of COSC must request child support arrest warrants (CSAWs) when an obligor fails to appear for an enforcement action. | | 9.229 The Expedited Services section of COSC must request child support arrest warrants (CSAWs) when an obligor fails to appear for an enforcement action. |
| COSC | 9 | 230 | CSAW | A child support order must already be in place to request a CSAW and to determine a "release amount" to be included on the warrant (in lieu of a bond amount or a purge amount.) | | 9.230 A child support order must already be in place to request a CSAW and to determine a "release amount" to be included on the warrant (in lieu of a bond amount or a purge amount.) |
| COSC | 9 | 231 | CSAW | COSC must collect required descriptive information on the CSAW subject ("obligor") and put this information on the warrant document. (Information comes from paper court file, KDS information system and from COSC electronic documents stored in online "cases folder".) | | 9.231 COSC must collect required descriptive information on the CSAW subject ("obligor") and put this information on the warrant document. (Information comes from paper court file, KDS information system and from COSC electronic documents stored in online "cases folder".) |
| COSC | 9 | 232 | CSAW | COSC must create and keep an electronic copy of the CSAW document itself. (This is stored alphabetically by father's last name in cases folder at COSC.) | | 9.232 COSC must create and keep an electronic copy of the CSAW document itself. (This is stored alphabetically by father's last name in cases folder at COSC.) |
| COSC | 9 | 233 | CSAW | After creation of the CSAW, COSC must print the paper CSAW warrant document with obligor information and deliver it to the Superior court clerk. | | 9.233 After creation of the CSAW, COSC must print the paper CSAW warrant document with obligor information and deliver it to the Superior court clerk. |
| COSC | 9 | 234 | CSAW | COSC must present completed, unsigned CSAWs to an MCSC judicial officer for signature. The judicial officer signature "orders" the warrant issuance; issuance and distribution of the signed CSAW must be performed by the COSC clerk who must affix a raised seal to the signed warrant. | | 9.234 COSC must present completed, unsigned CSAWs to an MCSC judicial officer for signature. The judicial officer signature "orders" the warrant issuance; issuance and distribution of the signed CSAW must be performed by the COSC clerk who must affix a raised seal to the signed warrant. |
| COSC | 9 | 235 | CSAW | COSC must send original, signed CSAWs to MCSO for processing. | | 9.235 COSC must send original, signed CSAWs to MCSO for processing. |
| COSC | 9 | 236 | CSAW | MCSO must be able to update release amounts on previously issued CSAWs if required. | | 9.236 MCSO must be able to update release amounts on previously issued CSAWs if required. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| COSC | 9 | 237 | CSAW | Information that a CSAW-related bench warrant has been issued must be electronically forwarded to MCSC judicial assistants to update iCIS. | | 9.237 Information that a CSAW-related bench warrant has been issued must be electronically forwarded to MCSC judicial assistants to update iCIS. |
| COSC | 9 | 238 | CSAW | When MCSC judicial officer orders a warrant quashed, COSC must query KDS and ATLAS for needed information and create a status report regarding the arrearages. | | 9.238 When MCSC judicial officer orders a warrant quashed, COSC must query KDS and ATLAS for needed information and create a status report regarding the arrearages. |
| COSC | 9 | 239 | CSAW | When warrant information, such as address of obligator, changes, COSC must update MCSO with the new/changed data. | | 9.239 When warrant information, such as address of obligator, changes, COSC must update MCSO with the new/changed data. |
| COSC | 9 | 240 | CSAW | Return of service for CSAWs must be handled by MCSO and COSC the same as with returns for other warrant types. | | 9.240 Return of service for CSAWs must be handled by MCSO and COSC the same as with returns for other warrant types. |
| COSC | 12 | 306 | Fel A/W | When a direct complaint is filed and MCAO is requesting a warrant, MCAO must attach a Victim's Information Sheet, CIS, Form IV, and a completed but unsigned warrant document. | | 12.306 When a direct complaint is filed and MCAO is requesting a warrant, MCAO must attach a Victim's Information Sheet, CIS, Form IV, and a completed but unsigned warrant document. |
| COSC | 12 | 307 | Fel A/W | MCSC judicial officer must review the packet submitted by MCAO with a direct complaint, and must determine whether to order the requested warrant. If ordering, the judicial officer must sign the warrant and return to COSC for issuance. COSC must seal (raised seal), copy the warrant and direct complaint, and deliver to Court Administration. | Required by Court Rule 3.2 and ARS 12-126 | 12.307 MCSC judicial officer must review the packet submitted by MCAO with a direct complaint, and must determine whether to order the requested warrant. If ordering, the judicial officer must sign the warrant and return to COSC for issuance. COSC must seal (raised seal), copy the warrant and direct complaint, and deliver to Court Administration. |
| COSC | 12 | 308 | Fel A/W | COSC must send the original warrant, an extra copy of the warrant, a copy of the complaint, Victim Information Sheet, and CIS to MCSO. | | 12.308 COSC must send the original warrant, an extra copy of the warrant, a copy of the complaint, Victim Information Sheet, and CIS to MCSO. |
| COSC | 12 | 309 | Fel A/W | When a felony arrest warrant is served and the subject in custody, the warrant must be signed by the arresting officer and faxed from MCSO Intake to MCSO OIC (Warrants Section). The faxed copy of the signed warrant must be returned to MCSO OIC. The original justice court signed felony warrant must be sent to IA Court. | | 12.309 When a felony arrest warrant is served and the subject in custody, the warrant must be signed by the arresting officer and faxed from MCSO Intake to MCSO OIC (Warrants Section). The faxed copy of the signed warrant must be returned to MCSO OIC. The original justice court signed felony warrant must be sent to IA Court. |
| COSC | 12 | 310 | Fel A/W | When COSC receives a served warrant from MCSO, the warrant must be file stamped with the date/time received, filed, and docketed by creating a record entry in iCIS. | | 12.310 When COSC receives a served warrant from MCSO, the warrant must be file stamped with the date/time received, filed, and docketed by creating a record entry in iCIS. |
| COSC | 12 | 311 | Fel A/W | If MCAO dismisses a felony A/W case, MCSC must issue a quash order dismissing the warrant. COSC must add the warrant to the list of warrants to be quashed. The list (containing one or more cases), and copies of the scanned images of the Orders to Dismiss & Quash, must be e-mailed to MCSO. MCSO must reply by e-mail, indicating the warrant(s) is quashed. (This requirement primarily for Justice Court felony warrant now processed by MCSC.) | One Prompt Process would be preferable | 12.311 If MCAO dismisses a felony A/W case, MCSC must issue a quash order dismissing the warrant. COSC must add the warrant to the list of warrants to be quashed. The list (containing one or more cases), and copies of the scanned images of the Orders to Dismiss & Quash, must be e-mailed to MCSO. MCSO must reply by e-mail, indicating the warrant(s) is quashed. (This requirement primarily for Justice Court felony warrant now processed by MCSC.) |
| COSC | 12 | 312 | Fel A/W | MCSO must stamp quashed warrants and return the original(s) to COSC. COSC must then docket in iCIS and process these warrants to the EDMS system and case file. | | 12.312 MCSO must stamp quashed warrants and return the original(s) to COSC. COSC must then docket in iCIS and process these warrants to the EDMS system and case file. |
| COSC | 10 | 241 | nd Jury Summ | For GJ when no complaint is filed, if the defendant who received a summons does not appear at arraignment, the judicial officer must review the summons service information (return receipt) and determine whether the defendant was served. If judicial officer believes the defendant was properly served, a bench warrant will be ordered. If the judicial officer believes that summons service was deficient, the judicial officer must order the case to be resealed, a minute entry is generated. The minute entry and the original summons or NSI is returned to the GJ exhibits clerk. The minute entry and a copy of the summons or NSI is returned to MCAO for review to request a summons or warrant. | | 10.241 For GJ when no complaint is filed, if the defendant who received a summons does not appear at arraignment, the judicial officer must review the summons service information (return receipt) and determine whether the defendant was served. If judicial officer believes the defendant was properly served, a bench warrant will be ordered. If the judicial officer believes that summons service was deficient, the judicial officer must order the case to be resealed, a minute entry is generated. The minute entry and the original summons or NSI is returned to the GJ exhibits clerk. The minute entry and a copy of the summons or NSI is returned to MCAO for review to request a summons or warrant. |
| COSC | 12 | 313 | nd Jury Summ | COSC, MCAO, and MCSO must process GJ summonses the same as other summonses, with the exception that the GJ Panel Number must be associated with and tracked for GJ summonses. | | 12.313 COSC, MCAO, and MCSO must process GJ summonses the same as other summonses, with the exception that the GJ Panel Number must be associated with and tracked for GJ summonses. |
| COSC | 10 | 260 | Grand Jury Wt | For GJ when direct complaint is filed, if the defendant has bonded out of custody, the COSC GJ clerk must send (via regular US mail) the NSI to the defendant's last known address. | | 10.260 For GJ when direct complaint is filed, if the defendant has bonded out of custody, the COSC GJ clerk must send (via regular US mail) the NSI to the defendant's last known address. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| COSC | 10 | 261 | Grand Jury Wt | The COSC GJ clerk must "open" all NSI cases in iCIS regardless of whether the defendant has been served or not. | | 10.261 The COSC GJ clerk must "open" all NSI cases in iCIS regardless of whether the defendant has been served or not. |
| COSC | 12 | 314 | Grand Jury Wt | MCAO sends the packet for a Grand Jury Warrant to COSC. The packet must include a Victim Information Sheet, CIS, and GJ minutes. MCSC judicial officer must review the warrant request, and if approved, order and sign the GJ warrant; COSC must issue a GJ warrant and create a minute entry notifying interested parties. | Required by Court Rule 3.2 and ARS 12-126 | 12.314 MCAO sends the packet for a Grand Jury Warrant to COSC. The packet must include a Victim Information Sheet, CIS, and GJ minutes. MCSC judicial officer must review the warrant request, and if approved, order and sign the GJ warrant; COSC must issue a GJ warrant and create a minute entry notifying interested parties. |
| COSC | 12 | 315 | Grand Jury Wt | On a GJ warrant, information must include the GJ Panel Number and the criminal case number (CCN) in addition to all other required data. | | 12.315 On a GJ warrant, information must include the GJ Panel Number and the criminal case number (CCN) in addition to all other required data. |
| COSC | 12 | 316 | Grand Jury Wt | COSC must create a "skeletal case record" in iCIS, but must exclude the subject's name. Only the CCN is entered in iCIS. (Currently in iCIS, there is no way to tell whether the GJ case record is a warrant or a summons.) | | 12.316 COSC must create a "skeletal case record" in iCIS, but must exclude the subject's name. Only the CCN is entered in iCIS. (Currently in iCIS, there is no way to tell whether the GJ case record is a warrant or a summons.) |
| COSC | 12 | 317 | Grand Jury Wt | For a GJ warrant, the original indictment, copy of indictment for each defendant, original and copy of CIS for each defendant, GJ minutes, and COSC minute entry must be retained as in GJ Exhibits section until an arrest is made or the warrant is quashed. | | 12.317 For a GJ warrant, the original indictment, copy of indictment for each defendant, original and copy of CIS for each defendant, GJ minutes, and COSC minute entry must be retained as in GJ Exhibits section until an arrest is made or the warrant is quashed. |
| COSC | 12 | 318 | Grand Jury Wt | To quash a GJ warrant, MCAO must request a quash from an MCSC judicial officer. If the MCSC judicial officer approves, a minute entry must be made. The GJ clerk must send the minute entry to MCSO to request the quash. | One Prompt Process would be preferable | 12.318 To quash a GJ warrant, MCAO must request a quash from an MCSC judicial officer. If the MCSC judicial officer approves, a minute entry must be made. The GJ clerk must send the minute entry to MCSO to request the quash. |
| COSC | 12 | 319 | Grand Jury Wt | If the subject of a GJ NSI is out-of-custody, a copy of the NSI must be sent to the subject via regular mail. The original NSI must be filed at COSC. | | 12.319 If the subject of a GJ NSI is out-of-custody, a copy of the NSI must be sent to the subject via regular mail. The original NSI must be filed at COSC. |
| COSC | 12 | 320 | Grand Jury Wt | If the subject of a GJ NSI is in custody, a copy of the NSI must be sent to MCSO for service. The original NSI must be filed at COSC. | | 12.320 If the subject of a GJ NSI is in custody, a copy of the NSI must be sent to MCSO for service. The original NSI must be filed at COSC. |
| COSC | 12 | 907 | Grand Jury Wt | A future requirement is that MCSO be able to track the current status of a GJ warrant. | | 12.907 A future requirement is that MCSO be able to track the current status of a GJ warrant. |
| COSC | 12 | 908 | Grand Jury Wt | When a GJ warrant is served and information must be returned to COSC, docket events must be recorded, and the subject's name must then be entered in iCIS. (Made known – Grand Jury information must be sealed until warrant is served). | | 12.908 When a GJ warrant is served and information must be returned to COSC, docket events must be recorded, and the subject's name must then be entered in iCIS. (Made known – Grand Jury information must be sealed until warrant is served). |
| COSC | 12 | 909 | Grand Jury Wt | When direct complaint is issued with warrant (before subject is arrested) and MCAO also takes the case to the Grand, Grand Jury may erroneously issue a duplicate warrant on the same case/defendant. A future requirement is to prohibit a second warrant from being issued until the first warrant is quashed. | MCAO, disagrees with this requirement unless the complaint warrant can be quashed contemporaneously with issuance of the GJ warrant and the GJ warrant be entered ASAP after return of the indictment. | 12.909 When direct complaint is issued with warrant (before subject is arrested) and MCAO also takes the case to the Grand, Grand Jury may erroneously issue a duplicate warrant on the same case/defendant. A future requirement is to prohibit a second warrant from being issued until the first warrant is quashed. |
| COSC | 12 | 910 | Grand Jury Wt | A future requirement of the COSC Grand Jury section is to reduce the error and omission rate on incoming requests for GJ warrants and summonses. (Additional research is frequently required to ensure complete and accurate data.) | | 12.910 A future requirement of the COSC Grand Jury section is to reduce the error and omission rate on incoming requests for GJ warrants and summonses. (Additional research is frequently required to ensure complete and accurate data.) |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| COSC | 3 | 88 | Juv A/W | COSC must process issuance of Juv Arrest Warrants resulting from violation of probation, FTA, and request to revoke release. | | 3.88 COSC must process issuance of Juv Arrest Warrants resulting from violation of probation, FTA, and request to revoke release. |
| COSC | 3 | 89 | Juv A/W | After juvenile court judicial officer issues a written order for a Juv A/W, the judicial assistant must send the warrant information to the filing counter for entry into JOLTS. (The JOLTS juvenile system is used by MCAO, IR, Juvenile Court, COSC, and Juvenile Probation; thus, juvenile arrest warrants processing among these agencies is integrated via JOLTS.) Order made in open court are immediately entered into JOLTS by the courtroom clerk. | | 3.89 After juvenile court judicial officer issues a written order for a Juv A/W, the judicial assistant must send the warrant information to the filing counter for entry into JOLTS. (The JOLTS juvenile system is used by MCAO, IR, Juvenile Court, COSC, and Juvenile Probation; thus, juvenile arrest warrants processing among these agencies is integrated via JOLTS.) Order made in open court are immediately entered into JOLTS by the courtroom clerk. |
| COSC | 3 | 90 | Juv A/W | Juvenile probation warrant clerk must generate the Juv A/W document from JOLTS, and then must issue the warrant by adding the raised seal and signing the original warrant. Designated juvenile probation intake staff have special deputy appointment for this purpose. | | 3.90 Juvenile probation warrant clerk must generate the Juv A/W document from JOLTS, and then must issue the warrant by adding the raised seal and signing the original warrant. Designated juvenile probation intake staff have special deputy appointment for this purpose. |
| COSC | 3 | 91 | Juv A/W | Juvenile probation warrant clerk must send the original warrant and a copy of the petition to revoke to MCSO. | | 3.91 Juvenile probation warrant clerk must send the original warrant and a copy of the petition to revoke to MCSO. |
| COSC | 3 | 92 | Juv A/W | The juvenile arrest warrant must automatically quash when the juvenile reaches age 18. | | 3.92 The juvenile arrest warrant must automatically quash when the juvenile reaches age 18. |
| COSC | 12 | 321 | Subpoena | COSC must process subpoenas the same as summonses, except COSC clerks do not sign subpoenas. Subpoenas for preliminary hearings must be stamped with a judicial officer's signature and then sealed by COSC. | | 12.321 COSC must process subpoenas the same as summonses, except COSC clerks do not sign subpoenas. Subpoenas for preliminary hearings must be stamped with a judicial officer's signature and then sealed by COSC. |
| COSC | 12 | 322 | Subpoena | For a subpoena for a victim, MCAO must attach a memo to the request packet indicating the victim's name and address. If COSC receives the victim address memo from MCSO, the memo must be destroyed. The subpoena must contain only the victim's name. (The address must be used only for service of the subpoena.) | | 12.322 For a subpoena for a victim, MCAO must attach a memo to the request packet indicating the victim's name and address. If COSC receives the victim address memo from MCSO, the memo must be destroyed. The subpoena must contain only the victim's name. (The address must be used only for service of the subpoena.) |
| COSC | 12 | 323 | Subpoena | For a subpoena for a witness, the witness's address must be shown on the subpoena. However, COSC must redact the witness's address after service. | | 12.323 For a subpoena for a witness, the witness's address must be shown on the subpoena. However, COSC must redact the witness's address after service. |
| COSC | 12 | 324 | Subpoena | For a GJ subpoena, the COSC GJ clerk (or other deputy clerk) must sign the subpoena, apply the raised seal, and return the GJ subpoena to MCAO. | | 12.324 For a GJ subpoena, the COSC GJ clerk (or other deputy clerk) must sign the subpoena, apply the raised seal, and return the GJ subpoena to MCAO. |
| COSC | 12 | 325 | Subpoena | For return service on a subpoena, MCSO must complete a service worksheet indicating whether the subpoena was served or unserved. | | 12.325 For return service on a subpoena, MCSO must complete a service worksheet indicating whether the subpoena was served or unserved. |
| COSC | 12 | 326 | Subpoena | If the subpoena is returned unserved, MCAO must request a re-issue. (Subpoenas must not be automatically re-issued.) | | 12.326 If the subpoena is returned unserved, MCAO must request a re-issue. (Subpoenas must not be automatically re-issued.) |
| COSC | 12 | 327 | Subpoena | If a hearing is continued to another court date, a new subpoena must be issued for the new date/time. The new subpoena must be sent to MCSO with the last known successful service address. | | 12.327 If a hearing is continued to another court date, a new subpoena must be issued for the new date/time. The new subpoena must be sent to MCSO with the last known successful service address. |
| COSC | 12 | 328 | Summons | If MCAO files a complaint and requests a summons, MCAO must supply the completed but unsigned summons document to COSC (COSC requires all information on the summons document except date/time of IA court appearance.) COSC must sign and issue summonses by affixing a raised seal on behalf of MCAO. | | 12.328 If MCAO files a complaint and requests a summons, MCAO must supply the completed but unsigned summons document to COSC (COSC requires all information on the summons document except date/time of IA court appearance.) COSC must sign and issue summonses by affixing a raised seal on behalf of MCAO. |
| COSC | 12 | 329 | Summons | If MCAO request personal service of summons by MCSO, MCAO must send the issued summons and information packet which must include a Victim Information Sheet, and CIS. | | 12.329 If MCAO request personal service of summons by MCSO, MCAO must send the issued summons and information packet which must include a Victim Information Sheet, and CIS. |
| COSC | 12 | 330 | Summons | When a summons is served and information is returned to COSC, the event must be recorded on the docket. | | 12.330 When a summons is served and information is returned to COSC, the event must be recorded on the docket. |
| COSC | 12 | 331 | Summons | When a summons is issued, COSC must set an IA date, taking into consideration the date the summons was issued and the judicial officer's calendar. | | 12.331 When a summons is issued, COSC must set an IA date, taking into consideration the date the summons was issued and the judicial officer's calendar. |
| COSC | 12 | 332 | Summons | COSC must send a copy of an issued summons to the defendant by certified mail. The original summons is retained by COSC until the summons is served or quashed. | | 12.332 COSC must send a copy of an issued summons to the defendant by certified mail. The original summons is retained by COSC until the summons is served or quashed. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| COSC | 12 | 333 | Summons | COSC must send a copy of the complaint with the IA date written on the front page, along with a CIS, to MCSC Court Administration. MCSC Court Administration must enter the information into the "skeleton case record" created by COSC. | | 12.333 COSC must send a copy of the complaint with the IA date written on the front page, along with a CIS, to MCSC Court Administration. MCSC Court Administration must enter the information into the "skeleton case record" created by COSC. |
| COSC | 12 | 334 | Summons | If a summons was sent by certified mail and a signed return receipt card is returned, COSC must file stamp return receipt card, attach the card to the original summons, and docket the case. | | 12.334 If a summons was sent by certified mail and a signed return receipt card is returned, COSC must file stamp return receipt card, attach the card to the original summons, and docket the case. |
| COSC | 12 | 335 | Summons | If a summons sent by certified mail is returned unserved, COSC must file stamp the return receipt card and attach the card to the original summons. At the arraignment hearing, the MCSC judicial officer may choose to 1) re-issue the summons, or 2) sign and issue the warrant document previously submitted by MCAO. | | 12.335 If a summons sent by certified mail is returned unserved, COSC must file stamp the return receipt card and attach the card to the original summons. At the arraignment hearing, the MCSC judicial officer may choose to 1) re-issue the summons, or 2) sign and issue the warrant document previously submitted by MCAO. |
| COSC | 12 | 336 | Summons | A summons may be re-issued and served by certified mail, personal service, or by warrant. In this case, COSC must either vacate and re-issue the certified mail, or vacate and re-issue the summons for personal service. COSC must prepare a minute entry indicating which action was taken. | | 12.336 A summons may be re-issued and served by certified mail, personal service, or by warrant. In this case, COSC must either vacate and re-issue the certified mail, or vacate and re-issue the summons for personal service. COSC must prepare a minute entry indicating which action was taken. |
| COSC | 12 | 337 | Summons | Interested parties must be notified when a warrant or summons is issued, quashed, or served. | | 12.337 Interested parties must be notified when a warrant or summons is issued, quashed, or served. |
| COSC | 1 | 21 | WICOC | When an arrest warrant is ordered by the Superior Court judicial officer, COSC issues the warrant and seals the original warrant document. (Sealing means affixing a raised seal to the warrant document, thereby designating it as the "original.") | | 1.21 When an arrest warrant is ordered by the Superior Court judicial officer, COSC issues the warrant and seals the original warrant document. (Sealing means affixing a raised seal to the warrant document, thereby designating it as the "original.") |
| COSC | 1 | 22 | WICOC | Due to the time-sensitive nature of in-custody arrest warrants, COSC must-hand deliver the original paper warrant to MCSO for expedited service. (In certain courts, the law enforcement liaison officer picks up the issued warrant for delivery to MCSO.) | See #18 MCAO refuses to accept a fax or electronic copy of the warrant at this time. | 1.22 Due to the time-sensitive nature of in-custody arrest warrants, COSC must-hand deliver the original paper warrant to MCSO for expedited service. (In certain courts, the law enforcement liaison officer picks up the issued warrant for delivery to MCSO.) |
| COSC | 1 | 26 | WICOC | At bottom of complaint, COSC makes a note "Warrant In-Custody Other Charges" to enable identification of warrants requiring immediate service. | | 1.26 At bottom of complaint, COSC makes a note "Warrant In-Custody Other Charges" to enable identification of warrants requiring immediate service. |
| IR | 19 | 390 | All Warrants | The Indigent Representation Offices (IR) must track the occurrence and notify its defendant clients (via letter) whenever a bench warrant has been ordered by a court for that defendant. To accomplish this, the IR offices must receive the minute entry from the court and enter/track the information in their records management systems. | | 19.390 The Indigent Representation Offices (IR) must track the occurrence and notify its defendant clients (via letter) whenever a bench warrant has been ordered by a court for that defendant. To accomplish this, the IR offices must receive the minute entry from the court and enter/track the information in their records management systems. |
| IR | 19 | 912 | All Warrants | A future requirement is that IR be automatically notified of every occurrence of the service of arrest warrants within the County. | | 19.912 A future requirement is that IR be automatically notified of every occurrence of the service of arrest warrants within the County. |
| IR | 19 | 391 | B/W | The Indigent Representation Offices (IR) must be notified when a bench warrant has been ordered by a court for defendants who are their clients. | | 19.391 The Indigent Representation Offices (IR) must be notified when a bench warrant has been ordered by a court for defendants who are their clients. |
| IR | 19 | 392 | Subpoena | The IR must request issuance of subpoenas from MCSC and MCJC. | | 19.392 The IR must request issuance of subpoenas from MCSC and MCJC. |
| IR | 19 | 393 | Subpoena | The IR attorney must request a subpoena by providing necessary data to IR support staff and directing IR support staff to provide a completed, un-signed subpoena document to the appropriate court. | | 19.393 The IR attorney must request a subpoena by providing necessary data to IR support staff and directing IR support staff to provide a completed, un-signed subpoena document to the appropriate court. |
| IR | 19 | 394 | Subpoena | IR must deliver subpoena requests to the correct MCJC Justice Court based upon the court assigned to the case. | | 19.394 IR must deliver subpoena requests to the correct MCJC Justice Court based upon the court assigned to the case. |
| IR | 19 | 395 | Subpoena | IR must have the ability to deliver subpoena requests to and retrieve issued subpoenas from COSC for matters in either Juvenile Court and SE MCSC without traveling (COSC currently accepts these via hand-delivery at their downtown counter). | | 19.395 IR must have the ability to deliver subpoena requests to and retrieve issued subpoenas from COSC for matters in either Juvenile Court and SE MCSC without traveling (COSC currently accepts these via hand-delivery at their downtown counter). |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| IR | 19 | 396 | Subpoena | The IR process server must pick up and serve MCSC subpoenas from COSC after the original subpoena has been signed, sealed and dated by COSC. | | 19.396 The IR process server must pick up and serve MCSC subpoenas from COSC after the original subpoena has been signed, sealed and dated by COSC. |
| IR | 19 | 397 | Subpoena | The IR process server may serve subpoenas via either personal service, fax, telephone, certified mail with return receipt, or via first-class mail accompanied by a waiver of acceptance. | | 19.397 The IR process server may serve subpoenas via either personal service, fax, telephone, certified mail with return receipt, or via first-class mail accompanied by a waiver of acceptance. |
| IR | 19 | 398 | Subpoena | In-County IR subpoenas must be initially attempted via personal service. (If the IR subpoena cannot be personally served, a copy of the subpoena and the waiver of acceptance are mailed.) Out-of-County or out-of-State IR subpoenas must be mailed to the local Public Defender for personal service. | | 19.398 In-County IR subpoenas must be initially attempted via personal service. (If the IR subpoena cannot be personally served, a copy of the subpoena and the waiver of acceptance are mailed.) Out-of-County or out-of-State IR subpoenas must be mailed to the local Public Defender for personal service. |
| IR | 19 | 399 | Subpoena | When the IR subpoena is served, the original subpoena must be attached to the completed and signed certificate of service, and then returned to the appropriate court. (It is not necessary to wait for the waiver of acceptance or return receipt to be returned.) | | 19.399 When the IR subpoena is served, the original subpoena must be attached to the completed and signed certificate of service, and then returned to the appropriate court. (It is not necessary to wait for the waiver of acceptance or return receipt to be returned.) |
| IR | 19 | 400 | Subpoena | The IR process servers must track the receipt, service and disposition of all subpoenas requested by the IR offices. This is currently handled via a manual subpoenas log that is completed at the end of each day, reconciling all subpoenas received with results of attempted service. | | 19.400 The IR process servers must track the receipt, service and disposition of all subpoenas requested by the IR offices. This is currently handled via a manual subpoenas log that is completed at the end of each day, reconciling all subpoenas received with results of attempted service. |
| IR | 19 | 401 | Subpoena | If the IR process server did serve the IR subpoena, a copy of the subpoena and the signed certificate of service must be returned to the originating IR attorney. | | 19.401 If the IR process server did serve the IR subpoena, a copy of the subpoena and the signed certificate of service must be returned to the originating IR attorney. |
| IR | 19 | 402 | Subpoena | IR subpoenas with bad addresses must be returned to the originating attorney. If the attorney advises of a different address, then a subsequent attempt must be made to serve at the new address by the IR process server. | | 19.402 IR subpoenas with bad addresses must be returned to the originating attorney. If the attorney advises of a different address, then a subsequent attempt must be made to serve at the new address by the IR process server. |
| IR | 19 | 913 | Summons | A future requirement is that IR be automatically notified of every occurrence of the service of a summons within the County. | | 19.913 A future requirement is that IR be automatically notified of every occurrence of the service of a summons within the County. |
| Juv.Prob. | 14 | 357 | Juv.Prob. Wts. | Juvenile Probation (Juv.Prob.) may request and must track bench warrants, temporary custody warrants and non-mandatory warrants when needed by a juvenile probation officer. | Business Practice | 14.357 Juvenile Probation (Juv.Prob.) may request and must track bench warrants, temporary custody warrants and non-mandatory warrants when needed by a juvenile probation officer. |
| Juv.Prob. | 14 | 358 | Juv.Prob. Wts. | A juvenile probation officer requests a warrant and a probation violation charge by completing a Form 1208 and (if pre-adjudication), also requesting a "probation officer request to the court and order (PORCO)", or (if post-adjudication) requesting a "Violation of Probation" charge.) | Statute 8-354B | 14.358 A juvenile probation officer requests a warrant and a probation violation charge by completing a Form 1208 and (if pre-adjudication), also requesting a "probation officer request to the court and order (PORCO)", or (if post-adjudication) requesting a "Violation of Probation" charge.) |
| Juv.Prob. | 14 | 359 | Juv.Prob. Wts. | Juv.Prob. may request AZ-only (ACIC), national (NCIC) or county-only juvenile warrants. The judicial officer must determine and state which type of warrant is to be issued (based on various guidelines, including charges, probation officer recommendation, potential costs of juvenile's return, and others). | Business Practice | 14.359 Juv.Prob. may request AZ-only (ACIC), national (NCIC) or county-only juvenile warrants. The judicial officer must determine and state which type of warrant is to be issued (based on various guidelines, including charges, probation officer recommendation, potential costs of juvenile's return, and others). |
| Juv.Prob. | 14 | 360 | Juv.Prob. Wts. | COSC or Juvenile Court Administration may enter the warrant information into JOLTS and notify the juvenile probation warrant clerk and other interested parties when a warrant has been ordered by the judicial officer. The warrant clerk must then print, complete, sign, and apply the raised seal to a Form 1246 (AZ warrant form) and complete a Form 1248 (Warrant Information Addendum form), and must update JOLTS to indicate issuance of the warrant. (The JOLTS juvenile system is used by MCAO, IR, Juvenile Court, COSC, and Juvenile Probation; thus, juvenile probation warrants processing among these agencies is integrated via JOLTS.) | Business Practice | 14.360 COSC or Juvenile Court Administration may enter the warrant information into JOLTS and notify the juvenile probation warrant clerk and other interested parties when a warrant has been ordered by the judicial officer. The warrant clerk must then print, complete, sign, and apply the raised seal to a Form 1246 (AZ warrant form) and complete a Form 1248 (Warrant Information Addendum form), and must update JOLTS to indicate issuance of the warrant. (The JOLTS juvenile system is used by MCAO, IR, Juvenile Court, COSC, and Juvenile Probation; thus, juvenile probation warrants processing among these agencies is integrated via JOLTS.) |
| Juv.Prob. | 14 | 361 | Juv.Prob. Wts. | The warrant clerk must send the original and one copy of Forms 1246 and 1248 to MCSO via the Transportation Unit and must follow-up by telephone with MCSO to verify receipt. | Business Practice | 14.361 The warrant clerk must send the original and one copy of Forms 1246 and 1248 to MCSO via the Transportation Unit and must follow-up by telephone with MCSO to verify receipt. |
| Juv.Prob. | 14 | 362 | Juv.Prob. Wts. | When the juvenile is arrested and brought to juvenile detention, MCSO must provide a Juv.Prob. with a copy of the served warrant. Juvenile Probation must then notify the victim that the subject is in custody. | Business Practice | 14.362 When the juvenile is arrested and brought to juvenile detention, MCSO must provide a Juv.Prob. with a copy of the served warrant. Juvenile Probation must then notify the victim that the subject is in custody. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| Juv.Prob. | 14 | 363 | Juv.Prob. Wts. | Upon receipt of the juvenile at Juv.Prob., the warrant must be closed out in JOLTS by Juv.Prob. Central Intake. The Juvenile Probation warrant clerk must fax MCSO the quashed warrant. MCSO will clear the warrant and must provide verification to Juv.Prob that the warrant has been cancelled in NCIC and/or ACIC. | Business Practice | 14.363 Upon receipt of the juvenile at Juv.Prob., the warrant must be closed out in JOLTS by Juv.Prob. Central Intake. The Juvenile Probation warrant clerk must fax MCSO the quashed warrant. MCSO will clear the warrant and must provide verification to Juv.Prob that the warrant has been cancelled in NCIC and/or ACIC. |
| Juv.Prob. | 14 | 364 | Juv.Prob. Wts. | In order to ensure timely service, Juv. Prob. creates a JOLTS report of outstanding warrants by beat/ZIP and either send, or make available for pickup, this report to various local law enforcement agencies. Central Index may also clear the warrant in NCIC or ACIC. | Business Practice | 14.364 In order to ensure timely service, Juv. Prob. creates a JOLTS report of outstanding warrants by beat/ZIP and either send, or make available for pickup, this report to various local law enforcement agencies. Central Index may also clear the warrant in NCIC or ACIC. |
| Juv.Prob. | 24 | 406 | Juv.Prob. Wts. | If a Petition to Revoke or Review of Release Conditions if filed, Juvenile Probation must notify the victim. | Statute 13-4415 | 24.406 If a Petition to Revoke or Review of Release Conditions if filed, Juvenile Probation must notify the victim. |
| MCAO | 10 | 242 | All Warrants | When direct complaint is filed, MCAO must review the case and decide whether to send the case to preliminary hearing or to the GJ for a probable cause hearing. At the same time, MCAO must decide whether the complaint should be "in custody" or whether a summons or arrest warrant should issue. | RCRP 3.1(a) & 4.2 | 10.242 When direct complaint is filed, MCAO must review the case and decide whether to send the case to preliminary hearing or to the GJ for a probable cause hearing. At the same time, MCAO must decide whether the complaint should be "in custody" or whether a summons or arrest warrant should issue. |
| MCAO | 10 | 243 | All Warrants | MCAO must accept and process paper submittals and may accept online, electronic submittals from merchants for Bad Check complaints. These complaints may also result in criminal arrest warrants. | 13-1810 | 10.243 MCAO must accept and process paper submittals and may accept online, electronic submittals from merchants for Bad Check complaints. These complaints may also result in criminal arrest warrants. |
| MCAO | 10 | 244 | All Warrants | MCAO staff must determine which Bad Check cases to accept, enter those accepted cases into the Harvest accounting/case database, then attempt to communicate with and collect from the accused debtor. (Note: MCAO rarely receives in-custody submittals for bad check charges and rarely files criminal Bad Check charges without referring the matter to the Check Enforcement Bureau first.) | | 10.244 MCAO staff must determine which Bad Check cases to accept, enter those accepted cases into the Harvest accounting/case database, then attempt to communicate with and collect from the accused debtor. (Note: MCAO rarely receives in-custody submittals for bad check charges and rarely files criminal Bad Check charges without referring the matter to the Check Enforcement Bureau first.) |
| MCAO | 10 | 245 | All Warrants | MCAO staff must submit those accepted cases in which the debtor is non-responsive or non-complying to an MCAO attorney for review and a charging decision. | | 10.245 MCAO staff must submit those accepted cases in which the debtor is non-responsive or non-complying to an MCAO attorney for review and a charging decision. |
| MCAO | 10 | 246 | All Warrants | For bad check cases, after the complaint is completed, MCAO staff must fax the appropriate MCJC where the complaint will be filed to obtain a CCN and Justice Court number. | | 10.246 For bad check cases, after the complaint is completed, MCAO staff must fax the appropriate MCJC where the complaint will be filed to obtain a CCN and Justice Court number. |
| MCAO | 10 | 247 | All Warrants | For bad check cases, after obtaining a CCN and Justice Court Number, MCAO investigators must hand-deliver the complaint to MCJC and must swear to the information in the complaint. | RCRP 2.4(a) | 10.247 For bad check cases, after obtaining a CCN and Justice Court Number, MCAO investigators must hand-deliver the complaint to MCJC and must swear to the information in the complaint. |
| MCAO | 10 | 248 | All Warrants | For bad check case requests for criminal arrest warrants submitted by MCAO to MCJC, the MCJC judicial officer must issue a summons or a misdemeanor arrest warrant. | RCRP 3.1 | 10.248 For bad check case requests for criminal arrest warrants submitted by MCAO to MCJC, the MCJC judicial officer must issue a summons or a misdemeanor arrest warrant. |
| MCAO | 13 | 338 | All Warrants | In order for law enforcement to obtain an arrest warrant from the courts, LE must complete a County Submittal form, Form IV, Case Report (DR) and Rule 15 paperwork and submit the packet to MCAO. When MCAO issues a complaint, warrants and/or summons requested are hand-delivered to the appropriate court. If the subject is out of custody, Rule 3.1 indicates a summons is preferable to a warrant. If the subject is in custody, a warrant, rather than a summons, must be requested. (Only direct complaint warrants). | | 13.338 In order for law enforcement to obtain an arrest warrant from the courts, LE must complete a County Submittal form, Form IV, Case Report (DR) and Rule 15 paperwork and submit the packet to MCAO. When MCAO issues a complaint, warrants and/or summons requested are hand-delivered to the appropriate court. If the subject is out of custody, Rule 3.1 indicates a summons is preferable to a warrant. If the subject is in custody, a warrant, rather than a summons, must be requested. (Only direct complaint warrants). |
| MCAO | 10 | 905 | Civ A/W | For bad check cases, a future requirement would be for MCJC to notify MCAO of the issuance of either a summons or a misdemeanor arrest warrant. | | 10.905 For bad check cases, a future requirement would be for MCJC to notify MCAO of the issuance of either a summons or a misdemeanor arrest warrant. |
| MCAO | 1 | 1 | Fel A/W | If warrantless arrest, MCAO must check JMS for IA date and booked charges; if charges to be filed do not match booked charges, MCAO must request expedited "warrant in custody other charges" (WICOC) with MCSC or summons to be mailed by COSC. | Need IA date and booked charges. RCRP 4.1(b) | 1.1 If warrantless arrest, MCAO must check JMS for IA date and booked charges; if charges to be filed do not match booked charges, MCAO must request expedited "warrant in custody other charges" (WICOC) with MCSC or summons to be mailed by COSC. |
| MCAO | 1 | 2 | Fel A/W | If the defendant was not arrested and is out of custody, or is in custody on different charges, and if MCAO is filing a felony complaint, MCAO must request either a summons or a felony arrest warrant from Superior Court. | Need warrant or summons RCRP 3.1 | 1.2 If the defendant was not arrested and is out of custody, or is in custody on different charges, and if MCAO is filing a felony complaint, MCAO must request either a summons or a felony arrest warrant from Superior Court. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCAO | 1 | 3 | Fel A/W | When submitting a request for a felony arrest warrant, MCAO must submit through a law enforcement liaison the un-signed arrest warrant with required data completed, along with a criminal complaint, court information data sheet (CIS), victim information sheet (VIS), a Form IV (unsworn probable cause statement), and a warrant fact sheet. Prior to giving this packet of forms to the Clerk of the Superior Court (COSC), the law enforcement liaison officer who delivers the packet to COSC must swear that the information in the Form IV is true and accurate. (Victim/witness information sheets and/or subpoenas may also be included in the packet submitted requesting the arrest warrant issuance.) Usually a line item at the bottom of the complaint is what constitutes the request for a warrant to be issued. | Prosecutor must sign complaint. RCRP 2.4(b) Law enforcement must swear to probable cause statement. 4th Amend. US Const; Kalina v Fletcher 522 U.S. 118; Uniform Criminal Extradition Act A.R.S sec. 13-3845(A)(3) | 1.3 When submitting a request for a felony arrest warrant, MCAO must submit through a law enforcement liaison the un-signed arrest warrant with required data completed, along with a criminal complaint, court information data sheet (CIS), victim information sheet (VIS), a Form IV (unsworn probable cause statement), and a warrant fact sheet. Prior to giving this packet of forms to the Clerk of the Superior Court (COSC), the law enforcement liaison officer who delivers the packet to COSC must swear that the information in the Form IV is true and accurate. (Victim/witness information sheets and/or subpoenas may also be included in the packet submitted requesting the arrest warrant issuance.) Usually a line item at the bottom of the complaint is what constitutes the request for a warrant to be issued. |
| MCAO | 1 | 4 | Fel A/W | A law enforcement liaison officer must pick up the felony arrest warrant packet from MCAO and deliver it to COSC, where the officer swears to the contents of the Form IV probable cause. COSC adds a stamp to the Form IV to document that the document is sworn. | Law enforcement must swear to probable cause statement. 4th Amend. US Const; Kalina v Fletcher 522 U.S. 118; Uniform Criminal Extradition Act A.R.S sec. 13-3845(A)(3) | 1.4 A law enforcement liaison officer must pick up the felony arrest warrant packet from MCAO and deliver it to COSC, where the officer swears to the contents of the Form IV probable cause. COSC adds a stamp to the Form IV to document that the document is sworn. |
| MCAO | 1 | 5 | Fel A/W | COSC presents the felony arrest warrant packet to a Superior Court judicial officer for review and determination whether to order the warrant or not. The judicial officer is principally interested in the contents of the Form IV in making the determination. COSC add a check box stamp to the Form IV for the judicial officer to use to accept or reject the Form IV as sufficient to order a warrant. | Judge must determine PC. 4th Amend. US Const; Uniform Criminal Extradition Act A.R.S sec. 13-3845(A)(3) | 1.5 COSC presents the felony arrest warrant packet to a Superior Court judicial officer for review and determination whether to order the warrant or not. The judicial officer is principally interested in the contents of the Form IV in making the determination. COSC add a check box stamp to the Form IV for the judicial officer to use to accept or reject the Form IV as sufficient to order a warrant. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCAO | 1 | 6 | Fel A/W | If MCSC judicial officer deems Form IV (probable cause) is sufficient, then the judicial officer orders the felony arrest warrant by check marking the appropriate stamp previously applied by COSC to the Form IV provided by MCAO. The judicial officer then also signs the warrant document provided by MCAO, thereby ordering the warrant. | Documentation of Judicial finding of PC required for extradition. Uniform Criminal Extradition Act A.R.S sec. 13-3845(A)(3) | 1.6 If MCSC judicial officer deems Form IV (probable cause) is sufficient, then the judicial officer orders the felony arrest warrant by check marking the appropriate stamp previously applied by COSC to the Form IV provided by MCAO. The judicial officer then also signs the warrant document provided by MCAO, thereby ordering the warrant. |
| MCAO | 1 | 7 | Fel A/W | When a felony arrest warrant is ordered by the Superior Court judicial officer, COSC issues the warrant by creating a minute entry in MEEDS and sealing the document. (Sealing means affixing a raised seal to the warrant document, thereby designating it as the "original.") | | 1.7 When a felony arrest warrant is ordered by the Superior Court judicial officer, COSC issues the warrant by creating a minute entry in MEEDS and sealing the document. (Sealing means affixing a raised seal to the warrant document, thereby designating it as the "original.") |
| MCAO | 1 | 8 | Fel A/W | If felony arrest warrant is signed by the judicial officer, COSC delivers a batch of all signed and sealed warrants to MCSO at the end of the day. Victim Information sheet must be delivered for each warrant. | VIS is required because MCSO must notify victim when def. is released from jail. 13-4405.01and 13-4412. | 1.8 If felony arrest warrant is signed by the judicial officer, COSC delivers a batch of all signed and sealed warrants to MCSO at the end of the day. Victim Information sheet must be delivered for each warrant. |
| MCAO | 10 | 249 | nd Jury Summ | For GJ when no complaint is filed, if the GJ judicial officer approves the MCAO request for a summons, MCAO must provide the summons paperwork containing the charges and type of release for each charge. (After the judicial officer orders the GJ summons, the GJ clerk sign the GJ summons.) | | 10.249 For GJ when no complaint is filed, if the GJ judicial officer approves the MCAO request for a summons, MCAO must provide the summons paperwork containing the charges and type of release for each charge. (After the judicial officer orders the GJ summons, the GJ clerk sign the GJ summons.) |
| MCAO | 10 | 250 | nd Jury Summ | For GJ when no complaint is filed, the COSC GJ clerk must send the summons paperwork to MCSO for service via certified mail with return receipt requested. | Service must be personal service or certified mail. | 10.250 For GJ when no complaint is filed, the COSC GJ clerk must send the summons paperwork to MCSO for service via certified mail with return receipt requested. |
| MCAO | 10 | 251 | nd Jury Summ | For GJ when no complaint is filed, if MCSO receives a summons for a subject who is in-custody, MCSO must fax MCAO requesting a GJ arrest warrant instead. | Warrants should be used when a defendant is in custody. | 10.251 For GJ when no complaint is filed, if MCSO receives a summons for a subject who is in-custody, MCSO must fax MCAO requesting a GJ arrest warrant instead. |
| MCAO | 10 | 252 | nd Jury Summ | For GJ when no complaint is filed, if the GJ summons is not served, MCSO must send the unserved summons to MCAO for review and determination to request a warrant or another summons. | RCRP 3.1(c) | 10.252 For GJ when no complaint is filed, if the GJ summons is not served, MCSO must send the unserved summons to MCAO for review and determination to request a warrant or another summons. |
| MCAO | 10 | 253 | Grand Jury Wt | MCAO must process warrants and summonses arising from Grand Jury proceedings, for both "direct complaints" and for instances in which no complaint has been filed. | | 10.253 MCAO must process warrants and summonses arising from Grand Jury proceedings, for both "direct complaints" and for instances in which no complaint has been filed. |
| MCAO | 10 | 254 | Grand Jury Wt | For GJ when direct complaint is filed, GJ probable cause hearings must occur 10 days from IA if the subject is in-custody, or 20 days from IA if the subject is released. | RCRP 5.1(c) | 10.254 For GJ when direct complaint is filed, GJ probable cause hearings must occur 10 days from IA if the subject is in-custody, or 20 days from IA if the subject is released. |
| MCAO | 10 | 255 | Grand Jury Wt | For GJ when direct complaint is filed, if GJ hears the probable cause within normal time constraints, MCAO must request a type of service known as a Notice of Supervening Indictment ("NSI"), instead of an arrest warrant unless none of the indictment charges match the booked charges. When that happens, MCAO either requests a warrant or a summons. | RCRP 12.7(c) | 10.255 For GJ when direct complaint is filed, if GJ hears the probable cause within normal time constraints, MCAO must request a type of service known as a Notice of Supervening Indictment ("NSI"), instead of an arrest warrant unless none of the indictment charges match the booked charges. When that happens, MCAO either requests a warrant or a summons. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCAO | 10 | 256 | Grand Jury Wt | For GJ when direct complaint is filed, after the GJ indicts a subject, when MCAO appears at a return hearing, MCAO may request either an NSI, summons or an arrest warrant from whichever judicial officer is hearing returns. | RCRP 3.1 | 10.256 For GJ when direct complaint is filed, after the GJ indicts a subject, when MCAO appears at a return hearing, MCAO may request either an NSI, summons or an arrest warrant from whichever judicial officer is hearing returns. |
| MCAO | 10 | 257 | Grand Jury Wt | For GJ when direct complaint is filed, if the GJ judicial officer approves the MCAO request for an NSI and issues the order, MCAO must provide the NSI paperwork containing the charges and type of release for each charge to the judicial officer for signature. | | 10.257 For GJ when direct complaint is filed, if the GJ judicial officer approves the MCAO request for an NSI and issues the order, MCAO must provide the NSI paperwork containing the charges and type of release for each charge to the judicial officer for signature. |
| COSC | 10 | 258 | Grand Jury Wt | For GJ when direct complaint is filed, COSC must send NSI's to MCSO. (If in-custody, MCSO must ensure that the defendant is IA'd on the NSI and set for arraignment.) | MCSO will release a defendant who did not have a pc hearing within the time limits. | 10.258 For GJ when direct complaint is filed, COSC must send NSI's to MCSO. (If in-custody, MCSO must ensure that the defendant is IA'd on the NSI and set for arraignment.) |
| COSC | 10 | 259 | Grand Jury Wt | For GJ when direct complaint is filed, if the defendant has bonded out of custody, MCSO must return the NSI to the GJ clerk. | | 10.259 For GJ when direct complaint is filed, if the defendant has bonded out of custody, MCSO must return the NSI to the GJ clerk. |
| MCAO | 10 | 262 | Grand Jury Wt | For GJ when direct complaint is filed, at arraignment, if the defendant who received the NSI does not appear, the judicial officer must order the case to be resealed. The Clerk must create and send the minute entry to MCAO. A warrant cannot be issued when service is by regular mail. MCAO must make a new recommendation for a summons or warrant and deliver the paperwork to COSC. | RCRP 3.1(c) | 10.262 For GJ when direct complaint is filed, at arraignment, if the defendant who received the NSI does not appear, the judicial officer must order the case to be resealed. The Clerk must create and send the minute entry to MCAO. A warrant cannot be issued when service is by regular mail. MCAO must make a new recommendation for a summons or warrant and deliver the paperwork to COSC. |
| MCAO | 10 | 263 | Grand Jury Wt | For GJ if the GJ summons or NSI is not served, MCSO must send the unserved summons to MCAO for review and determination to request a warrant or another summons. | SAA | 10.263 For GJ if the GJ summons or NSI is not served, MCSO must send the unserved summons to MCAO for review and determination to request a warrant or another summons. |
| MCAO | 10 | 264 | Grand Jury Wt | For GJ if MCAO is requesting an arrest warrant or a summons, MCAO must send the GJ clerk a completed but unsigned warrant or summons document for processing. | | 10.264 For GJ if MCAO is requesting an arrest warrant or a summons, MCAO must send the GJ clerk a completed but unsigned warrant or summons document for processing. |
| MCAO | 10 | 265 | Grand Jury Wt | For GJ if MCSO receives a summons for a subject who is in-custody, MCSO must fax MCAO requesting a GJ arrest warrant instead. | MCAO needs notice that subject is in custody | 10.265 For GJ if MCSO receives a summons for a subject who is in-custody, MCSO must fax MCAO requesting a GJ arrest warrant instead. |
| MCAO | 10 | 266 | Grand Jury Wt | For GJ MCAO must review the case and decide whether to send the case to preliminary hearing or to the GJ for a probable cause hearing prior to requesting a summons or GJ arrest warrant. | RCRP 2.2 | 10.266 For GJ MCAO must review the case and decide whether to send the case to preliminary hearing or to the GJ for a probable cause hearing prior to requesting a summons or GJ arrest warrant. |
| MCAO | 10 | 267 | Grand Jury Wt | For GJ when no complaint is filed and subject has not been arrested, there is no time limit for filing the GJ case. In these instances, MCAO must request an arrest warrant or a summons, and must not utilize and NSI as the type of service. | RCRP 12.7 | 10.267 For GJ when no complaint is filed and subject has not been arrested, there is no time limit for filing the GJ case. In these instances, MCAO must request an arrest warrant or a summons, and must not utilize and NSI as the type of service. |
| MCAO | 10 | 268 | Grand Jury Wt | For GJ when no complaint is filed, after the GJ indicts a subject, when MCAO appears at a return hearing, MCAO may request either a summons or an arrest warrant from a judicial officer. | RCRP 3.1 | 10.268 For GJ when no complaint is filed, after the GJ indicts a subject, when MCAO appears at a return hearing, MCAO may request either a summons or an arrest warrant from a judicial officer. |
| MCAO | 10 | 269 | Grand Jury Wt | For GJ when no complaint is filed, if MCAO requests a warrant instead of a summons, MCAO must state the reason(s) via a warrant Fact Sheet and must suggest a bond amount for the arrest warrant. If the GJ judicial officer approves the MCAO request for a warrant, MCAO must provide the warrant paperwork containing the bond amount to the judicial officer for signature. | MCAO must provide good cause information to issue a warrant. RCRP 3.1 | 10.269 For GJ when no complaint is filed, if MCAO requests a warrant instead of a summons, MCAO must state the reason(s) via a warrant Fact Sheet and must suggest a bond amount for the arrest warrant. If the GJ judicial officer approves the MCAO request for a warrant, MCAO must provide the warrant paperwork containing the bond amount to the judicial officer for signature. |
| MCAO | 10 | 270 | Grand Jury Wt | For GJ MCAO must provide a warrant to the court at grand jury returns. COSC delivers the warrants to MCSO for both in-custody and at large defendants. (If in-custody, MCSO must ensure that the defendant is IA'd on the NSI and set for arraignment.) | | 10.270 For GJ MCAO must provide a warrant to the court at grand jury returns. COSC delivers the warrants to MCSO for both in-custody and at large defendants. (If in-custody, MCSO must ensure that the defendant is IA'd on the NSI and set for arraignment.) |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCAO | 10 | 271 | Grand Jury Wt | The MCAO GJ clerk must not "open" warrants or summons cases in CAIS until the defendant has been served. MCAO receives notice of the opening of these cases from COSC. | | 10.271 The MCAO GJ clerk must not "open" warrants or summons cases in CAIS until the defendant has been served. MCAO receives notice of the opening of these cases from COSC. |
| MCAO | 14 | 365 | Juv A/W | MCAO requires the ability to request a national warrant when a juvenile offender is known to be out-of-state. | | 14.365 MCAO requires the ability to request a national warrant when a juvenile offender is known to be out-of-state. |
| MCAO | 10 | 272 | Misd A/W | MCAO must process incoming requests for complaints from many different law enforcement agencies. (These are via "long form" complaint submittals.) | | 10.272 MCAO must process incoming requests for complaints from many different law enforcement agencies. (These are via "long form" complaint submittals.) |
| MCAO | 10 | 273 | Misd A/W | For in-custody misdemeanor requests, central intake must perform a limited local priors check and enter data into CAIS. MCAO must create a "priors worksheet" from the CAIS data entered which includes name, requested charges, DOB, identifying numbers (including DPS Suspect ID Database for possible gang affiliation.) This requirement applies to all submittals -- felony and misdemeanor warrantless arrest and basket cases. | This information is necessary to ensure correct information on the warrant. | 10.273 For in-custody misdemeanor requests, central intake must perform a limited local priors check and enter data into CAIS. MCAO must create a "priors worksheet" from the CAIS data entered which includes name, requested charges, DOB, identifying numbers (including DPS Suspect ID Database for possible gang affiliation.) This requirement applies to all submittals -- felony and misdemeanor warrantless arrest and basket cases. |
| MCAO | 10 | 274 | Misd A/W | For in-custody misdemeanor arrest cases, MCAO attorney must review the request and priors worksheet and then make a charging decision. | | 10.274 For in-custody misdemeanor arrest cases, MCAO attorney must review the request and priors worksheet and then make a charging decision. |
| MCAO | 10 | 275 | Misd A/W | For in-custody misdemeanor requests, if MCAO attorney decides to file, MCAO attorney must instruct staff what charges to file and then MCAO staff must create the complaint document, (but usually does not create a warrant document itself.) | | 10.275 For in-custody misdemeanor requests, if MCAO attorney decides to file, MCAO attorney must instruct staff what charges to file and then MCAO staff must create the complaint document, (but usually does not create a warrant document itself.) |
| MCAO | 10 | 276 | Misd A/W | After the complaint is completed, a police liaison office must call the appropriate MCJC where the complaint will be filed to obtain a CCN and Justice Court number. | Local Rule 4.1(b)(3) Complaint is deemed filed at the time it has a number and is signed by a magistrate. | 10.276 After the complaint is completed, a police liaison office must call the appropriate MCJC where the complaint will be filed to obtain a CCN and Justice Court number. |
| MCAO | 10 | 277 | Misd A/W | After obtaining a CCN and Justice Court Number, the MCAO police liaison officer must swear to the information in the complaint before a Justice of the Peace in order to hold the suspect in custody after the IA. (A misdemeanor arrest warrant does not need to be issued in this instance when charges are similar to the booked charges.) | SAA | 10.277 After obtaining a CCN and Justice Court Number, the MCAO police liaison officer must swear to the information in the complaint before a Justice of the Peace in order to hold the suspect in custody after the IA. (A misdemeanor arrest warrant does not need to be issued in this instance when charges are similar to the booked charges.) |
| MCAO | 10 | 278 | Misd A/W | For out-of-custody (basket cases) misdemeanor arrest warrants requests, central intake must perform a limited local priors check and enter data into CAIS. MCAO must create a "priors worksheet" from the CAIS data entered which includes name, requested charges, DOB, identifying numbers (including DPS Suspect ID Database for possible gang affiliation.) | MCAO needs the information to complete the CIS form. | 10.278 For out-of-custody (basket cases) misdemeanor arrest warrants requests, central intake must perform a limited local priors check and enter data into CAIS. MCAO must create a "priors worksheet" from the CAIS data entered which includes name, requested charges, DOB, identifying numbers (including DPS Suspect ID Database for possible gang affiliation.) |
| MCAO | 10 | 279 | Misd A/W | For out-of-custody (basket cases) misdemeanor arrest warrants requests, MCAO attorney must review the request and priors worksheet and then make a charging decision. | MCAO requires attorneys to make charging decisions. | 10.279 For out-of-custody (basket cases) misdemeanor arrest warrants requests, MCAO attorney must review the request and priors worksheet and then make a charging decision. |
| MCAO | 10 | 280 | Misd A/W | For out-of-custody (basket cases) misdemeanor arrest warrants requests, if MCAO attorney decides to file, MCAO attorney must instruct staff what charges to file and whether to request a warrant or a summons. Then MCAO staff must create the complaint document and, sometimes, the warrant or summons (partial). The request for warrant or summons is a line item on the complaint. | RCRP 3.1 | 10.280 For out-of-custody (basket cases) misdemeanor arrest warrants requests, if MCAO attorney decides to file, MCAO attorney must instruct staff what charges to file and whether to request a warrant or a summons. Then MCAO staff must create the complaint document and, sometimes, the warrant or summons (partial). The request for warrant or summons is a line item on the complaint. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCAO | 10 | 281 | Misd A/W | For out-of-custody (basket cases) misdemeanor arrest warrants requests, after the complaint is completed, a police liaison office must call the appropriate MCJC where the complaint will be filed to obtain a CCN and Justice Court number. | Local Rule 4.1(b)(3) Complaint is deemed filed at the time it has a number and is signed by a magistrate. | 10.281 For out-of-custody (basket cases) misdemeanor arrest warrants requests, after the complaint is completed, a police liaison office must call the appropriate MCJC where the complaint will be filed to obtain a CCN and Justice Court number. |
| MCAO | 10 | 282 | Misd A/W | For out-of-custody (basket cases) misdemeanor arrest warrants requests, after obtaining a CCN and Justice Court Number, the MCAO police liaison officer must swear to the information in the complaint before the Justice of the Peace. | RCRP 2.4(a) | 10.282 For out-of-custody (basket cases) misdemeanor arrest warrants requests, after obtaining a CCN and Justice Court Number, the MCAO police liaison officer must swear to the information in the complaint before the Justice of the Peace. |
| MCAO | 10 | 283 | Misd A/W | For out-of-custody (basket cases) misdemeanor arrest warrants requests submitted by MCAO to MCJC, the MCJC judicial officer must issue a summons or a misdemeanor arrest warrant. | RCRP 3.1 | 10.283 For out-of-custody (basket cases) misdemeanor arrest warrants requests submitted by MCAO to MCJC, the MCJC judicial officer must issue a summons or a misdemeanor arrest warrant. |
| MCAO | 10 | 906 | Misd A/W | For out-of-custody (basket cases) misdemeanor arrest warrants requests, a future requirement would be for MCJC to notify MCAO of the issuance of either a summons or a misdemeanor arrest warrant. | | 10.906 For out-of-custody (basket cases) misdemeanor arrest warrants requests, a future requirement would be for MCJC to notify MCAO of the issuance of either a summons or a misdemeanor arrest warrant. |
| MCAO | 1 | 9 | Subpoena | When a defendant's name appears on a court calendar showing an Initial Appearance and resulting preliminary hearing date, MCAO presumes that a warrant or summons has been served; this event requires MCAO to issue subpoenas for witnesses in the case. (A witness is either a victim, law enforcement officer, witness or other person needed to testify in court.) | MCAO need notice of preliminary hearing date as soon as possible. RCRP 5.1(a)&(d) | 1.9 When a defendant's name appears on a court calendar showing an Initial Appearance and resulting preliminary hearing date, MCAO presumes that a warrant or summons has been served; this event requires MCAO to issue subpoenas for witnesses in the case. (A witness is either a victim, law enforcement officer, witness or other person needed to testify in court.) |
| MCAO | 1 | 10 | Subpoena | If IA court notifies MCAO via email, court calendar, or other mechanism of the scheduled next court hearing, MCAO must issue subpoenas for witnesses in the case. | SAA | 1.10 If IA court notifies MCAO via email, court calendar, or other mechanism of the scheduled next court hearing, MCAO must issue subpoenas for witnesses in the case. |
| MCAO | 11 | 284 | Subpoena | MCAO must provide blank subpoenas (for matters prior to preliminary hearing) to the appropriate court for non-law enforcement witnesses. For Justice Courts, MCAO sometimes provides these documents. | | 11.284 MCAO must provide blank subpoenas (for matters prior to preliminary hearing) to the appropriate court for non-law enforcement witnesses. For Justice Courts, MCAO sometimes provides these documents. |
| MCAO | 1 | 11 | Summons | If MCAO prefers to issue a summons instead of a felony arrest warrant, a completed (but unsigned) summons must be included in the same packet for submission to Superior Court that is used for felony arrest warrant requests. The packet includes complaint, Form IV, summons, and a completed (but unsigned) "back-up" warrant in case a warrant is needed later or in case the judicial officer orders a warrant instead of a summons. | MCAO must create service documents in Doc Gen and make them available to COSC | 1.11 If MCAO prefers to issue a summons instead of a felony arrest warrant, a completed (but unsigned) summons must be included in the same packet for submission to Superior Court that is used for felony arrest warrant requests. The packet includes complaint, Form IV, summons, and a completed (but unsigned) "back-up" warrant in case a warrant is needed later or in case the judicial officer orders a warrant instead of a summons. |
| MCAO | 1 | 12 | Summons | A law enforcement liaison officer must pick up the summons packet from MCAO and hand deliver it to COSC or MCJC, where the officer swears to the contents of the Form IV probable cause. | All Form IV's must be sworn before a warrant issues. All may be sworn at one time. | 1.12 A law enforcement liaison officer must pick up the summons packet from MCAO and hand deliver it to COSC or MCJC, where the officer swears to the contents of the Form IV probable cause. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCAO | 1 | 13 | Summons | If a summons is ordered, COSC must send the summons, via certified mail, to the defendant. (MCAO is not notified of the sending nor of the results of service.) | Service by regular mail is not sufficient, so no warrant can issue if the def fails to appear. | 1.13 If a summons is ordered, COSC must send the summons, via certified mail, to the defendant. (MCAO is not notified of the sending nor of the results of service.) |
| MCAO | 1 | 14 | Summons | If summons is returned unserved, it must be reviewed by a MCSC judicial officer for a determination to issue an arrest warrant, or for a re-issuance of the summons. | Judicial officer must review sworn pc statement an document finding of pc | 1.14 If summons is returned unserved, it must be reviewed by a MCSC judicial officer for a determination to issue an arrest warrant, or for a re-issuance of the summons. |
| MCAO | 1 | 15 | WICOC | If a subject is in custody and has been booked, and if MCAO decides to file a charge that is different from the booking charges, then MCAO must request an arrest warrant from Superior Court. The arrest warrant must be issued and served within 48 hours from the subject's IA on the original booking charge(s). | The complaint must contain at least one charge that has been IA'd. Otherwise a summons, or warrant is required. RCRP 3.1 & 4.2. Superior Court interpretation of rules. | 1.15 If a subject is in custody and has been booked, and if MCAO decides to file a charge that is different from the booking charges, then MCAO must request an arrest warrant from Superior Court. The arrest warrant must be issued and served within 48 hours from the subject's IA on the original booking charge(s). |
| MCAO | 1 | 16 | WICOC | When submitting a request for an in-custody arrest warrant (WICOC), MCAO must submit through a law enforcement liaison the un-signed arrest warrant form with required data completed, along with a criminal complaint, court information data sheet, and a Form IV (unsworn probable cause statement). Prior to giving this packet of forms to the Clerk of the Superior Court (COSC), the law enforcement liaison officer who delivers the packet to COSC must swear that the information contained in the Form IV is true and accurate. (Victim/witness information sheets and/or subpoenas may also be included in the packet submitted requesting the in-custody arrest warrant issuance.) Usually a line item at the bottom of the complaint is what constitutes the request for a warrant to be issued. | See #3. VIS information must be included with warrant. | 1.16 When submitting a request for an in-custody arrest warrant (WICOC), MCAO must submit through a law enforcement liaison the un-signed arrest warrant form with required data completed, along with a criminal complaint, court information data sheet, and a Form IV (unsworn probable cause statement). Prior to giving this packet of forms to the Clerk of the Superior Court (COSC), the law enforcement liaison officer who delivers the packet to COSC must swear that the information contained in the Form IV is true and accurate. (Victim/witness information sheets and/or subpoenas may also be included in the packet submitted requesting the in-custody arrest warrant issuance.) Usually a line item at the bottom of the complaint is what constitutes the request for a warrant to be issued. |
| MCAO | 1 | 17 | WICOC | COSC presents the in-custody arrest warrant packet to a Superior Court judicial officer for review and determination whether to order the warrant or not. The judicial officer is principally interested in the contents of the Form IV in making the determination. COSC add a check box stamp to the Form IV for the judicial officer to use to accept or reject the Form IV as sufficient to order a warrant. | SAA #5 | 1.17 COSC presents the in-custody arrest warrant packet to a Superior Court judicial officer for review and determination whether to order the warrant or not. The judicial officer is principally interested in the contents of the Form IV in making the determination. COSC add a check box stamp to the Form IV for the judicial officer to use to accept or reject the Form IV as sufficient to order a warrant. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCAO | 1 | 18 | WICOC | If the judicial officer needs corrections or more information before ordering the arrest warrant, and if the complaint is subject to the 48-hour deadline, then the judicial officer calls an on-call prosecutor before rejecting the warrant request. | Warrant must be delivered to the jail before the defendant is released on the booked charges. RCRP 4.1b | 1.18 If the judicial officer needs corrections or more information before ordering the arrest warrant, and if the complaint is subject to the 48-hour deadline, then the judicial officer calls an on-call prosecutor before rejecting the warrant request. |
| MCAO | 1 | 19 | WICOC | If the judicial officer needs corrections or more information before ordering the arrest warrant, and if the complaint is on a subject who has already been in custody for 24 hours or more since the IA on the original booking charge(s) to the 48-hour deadline, then the judicial officer phones the on-duty prosecutor for additional probable cause information. The prosecutor must swear to the information provided to the judicial officer. If the judicial officer rejects the warrant request then COSC returns the packet to MCAO and MCAO has time to provide new sworn information for a pc finding. | No rule allows for dismissal of a complaint filed pursuant to 2.4b when no pc for warrant is found. | 1.19 If the judicial officer needs corrections or more information before ordering the arrest warrant, and if the complaint is on a subject who has already been in custody for 24 hours or more since the IA on the original booking charge(s) to the 48-hour deadline, then the judicial officer phones the on-duty prosecutor for additional probable cause information. The prosecutor must swear to the information provided to the judicial officer. If the judicial officer rejects the warrant request then COSC returns the packet to MCAO and MCAO has time to provide new sworn information for a pc finding. |
| MCAO | 1 | 20 | WICOC | If judicial officer deems Form IV (probable cause) is sufficient, then the judicial officer orders the warrant by check marking the appropriate stamp previously applied by COSC to the Form IV provided by MCAO. The judicial officer then also signs the warrant document provided by MCAO, thereby ordering the warrant. | Need documentation of PC finding for extraditions | 1.20 If judicial officer deems Form IV (probable cause) is sufficient, then the judicial officer orders the warrant by check marking the appropriate stamp previously applied by COSC to the Form IV provided by MCAO. The judicial officer then also signs the warrant document provided by MCAO, thereby ordering the warrant. |
| MCAO | 1 | 23 | WICOC | MCAO must notify MCSO and other interested parties on a daily basis of the complaints that MCAO has decided not to file. | | 1.23 MCAO must notify MCSO and other interested parties on a daily basis of the complaints that MCAO has decided not to file. |
| MCAO | 1 | 25 | WICOC | MCSO must resolve (on a daily basis) those subjects who are in custody but whose names do not appear on the COSC's list of filed complaints or on the "not filed" list provided by MCAO. MCSO must call MCAO before releasing a subject to confirm release status. | | 1.25 MCSO must resolve (on a daily basis) those subjects who are in custody but whose names do not appear on the COSC's list of filed complaints or on the "not filed" list provided by MCAO. MCSO must call MCAO before releasing a subject to confirm release status. |
| MCAO | 1 | 27 | WICOC | It is an MCAO requirement that attorneys determine the charges to be filed even if that means that the filed charges are different than the booked charges (booked charges are determined by law enforcement.) | AZ Supreme Court Rules of Professional Conduct Rule 42,ER 3.8 | 1.27 It is an MCAO requirement that attorneys determine the charges to be filed even if that means that the filed charges are different than the booked charges (booked charges are determined by law enforcement.) |
| MCAO | 1 | 28 | WICOC | In cases where no warrantless arrest occurs, MCAO must include a warrant fact sheet in the packet sent to Superior Court. (The fact sheet indicates the reason for requesting a warrant instead of a summons.) In cases where a warrantless arrest occurs and the 48-hour deadline applies, no warrant fact sheet is necessary. | RCRP 3.1(c) | 1.28 In cases where no warrantless arrest occurs, MCAO must include a warrant fact sheet in the packet sent to Superior Court. (The fact sheet indicates the reason for requesting a warrant instead of a summons.) In cases where a warrantless arrest occurs and the 48-hour deadline applies, no warrant fact sheet is necessary. |
| MCJC | 2 | 29 | All Warrants | After the MCJC judicial officer signs the warrant, the MCJC clerk must send the original warrant and a copy of the complaint to MCSO, or to DPS if the warrant is for a DPS-issued criminal citation, or to AG&F if the warrant is for an AG&F issued criminal citation. | The process needs to happen. The method can change. | 2.29 After the MCJC judicial officer signs the warrant, the MCJC clerk must send the original warrant and a copy of the complaint to MCSO, or to DPS if the warrant is for a DPS-issued criminal citation, or to AG&F if the warrant is for an AG&F issued criminal citation. |
| MCJC | 16 | 383 | All Warrants | When MCJC prints a warrant from the JCS system, it puts the issuance date on the docket, inserts a date 5 years forward in the tickler as a review date, and enters a proceeding in the docket that states the date the warrant is issued,/that it was issued/bond on warrant. If FTA complaint was done, JCS completes a field counting statistics. | | 16.383 When MCJC prints a warrant from the JCS system, it puts the issuance date on the docket, inserts a date 5 years forward in the tickler as a review date, and enters a proceeding in the docket that states the date the warrant is issued,/that it was issued/bond on warrant. If FTA complaint was done, JCS completes a field counting statistics. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCJC | 2 | 30 | B/W | If a MCJC judicial officer orders a bench warrant, MCJC clerk must create and complete a bench warrant document for the judicial officer to sign (the bench warrant document is generated from a Word template.) Typically, a failure-to-appear (FTA) is the trigger event causing the bench warrant order. | The process needs to happen. The method can change. | 2.30 If a MCJC judicial officer orders a bench warrant, MCJC clerk must create and complete a bench warrant document for the judicial officer to sign (the bench warrant document is generated from a Word template.) Typically, a failure-to-appear (FTA) is the trigger event causing the bench warrant order. |
| MCJC | 2 | 31 | B/W | MCJC must track criminal complaint information, including bench warrants. This is currently handled by the JCS system. | This is a necessity to comply with JCS | 2.31 MCJC must track criminal complaint information, including bench warrants. This is currently handled by the JCS system. |
| MCJC | 2 | 32 | B/W | When a defendant fails to appear, MCJC must update the JCS warrants screen in order to create an FTA complaint to attach to the bench warrant before sending the bench warrant and complaint to MCSO. | This is a necessity to comply with JCS | 2.32 When a defendant fails to appear, MCJC must update the JCS warrants screen in order to create an FTA complaint to attach to the bench warrant before sending the bench warrant and complaint to MCSO. |
| MCJC | 2 | 33 | B/W | After MCJC judicial officer signs a warrant, the MCJC clerk must file the original FTA complaint and a copy of the bench warrant. | The process needs to happen. The method can change. | 2.33 After MCJC judicial officer signs a warrant, the MCJC clerk must file the original FTA complaint and a copy of the bench warrant. |
| MCJC | 5 | 137 | B/W | MCJC sends list of 5 year aged non-dispositioned case warrants to MCAO. MCAO must review the aged warrants and decide which to leave active and which to request be quashed. | The process needs to happen. The method can change. | 5.137 MCJC sends list of 5 year aged non-dispositioned case warrants to MCAO. MCAO must review the aged warrants and decide which to leave active and which to request be quashed. |
| MCJC | 5 | 138 | Civ A/W | The judicial officer orders and signs all civil arrest warrants. The proceedings are captured in a free-form format in JCS. The MCJC Clerk then issues the Civil A/W and sends it to MCSO via inter-office mail. Civil A/W expires 1 year after issue, requiring MCSO to automatically quash the warrant at the future expiration date. | The process needs to happen. The method can change. | 5.138 The judicial officer orders and signs all civil arrest warrants. The proceedings are captured in a free-form format in JCS. The MCJC Clerk then issues the Civil A/W and sends it to MCSO via inter-office mail. Civil A/W expires 1 year after issue, requiring MCSO to automatically quash the warrant at the future expiration date. |
| MCJC | 5 | 139 | Juv A/W | MCJC must automatically issue an adult arrest warrant if a juvenile has failed to comply or appear as required in Juvenile Court, and has subsequently reached his 18th birthday. | This is a necessity to comply with JCS | 5.139 MCJC must automatically issue an adult arrest warrant if a juvenile has failed to comply or appear as required in Juvenile Court, and has subsequently reached his 18th birthday. |
| MCJC | 7 | 156 | Juv A/W | MCJC must track the issuance of the warrant in the JCS case management system. | This is a necessity to comply with JCS | 7.156 MCJC must track the issuance of the warrant in the JCS case management system. |
| MCJC | 2 | 34 | Misd A/W | MCJC is required to process requests for misdemeanor arrest warrants submitted by MCAO. A court case must have been filed with MCJC by MCAO before a warrant can be requested. | | 2.34 MCJC is required to process requests for misdemeanor arrest warrants submitted by MCAO. A court case must have been filed with MCJC by MCAO before a warrant can be requested. |
| MCJC | 2 | 35 | Misd A/W | MCJC requires MCAO to submit a warrant request packet that includes a complaint, court info sheet (CIS), VIS, and sometimes a partially-completed warrant document. If MCAO did not include a warrant document, MCJC clerk must prepare a warrant document for the judicial officer to review. | The process needs to happen. The method can change. | 2.35 MCJC requires MCAO to submit a warrant request packet that includes a complaint, court info sheet (CIS), VIS, and sometimes a partially-completed warrant document. If MCAO did not include a warrant document, MCJC clerk must prepare a warrant document for the judicial officer to review. |
| MCJC | 2 | 36 | Misd A/W | The CIS provided by MCAO must include defendant description, DR#, MCAO case # , victim info, and other information necessary for the issuance of the warrant and subsequent creation of an electronic warrant in ACIC and/or NCIC. The CCN must be provided on the complaint. | This is a necessity to comply with JCS | 2.36 The CIS provided by MCAO must include defendant description, DR#, MCAO case # , victim info, and other information necessary for the issuance of the warrant and subsequent creation of an electronic warrant in ACIC and/or NCIC. The CCN must be provided on the complaint. |
| MCJC | 2 | 37 | Misd A/W | Form IV (probable cause) document is required when the subject has been IA'd. In this instance, IA Court provides the Form IV information to MCJC. | | 2.37 Form IV (probable cause) document is required when the subject has been IA'd. In this instance, IA Court provides the Form IV information to MCJC. |
| MCJC | 2 | 38 | Misd A/W | The law enforcement officer must swear to the complaint when appearing at MCJC. | Required by RCRP 2.4(a) | 2.38 The law enforcement officer must swear to the complaint when appearing at MCJC. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCJC | 2 | 39 | Misd A/W | MCJC must track criminal complaint information, including misdemeanor arrest warrants. This is currently handled by the JCS system. | This is a necessity to comply with JCS | 2.39 MCJC must track criminal complaint information, including misdemeanor arrest warrants. This is currently handled by the JCS system. |
| MCJC | 2 | 40 | Misd A/W | The MCJC judicial officer must review the warrant request and will either reject or order the warrant. | | 2.40 The MCJC judicial officer must review the warrant request and will either reject or order the warrant. |
| MCJC | 2 | 41 | Misd A/W | Warrants that the judicial officer rejects must be converted to summonses which are served by the constable for that court. | | 2.41 Warrants that the judicial officer rejects must be converted to summonses which are served by the constable for that court. |
| MCJC | 2 | 42 | Misd A/W | After MCJC judicial officer signs a warrant, the MCJC clerk must file of the original complaint and copy of the warrant and update JCS. | The process needs to happen. The method can change. | 2.42 After MCJC judicial officer signs a warrant, the MCJC clerk must file of the original complaint and copy of the warrant and update JCS. |
| MCJC | 5 | 140 | Misd A/W | If subject fails to appear (FTA) after service of summons or for arraignment on a signed citation, MCJC clerk must prepare a warrant document for the judicial officer to order ands sign. | The process needs to happen. The method can change. | 5.140 If subject fails to appear (FTA) after service of summons or for arraignment on a signed citation, MCJC clerk must prepare a warrant document for the judicial officer to order ands sign. |
| MCJC | 5 | 141 | Misd A/W | After MCJC judicial officer orders and signs a warrant, the MCJC clerk must file the original FTA complaint and a copy of the warrant and update JCS. | This is a necessity to comply with JCS | 5.141 After MCJC judicial officer orders and signs a warrant, the MCJC clerk must file the original FTA complaint and a copy of the warrant and update JCS. |
| MCJC | 5 | 142 | Misd A/W | MCJC must ensure that the arrest warrant data is not purged until all conditions of the court-imposed sentence are completed or ordered purged by the judicial officer. | The process needs to happen. The method can change. | 5.142 MCJC must ensure that the arrest warrant data is not purged until all conditions of the court-imposed sentence are completed or ordered purged by the judicial officer. |
| MCJC | 2 | 43 | Subpoena | In some cases, MCAO may create and submit a partially-completed subpoena document to MCJC. MCJC must process these subpoena requests from MCAO. | The process needs to happen. The method can change. | 2.43 In some cases, MCAO may create and submit a partially-completed subpoena document to MCJC. MCJC must process these subpoena requests from MCAO. |
| MCJC | 2 | 44 | Subpoena | MCAO must supply all information with the exception of the hearing date. The MCJC clerk must record the hearing date on the pre-printed subpoena filed with the complaint. | The process needs to happen. The method can change. | 2.44 MCAO must supply all information with the exception of the hearing date. The MCJC clerk must record the hearing date on the pre-printed subpoena filed with the complaint. |
| MCJC | 2 | 45 | Subpoena | Subpoena must contain the witness' name, last known address, and phone #. | | 2.45 Subpoena must contain the witness' name, last known address, and phone #. |
| MCJC | 2 | 46 | Subpoena | MCJC clerks must calendar the hearing and note issuance of the subpoena(s) in the proceedings. | This is a necessity to comply with JCS | 2.46 MCJC clerks must calendar the hearing and note issuance of the subpoena(s) in the proceedings. |
| MCJC | 2 | 47 | Subpoena | MCJC subpoenas do not need to be signed by a judicial officer, but must be stamped with a judicial signature and is then sealed by the MCJC Clerk. However, a subpoena duces tecum (for records / papers) must be signed by a judicial officer and sealed by the MCJC Clerk. | The process needs to happen. The method can change. | 2.47 MCJC subpoenas do not need to be signed by a judicial officer, but must be stamped with a judicial signature and is then sealed by the MCJC Clerk. However, a subpoena duces tecum (for records / papers) must be signed by a judicial officer and sealed by the MCJC Clerk. |
| MCJC | 2 | 48 | Subpoena | MCJC issues subpoenas and is required to distribute the issued and signed subpoenas to the appropriate service agency (constable, DPS, or law enforcement.) | | 2.48 MCJC issues subpoenas and is required to distribute the issued and signed subpoenas to the appropriate service agency (constable, DPS, or law enforcement.) |
| MCJC | 2 | 49 | Subpoena | MCJC must hand-deliver subpoenas to constables and police precinct liaisons for service. | | 2.49 MCJC must hand-deliver subpoenas to constables and police precinct liaisons for service. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCJC | 2 | 50 | Subpoena | MCJC may fax subpoenas to certain law enforcement agencies for service. | | 2.50 MCJC may fax subpoenas to certain law enforcement agencies for service. |
| MCJC | 2 | 51 | Subpoena | MCAO, IR, any defense representative, or law enforcement officer may determine which persons are to be subpoenaed for a case. | | 2.51 MCAO, IR, any defense representative, or law enforcement officer may determine which persons are to be subpoenaed for a case. |
| MCJC | 2 | 52 | Subpoena | MCJC subpoenas returns of service must be sent back to MCJC. If service was successful, it must be placed in court file but no further action is required. (Notification to MCAO and investigating officer that subpoena has been served would be very useful.) | | 2.52 MCJC subpoenas returns of service must be sent back to MCJC. If service was successful, it must be placed in court file but no further action is required. (Notification to MCAO and investigating officer that subpoena has been served would be very useful.) |
| MCJC | 2 | 53 | Subpoena | MCAO must provide a good subpoena service address. If a return service indicates "unsuccessful" due to a bad address, MCJC must notify MCAO of the unsuccessful service in order for MCAO to determine a better service address. | | 2.53 MCAO must provide a good subpoena service address. If a return service indicates "unsuccessful" due to a bad address, MCJC must notify MCAO of the unsuccessful service in order for MCAO to determine a better service address. |
| MCJC | 2 | 54 | Subpoena | If a subpoena return service indicates "unsuccessful" for reasons other than a bad address, the return must be placed in court file but no further action is required. (MCAO is not notified.) | | 2.54 If a subpoena return service indicates "unsuccessful" for reasons other than a bad address, the return must be placed in court file but no further action is required. (MCAO is not notified.) |
| MCJC | 2 | 55 | Subpoena | MCJC is responsible for issuing nearly all misdemeanor subpoenas. MCJC must accept requests for subpoenas from any agency or individual that files a misdemeanor complaint. | | 2.55 MCJC is responsible for issuing nearly all misdemeanor subpoenas. MCJC must accept requests for subpoenas from any agency or individual that files a misdemeanor complaint. |
| MCJC | 2 | 56 | Subpoena | In some cases, MCJC must create the subpoena document from a list of individuals to be subpoenaed that is provided by MCAO. | | 2.56 In some cases, MCJC must create the subpoena document from a list of individuals to be subpoenaed that is provided by MCAO. |
| MCJC | 2 | 57 | Subpoena | In some DUI cases, MCAO may create and issue subpoenas without the knowledge or approval of MCJC. | | 2.57 In some DUI cases, MCAO may create and issue subpoenas without the knowledge or approval of MCJC. |
| MCJC | 2 | 58 | Summons | When MCAO requests a summons, MCJC clerks must create the summons document from a JCS template, and must include information such as court appearance date, date to appear for fingerprinting, defendant name, charge(s) and address. | This is a necessity to comply with JCS | 2.58 When MCAO requests a summons, MCJC clerks must create the summons document from a JCS template, and must include information such as court appearance date, date to appear for fingerprinting, defendant name, charge(s) and address. |
| MCJC | 2 | 59 | Summons | MCJC clerk must present all summonses to a judicial officer for signature. | The process needs to happen. The method can change. | 2.59 MCJC clerk must present all summonses to a judicial officer for signature. |
| MCJC | 2 | 60 | Summons | MCJC clerk must search for the most current service address before hand-delivering the signed summonses to appropriate precinct(s) for personal service. | The process needs to happen. The method can change. | 2.60 MCJC clerk must search for the most current service address before hand-delivering the signed summonses to appropriate precinct(s) for personal service. |
| MCJC | 2 | 61 | Summons | MCJC clerk must search for most current address and send summonses by certified mail for out-of-county or PO box addresses. | | 2.61 MCJC clerk must search for most current address and send summonses by certified mail for out-of-county or PO box addresses. |
| MCJC | 2 | 62 | Summons | If no service address can be determined for summons, MCJC must automatically issue a warrant. | | 2.62 If no service address can be determined for summons, MCJC must automatically issue a warrant. |
| MCJC | 2 | 63 | Summons | When a summons is served, MCJC must track its service by updating the "returned date" field in JCS. | This is a necessity to comply with JCS | 2.63 When a summons is served, MCJC must track its service by updating the "returned date" field in JCS. |
| MCJC | 2 | 64 | Summons | If summons is returned unserved, and a warrant is not ordered, the summons must be re-issued by MCJC and a new set of documents (summons and copy of complaint) must be sent to the defendant. This is usually the case of a new address being available, and/or the court date being passed before service is made. | | 2.64 If summons is returned unserved, and a warrant is not ordered, the summons must be re-issued by MCJC and a new set of documents (summons and copy of complaint) must be sent to the defendant. This is usually the case of a new address being available, and/or the court date being passed before service is made. |
| MCJC | 2 | 65 | Summons | If, after re-issue, summons is again returned unserved, it must be presented to the judicial officer for ordering and signing a warrant. | | 2.65 If, after re-issue, summons is again returned unserved, it must be presented to the judicial officer for ordering and signing a warrant. |
| MCJC | 2 | 66 | Summons | MCJC summons service information is not sent to MCAO. However, MCJC must be able to track the summons service status (this is now accomplished by allowing the originating agency to view JCS information.) | This is a necessity to comply with JCS | 2.66 MCJC summons service information is not sent to MCAO. However, MCJC must be able to track the summons service status (this is now accomplished by allowing the originating agency to view JCS information.) |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCJC | 2 | 67 | Summons | If a citation summons is received by the wrong court, it must be sent to the correct court by the MCJC clerk. MCJC clerk must notify the defendant of the change. | | 2.67 If a citation summons is received by the wrong court, it must be sent to the correct court by the MCJC clerk. MCJC clerk must notify the defendant of the change. |
| MCJC | 2 | 68 | Summons | MCJC must track criminal complaint information, including summons. This is currently handled by the JCS system. | This is a necessity to comply with JCS | 2.68 MCJC must track criminal complaint information, including summons. This is currently handled by the JCS system. |
| MCJC | 2 | 69 | Summons | MCJC must issue summonses requested by MCAO in misdemeanor cases, if a current address is provided. | | 2.69 MCJC must issue summonses requested by MCAO in misdemeanor cases, if a current address is provided. |
| MCSC | 6 | 145 | B/W | When a superior court judicial officer orders a B/W, it must be signed and sealed (raised) by COSC. | | 6.145 When a superior court judicial officer orders a B/W, it must be signed and sealed (raised) by COSC. |
| MCSC | 6 | 146 | B/W | MCSC Court Administration must track the issuance of the warrant in the iCIS case management system. | The process needs to happen. The method can change. | 6.146 MCSC Court Administration must track the issuance of the warrant in the iCIS case management system. |
| MCSC | 6 | 147 | B/W | Based upon the minute entry, either Court Administration, bailiff, or the judicial assistant (COSC) must update iCIS to indicate issuance of a warrant. | The process needs to happen. The method can change. | 6.147 Based upon the minute entry, either Court Administration, bailiff, or the judicial assistant (COSC) must update iCIS to indicate issuance of a warrant. |
| MCSC | 6 | 149 | B/W | After initial appearance, IA court must provide the original warrant and the service information to MCSC Court Administration accompanied by a transmittal sheet. | The process needs to happen. The method can change. | 6.149 After initial appearance, IA court must provide the original warrant and the service information to MCSC Court Administration accompanied by a transmittal sheet. |
| MCSC | 6 | 150 | B/W | MCSC Court Administration must resolve the warrant in iCIS based upon the information contained in the IA court transmittal sheet indicating the last day as applies under speedy trial rule (Rule 8). | The process needs to happen. The method can change. | 6.150 MCSC Court Administration must resolve the warrant in iCIS based upon the information contained in the IA court transmittal sheet indicating the last day as applies under speedy trial rule (Rule 8). |
| MCSC | 6 | 151 | B/W | When a subject self-surrenders and a new court date is set on a motion to quash, the active warrant must not be quashed until the subject actually appears at the new court appearance. | | 6.151 When a subject self-surrenders and a new court date is set on a motion to quash, the active warrant must not be quashed until the subject actually appears at the new court appearance. |
| MCSC | 6 | 152 | B/W | MCSC Court Administration must determine which subjects of bench warrants are in jail but as yet still have no court date set. | The process needs to happen. The method can change. | 6.152 MCSC Court Administration must determine which subjects of bench warrants are in jail but as yet still have no court date set. |
| MCSC | 6 | 153 | Fel A/W | Superior Court Administration updates the skeletal case information in iCIS to indicate an arrest warrant was issued based on documents from COSC. | The process needs to happen. The method can change. | 6.153 Superior Court Administration updates the skeletal case information in iCIS to indicate an arrest warrant was issued based on documents from COSC. |
| MCSC | 6 | 154 | Fel A/W | MCSC Court Administration must update the iCIS case management system with information from the felony arrest warrant after the warrant is issued by COSC. MCSC Court Administration must track the issuance of the warrant in the iCIS case management system. | The process needs to happen. The method can change. | 6.154 MCSC Court Administration must update the iCIS case management system with information from the felony arrest warrant after the warrant is issued by COSC. MCSC Court Administration must track the issuance of the warrant in the iCIS case management system. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSC | 6 | 155 | Fel A/W | Based upon the minute entry, either MCSC Court Administration, the bailiff, or the judicial assistant must update iCIS to indicate issuance of a warrant (This is typically for a felony arrest warrant after a summons is returned unserved.) | The process needs to happen. The method can change. | 6.155 Based upon the minute entry, either MCSC Court Administration, the bailiff, or the judicial assistant must update iCIS to indicate issuance of a warrant (This is typically for a felony arrest warrant after a summons is returned unserved.) |
| MCSO | 4 | 93 | All Warrants | MCSO must process all types of warrants, including bench warrants, received from authorized issuing agencies within Maricopa County (Bench warrants are received from: MCSC, juvenile court, MCJC.) | ARS 11-441 | 4.93 MCSO must process all types of warrants, including bench warrants, received from authorized issuing agencies within Maricopa County (Bench warrants are received from: MCSC, juvenile court, MCJC.) |
| MCSO | 4 | 94 | All Warrants | Per NCIC and ACIC rules, MCSO must enter all Maricopa County paper warrants into NCIC or ACIC systems within 3 days in order to create warrants in NCIC or ACIC. | NCIC 2000 Wanted Person File 1.1.1 and ACJIS Newsletter 12/2004 | 4.94 Per NCIC and ACIC rules, MCSO must enter all Maricopa County paper warrants into NCIC or ACIC systems within 3 days in order to create warrants in NCIC or ACIC. |
| MCSO | 4 | 95 | All Warrants | All extraditable warrants received by MCSO must be entered into NCIC if the subject is not in custody. | | 4.95 All extraditable warrants received by MCSO must be entered into NCIC if the subject is not in custody. |
| MCSO | 4 | 96 | All Warrants | When warrant subject is arrested out of county, MCSO must present the original warrant to COSC in order to obtain the paperwork needed for extradition. For out-of-state warrants, the warrant must be cleared from NCIC by MCSO. For out-of-county, but in-state warrants, the warrant must also be cleared from ACIC by MCSO. | | 4.96 When warrant subject is arrested out of county, MCSO must present the original warrant to COSC in order to obtain the paperwork needed for extradition. For out-of-state warrants, the warrant must be cleared from NCIC by MCSO. For out-of-county, but in-state warrants, the warrant must also be cleared from ACIC by MCSO. |
| MCSO | 4 | 97 | All Warrants | MCSO requires that the CCN be the unique warrant identifying number for all warrants except Child Support Arrest Warrants, municipal/city warrants and warrants issued prior to the implementation of CCN. (I.e. the original case was filed prior to CCN.) | | 4.97 MCSO requires that the CCN be the unique warrant identifying number for all warrants except Child Support Arrest Warrants, municipal/city warrants and warrants issued prior to the implementation of CCN. (I.e. the original case was filed prior to CCN.) |
| MCSO | 4 | 98 | All Warrants | When MCSO finds subject of warrant in custody, JMS booking information must be distributed to SIMS, and Page II data must be added to JMS. Message requesting a page 2 hold is also sent to Court Services. | | 4.98 When MCSO finds subject of warrant in custody, JMS booking information must be distributed to SIMS, and Page II data must be added to JMS. Message requesting a page 2 hold is also sent to Court Services. |
| MCSO | 4 | 99 | All Warrants | When the subject of a warrant is found to be in custody, the jail facility must be called and an electronic message is sent by JMS to the facility court desk, SIMS and Security & Transport. The responsible detention officer must be faxed a copy of the new warrant to ensure that the subject gets IA'd on the new warrant charges. | | 4.99 When the subject of a warrant is found to be in custody, the jail facility must be called and an electronic message is sent by JMS to the facility court desk, SIMS and Security & Transport. The responsible detention officer must be faxed a copy of the new warrant to ensure that the subject gets IA'd on the new warrant charges. |
| MCSO | 4 | 100 | All Warrants | Warrant index card must show the reason for serving the in-custody warrant. The index card records the disposition for all servicing or quashing of the warrant. | | 4.100 Warrant index card must show the reason for serving the in-custody warrant. The index card records the disposition for all servicing or quashing of the warrant. |
| MCSO | 4 | 101 | All Warrants | When an in-custody warrant subject is confirmed to have appeared in IA court and the warrant is satisfied, the warrant must be returned to the issuing court by MCSO. (Justice Court felony warrants must be returned to RCC.) The canary copy of the IA paperwork must be updated in JMS and then placed in the inmate's judicial file. | AZ Rules of Criminal Procedure Section II Preliminary Procedures Rule 3.3 | 4.101 When an in-custody warrant subject is confirmed to have appeared in IA court and the warrant is satisfied, the warrant must be returned to the issuing court by MCSO. (Justice Court felony warrants must be returned to RCC.) The canary copy of the IA paperwork must be updated in JMS and then placed in the inmate's judicial file. |
| MCSO | 4 | 102 | All Warrants | If a warrant is marked for extradition, MCSO must enter the warrant into NCIC to create an electronic nationwide warrant. | | 4.102 If a warrant is marked for extradition, MCSO must enter the warrant into NCIC to create an electronic nationwide warrant. |
| MCSO | 4 | 103 | All Warrants | Creation of an NCIC electronic record of the warrants by MCSO requires 2nd party verification and sign-off on the MCSO warrant packing worksheet. | ACJIS Part 2.3.4.d | 4.103 Creation of an NCIC electronic record of the warrants by MCSO requires 2nd party verification and sign-off on the MCSO warrant packing worksheet. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 4 | 104 | All Warrants | When MCSO is responsible for victim notification, the information required must be obtained from the warrant worksheet. (Must be a person crime and if MCSO originated the case, OIC must complete a victim notification report, make notification to the victim by phone, forward the victim information to SIMS and forward information to the case detective advising of the arrest and notification. If not notified by OIC, detective is responsible for notification. SIMS must enter the victim name and address into JMS. A copy of the victim notification report must then be forwarded to the MCSO report center.) | ARS 13-4405.01 requires victim notification. Who from the agency does the notification is not specified. | 4.104 When MCSO is responsible for victim notification, the information required must be obtained from the warrant worksheet. (Must be a person crime and if MCSO originated the case, OIC must complete a victim notification report, make notification to the victim by phone, forward the victim information to SIMS and forward information to the case detective advising of the arrest and notification. If not notified by OIC, detective is responsible for notification. SIMS must enter the victim name and address into JMS. A copy of the victim notification report must then be forwarded to the MCSO report center.) |
| MCSO | 4 | 105 | All Warrants | MCSO must validate a warrant 90 days after its initial entry into ACIC. (NCIC 1.6) | NCIC 2000 Wanted Person File Introduction Section 1.6 | 4.105 MCSO must validate a warrant 90 days after its initial entry into ACIC. (NCIC 1.6) |
| MCSO | 4 | 106 | All Warrants | If the subject of the warrant is in custody, and positively I'd, MCSO must create a Page II (booking.) | A "Page 2" is a MCSO term used to serve a warrant on a person in jail. | 4.106 If the subject of the warrant is in custody, and positively I'd, MCSO must create a Page II (booking.) |
| MCSO | 7 | 157 | All Warrants | Once a warrant has been entered into ACIC, MCSO must maintain the original warrant and supporting documents on file, and indexed for ready access. | | 7.157 Once a warrant has been entered into ACIC, MCSO must maintain the original warrant and supporting documents on file, and indexed for ready access. |
| MCSO | 7 | 158 | All Warrants | Victim notification reports must be forwarded to the investigator and one copy must be filed with the DR. | | 7.158 Victim notification reports must be forwarded to the investigator and one copy must be filed with the DR. |
| MCSO | 4 | 107 | B/W | MCSO must verify that all bench warrants, misd A/W, and felony A/W are signed by either a judicial officer (justice court, juvenile court) or a COSC clerk (SC) per local rules of court. | | 4.107 MCSO must verify that all bench warrants, misd A/W, and felony A/W are signed by either a judicial officer (justice court, juvenile court) or a COSC clerk (SC) per local rules of court. |
| MCSO | 4 | 108 | B/W | The agency issuing the B/W must indicate if the warrant is extraditable or not. (Typically only B/Ws with underlying felony charges are extraditable; see Extradition Rules defined in Memo of 3/19/02.) | MCAO sets the guideline for extraditions. | 4.108 The agency issuing the B/W must indicate if the warrant is extraditable or not. (Typically only B/Ws with underlying felony charges are extraditable; see Extradition Rules defined in Memo of 3/19/02.) |
| MCSO | 4 | 109 | B/W | ACIC Rule 3.4.d provides the guidelines for creating an electronic record of a local warrant into the ACIC system. To accomplish this, MCSO must "pack the record" for all warrants, including B/W. Packing the record is the process of gathering all required data necessary for entry into NCIC or ACIC in order to create electronic versions of the warrant. Data is required from the paper warrant, the complaint, the court info sheet, the victim info sheet, the jail mgmt system, DOC, and the AZ Criminal History Repository. | ACJIS Part 2 3.4.d. What is added to the warrant must be verified as to the point of origin. | 4.109 ACIC Rule 3.4.d provides the guidelines for creating an electronic record of a local warrant into the ACIC system. To accomplish this, MCSO must "pack the record" for all warrants, including B/W. Packing the record is the process of gathering all required data necessary for entry into NCIC or ACIC in order to create electronic versions of the warrant. Data is required from the paper warrant, the complaint, the court info sheet, the victim info sheet, the jail mgmt system, DOC, and the AZ Criminal History Repository. |
| MCSO | 4 | 110 | B/W | MCSO is required to maintain a printout or a signoff by staff of all warrant source data gathered and used to create the electronic record of the warrant in NCIC or ACIC. (ACJIS Rule 16.1.3) | ACJIS Part 16 1.3 | 4.110 MCSO is required to maintain a printout or a signoff by staff of all warrant source data gathered and used to create the electronic record of the warrant in NCIC or ACIC. (ACJIS Rule 16.1.3) |
| MCSO | 4 | 111 | B/W | For B/Ws based on underlying felony charges (extraditable), data for packing must be gathered. Currently this is done via manual entry onto an MCSO worksheet prior to data entry into ACIC and NCIC. | ACJIS Part 2 .3.4.d What is added to the warrant must be verified as to the point of origin. | 4.111 For B/Ws based on underlying felony charges (extraditable), data for packing must be gathered. Currently this is done via manual entry onto an MCSO worksheet prior to data entry into ACIC and NCIC. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 4 | 112 | B/W | For B/Ws based on underlying misdemeanor charges (not extraditable), data for the warrant must be entered on the green index card. (The green card serves as the short version of the MCSO packing worksheet). | | 4.112 For B/Ws based on underlying misdemeanor charges (not extraditable), data for the warrant must be entered on the green index card. (The green card serves as the short version of the MCSO packing worksheet). |
| MCSO | 4 | 113 | B/W | MCSO must perform an on-line, real-time check for existing warrants (active) and quashes on the subject in NCIC and ACIC prior to creating a new record of the warrant in NCIC or ACIC. | ACJIS Part 16.1.3 | 4.113 MCSO must perform an on-line, real-time check for existing warrants (active) and quashes on the subject in NCIC and ACIC prior to creating a new record of the warrant in NCIC or ACIC. |
| MCSO | 4 | 114 | B/W | If pre-existing NCIC warrant found, an additional warrant entry for that subject is prohibited. Instead, current warrant information must be added to existing NCIC warrant. The most serious crime should constitute the base NCIC crime entry; sometimes this requires removal of the old warrant record and creation of a new warrant record with the most serious crime listed first. | ACJIS Part 16.1.3 | 4.114 If pre-existing NCIC warrant found, an additional warrant entry for that subject is prohibited. Instead, current warrant information must be added to existing NCIC warrant. The most serious crime should constitute the base NCIC crime entry; sometimes this requires removal of the old warrant record and creation of a new warrant record with the most serious crime listed first. |
| MCSO | 4 | 115 | B/W | If an existing ACIC warrant is found on the subject, an additional electronic warrant entry may be created, or new warrant information may be added to existing ACIC warrant. | ACJIS Part 16.1.3 | 4.115 If an existing ACIC warrant is found on the subject, an additional electronic warrant entry may be created, or new warrant information may be added to existing ACIC warrant. |
| MCSO | 4 | 116 | B/W | If the subject is in custody at DOC, a detainer must be created and placed with DOC by MCSO. A copy of the warrant must be sent to In-State Transportation and the original must be filed at MCSO and entered into ACIC. | | 4.116 If the subject is in custody at DOC, a detainer must be created and placed with DOC by MCSO. A copy of the warrant must be sent to In-State Transportation and the original must be filed at MCSO and entered into ACIC. |
| MCSO | 4 | 117 | B/W | If the subject of the warrant is in custody, no electronic warrant record should be created in NCIC or ACIC. (There is exception processing for subjects in federal custody or tribal custody.) | | 4.117 If the subject of the warrant is in custody, no electronic warrant record should be created in NCIC or ACIC. (There is exception processing for subjects in federal custody or tribal custody.) |
| MCSO | 4 | 118 | B/W | MCSO requires that the CCN be the unique warrant identifying number for all bench warrants except those from municipal/city warrants, and those bench warrants issued prior to the implementation of CCN. (I.e. the original case was filed prior to CCN.) | | 4.118 MCSO requires that the CCN be the unique warrant identifying number for all bench warrants except those from municipal/city warrants, and those bench warrants issued prior to the implementation of CCN. (I.e. the original case was filed prior to CCN.) |
| MCSO | 4 | 119 | B/W | When the B/W is served, MCSO must return the original warrant packet to the issuing court. | AZ Rules of Criminal Procedure Section II Preliminary Proceedings Rule 3.3 | 4.119 When the B/W is served, MCSO must return the original warrant packet to the issuing court. |
| MCSO | 6 | 148 | B/W | Upon warrant service, MCSO must provide the defendant, the warrant service information, and the original warrant to IA court. | Rules of Criminal Procedure Section II Preliminary Proceedings Rule 3.3 | 6.148 Upon warrant service, MCSO must provide the defendant, the warrant service information, and the original warrant to IA court. |
| MCSO | 7 | 159 | Civ A/W | MCSO must process Civil Arrest Warrants the same as misd arrest warrants, with the exception that CAWs are not entered into ACIC, and CAWs do not require validation. | | 7.159 MCSO must process Civil Arrest Warrants the same as misd arrest warrants, with the exception that CAWs are not entered into ACIC, and CAWs do not require validation. |
| MCSO | 7 | 160 | Civ A/W | MCSO must automatically quash and purge CAWs that remain unserved after one year from date of issue. | This is typed by the courts on all civil arrest warrants. | 7.160 MCSO must automatically quash and purge CAWs that remain unserved after one year from date of issue. |
| MCSO | 7 | 161 | Civ A/W | The MCSO warrant worksheet created for CAWs must be attached to any prior bench warrant, felony arrest warrant or misdemeanor arrest warrant index card held by MCSO for the subject in question. | | 7.161 The MCSO warrant worksheet created for CAWs must be attached to any prior bench warrant, felony arrest warrant or misdemeanor arrest warrant index card held by MCSO for the subject in question. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 4 | 120 | CSAW | MCSO must process CSAWs from MCSC and must handle a release amount instead of a bond amount. | ARS 11-441 states the Sheriff serves process and notices in the manner prescribed by law. | 4.120 MCSO must process CSAWs from MCSC and must handle a release amount instead of a bond amount. |
| MCSO | 4 | 121 | CSAW | MCSO will accept only AZ-only CSAWs (no extradition). | | 4.121 MCSO will accept only AZ-only CSAWs (no extradition). |
| MCSO | 4 | 122 | CSAW | Once a warrant has been entered into ACIC, MCSO must maintain the original warrant on file, and indexed for ready access. | | 4.122 Once a warrant has been entered into ACIC, MCSO must maintain the original warrant on file, and indexed for ready access. |
| MCSO | 4 | 123 | CSAW | The MCSO warrant worksheet created for CSAWs must be attached to any prior bench warrant, felony arrest warrant or misdemeanor arrest warrant index card held by MCSO for the subject in question. (Treated as a felony warrant, with packing, by MCSO.) | | 4.123 The MCSO warrant worksheet created for CSAWs must be attached to any prior bench warrant, felony arrest warrant or misdemeanor arrest warrant index card held by MCSO for the subject in question. (Treated as a felony warrant, with packing, by MCSO.) |
| MCSO | 4 | 124 | Fel A/W | MCSO must process felony A/W received from Superior Court. | | 4.124 MCSO must process felony A/W received from Superior Court. |
| MCSO | 4 | 125 | Fel A/W | MCSO must verify that felony A/W are signed by either a judicial officer or a COSC clerk (SC) per local rules of court. | Warrants are required to have a signature per AZ Rules of Criminal Procedure Section II Preliminary Proceedings Rule 3.2. MCSO cannot process the warrant unless it conforms to this rule. | 4.125 MCSO must verify that felony A/W are signed by either a judicial officer or a COSC clerk (SC) per local rules of court. |
| MCSO | 4 | 126 | Fel A/W | MCSO must verify that the felony A/W is marked extraditable. If not marked extraditable, (either AO for Arizona only or OK for NCIC). MCSO must return the felony A/W to COSC. (See Extradition Rules defined in Memo of 3/19/02.) | | 4.126 MCSO must verify that the felony A/W is marked extraditable. If not marked extraditable, (either AO for Arizona only or OK for NCIC). MCSO must return the felony A/W to COSC. (See Extradition Rules defined in Memo of 3/19/02.) |
| MCSO | 4 | 127 | Fel A/W | MCAO must determine which warrants are extraditable and indicate status on warrant document received by MCSO. MCSO will accept telephone calls from designated MCAO extraditions attorneys to change extradition status of warrant. | | 4.127 MCAO must determine which warrants are extraditable and indicate status on warrant document received by MCSO. MCSO will accept telephone calls from designated MCAO extraditions attorneys to change extradition status of warrant. |
| MCSO | 4 | 128 | Fel A/W | MCSO is required to maintain a printout or a signoff by staff of all warrant source data gathered and used to create the electronic record of the warrant in NCIC or ACIC. (ACJIS Rule 16.1.3) | No print out mandated. Just ability to document the information. | 4.128 MCSO is required to maintain a printout or a signoff by staff of all warrant source data gathered and used to create the electronic record of the warrant in NCIC or ACIC. (ACJIS Rule 16.1.3) |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 4 | 129 | Fel A/W | ACJIS Rule 3.4.d requires that MCSO "pack the record" for most warrants, including felony A/W. (Packing the record is the process of gathering all required data necessary for entry into NCIC or ACIC in order to create electronic records of the warrants. Data is required from the paper warrant, the complaint, the court info sheet, the victim info sheet, the jail mgmt system, DOC, and the AZ Criminal History Repository.) | ACJIS Part 2 3.4.d. What is added to the warrant must be verified as to the point of origin. | 4.129 ACJIS Rule 3.4.d requires that MCSO "pack the record" for most warrants, including felony A/W. (Packing the record is the process of gathering all required data necessary for entry into NCIC or ACIC in order to create electronic records of the warrants. Data is required from the paper warrant, the complaint, the court info sheet, the victim info sheet, the jail mgmt system, DOC, and the AZ Criminal History Repository.) |
| MCSO | 4 | 130 | Fel A/W | For felony arrest warrants, data for packing must be manually entered onto an MCSO worksheet prior to data entry into ACIC and NCIC. | | 4.130 For felony arrest warrants, data for packing must be manually entered onto an MCSO worksheet prior to data entry into ACIC and NCIC. |
| MCSO | 4 | 131 | Fel A/W | MCSO must perform an on-line, real-time check for existing warrants on the subject in NCIC and ACIC prior to creating a new electronic warrant record in NCIC or ACIC. | | 4.131 MCSO must perform an on-line, real-time check for existing warrants on the subject in NCIC and ACIC prior to creating a new electronic warrant record in NCIC or ACIC. |
| MCSO | 4 | 132 | Fel A/W | If pre-existing NCIC warrant found, an additional warrant entry for that subject is prohibited. Instead, current warrant information must be added to existing NCIC warrant. The most serious crime should constitute the base NCIC crime entry; sometimes this requires removal of the old warrant record and creation of a new warrant record with the most serious crime listed first. | ACJIS Part 2 1.3 | 4.132 If pre-existing NCIC warrant found, an additional warrant entry for that subject is prohibited. Instead, current warrant information must be added to existing NCIC warrant. The most serious crime should constitute the base NCIC crime entry; sometimes this requires removal of the old warrant record and creation of a new warrant record with the most serious crime listed first. |
| MCSO | 4 | 133 | Fel A/W | If an existing ACIC warrant is found on the subject, an additional electronic warrant entry may be created, or new warrant information may be added to existing ACIC warrant. | ACJIS Part 16 .1.3 | 4.133 If an existing ACIC warrant is found on the subject, an additional electronic warrant entry may be created, or new warrant information may be added to existing ACIC warrant. |
| MCSO | 4 | 134 | Fel A/W | If the subject is in custody at DOC, a detainer must be created and placed with DOC by MCSO. A copy of the warrant must be sent to In-State Transportation and the original must be filed at MCSO and entered into ACIC. | ACJIS Part 6.4 | 4.134 If the subject is in custody at DOC, a detainer must be created and placed with DOC by MCSO. A copy of the warrant must be sent to In-State Transportation and the original must be filed at MCSO and entered into ACIC. |
| MCSO | 4 | 135 | Fel A/W | If the subject of the warrant is in custody, no electronic warrant record should be created in NCIC or ACIC. (There is exception processing for subjects in federal custody or tribal custody.) | | 4.135 If the subject of the warrant is in custody, no electronic warrant record should be created in NCIC or ACIC. (There is exception processing for subjects in federal custody or tribal custody.) |
| MCSO | 4 | 136 | Fel A/W | When the felony arrest warrant is served, MCSO must notify the appropriate court and return the original warrant packet to the issuing court. | | 4.136 When the felony arrest warrant is served, MCSO must notify the appropriate court and return the original warrant packet to the issuing court. |
| MCSO | 18 | 384 | Fel A/W | For certain felonies, prior to receipt of a court ordered warrant, if requested by law enforcement agencies, MCSO must create a temporary warrant in NCIC. (The criteria for the entry is the establishment of a probable cause that a court ordered warrant will be issued for the requesting agency. This type of warrant is used primarily for escapes or erroneous releases.) MCSO must accept incoming requests for temporary warrants via telephone, fax or in-person. | ACJIS Part 16 1.6 TF and NCIC Introduction Section 1.1.4 | 18.384 For certain felonies, prior to receipt of a court ordered warrant, if requested by law enforcement agencies, MCSO must create a temporary warrant in NCIC. (The criteria for the entry is the establishment of a probable cause that a court ordered warrant will be issued for the requesting agency. This type of warrant is used primarily for escapes or erroneous releases.) MCSO must accept incoming requests for temporary warrants via telephone, fax or in-person. |
| MCSO | 18 | 385 | Fel A/W | Temporary felony arrest warrants created by MCSO require packing and processing similar to court ordered felony arrest warrants, except that temporary warrants are not entered into ACIC and will be automatically purged from NCIC after 48 hours. (The temporary warrant can be re-entered after the 48-hour expiration, until a court ordered hard copy is received by MCSO. If re-entered, the "date of incident" which is the same as the "date of the original warrant" must remain the same upon subsequent re-entry into NCIC.) | | 18.385 Temporary felony arrest warrants created by MCSO require packing and processing similar to court ordered felony arrest warrants, except that temporary warrants are not entered into ACIC and will be automatically purged from NCIC after 48 hours. (The temporary warrant can be re-entered after the 48-hour expiration, until a court ordered hard copy is received by MCSO. If re-entered, the "date of incident" which is the same as the "date of the original warrant" must remain the same upon subsequent re-entry into NCIC.) |
| MCSO | 18 | 386 | Fel A/W | If the temporary warrant request came in from an MCSO jail, the jail must request that the MCSO warrants section teletype all agencies statewide notifying them that the subject is in custody on a temporary warrant. If the subject is being held specifically for another agency, MCSO must notify the agency that the subject is in custody on a temporary warrant. | | 18.386 If the temporary warrant request came in from an MCSO jail, the jail must request that the MCSO warrants section teletype all agencies statewide notifying them that the subject is in custody on a temporary warrant. If the subject is being held specifically for another agency, MCSO must notify the agency that the subject is in custody on a temporary warrant. |
| MCSO | 18 | 387 | Fel A/W | MCSO must maintain temporary warrants in hard copy files by DR number until the replacement court ordered warrant is received. | | 18.387 MCSO must maintain temporary warrants in hard copy files by DR number until the replacement court ordered warrant is received. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 18 | 388 | Fel A/W | When the court ordered warrant replacing the temporary warrant is received, MCSO must cancel the temporary warrant in NCIC and then process the new original felony arrest warrant as previously described herein. However, because much of the warrant packing has already been completed, MCSO may re-use the temporary warrant packing data for the new replacement felony arrest warrant (i.e., "transferring" the data from the cancelled temporary warrant to the new felony arrest warrant.) | | 18.388 When the court ordered warrant replacing the temporary warrant is received, MCSO must cancel the temporary warrant in NCIC and then process the new original felony arrest warrant as previously described herein. However, because much of the warrant packing has already been completed, MCSO may re-use the temporary warrant packing data for the new replacement felony arrest warrant (i.e., "transferring" the data from the cancelled temporary warrant to the new felony arrest warrant.) |
| MCSO | 25 | 408 | Fel A/W | Governor's warrants are treated the same as felony arrest warrants except they are entered into ACIC only (not NCIC), and MCSO generates a case number because Governor's warrant do not have a CCN. (All paperwork is handled by the MCSO Fugitive Detail.) | | 25.408 Governor's warrants are treated the same as felony arrest warrants except they are entered into ACIC only (not NCIC), and MCSO generates a case number because Governor's warrant do not have a CCN. (All paperwork is handled by the MCSO Fugitive Detail.) |
| MCSO | 24 | 405 | Fid A/W | MCSO must handle Fiduciary Arrest Warrants in the same manner as Misdemeanor Arrest Warrants. | | 24.405 MCSO must handle Fiduciary Arrest Warrants in the same manner as Misdemeanor Arrest Warrants. |
| MCSO | 13 | 339 | nd Jury Summ | MCSO must process summonses arising from State Grand Jury and County Grand Jury proceedings. | ARS 11-441 | 13.339 MCSO must process summonses arising from State Grand Jury and County Grand Jury proceedings. |
| MCSO | 13 | 340 | nd Jury Summ | MCSO must track GJ summons separately by subject's name, and information must include date and GJ number. This is done by the MCSO clerk recording the information in a Grand Jury log book. | | 13.340 MCSO must track GJ summons separately by subject's name, and information must include date and GJ number. This is done by the MCSO clerk recording the information in a Grand Jury log book. |
| MCSO | 13 | 341 | nd Jury Summ | When a GJ summons is received, MCSO GJ clerk must determine if subject is in custody. If subject is in custody, the MCAO GJ clerk must be notified via fax that the subject is in custody. The MCAO GJ clerk then must make a determination whether to request a GJ warrant. If no GJ warrant is requested, then the GJ summons must be sent to the subject via certified mail. | | 13.341 When a GJ summons is received, MCSO GJ clerk must determine if subject is in custody. If subject is in custody, the MCAO GJ clerk must be notified via fax that the subject is in custody. The MCAO GJ clerk then must make a determination whether to request a GJ warrant. If no GJ warrant is requested, then the GJ summons must be sent to the subject via certified mail. |
| MCSO | 13 | 342 | nd Jury Summ | If the GJ summons is served via certified mail, MCSO will receive a signed certified mail return receipt card. Receipt of the return receipt card must be entered into an Excel spreadsheet used for this purpose. Once per day, the spreadsheet is faxed to the GJ clerk for entry into the GJ log book, and in the log book located in the COSC basement. A copy of the spreadsheet must also be delivered to GJ Exhibits section. Original served notices must remain on file in the Criminal Process section. | | 13.342 If the GJ summons is served via certified mail, MCSO will receive a signed certified mail return receipt card. Receipt of the return receipt card must be entered into an Excel spreadsheet used for this purpose. Once per day, the spreadsheet is faxed to the GJ clerk for entry into the GJ log book, and in the log book located in the COSC basement. A copy of the spreadsheet must also be delivered to GJ Exhibits section. Original served notices must remain on file in the Criminal Process section. |
| MCSO | 13 | 343 | nd Jury Summ | If the GJ summons sent via certified mail is returned without service, the GJ clerk must be notified; GJ clerk must then determine if additional address information is available. If so, the summons must be re-mailed. If not, MCSO must return the summons to the GJ clerk, annotated as unservable. (GJ clerk typically requests a GJ warrant when a GJ summons is returned unserved.) All information must be entered in the GJ log book. | | 13.343 If the GJ summons sent via certified mail is returned without service, the GJ clerk must be notified; GJ clerk must then determine if additional address information is available. If so, the summons must be re-mailed. If not, MCSO must return the summons to the GJ clerk, annotated as unservable. (GJ clerk typically requests a GJ warrant when a GJ summons is returned unserved.) All information must be entered in the GJ log book. |
| MCSO | 13 | 344 | Grand Jury Wt | MCSO must process warrants arising from State Grand Jury and County Grand Jury proceedings. | ARS 11-441 | 13.344 MCSO must process warrants arising from State Grand Jury and County Grand Jury proceedings. |
| MCSO | 13 | 345 | Grand Jury Wt | MCSO must process GJ warrants like all other warrants, except information must not be divulged to non-law enforcement individuals. | ARS 13-2812 | 13.345 MCSO must process GJ warrants like all other warrants, except information must not be divulged to non-law enforcement individuals. |
| MCSO | 13 | 346 | Grand Jury Wt | MCSO must track GJ warrants separately by subject's name, and information must include date and GJ number. This is done by the MCSO clerk recording the information in a Grand Jury log book. | | 13.346 MCSO must track GJ warrants separately by subject's name, and information must include date and GJ number. This is done by the MCSO clerk recording the information in a Grand Jury log book. |
| MCSO | 13 | 347 | Grand Jury Wt | GJ Clerk must advise MCSO staff if warrant is to be entered immediately into NCIC/ACIC, or put "on hold." If held, GJ warrants must be put in a temporary file at MCSO. | | 13.347 GJ Clerk must advise MCSO staff if warrant is to be entered immediately into NCIC/ACIC, or put "on hold." If held, GJ warrants must be put in a temporary file at MCSO. |
| MCSO | 13 | 348 | Grand Jury Wt | When GJ warrant is entered into NCIC/ACIC, MCSO clerk must also add the SGJ or GJ number, in addition to other required data fields. | | 13.348 When GJ warrant is entered into NCIC/ACIC, MCSO clerk must also add the SGJ or GJ number, in addition to other required data fields. |
| MCSO | 13 | 349 | Grand Jury Wt | MCSO must process the quashing of a GJ warrant like all other warrants. Additionally, quash information must be entered in the GJ log book, and the paperwork must be returned to the GJ clerk. | | 13.349 MCSO must process the quashing of a GJ warrant like all other warrants. Additionally, quash information must be entered in the GJ log book, and the paperwork must be returned to the GJ clerk. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 7 | 162 | Juv A/W | MCSO must process juvenile warrants from Juvenile Court and Juvenile Probation. | ARS 11-441 and NCIC 2000 Wanted Persons File Section 1.1.3 | 7.162 MCSO must process juvenile warrants from Juvenile Court and Juvenile Probation. |
| MCSO | 7 | 163 | Juv A/W | MCSO must track future automatic quash date for juvenile warrants, which is when the subject reaches age 18. MCSO must now manually quash these from NCIC. DPS automatically quashes from ACIC and must provide a list of these quashes to MCSO. | NCIC Section Introduction 1.5.3 | 7.163 MCSO must track future automatic quash date for juvenile warrants, which is when the subject reaches age 18. MCSO must now manually quash these from NCIC. DPS automatically quashes from ACIC and must provide a list of these quashes to MCSO. |
| MCSO | 7 | 164 | Juv A/W | MCSO must accept AZ only, county only, and nationwide (extraditable) juvenile warrants. However, all juvenile warrants must be processed like misd warrants because no charge information is available to MCSO unless Juvenile Probation provides a supplemental form containing charge information. | | 7.164 MCSO must accept AZ only, county only, and nationwide (extraditable) juvenile warrants. However, all juvenile warrants must be processed like misd warrants because no charge information is available to MCSO unless Juvenile Probation provides a supplemental form containing charge information. |
| MCSO | 7 | 165 | Juv A/W | Once a juvenile warrant has been entered into ACIC, MCSO must maintain the original warrant on file, and indexed for ready access. | Must be able to validate information in ACIC/NCIC to warrant. | 7.165 Once a juvenile warrant has been entered into ACIC, MCSO must maintain the original warrant on file, and indexed for ready access. |
| MCSO | 7 | 166 | Misd A/W | MCSO must process misdemeanor arrest warrants received from Justice Court. | ARS 11-441 | 7.166 MCSO must process misdemeanor arrest warrants received from Justice Court. |
| MCSO | 7 | 167 | Misd A/W | MCSO must enter all misdemeanor arrest warrants for all subjects not in custody into ACIC systems within 3 days in order to create electronic records of the warrants. Data is required from the paper warrant, the complaint, the court info sheet, the victim info sheet, and the jail mgmt system. ACIC Rule 3.4.d provides the guidelines for creating an electronic record of a local warrant into the ACIC system. | THIS IS TRUE FOR ALL WARRANTS per NCIC 2000 Wanted Persons file Section Introduction 1.1.1 updated by ACJIS newsletter 12.2002 | 7.167 MCSO must enter all misdemeanor arrest warrants for all subjects not in custody into ACIC systems within 3 days in order to create electronic records of the warrants. Data is required from the paper warrant, the complaint, the court info sheet, the victim info sheet, and the jail mgmt system. ACIC Rule 3.4.d provides the guidelines for creating an electronic record of a local warrant into the ACIC system. |
| MCSO | 7 | 168 | Misd A/W | MCSO verifies that misd A/W are signed by a justice court judicial officer per local rules of court. | Warrants are required to have a signature per AZ Rules of Criminal Procedure Section II Preliminary Proceedings Rule 3.2. MCSO Cannot process a warrant unless it conforms to this rule. | 7.168 MCSO verifies that misd A/W are signed by a justice court judicial officer per local rules of court. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 7 | 169 | Misd A/W | For Misd A/W (not extraditable), packing is not required. MCSO must enter warrant information on the green index card. (The green card is serving as the short version of the MCSO packing worksheet.) | | 7.169 For Misd A/W (not extraditable), packing is not required. MCSO must enter warrant information on the green index card. (The green card is serving as the short version of the MCSO packing worksheet.) |
| MCSO | 7 | 170 | Misd A/W | MCSO must perform an on-line, real-time check for existing warrants on the subject in ACIC prior to creating a new electronic warrant in ACIC. | ACJIS Part 16.1.3 | 7.170 MCSO must perform an on-line, real-time check for existing warrants on the subject in ACIC prior to creating a new electronic warrant in ACIC. |
| MCSO | 7 | 171 | Misd A/W | If an existing ACIC warrant is found on the subject, an additional electronic warrant entry may be created, or new warrant information may be added to existing ACIC warrant per ACJIS Part 16.1.3). | ACJIS 16.1.3 | 7.171 If an existing ACIC warrant is found on the subject, an additional electronic warrant entry may be created, or new warrant information may be added to existing ACIC warrant per ACJIS Part 16.1.3). |
| MCSO | 7 | 172 | Misd A/W | MCSO requires that the CCN be the unique warrant identifying number for all misdemeanor arrest warrants issued prior to the implementation of the CCN (I.e. the original case was filed prior to the CCN.) | | 7.172 MCSO requires that the CCN be the unique warrant identifying number for all misdemeanor arrest warrants issued prior to the implementation of the CCN (I.e. the original case was filed prior to the CCN.) |
| MCSO | 7 | 173 | Misd A/W | If the subject is in custody at DOC, a detainer must be created and placed with DOC by MCSO. | Business Rule | 7.173 If the subject is in custody at DOC, a detainer must be created and placed with DOC by MCSO. |
| MCSO | 7 | 174 | Misd A/W | When the misdemeanor arrest warrant is served, MCSO must notify the appropriate court and return the original warrant to the issuing court. | AZ Rules of Criminal Procedure Section II Preliminary Proceedings Rule 3.3 | 7.174 When the misdemeanor arrest warrant is served, MCSO must notify the appropriate court and return the original warrant to the issuing court. |
| MCSO | 18 | 389 | Misd A/W | MCSO must accept and process misdemeanor arrest warrants from municipal/town/city courts in which MCSO is the contracted total law enforcement provider. These must be processed the same by MCSO as are Maricopa County misdemeanor arrest warrants previously described herein, with the exception that these municipal/city warrants will have different case numbering schemes and thus will NOT have a Maricopa County Common Case Number (CCN). | By Contract with the cities | 18.389 MCSO must accept and process misdemeanor arrest warrants from municipal/town/city courts in which MCSO is the contracted total law enforcement provider. These must be processed the same by MCSO as are Maricopa County misdemeanor arrest warrants previously described herein, with the exception that these municipal/city warrants will have different case numbering schemes and thus will NOT have a Maricopa County Common Case Number (CCN). |
| MCSO | 7 | 175 | PVW | MCSO must process Probation Violation Warrants (PVWs) from APD. APD forwards the partially-completed MCSO warrant worksheet to MCSO. MCSO must validate the worksheet information provided by APD and then process PVWs like felony A/Ws. | ARS 11-441 | 7.175 MCSO must process Probation Violation Warrants (PVWs) from APD. APD forwards the partially-completed MCSO warrant worksheet to MCSO. MCSO must validate the worksheet information provided by APD and then process PVWs like felony A/Ws. |
| MCSO | 7 | 176 | PVW | MCSO must also process "summary" PVWs from APD; these must be processed like misd A/Ws by MCSO. | ARS 11-441 | 7.176 MCSO must also process "summary" PVWs from APD; these must be processed like misd A/Ws by MCSO. |
| MCSO | 8 | 183 | Subpoena | MCSO must process non-felony criminal subpoenas (after preliminary hearing) from MCSC, MCJC, Board of Supervisors, MCAO, IR, Health Services, private attorneys, out-of-state agencies, and out-of-county agencies. | ARS 11-441 | 8.183 MCSO must process non-felony criminal subpoenas (after preliminary hearing) from MCSC, MCJC, Board of Supervisors, MCAO, IR, Health Services, private attorneys, out-of-state agencies, and out-of-county agencies. |
| MCSO | 8 | 184 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing), MCSO requires a case number, defendant/victim/witness/officer name, address, court location, court date and time, charges, attorney's name/address/phone #//bar#, any known aliases, and type of service requested (mail or personal service.) (Refer to ARS 13-4071.) | ARS 13-4071 and Rule 45 of Federal Rules of Civil Procedure | 8.184 For non-felony criminal subpoenas (after preliminary hearing), MCSO requires a case number, defendant/victim/witness/officer name, address, court location, court date and time, charges, attorney's name/address/phone #//bar#, any known aliases, and type of service requested (mail or personal service.) (Refer to ARS 13-4071.) |
| MCSO | 8 | 185 | Subpoena | MCSO requires requests for service of non-felony criminal subpoenas (after preliminary hearing) to be presented at least 5 business days before court date, or the subpoena is returned to the originator. However, Mental Health Services is allowed to present a subpoena for service up to 72 hours in advance of the court date. (Refer to ARS 36-536.) | ARS 13-4072 | 8.185 MCSO requires requests for service of non-felony criminal subpoenas (after preliminary hearing) to be presented at least 5 business days before court date, or the subpoena is returned to the originator. However, Mental Health Services is allowed to present a subpoena for service up to 72 hours in advance of the court date. (Refer to ARS 36-536.) |
| MCSO | 8 | 186 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, MCSO requires that the subpoena be serviceable in Maricopa County. Otherwise, the subpoena is returned to the originator. | ARS 13-4072 | 8.186 For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, MCSO requires that the subpoena be serviceable in Maricopa County. Otherwise, the subpoena is returned to the originator. |
| MCSO | 8 | 187 | Subpoena | MCSO must electronically date/time stamp a non-felony criminal subpoenas (after preliminary hearing) upon receipt. | | 8.187 MCSO must electronically date/time stamp a non-felony criminal subpoenas (after preliminary hearing) upon receipt. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 8 | 188 | Subpoena | MCSO must track non-felony criminal subpoenas (after preliminary hearing) received. Non-felony criminal subpoenas (after preliminary hearing) must by tracked by type of service (personal, mail, or fax.) This is currently done via an Access database. | | 8.188 MCSO must track non-felony criminal subpoenas (after preliminary hearing) received. Non-felony criminal subpoenas (after preliminary hearing) must by tracked by type of service (personal, mail, or fax.) This is currently done via an Access database. |
| MCSO | 8 | 189 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, MCSO must print a worksheet which is bar-coded with subpoena information. | | 8.189 For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, MCSO must print a worksheet which is bar-coded with subpoena information. |
| MCSO | 8 | 190 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, MCSO must be able to search for cautions related to the service address. | | 8.190 For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, MCSO must be able to search for cautions related to the service address. |
| MCSO | 8 | 191 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, MCSO must be able to assign and review subpoena service workload by beat and zip codes. Additional subpoena information such as deputy serial number, case information, and subpoena type must be available when executing this function. | | 8.191 For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, MCSO must be able to assign and review subpoena service workload by beat and zip codes. Additional subpoena information such as deputy serial number, case information, and subpoena type must be available when executing this function. |
| MCSO | 8 | 192 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, when needed, MCSO must be able to notify the subpoena originator of the service address used by MCSO. | ARS 13-4072 Rule 45 Federal Rule of Civil Procedure | 8.192 For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, when needed, MCSO must be able to notify the subpoena originator of the service address used by MCSO. |
| MCSO | 8 | 193 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, if returned unserved, MCSO must state on the return document the reason why the subpoena was not served. | | 8.193 For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, if returned unserved, MCSO must state on the return document the reason why the subpoena was not served. |
| MCSO | 8 | 194 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, if served, the return document must list the deputy's name, date and time of service, location of service, name of person served, and the deputy's signature. (Information required pursuant to ARS13-4072.) | Rule 45 Federal Rule of Civil Procedure | 8.194 For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, if served, the return document must list the deputy's name, date and time of service, location of service, name of person served, and the deputy's signature. (Information required pursuant to ARS13-4072.) |
| MCSO | 8 | 195 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, all subpoenas returned (served or not served) must have service status updated in the Access database. The barcode required on the subpoena worksheet must be used to open the electronic record of the subpoena at MCSO. | | 8.195 For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, all subpoenas returned (served or not served) must have service status updated in the Access database. The barcode required on the subpoena worksheet must be used to open the electronic record of the subpoena at MCSO. |
| MCSO | 8 | 196 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, after the subpoena is returned served or unserved, and the MCSO tracking database is updated, MCSO must send the original subpoena to MCAO. | Rule 45 Federal Rule of Civil Procedure | 8.196 For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, after the subpoena is returned served or unserved, and the MCSO tracking database is updated, MCSO must send the original subpoena to MCAO. |
| MCSO | 8 | 197 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, if the subpoena indicates the address is protected, the address must be removed before the original subpoena is sent to MCAO. | | 8.197 For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, if the subpoena indicates the address is protected, the address must be removed before the original subpoena is sent to MCAO. |
| MCSO | 8 | 198 | Subpoena | MCAO must file served non-felony criminal subpoenas (after preliminary hearing) with the appropriate court. | | 8.198 MCAO must file served non-felony criminal subpoenas (after preliminary hearing) with the appropriate court. |
| MCSO | 8 | 199 | Subpoena | MCSO must process non-felony criminal subpoenas (after preliminary hearing) requiring mail service. If the service address is outside of Maricopa County, the subpoena is returned. | ARS 11-441 and 13-4072 | 8.199 MCSO must process non-felony criminal subpoenas (after preliminary hearing) requiring mail service. If the service address is outside of Maricopa County, the subpoena is returned. |
| MCSO | 8 | 200 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, MCSO must print a worksheet which is bar-coded with subpoena information. | | 8.200 For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, MCSO must print a worksheet which is bar-coded with subpoena information. |
| MCSO | 8 | 201 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, MCSO must print a copy of the subpoena and mail it to the individual to be subpoenaed, and must also send a pre-paid return receipt card. | ARS 13-4072 | 8.201 For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, MCSO must print a copy of the subpoena and mail it to the individual to be subpoenaed, and must also send a pre-paid return receipt card. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 8 | 202 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, MCSO requires subpoena information such as case information, service address, and subpoena type. On the return receipt card, MCSO must provide case #, attorney's name, date/time of court appearance, defendant's name, witness name, and certain other information contained within the worksheet barcode. The return receipt card must also have the barcode that uniquely identifies the subpoena in the MCSO tracking database. (Refer to ARS 13-4071.) | ARS 13-4072 and Rule 45 Federal Rule of Civil Procedure | 8.202 For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, MCSO requires subpoena information such as case information, service address, and subpoena type. On the return receipt card, MCSO must provide case #, attorney's name, date/time of court appearance, defendant's name, witness name, and certain other information contained within the worksheet barcode. The return receipt card must also have the barcode that uniquely identifies the subpoena in the MCSO tracking database. (Refer to ARS 13-4071.) |
| MCSO | 8 | 203 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, when needed, MCSO must file the original subpoena and a copy of the return receipt card that was mailed to the person being subpoenaed. | | 8.203 For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, when needed, MCSO must file the original subpoena and a copy of the return receipt card that was mailed to the person being subpoenaed. |
| MCSO | 8 | 204 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, if return receipt card is not received by MCSO within 60 days from the date of mailing, the subpoena must be marked unserved, the tracking database must be updated, and the original subpoena must be returned to MCAO. | | 8.204 For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, if return receipt card is not received by MCSO within 60 days from the date of mailing, the subpoena must be marked unserved, the tracking database must be updated, and the original subpoena must be returned to MCAO. |
| MCSO | 8 | 205 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, MCSO must generate a weekly report listing the unserved non-felony criminal subpoenas (after preliminary hearing) that are due for court appearance during the following week. MCSO must notify each originating agency of its non-felony criminal subpoenas (after preliminary hearing) that appear on the unserved (but due for court appearance) list | | 8.205 For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, MCSO must generate a weekly report listing the unserved non-felony criminal subpoenas (after preliminary hearing) that are due for court appearance during the following week. MCSO must notify each originating agency of its non-felony criminal subpoenas (after preliminary hearing) that appear on the unserved (but due for court appearance) list |
| MCSO | 8 | 206 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, if served, the return card must be scanned into the MCSO database and additional information must be input, including date served and name of person who signed the return receipt card. (Information required pursuant to ARS13-4072.) | | 8.206 For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, if served, the return card must be scanned into the MCSO database and additional information must be input, including date served and name of person who signed the return receipt card. (Information required pursuant to ARS13-4072.) |
| MCSO | 8 | 207 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, after the subpoena is returned served or unserved, and the MCSO tracking database is updated, MCSO must send the original subpoena to MCAO. | | 8.207 For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, after the subpoena is returned served or unserved, and the MCSO tracking database is updated, MCSO must send the original subpoena to MCAO. |
| MCSO | 8 | 208 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, if the subpoena indicates the address is protected, the address must be removed before the original subpoena is sent to MCAO. | | 8.208 For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, if the subpoena indicates the address is protected, the address must be removed before the original subpoena is sent to MCAO. |
| MCSO | 8 | 209 | Subpoena | MCSO must process non-felony criminal subpoenas (after preliminary hearing) requiring fax service. If the service address is outside of Maricopa County, the subpoena is returned.. | | 8.209 MCSO must process non-felony criminal subpoenas (after preliminary hearing) requiring fax service. If the service address is outside of Maricopa County, the subpoena is returned.. |
| MCSO | 8 | 210 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring fax service, MCSO must print a worksheet which is bar-coded with subpoena information. MCSO must also research and determine the fax # of the law enforcement or county employee to be subpoenaed. | | 8.210 For non-felony criminal subpoenas (after preliminary hearing) requiring fax service, MCSO must print a worksheet which is bar-coded with subpoena information. MCSO must also research and determine the fax # of the law enforcement or county employee to be subpoenaed. |
| MCSO | 8 | 211 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring fax service, MCSO must fax the subpoena to the law enforcement or county employee being subpoenaed. | | 8.211 For non-felony criminal subpoenas (after preliminary hearing) requiring fax service, MCSO must fax the subpoena to the law enforcement or county employee being subpoenaed. |
| MCSO | 8 | 212 | Subpoena | MCSO must print the fax confirmation page and update the tracking database to indicate service. | | 8.212 MCSO must print the fax confirmation page and update the tracking database to indicate service. |
| MCSO | 8 | 213 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring fax service, after service, MCSO must file the original subpoena, stamp the worksheet, and fax copy of the subpoena indicating the division of the person served, and then send the faxed copy back to the originator. The fax confirmation page must be filed with the original subpoena. | 0 | 8.213 For non-felony criminal subpoenas (after preliminary hearing) requiring fax service, after service, MCSO must file the original subpoena, stamp the worksheet, and fax copy of the subpoena indicating the division of the person served, and then send the faxed copy back to the originator. The fax confirmation page must be filed with the original subpoena. |
| MCSO | 8 | 214 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring fax service, if the subpoena indicates the address is protected, the address must be removed before the faxed copy of the subpoena is returned to the originator. | | 8.214 For non-felony criminal subpoenas (after preliminary hearing) requiring fax service, if the subpoena indicates the address is protected, the address must be removed before the faxed copy of the subpoena is returned to the originator. |
| MCSO | 8 | 215 | Subpoena | MCSO must process felony subpoenas (prior to preliminary hearing) from RCC, EDC, and AG (AG for personal service only.) | | 8.215 MCSO must process felony subpoenas (prior to preliminary hearing) from RCC, EDC, and AG (AG for personal service only.) |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 8 | 216 | Subpoena | For felony subpoenas (prior to preliminary hearing) MCSO requires a case number, defendant/victim/witness/officer name, address, court location, court date and time, charges, attorney's name/address/phone #/bar#, any known aliases, and type of service requested (mail or personal service.) | | 8.216 For felony subpoenas (prior to preliminary hearing) MCSO requires a case number, defendant/victim/witness/officer name, address, court location, court date and time, charges, attorney's name/address/phone #/bar#, any known aliases, and type of service requested (mail or personal service.) |
| MCSO | 8 | 217 | Subpoena | MCSO must electronically date/time stamp a felony subpoena upon receipt. (MCSO computer system currently time stamps the time data is entered in the system.) | | 8.217 MCSO must electronically date/time stamp a felony subpoena upon receipt. (MCSO computer system currently time stamps the time data is entered in the system.) |
| MCSO | 8 | 218 | Subpoena | For a felony subpoena (prior to preliminary hearing), MCSO must reject and return to the originator any subpoena for service outside of Maricopa County | | 8.218 For a felony subpoena (prior to preliminary hearing), MCSO must reject and return to the originator any subpoena for service outside of Maricopa County |
| MCSO | 8 | 219 | Subpoena | MCSO must track felony subpoenas (prior to preliminary hearing) received. Felony subpoenas (prior to preliminary hearing) must by tracked by type of service (personal, mail, telephone, or fax.) This is currently done via a felony subpoena database (Access.) | | 8.219 MCSO must track felony subpoenas (prior to preliminary hearing) received. Felony subpoenas (prior to preliminary hearing) must by tracked by type of service (personal, mail, telephone, or fax.) This is currently done via a felony subpoena database (Access.) |
| MCSO | 8 | 220 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring personal service, MCSO must print a worksheet entitled FACT SHEET and which contains subpoena and service information. | | 8.220 For felony subpoenas (prior to preliminary hearing) requiring personal service, MCSO must print a worksheet entitled FACT SHEET and which contains subpoena and service information. |
| MCSO | 8 | 221 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring personal service, MCSO must be able to search for cautions related to the service address. | | 8.221 For felony subpoenas (prior to preliminary hearing) requiring personal service, MCSO must be able to search for cautions related to the service address. |
| MCSO | 8 | 222 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring personal service, MCSO must be able to assign and review subpoena service workload by beat and zip codes. Additional subpoena information such as deputy serial number, case information, and subpoena type must be available when executing this function. | | 8.222 For felony subpoenas (prior to preliminary hearing) requiring personal service, MCSO must be able to assign and review subpoena service workload by beat and zip codes. Additional subpoena information such as deputy serial number, case information, and subpoena type must be available when executing this function. |
| MCSO | 8 | 223 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring personal service, when needed, MCSO must be able to notify the subpoena originator of the service address used by MCSO. | | 8.223 For felony subpoenas (prior to preliminary hearing) requiring personal service, when needed, MCSO must be able to notify the subpoena originator of the service address used by MCSO. |
| MCSO | 8 | 224 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring personal service, if returned unserved, MCSO must state on the fact sheet sent with the return document the reason why the subpoena was not served. Also, if unserved, the original subpoena and the fact sheet must be returned to RCC noting the reason the subpoena was not served. | | 8.224 For felony subpoenas (prior to preliminary hearing) requiring personal service, if returned unserved, MCSO must state on the fact sheet sent with the return document the reason why the subpoena was not served. Also, if unserved, the original subpoena and the fact sheet must be returned to RCC noting the reason the subpoena was not served. |
| MCSO | 8 | 225 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring personal service, if served, the return document must list the deputy's name, date and time of service, location of service, name of person served, and the deputy's signature. (Information required pursuant to ARS13-4072.) | | 8.225 For felony subpoenas (prior to preliminary hearing) requiring personal service, if served, the return document must list the deputy's name, date and time of service, location of service, name of person served, and the deputy's signature. (Information required pursuant to ARS13-4072.) |
| MCSO | 8 | 226 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring personal service, all subpoenas returned (served or not served) must have service status updated in the Access database. | | 8.226 For felony subpoenas (prior to preliminary hearing) requiring personal service, all subpoenas returned (served or not served) must have service status updated in the Access database. |
| MCSO | 8 | 227 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring personal service, MCSO must be able to search for cautions related to the service address. | | 8.227 For felony subpoenas (prior to preliminary hearing) requiring personal service, MCSO must be able to search for cautions related to the service address. |
| MCSO | 11 | 285 | Subpoena | For felony subpoenas (prior to preliminary hearing) if the subpoena indicates the address is protected, the address memorandum must be detached before the original subpoena is sent to the originating court / RCC. | The attached memo with the victim address is removed. | 11.285 For felony subpoenas (prior to preliminary hearing) if the subpoena indicates the address is protected, the address memorandum must be detached before the original subpoena is sent to the originating court / RCC. |
| MCSO | 11 | 286 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring mail service, MCSO requires COSC to serve the subpoena. MCSO returns the original subpoena and the fact sheet to MCSC. | | 11.286 For felony subpoenas (prior to preliminary hearing) requiring mail service, MCSO requires COSC to serve the subpoena. MCSO returns the original subpoena and the fact sheet to MCSC. |
| MCSO | 11 | 287 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring mail service, when the return receipt card that was mailed to the person being subpoenaed is returned to COSC, MCSC must return the annotated fact sheet to MCSO for filing. | | 11.287 For felony subpoenas (prior to preliminary hearing) requiring mail service, when the return receipt card that was mailed to the person being subpoenaed is returned to COSC, MCSC must return the annotated fact sheet to MCSO for filing. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 11 | 288 | Subpoena | MCSO must process felony subpoenas (prior to preliminary hearing) requiring fax service within Maricopa County. | | 11.288 MCSO must process felony subpoenas (prior to preliminary hearing) requiring fax service within Maricopa County. |
| MCSO | 11 | 289 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring fax service, MCSO must print a fact sheet with subpoena information. MCSO must also research and determine the fax # of the law enforcement or county employee to be subpoenaed. | | 11.289 For felony subpoenas (prior to preliminary hearing) requiring fax service, MCSO must print a fact sheet with subpoena information. MCSO must also research and determine the fax # of the law enforcement or county employee to be subpoenaed. |
| MCSO | 11 | 290 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring fax service, MCSO must fax the subpoena to the law enforcement or county employee being subpoenaed. (If upcoming court date is within 3 business days, MCSO may opt to fax the felony subpoena to businesses or individuals.) | | 11.290 For felony subpoenas (prior to preliminary hearing) requiring fax service, MCSO must fax the subpoena to the law enforcement or county employee being subpoenaed. (If upcoming court date is within 3 business days, MCSO may opt to fax the felony subpoena to businesses or individuals.) |
| MCSO | 11 | 291 | Subpoena | MCSO staff or deputy must sign the subpoena to be faxed, and must research and complete the fax cover page. (Information required pursuant to ARS13-4072.) | | 11.291 MCSO staff or deputy must sign the subpoena to be faxed, and must research and complete the fax cover page. (Information required pursuant to ARS13-4072.) |
| MCSO | 11 | 292 | Subpoena | MCSO must print the fax confirmation page and update the tracking database to indicate service. | | 11.292 MCSO must print the fax confirmation page and update the tracking database to indicate service. |
| MCSO | 11 | 293 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring fax service, after service, MCSO must return the subpoena, fact sheet, fax confirmation, and fax cover sheet to RCC. | | 11.293 For felony subpoenas (prior to preliminary hearing) requiring fax service, after service, MCSO must return the subpoena, fact sheet, fax confirmation, and fax cover sheet to RCC. |
| MCSO | 11 | 294 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring fax service, if the subpoena indicates the address is protected, the address must be removed before the packet is returned to RCC | | 11.294 For felony subpoenas (prior to preliminary hearing) requiring fax service, if the subpoena indicates the address is protected, the address must be removed before the packet is returned to RCC |
| MCSO | 11 | 295 | Subpoena | MCSO must expedite processing of felony subpoenas (prior to preliminary hearing) when the upcoming court appearance date is within 3 business days. This is done via telephone service of the subpoena. | | 11.295 MCSO must expedite processing of felony subpoenas (prior to preliminary hearing) when the upcoming court appearance date is within 3 business days. This is done via telephone service of the subpoena. |
| MCSO | 11 | 296 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring telephone service, MCSO must print a fact sheet with subpoena information. The subpoena must contain a valid telephone #, or MCSO will reject the subpoena and must return it to the originator. | | 11.296 For felony subpoenas (prior to preliminary hearing) requiring telephone service, MCSO must print a fact sheet with subpoena information. The subpoena must contain a valid telephone #, or MCSO will reject the subpoena and must return it to the originator. |
| MCSO | 11 | 297 | Subpoena | MCSO staff or deputy must sign the subpoena served by telephone, complete the fact sheet, and update the tracking database.(Information required pursuant to ARS13-4072.) | | 11.297 MCSO staff or deputy must sign the subpoena served by telephone, complete the fact sheet, and update the tracking database.(Information required pursuant to ARS13-4072.) |
| MCSO | 11 | 298 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring telephone service, after service, MCSO must return the subpoena and fact sheet to RCC. | | 11.298 For felony subpoenas (prior to preliminary hearing) requiring telephone service, after service, MCSO must return the subpoena and fact sheet to RCC. |
| MCSO | 11 | 299 | Subpoena | For felony subpoenas requiring telephone service that MCSO is unable to serve, MCSO must print a fact sheet with subpoena information. MCSO must send the subpoena and fact sheet to RCC. | | 11.299 For felony subpoenas requiring telephone service that MCSO is unable to serve, MCSO must print a fact sheet with subpoena information. MCSO must send the subpoena and fact sheet to RCC. |
| MCSO | 11 | 300 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring telephone service, if the subpoena indicates the address is protected, the address must be removed before the packet is returned to RCC. | | 11.300 For felony subpoenas (prior to preliminary hearing) requiring telephone service, if the subpoena indicates the address is protected, the address must be removed before the packet is returned to RCC. |
| MCSO | 11 | 301 | Subpoena | For all felony subpoenas (prior to preliminary hearing) processed by MCSO, a future requirement is to allow interested parties to view current service status. | | 11.301 For all felony subpoenas (prior to preliminary hearing) processed by MCSO, a future requirement is to allow interested parties to view current service status. |
| MCSO | 24 | 407 | Subpoena | ARS 13-4072 requires that Personal service of a subpoena is made by showing the original to the witness personally, informing him of its contents and delivering a copy of the subpoena to such witness. | | 24.407 ARS 13-4072 requires that Personal service of a subpoena is made by showing the original to the witness personally, informing him of its contents and delivering a copy of the subpoena to such witness. |
| MCSO | 8 | 903 | Subpoena | For all non-felony criminal subpoenas (after preliminary hearing) processed by MCSO, a future requirement is to allow interested parties to view current service status. | | 8.903 For all non-felony criminal subpoenas (after preliminary hearing) processed by MCSO, a future requirement is to allow interested parties to view current service status. |
| MCSO | 8 | 904 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring personal service, MCSO must be able to search for cautions related to the service address. A future requirement is to automatically validate the address upon entry into the felony subpoena database. | | 8.904 For felony subpoenas (prior to preliminary hearing) requiring personal service, MCSO must be able to search for cautions related to the service address. A future requirement is to automatically validate the address upon entry into the felony subpoena database. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 11 | 302 | Summons | MCSO is required to process summons issued by authorized Maricopa County justice agencies. | | 11.302 MCSO is required to process summons issued by authorized Maricopa County justice agencies. |
| MCSO | 11 | 303 | Summons | MCSO must process summons in the same manner as subpoenas, with the exception that they must not be served by fax, telephone, or mail (personal service only.) | | 11.303 MCSO must process summons in the same manner as subpoenas, with the exception that they must not be served by fax, telephone, or mail (personal service only.) |
| MCSO | 11 | 304 | Summons | MCSO must receive summons at least 25 calendar days prior to the upcoming court appearance. | | 11.304 MCSO must receive summons at least 25 calendar days prior to the upcoming court appearance. |
| MCSO | 7 | 177 | Validation | The FBI requires the warrant originator or MCSO (if originator cannot or will not) to validate every active warrant at least once per year in NCIC (for example, the originator of a bench warrant often cannot be determined.) | 0 | 7.177 The FBI requires the warrant originator or MCSO (if originator cannot or will not) to validate every active warrant at least once per year in NCIC (for example, the originator of a bench warrant often cannot be determined.) |
| MCSO | 7 | 178 | Validation | MCSO must validate an active warrant 90 days after it is first entered into NCIC or ACIC. | | 7.178 MCSO must validate an active warrant 90 days after it is first entered into NCIC or ACIC. |
| MCSO | 7 | 179 | Validation | The State of AZ requires the warrant originator or MCSO (if originator cannot or will not) to validate every active warrant at least once per year in both NCIC and ACIC. | | 7.179 The State of AZ requires the warrant originator or MCSO (if originator cannot or will not) to validate every active warrant at least once per year in both NCIC and ACIC. |
| MCSO | 7 | 180 | Validation | MCSO must distribute a segregated list of warrants in NCIC to be validated to each originating agency after annotating the list with warrant type and responsible originating agency. Segregated lists are distributed to juvenile court, MCJC, MCSC, AP, and Grand Jury, but not to COSC or MCAO. | | 7.180 MCSO must distribute a segregated list of warrants in NCIC to be validated to each originating agency after annotating the list with warrant type and responsible originating agency. Segregated lists are distributed to juvenile court, MCJC, MCSC, AP, and Grand Jury, but not to COSC or MCAO. |
| MCSO | 7 | 181 | Validation | MCSO must be able to identify and resolve warrants that appear on the NCIC/ACIC validation lists, but cannot be found filed at MCSO. | | 7.181 MCSO must be able to identify and resolve warrants that appear on the NCIC/ACIC validation lists, but cannot be found filed at MCSO. |
| MCSO | 7 | 182 | Validation | Warrants that cannot be validated will be purged from NCIC and ACIC, requiring MCSO to either return the warrant file to the originator or to create a new NCIC/ACIC electronic warrant. | | 7.182 Warrants that cannot be validated will be purged from NCIC and ACIC, requiring MCSO to either return the warrant file to the originator or to create a new NCIC/ACIC electronic warrant. |
| MCSO | 7 | 902 | Validation | A future requirement of an electronic warrant solution would be to identify and validate one-year-old warrants filed at MCSO which do not appear on the NCIC/ACIC validation list. | | 7.902 A future requirement of an electronic warrant solution would be to identify and validate one-year-old warrants filed at MCSO which do not appear on the NCIC/ACIC validation list. |
| PSA | 14 | 366 | PVW | Pretrial Services (PSA) must request a summons, an arrest warrant, or request that violations be addressed at the next court hearing when filing a "Petition to Review Release Conditions-Revocation/Amendment of Release Conditions" for defendants who violate release conditions in in pre-adjudicated cases. The Petition to Review Release Conditions-Revocation/Amendment of Release Conditions requesting the court take some action (warrant, summons or request for review) must be filed with the judicial officer assigned to the next hearing (the defendant and hearing information is contained in iCIS.) | Admin. Order 2003-012 | 14.366 Pretrial Services (PSA) must request a summons, an arrest warrant, or request that violations be addressed at the next court hearing when filing a "Petition to Review Release Conditions-Revocation/Amendment of Release Conditions" for defendants who violate release conditions in in pre-adjudicated cases. The Petition to Review Release Conditions-Revocation/Amendment of Release Conditions requesting the court take some action (warrant, summons or request for review) must be filed with the judicial officer assigned to the next hearing (the defendant and hearing information is contained in iCIS.) |
| PSA | 14 | 367 | PVW | The PSA officer must gather information needed to complete the Petition to Review Release Conditions-Revocation/Amendment of Release Conditions and the arrest warrant documents from PACTS, CAIS, JMS, and iCIS. PSA must submit the petition and the arrest warrant documents (MS-Word template) to MCSC or MCJC when requesting a warrant. | Business Practice | 14.367 The PSA officer must gather information needed to complete the Petition to Review Release Conditions-Revocation/Amendment of Release Conditions and the arrest warrant documents from PACTS, CAIS, JMS, and iCIS. PSA must submit the petition and the arrest warrant documents (MS-Word template) to MCSC or MCJC when requesting a warrant. |
| PSA | 14 | 368 | PVW | If an MCSC judicial officer signs a Petition to Review Release Conditions-Revocation/Amendment of Release Conditions with a signed arrest warrant, PSA must deliver a copy of the signed and sealed warrant to Court Administration/Criminal Case Flow (CACCF) who will update iCIS. Copies of the Petition to Review Release Conditions Revocation/Amendment of Release Conditions are sent to all interested parties, and PSA must hand-deliver the original signed and sealed warrant to MCSO for processing. (PSA does not complete out-of-custody supplements.) | Business Practice | 14.368 If an MCSC judicial officer signs a Petition to Review Release Conditions-Revocation/Amendment of Release Conditions with a signed arrest warrant, PSA must deliver a copy of the signed and sealed warrant to Court Administration/Criminal Case Flow (CACCF) who will update iCIS. Copies of the Petition to Review Release Conditions Revocation/Amendment of Release Conditions are sent to all interested parties, and PSA must hand-deliver the original signed and sealed warrant to MCSO for processing. (PSA does not complete out-of-custody supplements.) |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| PSA | 14 | 369 | PVW | If an MCJC judicial officer signs a Petition to Review Release Conditions-Revocation/Amendment of Release Conditions misdemeanor arrest warrant, MCJC Court Administration must update JCS and send copies of the petition to all interested parties, and PSA must hand-deliver the original signed and sealed warrant to MCSO for processing. PSA must deliver a copy of the warrant and the original petition to the appropriate justice court. | Business Practice | 14.369 If an MCJC judicial officer signs a Petition to Review Release Conditions-Revocation/Amendment of Release Conditions misdemeanor arrest warrant, MCJC Court Administration must update JCS and send copies of the petition to all interested parties, and PSA must hand-deliver the original signed and sealed warrant to MCSO for processing. PSA must deliver a copy of the warrant and the original petition to the appropriate justice court. |
| PSA | 14 | 370 | PVW | After delivery of the original warrant to MCSO and copy to CACCF, PSA must notify the local law enforcement agency where the defendant's last known address is located. | Business Practice | 14.370 After delivery of the original warrant to MCSO and copy to CACCF, PSA must notify the local law enforcement agency where the defendant's last known address is located. |
| PSA | 25 | 409 | PVW | Pretrial Services (PSA) must track the issuance and outcome/court actions for summons and arrest warrants related to a "Petition to Review Release Conditions-Revocation/Amendment of Release Conditions." (This is currently done in PACTS.) | Business Practice | 25.409 Pretrial Services (PSA) must track the issuance and outcome/court actions for summons and arrest warrants related to a "Petition to Review Release Conditions-Revocation/Amendment of Release Conditions." (This is currently done in PACTS.) |
| PSA | 14 | 371 | Summons | If a judicial officer signs a summons, PSA must send a "summons letter" to the defendant identifying the court/location, hearing date and time, etc. Copies of the Petition to Review Release Conditions-Revocation/Amendment of Release Conditions are sent by the court to interested parties. | Business Practice | 14.371 If a judicial officer signs a summons, PSA must send a "summons letter" to the defendant identifying the court/location, hearing date and time, etc. Copies of the Petition to Review Release Conditions-Revocation/Amendment of Release Conditions are sent by the court to interested parties. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| COSC | 3 | 70 | All Warrants | COSC must make a minute entry in MEEDS every time a warrant is ordered quashed, or notation on paperwork documenting that the warrant is quashed. | | 3.70 COSC must make a minute entry in MEEDS every time a warrant is ordered quashed, or notation on paperwork documenting that the warrant is quashed. |
| COSC | 3 | 71 | All Warrants | COSC requires notification from MCSO that the warrant actually has been quashed. | | 3.71 COSC requires notification from MCSO that the warrant actually has been quashed. |
| COSC | 3 | 72 | All Warrants | COSC must notify MCSO for every warrant it wishes to quash. Civil A/W and Drug Court quashes may be requested via email. All other warrant types must be telephoned to MCSO and followed up with a copy of the minute entry quashing the warrant. | One Prompt Process would be preferable | 3.72 COSC must notify MCSO for every warrant it wishes to quash. Civil A/W and Drug Court quashes may be requested via email. All other warrant types must be telephoned to MCSO and followed up with a copy of the minute entry quashing the warrant. |
| COSC | 12 | 305 | All Warrants | A future requirement is: when a Maricopa Count justice agency determines that the subject of a warrant, summons, or subpoena is deceased, that agency must explicitly notify all other interested parties. | | 12.305 A future requirement is: when a Maricopa Count justice agency determines that the subject of a warrant, summons, or subpoena is deceased, that agency must explicitly notify all other interested parties. |
| IR | 19 | 390 | All Warrants | The Indigent Representation Offices (IR) must track the occurrence and notify its defendant clients (via letter) whenever a bench warrant has been ordered by a court for that defendant. To accomplish this, the IR offices must receive the minute entry from the court and enter/track the information in their records management systems. | | 19.390 The Indigent Representation Offices (IR) must track the occurrence and notify its defendant clients (via letter) whenever a bench warrant has been ordered by a court for that defendant. To accomplish this, the IR offices must receive the minute entry from the court and enter/track the information in their records management systems. |
| IR | 19 | 912 | All Warrants | A future requirement is that IR be automatically notified of every occurrence of the service of arrest warrants within the County. | | 19.912 A future requirement is that IR be automatically notified of every occurrence of the service of arrest warrants within the County. |
| MCAO | 10 | 242 | All Warrants | When direct complaint is filed, MCAO must review the case and decide whether to send the case to preliminary hearing or to the GJ for a probable cause hearing. At the same time, MCAO must decide whether the complaint should be "in custody" or whether a summons or arrest warrant should issue. | RCRP 3.1(a) & 4.2 | 10.242 When direct complaint is filed, MCAO must review the case and decide whether to send the case to preliminary hearing or to the GJ for a probable cause hearing. At the same time, MCAO must decide whether the complaint should be "in custody" or whether a summons or arrest warrant should issue. |
| MCAO | 10 | 243 | All Warrants | MCAO must accept and process paper submittals and may accept online, electronic submittals from merchants for Bad Check complaints. These complaints may also result in criminal arrest warrants. | 13-1810 | 10.243 MCAO must accept and process paper submittals and may accept online, electronic submittals from merchants for Bad Check complaints. These complaints may also result in criminal arrest warrants. |
| MCAO | 10 | 244 | All Warrants | MCAO staff must determine which Bad Check cases to accept, enter those accepted cases into the Harvest accounting/case database, then attempt to communicate with and collect from the accused debtor. (Note: MCAO rarely receives in-custody submittals for bad check charges and rarely files criminal Bad Check charges without referring the matter to the Check Enforcement Bureau first.) | | 10.244 MCAO staff must determine which Bad Check cases to accept, enter those accepted cases into the Harvest accounting/case database, then attempt to communicate with and collect from the accused debtor. (Note: MCAO rarely receives in-custody submittals for bad check charges and rarely files criminal Bad Check charges without referring the matter to the Check Enforcement Bureau first.) |
| MCAO | 10 | 245 | All Warrants | MCAO staff must submit those accepted cases in which the debtor is non-responsive or non-complying to an MCAO attorney for review and a charging decision. | | 10.245 MCAO staff must submit those accepted cases in which the debtor is non-responsive or non-complying to an MCAO attorney for review and a charging decision. |
| MCAO | 10 | 246 | All Warrants | For bad check cases, after the complaint is completed, MCAO staff must fax the appropriate MCJC where the complaint will be filed to obtain a CCN and Justice Court number. | | 10.246 For bad check cases, after the complaint is completed, MCAO staff must fax the appropriate MCJC where the complaint will be filed to obtain a CCN and Justice Court number. |
| MCAO | 10 | 247 | All Warrants | For bad check cases, after obtaining a CCN and Justice Court Number, MCAO investigators must hand-deliver the complaint to MCJC and must swear to the information in the complaint. | RCRP 2.4(a) | 10.247 For bad check cases, after obtaining a CCN and Justice Court Number, MCAO investigators must hand-deliver the complaint to MCJC and must swear to the information in the complaint. |
| MCAO | 10 | 248 | All Warrants | For bad check case requests for criminal arrest warrants submitted by MCAO to MCJC, the MCJC judicial officer must issue a summons or a misdemeanor arrest warrant. | RCRP 3.1 | 10.248 For bad check case requests for criminal arrest warrants submitted by MCAO to MCJC, the MCJC judicial officer must issue a summons or a misdemeanor arrest warrant. |
| MCAO | 13 | 338 | All Warrants | In order for law enforcement to obtain an arrest warrant from the courts, LE must complete a County Submittal form, Form IV, Case Report (DR) and Rule 15 paperwork and submit the packet to MCAO. When MCAO issues a complaint, warrants and/or summons requested are hand-delivered to the appropriate court. If the subject is out of custody, Rule 3.1 indicates a summons is preferable to a warrant. If the subject is in custody, a warrant, rather than a summons, must be requested. (Only direct complaint warrants). | | 13.338 In order for law enforcement to obtain an arrest warrant from the courts, LE must complete a County Submittal form, Form IV, Case Report (DR) and Rule 15 paperwork and submit the packet to MCAO. When MCAO issues a complaint, warrants and/or summons requested are hand-delivered to the appropriate court. If the subject is out of custody, Rule 3.1 indicates a summons is preferable to a warrant. If the subject is in custody, a warrant, rather than a summons, must be requested. (Only direct complaint warrants). |
| MCJC | 2 | 29 | All Warrants | After the MCJC judicial officer signs the warrant, the MCJC clerk must send the original warrant and a copy of the complaint to MCSO, or to DPS if the warrant is for a DPS-issued criminal citation, or to AG&F if the warrant is for an AG&F issued criminal citation. | The process needs to happen. The method can change. | 2.29 After the MCJC judicial officer signs the warrant, the MCJC clerk must send the original warrant and a copy of the complaint to MCSO, or to DPS if the warrant is for a DPS-issued criminal citation, or to AG&F if the warrant is for an AG&F issued criminal citation. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCJC | 16 | 383 | All Warrants | When MCJC prints a warrant from the JCS system, it puts the issuance date on the docket, inserts a date 5 years forward in the tickler as a review date, and enters a proceeding in the docket that states the date the warrant is issued,/that it was issued/bond on warrant. If FTA complaint was done, JCS completes a field counting statistics. | | 16.383 When MCJC prints a warrant from the JCS system, it puts the issuance date on the docket, inserts a date 5 years forward in the tickler as a review date, and enters a proceeding in the docket that states the date the warrant is issued,/that it was issued/bond on warrant. If FTA complaint was done, JCS completes a field counting statistics. |
| MCSO | 4 | 93 | All Warrants | MCSO must process all types of warrants, including bench warrants, received from authorized issuing agencies within Maricopa County (Bench warrants are received from: MCSC, juvenile court, MCJC.) | ARS 11-441 | 4.93 MCSO must process all types of warrants, including bench warrants, received from authorized issuing agencies within Maricopa County (Bench warrants are received from: MCSC, juvenile court, MCJC.) |
| MCSO | 4 | 94 | All Warrants | Per NCIC and ACIC rules, MCSO must enter all Maricopa County paper warrants into NCIC or ACIC systems within 3 days in order to create warrants in NCIC or ACIC. | NCIC 2000 Wanted Person File 1.1.1 and ACJIS Newsletter 12/2004 | 4.94 Per NCIC and ACIC rules, MCSO must enter all Maricopa County paper warrants into NCIC or ACIC systems within 3 days in order to create warrants in NCIC or ACIC. |
| MCSO | 4 | 95 | All Warrants | All extraditable warrants received by MCSO must be entered into NCIC if the subject is not in custody. | | 4.95 All extraditable warrants received by MCSO must be entered into NCIC if the subject is not in custody. |
| MCSO | 4 | 96 | All Warrants | When warrant subject is arrested out of county, MCSO must present the original warrant to COSC in order to obtain the paperwork needed for extradition. For out-of-state warrants, the warrant must be cleared from NCIC by MCSO. For out-of-county, but in-state warrants, the warrant must also be cleared from ACIC by MCSO. | | 4.96 When warrant subject is arrested out of county, MCSO must present the original warrant to COSC in order to obtain the paperwork needed for extradition. For out-of-state warrants, the warrant must be cleared from NCIC by MCSO. For out-of-county, but in-state warrants, the warrant must also be cleared from ACIC by MCSO. |
| MCSO | 4 | 97 | All Warrants | MCSO requires that the CCN be the unique warrant identifying number for all warrants except Child Support Arrest Warrants, municipal/city warrants and warrants issued prior to the implementation of CCN. (I.e. the original case was filed prior to CCN.) | | 4.97 MCSO requires that the CCN be the unique warrant identifying number for all warrants except Child Support Arrest Warrants, municipal/city warrants and warrants issued prior to the implementation of CCN. (I.e. the original case was filed prior to CCN.) |
| MCSO | 4 | 98 | All Warrants | When MCSO finds subject of warrant in custody, JMS booking information must be distributed to SIMS, and Page II data must be added to JMS. Message requesting a page 2 hold is also sent to Court Services. | | 4.98 When MCSO finds subject of warrant in custody, JMS booking information must be distributed to SIMS, and Page II data must be added to JMS. Message requesting a page 2 hold is also sent to Court Services. |
| MCSO | 4 | 99 | All Warrants | When the subject of a warrant is found to be in custody, the jail facility must be called and an electronic message is sent by JMS to the facility court desk, SIMS and Security & Transport. The responsible detention officer must be faxed a copy of the new warrant to ensure that the subject gets IA'd on the new warrant charges. | | 4.99 When the subject of a warrant is found to be in custody, the jail facility must be called and an electronic message is sent by JMS to the facility court desk, SIMS and Security & Transport. The responsible detention officer must be faxed a copy of the new warrant to ensure that the subject gets IA'd on the new warrant charges. |
| MCSO | 4 | 100 | All Warrants | Warrant index card must show the reason for serving the in-custody warrant. The index card records the disposition for all servicing or quashing of the warrant. | | 4.100 Warrant index card must show the reason for serving the in-custody warrant. The index card records the disposition for all servicing or quashing of the warrant. |
| MCSO | 4 | 101 | All Warrants | When an in-custody warrant subject is confirmed to have appeared in IA court and the warrant is satisfied, the warrant must be returned to the issuing court by MCSO. (Justice Court felony warrants must be returned to RCC.) The canary copy of the IA paperwork must be updated in JMS and then placed in the inmate's judicial file. | AZ Rules of Criminal Procedure Section II Preliminary Procedures Rule 3.3 | 4.101 When an in-custody warrant subject is confirmed to have appeared in IA court and the warrant is satisfied, the warrant must be returned to the issuing court by MCSO. (Justice Court felony warrants must be returned to RCC.) The canary copy of the IA paperwork must be updated in JMS and then placed in the inmate's judicial file. |
| MCSO | 4 | 102 | All Warrants | If a warrant is marked for extradition, MCSO must enter the warrant into NCIC to create an electronic nationwide warrant. | | 4.102 If a warrant is marked for extradition, MCSO must enter the warrant into NCIC to create an electronic nationwide warrant. |
| MCSO | 4 | 103 | All Warrants | Creation of an NCIC electronic record of the warrants by MCSO requires 2nd party verification and sign-off on the MCSO warrant packing worksheet. | ACJIS Part 2.3.4.d | 4.103 Creation of an NCIC electronic record of the warrants by MCSO requires 2nd party verification and sign-off on the MCSO warrant packing worksheet. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 4 | 104 | All Warrants | When MCSO is responsible for victim notification, the information required must be obtained from the warrant worksheet. (Must be a person crime and if MCSO originated the case, OIC must complete a victim notification report, make notification to the victim by phone, forward the victim information to SIMS and forward information to the case detective advising of the arrest and notification. If not notified by OIC, detective is responsible for notification. SIMS must enter the victim name and address into JMS. A copy of the victim notification report must then be forwarded to the MCSO report center.) | ARS 13-4405.01 requires victim notification. Who from the agency does the notification is not specified. | 4.104 When MCSO is responsible for victim notification, the information required must be obtained from the warrant worksheet. (Must be a person crime and if MCSO originated the case, OIC must complete a victim notification report, make notification to the victim by phone, forward the victim information to SIMS and forward information to the case detective advising of the arrest and notification. If not notified by OIC, detective is responsible for notification. SIMS must enter the victim name and address into JMS. A copy of the victim notification report must then be forwarded to the MCSO report center.) |
| MCSO | 4 | 105 | All Warrants | MCSO must validate a warrant 90 days after its initial entry into ACIC. (NCIC 1.6) | NCIC 2000 Wanted Person File Introduction Section 1.6 | 4.105 MCSO must validate a warrant 90 days after its initial entry into ACIC. (NCIC 1.6) |
| MCSO | 4 | 106 | All Warrants | If the subject of the warrant is in custody, and positively I'd, MCSO must create a Page II (booking.) | A "Page 2" is a MCSO term used to serve a warrant on a person in jail. | 4.106 If the subject of the warrant is in custody, and positively I'd, MCSO must create a Page II (booking.) |
| MCSO | 7 | 157 | All Warrants | Once a warrant has been entered into ACIC, MCSO must maintain the original warrant and supporting documents on file, and indexed for ready access. | | 7.157 Once a warrant has been entered into ACIC, MCSO must maintain the original warrant and supporting documents on file, and indexed for ready access. |
| MCSO | 7 | 158 | All Warrants | Victim notification reports must be forwarded to the investigator and one copy must be filed with the DR. | | 7.158 Victim notification reports must be forwarded to the investigator and one copy must be filed with the DR. |
| COSC | 3 | 73 | B/W | If a MCSC judicial officer orders a bench warrant, COSC must create and sign a bench warrant document pursuant to Civil Rule 64.1C (the bench warrant document is generated from a Word template.) Typically, a failure-to-appear (FTA) is the trigger event causing the bench warrant order. | Required by Court Rule 64.1C | 3.73 If a MCSC judicial officer orders a bench warrant, COSC must create and sign a bench warrant document pursuant to Civil Rule 64.1C (the bench warrant document is generated from a Word template.) Typically, a failure-to-appear (FTA) is the trigger event causing the bench warrant order. |
| COSC | 3 | 74 | B/W | MCSC Court Administration must track criminal complaint information, including bench warrants. This is currently tracked by the iCIS and output from the MEEDS systems provides the information. | | 3.74 MCSC Court Administration must track criminal complaint information, including bench warrants. This is currently tracked by the iCIS and output from the MEEDS systems provides the information. |
| COSC | 3 | 75 | B/W | When a defendant fails to appear and MCSC judicial officer orders a warrant, COSC must research information needed to complete the bench warrant. Clerk must access On-Base system (in lieu of paper case file) to pull information needed to create warrant for cases filed after January 1, 2002. For cases filed before January 1, 2002, the Clerk must pull the paper file. (All information is in iCIS, but often many screens must be accessed to locate all the information needed. Sometime the information is accessed via the OnBase image of the CIS.) | | 3.75 When a defendant fails to appear and MCSC judicial officer orders a warrant, COSC must research information needed to complete the bench warrant. Clerk must access On-Base system (in lieu of paper case file) to pull information needed to create warrant for cases filed after January 1, 2002. For cases filed before January 1, 2002, the Clerk must pull the paper file. (All information is in iCIS, but often many screens must be accessed to locate all the information needed. Sometime the information is accessed via the OnBase image of the CIS.) |
| COSC | 3 | 76 | B/W | After COSC signs the bench warrant, COSC must affix raised seal to the bench warrant and create a minute entry in MEEDS. COSC bench warrant issuance minute entry serves as notification to parties. | ARS 12-126 | 3.76 After COSC signs the bench warrant, COSC must affix raised seal to the bench warrant and create a minute entry in MEEDS. COSC bench warrant issuance minute entry serves as notification to parties. |
| COSC | 3 | 77 | B/W | COSC must hand-deliver the original signed and sealed warrant to MCSO. | The important issue is prompt and certain delivery to MCSO. Method can change. | 3.77 COSC must hand-deliver the original signed and sealed warrant to MCSO. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| COSC | 3 | 78 | B/W | COSC and MCSC Court Administration require that MCAO or AG have submitted a court information sheet (CIS) prior to the court appearance. The CIS is a source for warrant information. | | 3.78 COSC and MCSC Court Administration require that MCAO or AG have submitted a court information sheet (CIS) prior to the court appearance. The CIS is a source for warrant information. |
| COSC | 3 | 79 | B/W | The unique identifying number of the B/W must be the CCN. | | 3.79 The unique identifying number of the B/W must be the CCN. |
| COSC | 3 | 80 | B/W | The original minute entry is placed into the case file after issuance of the B/W. | | 3.80 The original minute entry is placed into the case file after issuance of the B/W. |
| COSC | 3 | 81 | B/W | B/Ws must not contain bond amounts (mandatory court appearance). | | 3.81 B/Ws must not contain bond amounts (mandatory court appearance). |
| COSC | 3 | 82 | B/W | For B/Ws issued as a result of FTA at a hearing, the judicial officer orders a bond forfeiture hearing. COSC must get a BF court date from MCSC Court Administration so that B/W issuance and setting of bail forfeiture hearing occur simultaneously. COSC must notify bond company and/or person(s) posting the bond, and the defendant, that a bond forfeiture hearing has been set. | | 3.82 For B/Ws issued as a result of FTA at a hearing, the judicial officer orders a bond forfeiture hearing. COSC must get a BF court date from MCSC Court Administration so that B/W issuance and setting of bail forfeiture hearing occur simultaneously. COSC must notify bond company and/or person(s) posting the bond, and the defendant, that a bond forfeiture hearing has been set. |
| COSC | 6 | 143 | B/W | COSC must create the minute entry in MEEDS and send the original warrant to MCSO. | | 6.143 COSC must create the minute entry in MEEDS and send the original warrant to MCSO. |
| COSC | 6 | 144 | B/W | COSC must notify MCSO when a warrant is quashed. COSC must create a minute entry noting the quash in iCIS; the minute entry noting the quash must be subsequently provided to MCSO. | | 6.144 COSC must notify MCSO when a warrant is quashed. COSC must create a minute entry noting the quash in iCIS; the minute entry noting the quash must be subsequently provided to MCSO. |
| COSC | 3 | 900 | B/W | A future requirement is that COSC sees that a B/W already exists for a subject on the same case in order to prevent issuance of a 2nd (duplicate) B/W. | | 3.900 A future requirement is that COSC sees that a B/W already exists for a subject on the same case in order to prevent issuance of a 2nd (duplicate) B/W. |
| COSC | 3 | 901 | B/W | A future requirement would be for COSC clerks to receive certification from MCSO that the bench warrant was received by MCSO. | | 3.901 A future requirement would be for COSC clerks to receive certification from MCSO that the bench warrant was received by MCSO. |
| IR | 19 | 391 | B/W | The Indigent Representation Offices (IR) must be notified when a bench warrant has been ordered by a court for defendants who are their clients. | | 19.391 The Indigent Representation Offices (IR) must be notified when a bench warrant has been ordered by a court for defendants who are their clients. |
| MCJC | 2 | 30 | B/W | If a MCJC judicial officer orders a bench warrant, MCJC clerk must create and complete a bench warrant document for the judicial officer to sign (the bench warrant document is generated from a Word template.) Typically, a failure-to-appear (FTA) is the trigger event causing the bench warrant order. | The process needs to happen. The method can change. | 2.30 If a MCJC judicial officer orders a bench warrant, MCJC clerk must create and complete a bench warrant document for the judicial officer to sign (the bench warrant document is generated from a Word template.) Typically, a failure-to-appear (FTA) is the trigger event causing the bench warrant order. |
| MCJC | 2 | 31 | B/W | MCJC must track criminal complaint information, including bench warrants. This is currently handled by the JCS system. | This is a necessity to comply with JCS | 2.31 MCJC must track criminal complaint information, including bench warrants. This is currently handled by the JCS system. |
| MCJC | 2 | 32 | B/W | When a defendant fails to appear, MCJC must update the JCS warrants screen in order to create an FTA complaint to attach to the bench warrant before sending the bench warrant and complaint to MCSO. | This is a necessity to comply with JCS | 2.32 When a defendant fails to appear, MCJC must update the JCS warrants screen in order to create an FTA complaint to attach to the bench warrant before sending the bench warrant and complaint to MCSO. |
| MCJC | 2 | 33 | B/W | After MCJC judicial officer signs a warrant, the MCJC clerk must file the original FTA complaint and a copy of the bench warrant. | The process needs to happen. The method can change. | 2.33 After MCJC judicial officer signs a warrant, the MCJC clerk must file the original FTA complaint and a copy of the bench warrant. |
| MCJC | 5 | 137 | B/W | MCJC sends list of 5 year aged non-dispositioned case warrants to MCAO. MCAO must review the aged warrants and decide which to leave active and which to request be quashed. | The process needs to happen. The method can change. | 5.137 MCJC sends list of 5 year aged non-dispositioned case warrants to MCAO. MCAO must review the aged warrants and decide which to leave active and which to request be quashed. |
| MCSC | 6 | 145 | B/W | When a superior court judicial officer orders a B/W, it must be signed and sealed (raised) by COSC. | | 6.145 When a superior court judicial officer orders a B/W, it must be signed and sealed (raised) by COSC. |
| MCSC | 6 | 146 | B/W | MCSC Court Administration must track the issuance of the warrant in the iCIS case management system. | The process needs to happen. The method can change. | 6.146 MCSC Court Administration must track the issuance of the warrant in the iCIS case management system. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSC | 6 | 147 | B/W | Based upon the minute entry, either Court Administration, bailiff, or the judicial assistant (COSC) must update iCIS to indicate issuance of a warrant. | The process needs to happen. The method can change. | 6.147 Based upon the minute entry, either Court Administration, bailiff, or the judicial assistant (COSC) must update iCIS to indicate issuance of a warrant. |
| MCSC | 6 | 149 | B/W | After initial appearance, IA court must provide the original warrant and the service information to MCSC Court Administration accompanied by a transmittal sheet. | The process needs to happen. The method can change. | 6.149 After initial appearance, IA court must provide the original warrant and the service information to MCSC Court Administration accompanied by a transmittal sheet. |
| MCSC | 6 | 150 | B/W | MCSC Court Administration must resolve the warrant in iCIS based upon the information contained in the IA court transmittal sheet indicating the last day as applies under speedy trial rule (Rule 8). | The process needs to happen. The method can change. | 6.150 MCSC Court Administration must resolve the warrant in iCIS based upon the information contained in the IA court transmittal sheet indicating the last day as applies under speedy trial rule (Rule 8). |
| MCSC | 6 | 151 | B/W | When a subject self-surrenders and a new court date is set on a motion to quash, the active warrant must not be quashed until the subject actually appears at the new court appearance. | | 6.151 When a subject self-surrenders and a new court date is set on a motion to quash, the active warrant must not be quashed until the subject actually appears at the new court appearance. |
| MCSC | 6 | 152 | B/W | MCSC Court Administration must determine which subjects of bench warrants are in jail but as yet still have no court date set. | The process needs to happen. The method can change. | 6.152 MCSC Court Administration must determine which subjects of bench warrants are in jail but as yet still have no court date set. |
| MCSO | 4 | 107 | B/W | MCSO must verify that all bench warrants, misd A/W, and felony A/W are signed by either a judicial officer (justice court, juvenile court) or a COSC clerk (SC) per local rules of court. | | 4.107 MCSO must verify that all bench warrants, misd A/W, and felony A/W are signed by either a judicial officer (justice court, juvenile court) or a COSC clerk (SC) per local rules of court. |
| MCSO | 4 | 108 | B/W | The agency issuing the B/W must indicate if the warrant is extraditable or not. (Typically only B/Ws with underlying felony charges are extraditable; see Extradition Rules defined in Memo of 3/19/02.) | MCAO sets the guideline for extraditions. | 4.108 The agency issuing the B/W must indicate if the warrant is extraditable or not. (Typically only B/Ws with underlying felony charges are extraditable; see Extradition Rules defined in Memo of 3/19/02.) |
| MCSO | 4 | 109 | B/W | ACIC Rule 3.4.d provides the guidelines for creating an electronic record of a local warrant into the ACIC system. To accomplish this, MCSO must "pack the record" for all warrants, including B/W. Packing the record is the process of gathering all required data necessary for entry into NCIC or ACIC in order to create electronic versions of the warrant. Data is required from the paper warrant, the complaint, the court info sheet, the victim info sheet, the jail mgmt system, DOC, and the AZ Criminal History Repository. | ACJIS Part 2 3.4.d. What is added to the warrant must be verified as to the point of origin. | 4.109 ACIC Rule 3.4.d provides the guidelines for creating an electronic record of a local warrant into the ACIC system. To accomplish this, MCSO must "pack the record" for all warrants, including B/W. Packing the record is the process of gathering all required data necessary for entry into NCIC or ACIC in order to create electronic versions of the warrant. Data is required from the paper warrant, the complaint, the court info sheet, the victim info sheet, the jail mgmt system, DOC, and the AZ Criminal History Repository. |
| MCSO | 4 | 110 | B/W | MCSO is required to maintain a printout or a signoff by staff of all warrant source data gathered and used to create the electronic record of the warrant in NCIC or ACIC. (ACJIS Rule 16.1.3) | ACJIS Part 16 1.3 | 4.110 MCSO is required to maintain a printout or a signoff by staff of all warrant source data gathered and used to create the electronic record of the warrant in NCIC or ACIC. (ACJIS Rule 16.1.3) |
| MCSO | 4 | 111 | B/W | For B/Ws based on underlying felony charges (extraditable), data for packing must be gathered. Currently this is done via manual entry onto an MCSO worksheet prior to data entry into ACIC and NCIC. | ACJIS Part 2 .3.4.d What is added to the warrant must be verified as to the point of origin. | 4.111 For B/Ws based on underlying felony charges (extraditable), data for packing must be gathered. Currently this is done via manual entry onto an MCSO worksheet prior to data entry into ACIC and NCIC. |
| MCSO | 4 | 112 | B/W | For B/Ws based on underlying misdemeanor charges (not extraditable), data for the warrant must be entered on the green index card. (The green card serves as the short version of the MCSO packing worksheet). | | 4.112 For B/Ws based on underlying misdemeanor charges (not extraditable), data for the warrant must be entered on the green index card. (The green card serves as the short version of the MCSO packing worksheet). |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 4 | 113 | B/W | MCSO must perform an on-line, real-time check for existing warrants (active) and quashes on the subject in NCIC and ACIC prior to creating a new record of the warrant in NCIC or ACIC. | ACJIS Part 16.1.3 | 4.113 MCSO must perform an on-line, real-time check for existing warrants (active) and quashes on the subject in NCIC and ACIC prior to creating a new record of the warrant in NCIC or ACIC. |
| MCSO | 4 | 114 | B/W | If pre-existing NCIC warrant found, an additional warrant entry for that subject is prohibited. Instead, current warrant information must be added to existing NCIC warrant. The most serious crime should constitute the base NCIC crime entry; sometimes this requires removal of the old warrant record and creation of a new warrant record with the most serious crime listed first. | ACJIS Part 16.1.3 | 4.114 If pre-existing NCIC warrant found, an additional warrant entry for that subject is prohibited. Instead, current warrant information must be added to existing NCIC warrant. The most serious crime should constitute the base NCIC crime entry; sometimes this requires removal of the old warrant record and creation of a new warrant record with the most serious crime listed first. |
| MCSO | 4 | 115 | B/W | If an existing ACIC warrant is found on the subject, an additional electronic warrant entry may be created, or new warrant information may be added to existing ACIC warrant. | ACJIS Part 16.1.3 | 4.115 If an existing ACIC warrant is found on the subject, an additional electronic warrant entry may be created, or new warrant information may be added to existing ACIC warrant. |
| MCSO | 4 | 116 | B/W | If the subject is in custody at DOC, a detainer must be created and placed with DOC by MCSO. A copy of the warrant must be sent to In-State Transportation and the original must be filed at MCSO and entered into ACIC. | | 4.116 If the subject is in custody at DOC, a detainer must be created and placed with DOC by MCSO. A copy of the warrant must be sent to In-State Transportation and the original must be filed at MCSO and entered into ACIC. |
| MCSO | 4 | 117 | B/W | If the subject of the warrant is in custody, no electronic warrant record should be created in NCIC or ACIC. (There is exception processing for subjects in federal custody or tribal custody.) | | 4.117 If the subject of the warrant is in custody, no electronic warrant record should be created in NCIC or ACIC. (There is exception processing for subjects in federal custody or tribal custody.) |
| MCSO | 4 | 118 | B/W | MCSO requires that the CCN be the unique warrant identifying number for all bench warrants except those from municipal/city warrants, and those bench warrants issued prior to the implementation of CCN. (I.e. the original case was filed prior to CCN.) | | 4.118 MCSO requires that the CCN be the unique warrant identifying number for all bench warrants except those from municipal/city warrants, and those bench warrants issued prior to the implementation of CCN. (I.e. the original case was filed prior to CCN.) |
| MCSO | 4 | 119 | B/W | When the B/W is served, MCSO must return the original warrant packet to the issuing court. | AZ Rules of Criminal Procedure Section II Preliminary Proceedings Rule 3.3 | 4.119 When the B/W is served, MCSO must return the original warrant packet to the issuing court. |
| MCSO | 6 | 148 | B/W | Upon warrant service, MCSO must provide the defendant, the warrant service information, and the original warrant to IA court. | Rules of Criminal Procedure Section II Preliminary Proceedings Rule 3.3 | 6.148 Upon warrant service, MCSO must provide the defendant, the warrant service information, and the original warrant to IA court. |
| COSC | 3 | 83 | Civ A/W | COSC must issue Civil A/Ws requested by counsel when the subject has been served but fails to appear at a judgment debtor exam. | Required by Court Rule 64.1C | 3.83 COSC must issue Civil A/Ws requested by counsel when the subject has been served but fails to appear at a judgment debtor exam. |
| COSC | 3 | 84 | Civ A/W or Bench Warrant+D260 | COSC must issue Civil A/Ws (or a bench warrant) for witnesses in criminal cases who fail to appear and who have been properly subpoenaed. Failure to appear/contempt of court is the criminal offense for which the warrant is issued. | Required by Court Rule 64.1C | 3.84 COSC must issue Civil A/Ws (or a bench warrant) for witnesses in criminal cases who fail to appear and who have been properly subpoenaed. Failure to appear/contempt of court is the criminal offense for which the warrant is issued. |
| COSC | 3 | 85 | B/W | COSC requires an Affidavit of Personal Service in order to issue a Civ A/W. COSC must obtain civil warrant information from the Affidavit of Personal Service. | | 3.85 COSC requires an Affidavit of Personal Service in order to issue a Civ A/W. COSC must obtain civil warrant information from the Affidavit of Personal Service. |
| COSC | 3 | 86 | Civ A/W | Civil A/Ws must state the allowable hours of service on the warrant itself. | | 3.86 Civil A/Ws must state the allowable hours of service on the warrant itself. |
| COSC | 3 | 87 | All Warrants | COSC must notify MCSO for every warrant it wishes to quash. Civil A/W may be quashed via email. All other warrant types must be telephoned to MCSO and followed up with a copy of the minute entry quashing the warrant. | One Prompt Process would be preferable | 3.87 COSC must notify MCSO for every warrant it wishes to quash. Civil A/W may be quashed via email. All other warrant types must be telephoned to MCSO and followed up with a copy of the minute entry quashing the warrant. |
| COSC | 9 | 228 | Civ A/W | If the case contains both spousal maintenance and child support orders, CSAW is the warrant type that must be issued by COSC. If the case is spousal maintenance only, then COSC must request a Civil Arrest Warrant, not a CSAW. | | 9.228 If the case contains both spousal maintenance and child support orders, CSAW is the warrant type that must be issued by COSC. If the case is spousal maintenance only, then COSC must request a Civil Arrest Warrant, not a CSAW. |
| MCAO | 10 | 905 | Civ A/W | For bad check cases, a future requirement would be for MCJC to notify MCAO of the issuance of either a summons or a misdemeanor arrest warrant. | | 10.905 For bad check cases, a future requirement would be for MCJC to notify MCAO of the issuance of either a summons or a misdemeanor arrest warrant. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCJC | 5 | 138 | Civ A/W | The judicial officer orders and signs all civil arrest warrants. The proceedings are captured in a free-form format in JCS. The MCJC Clerk then issues the Civil A/W and sends it to MCSO via inter-office mail. Civil A/W expires 1 year after issue, requiring MCSO to automatically quash the warrant at the future expiration date. | The process needs to happen. The method can change. | 5.138 The judicial officer orders and signs all civil arrest warrants. The proceedings are captured in a free-form format in JCS. The MCJC Clerk then issues the Civil A/W and sends it to MCSO via inter-office mail. Civil A/W expires 1 year after issue, requiring MCSO to automatically quash the warrant at the future expiration date. |
| MCSO | 7 | 159 | Civ A/W | MCSO must process Civil Arrest Warrants the same as misd arrest warrants, with the exception that CAWs are not entered into ACIC, and CAWs do not require validation. | | 7.159 MCSO must process Civil Arrest Warrants the same as misd arrest warrants, with the exception that CAWs are not entered into ACIC, and CAWs do not require validation. |
| MCSO | 7 | 160 | Civ A/W | MCSO must automatically quash and purge CAWs that remain unserved after one year from date of issue. | This is typed by the courts on all civil arrest warrants. | 7.160 MCSO must automatically quash and purge CAWs that remain unserved after one year from date of issue. |
| MCSO | 7 | 161 | Civ A/W | The MCSO warrant worksheet created for CAWs must be attached to any prior bench warrant, felony arrest warrant or misdemeanor arrest warrant index card held by MCSO for the subject in question. | | 7.161 The MCSO warrant worksheet created for CAWs must be attached to any prior bench warrant, felony arrest warrant or misdemeanor arrest warrant index card held by MCSO for the subject in question. |
| COSC | 9 | 229 | CSAW | The Expedited Services section of COSC must request child support arrest warrants (CSAWs) when an obligor fails to appear for an enforcement action. | | 9.229 The Expedited Services section of COSC must request child support arrest warrants (CSAWs) when an obligor fails to appear for an enforcement action. |
| COSC | 9 | 230 | CSAW | A child support order must already be in place to request a CSAW and to determine a "release amount" to be included on the warrant (in lieu of a bond amount or a purge amount.) | | 9.230 A child support order must already be in place to request a CSAW and to determine a "release amount" to be included on the warrant (in lieu of a bond amount or a purge amount.) |
| COSC | 9 | 231 | CSAW | COSC must collect required descriptive information on the CSAW subject ("obligor") and put this information on the warrant document. (Information comes from paper court file, KDS information system and from COSC electronic documents stored in online "cases folder".) | | 9.231 COSC must collect required descriptive information on the CSAW subject ("obligor") and put this information on the warrant document. (Information comes from paper court file, KDS information system and from COSC electronic documents stored in online "cases folder".) |
| COSC | 9 | 232 | CSAW | COSC must create and keep an electronic copy of the CSAW document itself. (This is stored alphabetically by father's last name in cases folder at COSC.) | | 9.232 COSC must create and keep an electronic copy of the CSAW document itself. (This is stored alphabetically by father's last name in cases folder at COSC.) |
| COSC | 9 | 233 | CSAW | After creation of the CSAW, COSC must print the paper CSAW warrant document with obligor information and deliver it to the Superior court clerk. | | 9.233 After creation of the CSAW, COSC must print the paper CSAW warrant document with obligor information and deliver it to the Superior court clerk. |
| COSC | 9 | 234 | CSAW | COSC must present completed, unsigned CSAWs to an MCSC judicial officer for signature. The judicial officer signature "orders" the warrant issuance; issuance and distribution of the signed CSAW must be performed by the COSC clerk who must affix a raised seal to the signed warrant. | | 9.234 COSC must present completed, unsigned CSAWs to an MCSC judicial officer for signature. The judicial officer signature "orders" the warrant issuance; issuance and distribution of the signed CSAW must be performed by the COSC clerk who must affix a raised seal to the signed warrant. |
| COSC | 9 | 235 | CSAW | COSC must send original, signed CSAWs to MCSO for processing. | | 9.235 COSC must send original, signed CSAWs to MCSO for processing. |
| COSC | 9 | 236 | CSAW | MCSO must be able to update release amounts on previously issued CSAWs if required. | | 9.236 MCSO must be able to update release amounts on previously issued CSAWs if required. |
| COSC | 9 | 237 | CSAW | Information that a CSAW-related bench warrant has been issued must be electronically forwarded to MCSC judicial assistants to update iCIS. | | 9.237 Information that a CSAW-related bench warrant has been issued must be electronically forwarded to MCSC judicial assistants to update iCIS. |
| COSC | 9 | 238 | CSAW | When MCSC judicial officer orders a warrant quashed, COSC must query KDS and ATLAS for needed information and create a status report regarding the arrearages. | | 9.238 When MCSC judicial officer orders a warrant quashed, COSC must query KDS and ATLAS for needed information and create a status report regarding the arrearages. |
| COSC | 9 | 239 | CSAW | When warrant information, such as address of obligator, changes, COSC must update MCSO with the new/changed data. | | 9.239 When warrant information, such as address of obligator, changes, COSC must update MCSO with the new/changed data. |
| COSC | 9 | 240 | CSAW | Return of service for CSAWs must be handled by MCSO and COSC the same as with returns for other warrant types. | | 9.240 Return of service for CSAWs must be handled by MCSO and COSC the same as with returns for other warrant types. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 4 | 120 | CSAW | MCSO must process CSAWs from MCSC and must handle a release amount instead of a bond amount. | ARS 11-441 states the Sheriff serves process and notices in the manner prescribed by law. | 4.120 MCSO must process CSAWs from MCSC and must handle a release amount instead of a bond amount. |
| MCSO | 4 | 121 | CSAW | MCSO will accept only AZ-only CSAWs (no extradition). | | 4.121 MCSO will accept only AZ-only CSAWs (no extradition). |
| MCSO | 4 | 122 | CSAW | Once a warrant has been entered into ACIC, MCSO must maintain the original warrant on file, and indexed for ready access. | | 4.122 Once a warrant has been entered into ACIC, MCSO must maintain the original warrant on file, and indexed for ready access. |
| MCSO | 4 | 123 | CSAW | The MCSO warrant worksheet created for CSAWs must be attached to any prior bench warrant, felony arrest warrant or misdemeanor arrest warrant index card held by MCSO for the subject in question. (Treated as a felony warrant, with packing, by MCSO.) | | 4.123 The MCSO warrant worksheet created for CSAWs must be attached to any prior bench warrant, felony arrest warrant or misdemeanor arrest warrant index card held by MCSO for the subject in question. (Treated as a felony warrant, with packing, by MCSO.) |
| COSC | 12 | 306 | Fel A/W | When a direct complaint is filed and MCAO is requesting a warrant, MCAO must attach a Victim's Information Sheet, CIS, Form IV, and a completed but unsigned warrant document. | | 12.306 When a direct complaint is filed and MCAO is requesting a warrant, MCAO must attach a Victim's Information Sheet, CIS, Form IV, and a completed but unsigned warrant document. |
| COSC | 12 | 307 | Fel A/W | MCSC judicial officer must review the packet submitted by MCAO with a direct complaint, and must determine whether to order the requested warrant. If ordering, the judicial officer must sign the warrant and return to COSC for issuance. COSC must seal (raised seal), copy the warrant and direct complaint, and deliver to Court Administration. | Required by Court Rule 3.2 and ARS 12-126 | 12.307 MCSC judicial officer must review the packet submitted by MCAO with a direct complaint, and must determine whether to order the requested warrant. If ordering, the judicial officer must sign the warrant and return to COSC for issuance. COSC must seal (raised seal), copy the warrant and direct complaint, and deliver to Court Administration. |
| COSC | 12 | 308 | Fel A/W | COSC must send the original warrant, an extra copy of the warrant, a copy of the complaint, Victim Information Sheet, and CIS to MCSO. | | 12.308 COSC must send the original warrant, an extra copy of the warrant, a copy of the complaint, Victim Information Sheet, and CIS to MCSO. |
| COSC | 12 | 309 | Fel A/W | When a felony arrest warrant is served and the subject in custody, the warrant must be signed by the arresting officer and faxed from MCSO Intake to MCSO OIC (Warrants Section). The faxed copy of the signed warrant must be returned to MCSO OIC. The original justice court signed felony warrant must be sent to IA Court. | | 12.309 When a felony arrest warrant is served and the subject in custody, the warrant must be signed by the arresting officer and faxed from MCSO Intake to MCSO OIC (Warrants Section). The faxed copy of the signed warrant must be returned to MCSO OIC. The original justice court signed felony warrant must be sent to IA Court. |
| COSC | 12 | 310 | Fel A/W | When COSC receives a served warrant from MCSO, the warrant must be file stamped with the date/time received, filed, and docketed by creating a record entry in iCIS. | | 12.310 When COSC receives a served warrant from MCSO, the warrant must be file stamped with the date/time received, filed, and docketed by creating a record entry in iCIS. |
| COSC | 12 | 311 | Fel A/W | If MCAO dismisses a felony A/W case, MCSC must issue a quash order dismissing the warrant. COSC must add the warrant to the list of warrants to be quashed. The list (containing one or more cases), and copies of the scanned images of the Orders to Dismiss & Quash, must be e-mailed to MCSO. MCSO must reply by e-mail, indicating the warrant(s) is quashed. (This requirement primarily for Justice Court felony warrant now processed by MCSC.) | One Prompt Process would be preferable | 12.311 If MCAO dismisses a felony A/W case, MCSC must issue a quash order dismissing the warrant. COSC must add the warrant to the list of warrants to be quashed. The list (containing one or more cases), and copies of the scanned images of the Orders to Dismiss & Quash, must be e-mailed to MCSO. MCSO must reply by e-mail, indicating the warrant(s) is quashed. (This requirement primarily for Justice Court felony warrant now processed by MCSC.) |
| COSC | 12 | 312 | Fel A/W | MCSO must stamp quashed warrants and return the original(s) to COSC. COSC must then docket in iCIS and process these warrants to the EDMS system and case file. | | 12.312 MCSO must stamp quashed warrants and return the original(s) to COSC. COSC must then docket in iCIS and process these warrants to the EDMS system and case file. |
| MCAO | 1 | 1 | Fel A/W | If warrantless arrest, MCAO must check JMS for IA date and booked charges; if charges to be filed do not match booked charges, MCAO must request expedited "warrant in custody other charges" (WICOC) with MCSC or summons to be mailed by COSC. | Need IA date and booked charges. RCRP 4.1(b) | 1.1 If warrantless arrest, MCAO must check JMS for IA date and booked charges; if charges to be filed do not match booked charges, MCAO must request expedited "warrant in custody other charges" (WICOC) with MCSC or summons to be mailed by COSC. |
| MCAO | 1 | 2 | Fel A/W | If the defendant was not arrested and is out of custody, or is in custody on different charges, and if MCAO is filing a felony complaint, MCAO must request either a summons or a felony arrest warrant from Superior Court. | Need warrant or summons RCRP 3.1 | 1.2 If the defendant was not arrested and is out of custody, or is in custody on different charges, and if MCAO is filing a felony complaint, MCAO must request either a summons or a felony arrest warrant from Superior Court. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCAO | 1 | 3 | Fel A/W | When submitting a request for a felony arrest warrant, MCAO must submit through a law enforcement liaison the un-signed arrest warrant with required data completed, along with a criminal complaint, court information data sheet (CIS), victim information sheet (VIS), a Form IV (unsworn probable cause statement), and a warrant fact sheet. Prior to giving this packet of forms to the Clerk of the Superior Court (COSC), the law enforcement liaison officer who delivers the packet to COSC must swear that the information in the Form IV is true and accurate. (Victim/witness information sheets and/or subpoenas may also be included in the packet submitted requesting the arrest warrant issuance.) Usually a line item at the bottom of the complaint is what constitutes the request for a warrant to be issued. | Prosecutor must sign complaint. RCRP 2.4(b) Law enforcement must swear to probable cause statement. 4th Amend. US Const; Kalina v Fletcher 522 U.S. 118; Uniform Criminal Extradition Act A.R.S sec. 13-3845(A)(3) | 1.3 When submitting a request for a felony arrest warrant, MCAO must submit through a law enforcement liaison the un-signed arrest warrant with required data completed, along with a criminal complaint, court information data sheet (CIS), victim information sheet (VIS), a Form IV (unsworn probable cause statement), and a warrant fact sheet. Prior to giving this packet of forms to the Clerk of the Superior Court (COSC), the law enforcement liaison officer who delivers the packet to COSC must swear that the information in the Form IV is true and accurate. (Victim/witness information sheets and/or subpoenas may also be included in the packet submitted requesting the arrest warrant issuance.) Usually a line item at the bottom of the complaint is what constitutes the request for a warrant to be issued. |
| MCAO | 1 | 4 | Fel A/W | A law enforcement liaison officer must pick up the felony arrest warrant packet from MCAO and deliver it to COSC, where the officer swears to the contents of the Form IV probable cause. COSC adds a stamp to the Form IV to document that the document is sworn. | Law enforcement must swear to probable cause statement. 4th Amend. US Const; Kalina v Fletcher 522 U.S. 118; Uniform Criminal Extradition Act A.R.S sec. 13-3845(A)(3) | 1.4 A law enforcement liaison officer must pick up the felony arrest warrant packet from MCAO and deliver it to COSC, where the officer swears to the contents of the Form IV probable cause. COSC adds a stamp to the Form IV to document that the document is sworn. |
| MCAO | 1 | 5 | Fel A/W | COSC presents the felony arrest warrant packet to a Superior Court judicial officer for review and determination whether to order the warrant or not. The judicial officer is principally interested in the contents of the Form IV in making the determination. COSC add a check box stamp to the Form IV for the judicial officer to use to accept or reject the Form IV as sufficient to order a warrant. | Judge must determine PC. 4th Amend. US Const; Uniform Criminal Extradition Act A.R.S sec. 13-3845(A)(3) | 1.5 COSC presents the felony arrest warrant packet to a Superior Court judicial officer for review and determination whether to order the warrant or not. The judicial officer is principally interested in the contents of the Form IV in making the determination. COSC add a check box stamp to the Form IV for the judicial officer to use to accept or reject the Form IV as sufficient to order a warrant. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCAO | 1 | 6 | Fel A/W | If MCSC judicial officer deems Form IV (probable cause) is sufficient, then the judicial officer orders the felony arrest warrant by check marking the appropriate stamp previously applied by COSC to the Form IV provided by MCAO. The judicial officer then also signs the warrant document provided by MCAO, thereby ordering the warrant. | Documentation of Judicial finding of PC required for extradition. Uniform Criminal Extradition Act A.R.S sec. 13-3845(A)(3) | 1.6 If MCSC judicial officer deems Form IV (probable cause) is sufficient, then the judicial officer orders the felony arrest warrant by check marking the appropriate stamp previously applied by COSC to the Form IV provided by MCAO. The judicial officer then also signs the warrant document provided by MCAO, thereby ordering the warrant. |
| MCAO | 1 | 7 | Fel A/W | When a felony arrest warrant is ordered by the Superior Court judicial officer, COSC issues the warrant by creating a minute entry in MEEDS and sealing the document. (Sealing means affixing a raised seal to the warrant document, thereby designating it as the "original.") | | 1.7 When a felony arrest warrant is ordered by the Superior Court judicial officer, COSC issues the warrant by creating a minute entry in MEEDS and sealing the document. (Sealing means affixing a raised seal to the warrant document, thereby designating it as the "original.") |
| MCAO | 1 | 8 | Fel A/W | If felony arrest warrant is signed by the judicial officer, COSC delivers a batch of all signed and sealed warrants to MCSO at the end of the day. Victim Information sheet must be delivered for each warrant. | VIS is required because MCSO must notify victim when def. is released from jail. 13-4405.01and 13-4412. | 1.8 If felony arrest warrant is signed by the judicial officer, COSC delivers a batch of all signed and sealed warrants to MCSO at the end of the day. Victim Information sheet must be delivered for each warrant. |
| MCSC | 6 | 153 | Fel A/W | Superior Court Administration updates the skeletal case information in iCIS to indicate an arrest warrant was issued based on documents from COSC. | The process needs to happen. The method can change. | 6.153 Superior Court Administration updates the skeletal case information in iCIS to indicate an arrest warrant was issued based on documents from COSC. |
| MCSC | 6 | 154 | Fel A/W | MCSC Court Administration must update the iCIS case management system with information from the felony arrest warrant after the warrant is issued by COSC. MCSC Court Administration must track the issuance of the warrant in the iCIS case management system. | The process needs to happen. The method can change. | 6.154 MCSC Court Administration must update the iCIS case management system with information from the felony arrest warrant after the warrant is issued by COSC. MCSC Court Administration must track the issuance of the warrant in the iCIS case management system. |
| MCSC | 6 | 155 | Fel A/W | Based upon the minute entry, either MCSC Court Administration, the bailiff, or the judicial assistant must update iCIS to indicate issuance of a warrant (This is typically for a felony arrest warrant after a summons is returned unserved.) | The process needs to happen. The method can change. | 6.155 Based upon the minute entry, either MCSC Court Administration, the bailiff, or the judicial assistant must update iCIS to indicate issuance of a warrant (This is typically for a felony arrest warrant after a summons is returned unserved.) |
| MCSO | 4 | 124 | Fel A/W | MCSO must process felony A/W received from Superior Court. | | 4.124 MCSO must process felony A/W received from Superior Court. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 4 | 125 | Fel A/W | MCSO must verify that felony A/W are signed by either a judicial officer or a COSC clerk (SC) per local rules of court. | Warrants are required to have a signature per AZ Rules of Criminal Procedure Section II Preliminary Proceedings Rule 3.2. MCSO cannot process the warrant unless it conforms to this rule. | 4.125 MCSO must verify that felony A/W are signed by either a judicial officer or a COSC clerk (SC) per local rules of court. |
| MCSO | 4 | 126 | Fel A/W | MCSO must verify that the felony A/W is marked extraditable. If not marked extraditable, (either AO for Arizona only or OK for NCIC). MCSO must return the felony A/W to COSC. (See Extradition Rules defined in Memo of 3/19/02.) | | 4.126 MCSO must verify that the felony A/W is marked extraditable. If not marked extraditable, (either AO for Arizona only or OK for NCIC). MCSO must return the felony A/W to COSC. (See Extradition Rules defined in Memo of 3/19/02.) |
| MCSO | 4 | 127 | Fel A/W | MCAO must determine which warrants are extraditable and indicate status on warrant document received by MCSO. MCSO will accept telephone calls from designated MCAO extraditions attorneys to change extradition status of warrant. | | 4.127 MCAO must determine which warrants are extraditable and indicate status on warrant document received by MCSO. MCSO will accept telephone calls from designated MCAO extraditions attorneys to change extradition status of warrant. |
| MCSO | 4 | 128 | Fel A/W | MCSO is required to maintain a printout or a signoff by staff of all warrant source data gathered and used to create the electronic record of the warrant in NCIC or ACIC. (ACJIS Rule 16.1.3) | No print out mandated. Just ability to document the information. | 4.128 MCSO is required to maintain a printout or a signoff by staff of all warrant source data gathered and used to create the electronic record of the warrant in NCIC or ACIC. (ACJIS Rule 16.1.3) |
| MCSO | 4 | 129 | Fel A/W | ACJIS Rule 3.4.d requires that MCSO "pack the record" for most warrants, including felony A/W. (Packing the record is the process of gathering all required data necessary for entry into NCIC or ACIC in order to create electronic records of the warrants. Data is required from the paper warrant, the complaint, the court info sheet, the victim info sheet, the jail mgmt system, DOC, and the AZ Criminal History Repository.) | ACJIS Part 2 3.4.d. What is added to the warrant must be verified as to the point of origin. | 4.129 ACJIS Rule 3.4.d requires that MCSO "pack the record" for most warrants, including felony A/W. (Packing the record is the process of gathering all required data necessary for entry into NCIC or ACIC in order to create electronic records of the warrants. Data is required from the paper warrant, the complaint, the court info sheet, the victim info sheet, the jail mgmt system, DOC, and the AZ Criminal History Repository.) |
| MCSO | 4 | 130 | Fel A/W | For felony arrest warrants, data for packing must be manually entered onto an MCSO worksheet prior to data entry into ACIC and NCIC. | | 4.130 For felony arrest warrants, data for packing must be manually entered onto an MCSO worksheet prior to data entry into ACIC and NCIC. |
| MCSO | 4 | 131 | Fel A/W | MCSO must perform an on-line, real-time check for existing warrants on the subject in NCIC and ACIC prior to creating a new electronic warrant record in NCIC or ACIC. | | 4.131 MCSO must perform an on-line, real-time check for existing warrants on the subject in NCIC and ACIC prior to creating a new electronic warrant record in NCIC or ACIC. |
| MCSO | 4 | 132 | Fel A/W | If pre-existing NCIC warrant found, an additional warrant entry for that subject is prohibited. Instead, current warrant information must be added to existing NCIC warrant. The most serious crime should constitute the base NCIC crime entry; sometimes this requires removal of the old warrant record and creation of a new warrant record with the most serious crime listed first. | ACJIS Part 2 1.3 | 4.132 If pre-existing NCIC warrant found, an additional warrant entry for that subject is prohibited. Instead, current warrant information must be added to existing NCIC warrant. The most serious crime should constitute the base NCIC crime entry; sometimes this requires removal of the old warrant record and creation of a new warrant record with the most serious crime listed first. |
| MCSO | 4 | 133 | Fel A/W | If an existing ACIC warrant is found on the subject, an additional electronic warrant entry may be created, or new warrant information may be added to existing ACIC warrant. | ACJIS Part 16 .1.3 | 4.133 If an existing ACIC warrant is found on the subject, an additional electronic warrant entry may be created, or new warrant information may be added to existing ACIC warrant. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 4 | 134 | Fel A/W | If the subject is in custody at DOC, a detainer must be created and placed with DOC by MCSO. A copy of the warrant must be sent to In-State Transportation and the original must be filed at MCSO and entered into ACIC. | ACJIS Part 6.4 | 4.134 If the subject is in custody at DOC, a detainer must be created and placed with DOC by MCSO. A copy of the warrant must be sent to In-State Transportation and the original must be filed at MCSO and entered into ACIC. |
| MCSO | 4 | 135 | Fel A/W | If the subject of the warrant is in custody, no electronic warrant record should be created in NCIC or ACIC. (There is exception processing for subjects in federal custody or tribal custody.) | | 4.135 If the subject of the warrant is in custody, no electronic warrant record should be created in NCIC or ACIC. (There is exception processing for subjects in federal custody or tribal custody.) |
| MCSO | 4 | 136 | Fel A/W | When the felony arrest warrant is served, MCSO must notify the appropriate court and return the original warrant packet to the issuing court. | | 4.136 When the felony arrest warrant is served, MCSO must notify the appropriate court and return the original warrant packet to the issuing court. |
| MCSO | 18 | 384 | Fel A/W | For certain felonies, prior to receipt of a court ordered warrant, if requested by law enforcement agencies, MCSO must create a temporary warrant in NCIC. (The criteria for the entry is the establishment of a probable cause that a court ordered warrant will be issued for the requesting agency. This type of warrant is used primarily for escapes or erroneous releases.) MCSO must accept incoming requests for temporary warrants via telephone, fax or in-person. | ACJIS Part 16 1.6 TF and NCIC Introduction Section 1.1.4 | 18.384 For certain felonies, prior to receipt of a court ordered warrant, if requested by law enforcement agencies, MCSO must create a temporary warrant in NCIC. (The criteria for the entry is the establishment of a probable cause that a court ordered warrant will be issued for the requesting agency. This type of warrant is used primarily for escapes or erroneous releases.) MCSO must accept incoming requests for temporary warrants via telephone, fax or in-person. |
| MCSO | 18 | 385 | Fel A/W | Temporary felony arrest warrants created by MCSO require packing and processing similar to court ordered felony arrest warrants, except that temporary warrants are not entered into ACIC and will be automatically purged from NCIC after 48 hours. (The temporary warrant can be re-entered after the 48-hour expiration, until a court ordered hard copy is received by MCSO. If re-entered, the "date of incident" which is the same as the "date of the original warrant" must remain the same upon subsequent re-entry into NCIC.) | | 18.385 Temporary felony arrest warrants created by MCSO require packing and processing similar to court ordered felony arrest warrants, except that temporary warrants are not entered into ACIC and will be automatically purged from NCIC after 48 hours. (The temporary warrant can be re-entered after the 48-hour expiration, until a court ordered hard copy is received by MCSO. If re-entered, the "date of incident" which is the same as the "date of the original warrant" must remain the same upon subsequent re-entry into NCIC.) |
| MCSO | 18 | 386 | Fel A/W | If the temporary warrant request came in from an MCSO jail, the jail must request that the MCSO warrants section teletype all agencies statewide notifying them that the subject is in custody on a temporary warrant. If the subject is being held specifically for another agency, MCSO must notify the agency that the subject is in custody on a temporary warrant. | | 18.386 If the temporary warrant request came in from an MCSO jail, the jail must request that the MCSO warrants section teletype all agencies statewide notifying them that the subject is in custody on a temporary warrant. If the subject is being held specifically for another agency, MCSO must notify the agency that the subject is in custody on a temporary warrant. |
| MCSO | 18 | 387 | Fel A/W | MCSO must maintain temporary warrants in hard copy files by DR number until the replacement court ordered warrant is received. | | 18.387 MCSO must maintain temporary warrants in hard copy files by DR number until the replacement court ordered warrant is received. |
| MCSO | 18 | 388 | Fel A/W | When the court ordered warrant replacing the temporary warrant is received, MCSO must cancel the temporary warrant in NCIC and then process the new original felony arrest warrant as previously described herein. However, because much of the warrant packing has already been completed, MCSO may re-use the temporary warrant packing data for the new replacement felony arrest warrant (i.e., "transferring" the data from the cancelled temporary warrant to the new felony arrest warrant.) | | 18.388 When the court ordered warrant replacing the temporary warrant is received, MCSO must cancel the temporary warrant in NCIC and then process the new original felony arrest warrant as previously described herein. However, because much of the warrant packing has already been completed, MCSO may re-use the temporary warrant packing data for the new replacement felony arrest warrant (i.e., "transferring" the data from the cancelled temporary warrant to the new felony arrest warrant.) |
| MCSO | 25 | 408 | Fel A/W | Governor's warrants are treated the same as felony arrest warrants except they are entered into ACIC only (not NCIC), and MCSO generates a case number because Governor's warrant do not have a CCN. (All paperwork is handled by the MCSO Fugitive Detail.) | | 25.408 Governor's warrants are treated the same as felony arrest warrants except they are entered into ACIC only (not NCIC), and MCSO generates a case number because Governor's warrant do not have a CCN. (All paperwork is handled by the MCSO Fugitive Detail.) |
| MCSO | 24 | 405 | Fid A/W | MCSO must handle Fiduciary Arrest Warrants in the same manner as Misdemeanor Arrest Warrants. | | 24.405 MCSO must handle Fiduciary Arrest Warrants in the same manner as Misdemeanor Arrest Warrants. |
| COSC | 10 | 241 | Grand Jury Summons | For GJ when no complaint is filed, if the defendant who received a summons does not appear at arraignment, the judicial officer must review the summons service information (return receipt) and determine whether the defendant was served. If judicial officer believes the defendant was properly served, a bench warrant will be ordered. If the judicial officer believes that summons service was deficient, the judicial officer must order the case to be resealed, a minute entry is generated. The minute entry and the original summons or NSI is returned to the GJ exhibits clerk. The minute entry and a copy of the summons or NSI is returned to MCAO for review to request a summons or warrant. | | 10.241 For GJ when no complaint is filed, if the defendant who received a summons does not appear at arraignment, the judicial officer must review the summons service information (return receipt) and determine whether the defendant was served. If judicial officer believes the defendant was properly served, a bench warrant will be ordered. If the judicial officer believes that summons service was deficient, the judicial officer must order the case to be resealed, a minute entry is generated. The minute entry and the original summons or NSI is returned to the GJ exhibits clerk. The minute entry and a copy of the summons or NSI is returned to MCAO for review to request a summons or warrant. |
| COSC | 12 | 313 | Grand Jury Summons | COSC, MCAO, and MCSO must process GJ summonses the same as other summonses, with the exception that the GJ Panel Number must be associated with and tracked for GJ summonses. | | 12.313 COSC, MCAO, and MCSO must process GJ summonses the same as other summonses, with the exception that the GJ Panel Number must be associated with and tracked for GJ summonses. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCAO | 10 | 249 | Grand Jury Summons | For GJ when no complaint is filed, if the GJ judicial officer approves the MCAO request for a summons, MCAO must provide the summons paperwork containing the charges and type of release for each charge. (After the judicial officer orders the GJ summons, the GJ clerk sign the GJ summons.) | | 10.249 For GJ when no complaint is filed, if the GJ judicial officer approves the MCAO request for a summons, MCAO must provide the summons paperwork containing the charges and type of release for each charge. (After the judicial officer orders the GJ summons, the GJ clerk sign the GJ summons.) |
| MCAO | 10 | 250 | Grand Jury Summons | For GJ when no complaint is filed, the COSC GJ clerk must send the summons paperwork to MCSO for service via certified mail with return receipt requested. | Service must be personal service or certified mail. | 10.250 For GJ when no complaint is filed, the COSC GJ clerk must send the summons paperwork to MCSO for service via certified mail with return receipt requested. |
| MCAO | 10 | 251 | Grand Jury Summons | For GJ when no complaint is filed, if MCSO receives a summons for a subject who is in-custody, MCSO must fax MCAO requesting a GJ arrest warrant instead. | Warrants should be used when a defendant is in custody. | 10.251 For GJ when no complaint is filed, if MCSO receives a summons for a subject who is in-custody, MCSO must fax MCAO requesting a GJ arrest warrant instead. |
| MCAO | 10 | 252 | Grand Jury Summons | For GJ when no complaint is filed, if the GJ summons is not served, MCSO must send the unserved summons to MCAO for review and determination to request a warrant or another summons. | RCRP 3.1(c) | 10.252 For GJ when no complaint is filed, if the GJ summons is not served, MCSO must send the unserved summons to MCAO for review and determination to request a warrant or another summons. |
| MCSO | 13 | 339 | Grand Jury Summons | MCSO must process summonses arising from State Grand Jury and County Grand Jury proceedings. | ARS 11-441 | 13.339 MCSO must process summonses arising from State Grand Jury and County Grand Jury proceedings. |
| MCSO | 13 | 340 | Grand Jury Summons | MCSO must track GJ summons separately by subject's name, and information must include date and GJ number. This is done by the MCSO clerk recording the information in a Grand Jury log book. | | 13.340 MCSO must track GJ summons separately by subject's name, and information must include date and GJ number. This is done by the MCSO clerk recording the information in a Grand Jury log book. |
| MCSO | 13 | 341 | Grand Jury Summons | When a GJ summons is received, MCSO GJ clerk must determine if subject is in custody. If subject is in custody, the MCAO GJ clerk must be notified via fax that the subject is in custody. The MCAO GJ clerk then must make a determination whether to request a GJ warrant. If no GJ warrant is requested, then the GJ summons must be sent to the subject via certified mail. | | 13.341 When a GJ summons is received, MCSO GJ clerk must determine if subject is in custody. If subject is in custody, the MCAO GJ clerk must be notified via fax that the subject is in custody. The MCAO GJ clerk then must make a determination whether to request a GJ warrant. If no GJ warrant is requested, then the GJ summons must be sent to the subject via certified mail. |
| MCSO | 13 | 342 | Grand Jury Summons | If the GJ summons is served via certified mail, MCSO will receive a signed certified mail return receipt card. Receipt of the return receipt card must be entered into an Excel spreadsheet used for this purpose. Once per day, the spreadsheet is faxed to the GJ clerk for entry into the GJ log book, and in the log book located in the COSC basement. A copy of the spreadsheet must also be delivered to GJ Exhibits section. Original served notices must remain on file in the Criminal Process section. | | 13.342 If the GJ summons is served via certified mail, MCSO will receive a signed certified mail return receipt card. Receipt of the return receipt card must be entered into an Excel spreadsheet used for this purpose. Once per day, the spreadsheet is faxed to the GJ clerk for entry into the GJ log book, and in the log book located in the COSC basement. A copy of the spreadsheet must also be delivered to GJ Exhibits section. Original served notices must remain on file in the Criminal Process section. |
| MCSO | 13 | 343 | Grand Jury Summons | If the GJ summons sent via certified mail is returned without service, the GJ clerk must be notified; GJ clerk must then determine if additional address information is available. If so, the summons must be re-mailed. If not, MCSO must return the summons to the GJ clerk, annotated as unservable. (GJ clerk typically requests a GJ warrant when a GJ summons is returned unserved.) All information must be entered in the GJ log book. | | 13.343 If the GJ summons sent via certified mail is returned without service, the GJ clerk must be notified; GJ clerk must then determine if additional address information is available. If so, the summons must be re-mailed. If not, MCSO must return the summons to the GJ clerk, annotated as unservable. (GJ clerk typically requests a GJ warrant when a GJ summons is returned unserved.) All information must be entered in the GJ log book. |
| COSC | 10 | 260 | Grand Jury Wt | For GJ when direct complaint is filed, if the defendant has bonded out of custody, the COSC GJ clerk must send (via regular US mail) the NSI to the defendant's last known address. | | 10.260 For GJ when direct complaint is filed, if the defendant has bonded out of custody, the COSC GJ clerk must send (via regular US mail) the NSI to the defendant's last known address. |
| COSC | 10 | 261 | Grand Jury Wt | The COSC GJ clerk must "open" all NSI cases in iCIS regardless of whether the defendant has been served or not. | | 10.261 The COSC GJ clerk must "open" all NSI cases in iCIS regardless of whether the defendant has been served or not. |
| COSC | 12 | 314 | Grand Jury Wt | MCAO sends the packet for a Grand Jury Warrant to COSC. The packet must include a Victim Information Sheet, CIS, and GJ minutes. MCSC judicial officer must review the warrant request, and if approved, order and sign the GJ warrant; COSC must issue a GJ warrant and create a minute entry notifying interested parties. | Required by Court Rule 3.2 and ARS 12-126 | 12.314 MCAO sends the packet for a Grand Jury Warrant to COSC. The packet must include a Victim Information Sheet, CIS, and GJ minutes. MCSC judicial officer must review the warrant request, and if approved, order and sign the GJ warrant; COSC must issue a GJ warrant and create a minute entry notifying interested parties. |
| COSC | 12 | 315 | Grand Jury Wt | On a GJ warrant, information must include the GJ Panel Number and the criminal case number (CCN) in addition to all other required data. | | 12.315 On a GJ warrant, information must include the GJ Panel Number and the criminal case number (CCN) in addition to all other required data. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| COSC | 12 | 316 | Grand Jury Wt | COSC must create a "skeletal case record" in iCIS, but must exclude the subject's name. Only the CCN is entered in iCIS. (Currently in iCIS, there is no way to tell whether the GJ case record is a warrant or a summons.) | | 12.316 COSC must create a "skeletal case record" in iCIS, but must exclude the subject's name. Only the CCN is entered in iCIS. (Currently in iCIS, there is no way to tell whether the GJ case record is a warrant or a summons.) |
| COSC | 12 | 317 | Grand Jury Wt | For a GJ warrant, the original indictment, copy of indictment for each defendant, original and copy of CIS for each defendant, GJ minutes, and COSC minute entry must be retained as in GJ Exhibits section until an arrest is made or the warrant is quashed. | | 12.317 For a GJ warrant, the original indictment, copy of indictment for each defendant, original and copy of CIS for each defendant, GJ minutes, and COSC minute entry must be retained as in GJ Exhibits section until an arrest is made or the warrant is quashed. |
| COSC | 12 | 318 | Grand Jury Wt | To quash a GJ warrant, MCAO must request a quash from an MCSC judicial officer. If the MCSC judicial officer approves, a minute entry must be made. The GJ clerk must send the minute entry to MCSO to request the quash. | One Prompt Process would be preferable | 12.318 To quash a GJ warrant, MCAO must request a quash from an MCSC judicial officer. If the MCSC judicial officer approves, a minute entry must be made. The GJ clerk must send the minute entry to MCSO to request the quash. |
| COSC | 12 | 319 | Grand Jury Wt | If the subject of a GJ NSI is out-of-custody, a copy of the NSI must be sent to the subject via regular mail. The original NSI must be filed at COSC. | | 12.319 If the subject of a GJ NSI is out-of-custody, a copy of the NSI must be sent to the subject via regular mail. The original NSI must be filed at COSC. |
| COSC | 12 | 320 | Grand Jury Wt | If the subject of a GJ NSI is in custody, a copy of the NSI must be sent to MCSO for service. The original NSI must be filed at COSC. | | 12.320 If the subject of a GJ NSI is in custody, a copy of the NSI must be sent to MCSO for service. The original NSI must be filed at COSC. |
| COSC | 12 | 907 | Grand Jury Wt | A future requirement is that MCSO be able to track the current status of a GJ warrant. | | 12.907 A future requirement is that MCSO be able to track the current status of a GJ warrant. |
| COSC | 12 | 908 | Grand Jury Wt | When a GJ warrant is served and information must be returned to COSC, docket events must be recorded, and the subject's name must then be entered in iCIS. (Made known – Grand Jury information must be sealed until warrant is served). | | 12.908 When a GJ warrant is served and information must be returned to COSC, docket events must be recorded, and the subject's name must then be entered in iCIS. (Made known – Grand Jury information must be sealed until warrant is served). |
| COSC | 12 | 909 | Grand Jury Wt | When direct complaint is issued with warrant (before subject is arrested) and MCAO also takes the case to the Grand, Grand Jury may erroneously issue a duplicate warrant on the same case/defendant. A future requirement is to prohibit a second warrant from being issued until the first warrant is quashed. | MCAO, disagrees with this requirement unless the complaint warrant can be quashed contemporaneously with issuance of the GJ warrant and the GJ warrant be entered ASAP after return of the indictment. | 12.909 When direct complaint is issued with warrant (before subject is arrested) and MCAO also takes the case to the Grand, Grand Jury may erroneously issue a duplicate warrant on the same case/defendant. A future requirement is to prohibit a second warrant from being issued until the first warrant is quashed. |
| COSC | 12 | 910 | Grand Jury Wt | A future requirement of the COSC Grand Jury section is to reduce the error and omission rate on incoming requests for GJ warrants and summonses. (Additional research is frequently required to ensure complete and accurate data.) | | 12.910 A future requirement of the COSC Grand Jury section is to reduce the error and omission rate on incoming requests for GJ warrants and summonses. (Additional research is frequently required to ensure complete and accurate data.) |
| MCAO | 10 | 253 | Grand Jury Wt | MCAO must process warrants and summonses arising from Grand Jury proceedings, for both "direct complaints" and for instances in which no complaint has been filed. | | 10.253 MCAO must process warrants and summonses arising from Grand Jury proceedings, for both "direct complaints" and for instances in which no complaint has been filed. |
| MCAO | 10 | 254 | Grand Jury Wt | For GJ when direct complaint is filed, GJ probable cause hearings must occur 10 days from IA if the subject is in-custody, or 20 days from IA if the subject is released. | RCRP 5.1(c) | 10.254 For GJ when direct complaint is filed, GJ probable cause hearings must occur 10 days from IA if the subject is in-custody, or 20 days from IA if the subject is released. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCAO | 10 | 255 | Grand Jury Wt | For GJ when direct complaint is filed, if GJ hears the probable cause within normal time constraints, MCAO must request a type of service known as a Notice of Supervening Indictment ("NSI"), instead of an arrest warrant unless none of the indictment charges match the booked charges. When that happens, MCAO either requests a warrant or a summons. | RCRP 12.7(c) | 10.255 For GJ when direct complaint is filed, if GJ hears the probable cause within normal time constraints, MCAO must request a type of service known as a Notice of Supervening Indictment ("NSI"), instead of an arrest warrant unless none of the indictment charges match the booked charges. When that happens, MCAO either requests a warrant or a summons. |
| MCAO | 10 | 256 | Grand Jury Wt | For GJ when direct complaint is filed, after the GJ indicts a subject, when MCAO appears at a return hearing, MCAO may request either an NSI, summons or an arrest warrant from whichever judicial officer is hearing returns. | RCRP 3.1 | 10.256 For GJ when direct complaint is filed, after the GJ indicts a subject, when MCAO appears at a return hearing, MCAO may request either an NSI, summons or an arrest warrant from whichever judicial officer is hearing returns. |
| MCAO | 10 | 257 | Grand Jury Wt | For GJ when direct complaint is filed, if the GJ judicial officer approves the MCAO request for an NSI and issues the order, MCAO must provide the NSI paperwork containing the charges and type of release for each charge to the judicial officer for signature. | | 10.257 For GJ when direct complaint is filed, if the GJ judicial officer approves the MCAO request for an NSI and issues the order, MCAO must provide the NSI paperwork containing the charges and type of release for each charge to the judicial officer for signature. |
| COSC | 10 | 258 | Grand Jury Wt | For GJ when direct complaint is filed, COSC must send NSI's to MCSO. (If in-custody, MCSO must ensure that the defendant is IA'd on the NSI and set for arraignment.) | MCSO will release a defendant who did not have a pc hearing within the time limits. | 10.258 For GJ when direct complaint is filed, COSC must send NSI's to MCSO. (If in-custody, MCSO must ensure that the defendant is IA'd on the NSI and set for arraignment.) |
| COSC | 10 | 259 | Grand Jury Wt | For GJ when direct complaint is filed, if the defendant has bonded out of custody, MCSO must return the NSI to the GJ clerk. | | 10.259 For GJ when direct complaint is filed, if the defendant has bonded out of custody, MCSO must return the NSI to the GJ clerk. |
| MCAO | 10 | 262 | Grand Jury Wt | For GJ when direct complaint is filed, at arraignment, if the defendant who received the NSI does not appear, the judicial officer must order the case to be resealed. The Clerk must create and send the minute entry to MCAO. A warrant cannot be issued when service is by regular mail. MCAO must make a new recommendation for a summons or warrant and deliver the paperwork to COSC. | RCRP 3.1(c) | 10.262 For GJ when direct complaint is filed, at arraignment, if the defendant who received the NSI does not appear, the judicial officer must order the case to be resealed. The Clerk must create and send the minute entry to MCAO. A warrant cannot be issued when service is by regular mail. MCAO must make a new recommendation for a summons or warrant and deliver the paperwork to COSC. |
| MCAO | 10 | 263 | Grand Jury Wt | For GJ if the GJ summons or NSI is not served, MCSO must send the unserved summons to MCAO for review and determination to request a warrant or another summons. | SAA | 10.263 For GJ if the GJ summons or NSI is not served, MCSO must send the unserved summons to MCAO for review and determination to request a warrant or another summons. |
| MCAO | 10 | 264 | Grand Jury Wt | For GJ if MCAO is requesting an arrest warrant or a summons, MCAO must send the GJ clerk a completed but unsigned warrant or summons document for processing. | | 10.264 For GJ if MCAO is requesting an arrest warrant or a summons, MCAO must send the GJ clerk a completed but unsigned warrant or summons document for processing. |
| MCAO | 10 | 265 | Grand Jury Wt | For GJ if MCSO receives a summons for a subject who is in-custody, MCSO must fax MCAO requesting a GJ arrest warrant instead. | MCAO needs notice that subject is in custody | 10.265 For GJ if MCSO receives a summons for a subject who is in-custody, MCSO must fax MCAO requesting a GJ arrest warrant instead. |
| MCAO | 10 | 266 | Grand Jury Wt | For GJ MCAO must review the case and decide whether to send the case to preliminary hearing or to the GJ for a probable cause hearing prior to requesting a summons or GJ arrest warrant. | RCRP 2.2 | 10.266 For GJ MCAO must review the case and decide whether to send the case to preliminary hearing or to the GJ for a probable cause hearing prior to requesting a summons or GJ arrest warrant. |
| MCAO | 10 | 267 | Grand Jury Wt | For GJ when no complaint is filed and subject has not been arrested, there is no time limit for filing the GJ case. In these instances, MCAO must request an arrest warrant or a summons, and must not utilize and NSI as the type of service. | RCRP 12.7 | 10.267 For GJ when no complaint is filed and subject has not been arrested, there is no time limit for filing the GJ case. In these instances, MCAO must request an arrest warrant or a summons, and must not utilize and NSI as the type of service. |
| MCAO | 10 | 268 | Grand Jury Wt | For GJ when no complaint is filed, after the GJ indicts a subject, when MCAO appears at a return hearing, MCAO may request either a summons or an arrest warrant from a judicial officer. | RCRP 3.1 | 10.268 For GJ when no complaint is filed, after the GJ indicts a subject, when MCAO appears at a return hearing, MCAO may request either a summons or an arrest warrant from a judicial officer. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCAO | 10 | 269 | Grand Jury Wt | For GJ when no complaint is filed, if MCAO requests a warrant instead of a summons, MCAO must state the reason(s) via a warrant Fact Sheet and must suggest a bond amount for the arrest warrant. If the GJ judicial officer approves the MCAO request for a warrant, MCAO must provide the warrant paperwork containing the bond amount to the judicial officer for signature. | MCAO must provide good cause information to issue a warrant. RCRP 3.1 | 10.269 For GJ when no complaint is filed, if MCAO requests a warrant instead of a summons, MCAO must state the reason(s) via a warrant Fact Sheet and must suggest a bond amount for the arrest warrant. If the GJ judicial officer approves the MCAO request for a warrant, MCAO must provide the warrant paperwork containing the bond amount to the judicial officer for signature. |
| MCAO | 10 | 270 | Grand Jury Wt | For GJ MCAO must provide a warrant to the court at grand jury returns. COSC delivers the warrants to MCSO for both in-custody and at large defendants. (If in-custody, MCSO must ensure that the defendant is IA'd on the NSI and set for arraignment.) | | 10.270 For GJ MCAO must provide a warrant to the court at grand jury returns. COSC delivers the warrants to MCSO for both in-custody and at large defendants. (If in-custody, MCSO must ensure that the defendant is IA'd on the NSI and set for arraignment.) |
| MCAO | 10 | 271 | Grand Jury Wt | The MCAO GJ clerk must not "open" warrants or summons cases in CAIS until the defendant has been served. MCAO receives notice of the opening of these cases from COSC. | | 10.271 The MCAO GJ clerk must not "open" warrants or summons cases in CAIS until the defendant has been served. MCAO receives notice of the opening of these cases from COSC. |
| MCSO | 13 | 344 | Grand Jury Wt | MCSO must process warrants arising from State Grand Jury and County Grand Jury proceedings. | ARS 11-441 | 13.344 MCSO must process warrants arising from State Grand Jury and County Grand Jury proceedings. |
| MCSO | 13 | 345 | Grand Jury Wt | MCSO must process GJ warrants like all other warrants, except information must not be divulged to non-law enforcement individuals. | ARS 13-2812 | 13.345 MCSO must process GJ warrants like all other warrants, except information must not be divulged to non-law enforcement individuals. |
| MCSO | 13 | 346 | Grand Jury Wt | MCSO must track GJ warrants separately by subject's name, and information must include date and GJ number. This is done by the MCSO clerk recording the information in a Grand Jury log book. | | 13.346 MCSO must track GJ warrants separately by subject's name, and information must include date and GJ number. This is done by the MCSO clerk recording the information in a Grand Jury log book. |
| MCSO | 13 | 347 | Grand Jury Wt | GJ Clerk must advise MCSO staff if warrant is to be entered immediately into NCIC/ACIC, or put "on hold." If held, GJ warrants must be put in a temporary file at MCSO. | | 13.347 GJ Clerk must advise MCSO staff if warrant is to be entered immediately into NCIC/ACIC, or put "on hold." If held, GJ warrants must be put in a temporary file at MCSO. |
| MCSO | 13 | 348 | Grand Jury Wt | When GJ warrant is entered into NCIC/ACIC, MCSO clerk must also add the SGJ or GJ number, in addition to other required data fields. | | 13.348 When GJ warrant is entered into NCIC/ACIC, MCSO clerk must also add the SGJ or GJ number, in addition to other required data fields. |
| MCSO | 13 | 349 | Grand Jury Wt | MCSO must process the quashing of a GJ warrant like all other warrants. Additionally, quash information must be entered in the GJ log book, and the paperwork must be returned to the GJ clerk. | | 13.349 MCSO must process the quashing of a GJ warrant like all other warrants. Additionally, quash information must be entered in the GJ log book, and the paperwork must be returned to the GJ clerk. |
| COSC | 3 | 88 | Juv A/W | COSC must process issuance of Juv Arrest Warrants resulting from violation of probation, FTA, and request to revoke release. | | 3.88 COSC must process issuance of Juv Arrest Warrants resulting from violation of probation, FTA, and request to revoke release. |
| COSC | 3 | 89 | Juv A/W | After juvenile court judicial officer issues a written order for a Juv A/W, the judicial assistant must send the warrant information to the filing counter for entry into JOLTS. (The JOLTS juvenile system is used by MCAO, IR, Juvenile Court, COSC, and Juvenile Probation; thus, juvenile arrest warrants processing among these agencies is integrated via JOLTS.) Order made in open court are immediately entered into JOLTS by the courtroom clerk. | | 3.89 After juvenile court judicial officer issues a written order for a Juv A/W, the judicial assistant must send the warrant information to the filing counter for entry into JOLTS. (The JOLTS juvenile system is used by MCAO, IR, Juvenile Court, COSC, and Juvenile Probation; thus, juvenile arrest warrants processing among these agencies is integrated via JOLTS.) Order made in open court are immediately entered into JOLTS by the courtroom clerk. |
| COSC | 3 | 90 | Juv A/W | Juvenile probation warrant clerk must generate the Juv A/W document from JOLTS, and then must issue the warrant by adding the raised seal and signing the original warrant. Designated juvenile probation intake staff have special deputy appointment for this purpose. | | 3.90 Juvenile probation warrant clerk must generate the Juv A/W document from JOLTS, and then must issue the warrant by adding the raised seal and signing the original warrant. Designated juvenile probation intake staff have special deputy appointment for this purpose. |
| COSC | 3 | 91 | Juv A/W | Juvenile probation warrant clerk must send the original warrant and a copy of the petition to revoke to MCSO. | | 3.91 Juvenile probation warrant clerk must send the original warrant and a copy of the petition to revoke to MCSO. |
| COSC | 3 | 92 | Juv A/W | The juvenile arrest warrant must automatically quash when the juvenile reaches age 18. | | 3.92 The juvenile arrest warrant must automatically quash when the juvenile reaches age 18. |
| MCAO | 14 | 365 | Juv A/W | MCAO requires the ability to request a national warrant when a juvenile offender is known to be out-of-state. | | 14.365 MCAO requires the ability to request a national warrant when a juvenile offender is known to be out-of-state. |
| MCJC | 5 | 139 | Juv A/W | MCJC must automatically issue an adult arrest warrant if a juvenile has failed to comply or appear as required in Juvenile Court, and has subsequently reached his 18th birthday. | This is a necessity to comply with JCS | 5.139 MCJC must automatically issue an adult arrest warrant if a juvenile has failed to comply or appear as required in Juvenile Court, and has subsequently reached his 18th birthday. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCJC | 7 | 156 | Juv A/W | MCJC must track the issuance of the warrant in the JCS case management system. | This is a necessity to comply with JCS | 7.156 MCJC must track the issuance of the warrant in the JCS case management system. |
| MCSO | 7 | 162 | Juv A/W | MCSO must process juvenile warrants from Juvenile Court and Juvenile Probation. | ARS 11-441 and NCIC 2000 Wanted Persons File Section 1.1.3 | 7.162 MCSO must process juvenile warrants from Juvenile Court and Juvenile Probation. |
| MCSO | 7 | 163 | Juv A/W | MCSO must track future automatic quash date for juvenile warrants, which is when the subject reaches age 18. MCSO must now manually quash these from NCIC. DPS automatically quashes from ACIC and must provide a list of these quashes to MCSO. | NCIC Section Introduction 1.5.3 | 7.163 MCSO must track future automatic quash date for juvenile warrants, which is when the subject reaches age 18. MCSO must now manually quash these from NCIC. DPS automatically quashes from ACIC and must provide a list of these quashes to MCSO. |
| MCSO | 7 | 164 | Juv A/W | MCSO must accept AZ only, county only, and nationwide (extraditable) juvenile warrants. However, all juvenile warrants must be processed like misd warrants because no charge information is available to MCSO unless Juvenile Probation provides a supplemental form containing charge information. | | 7.164 MCSO must accept AZ only, county only, and nationwide (extraditable) juvenile warrants. However, all juvenile warrants must be processed like misd warrants because no charge information is available to MCSO unless Juvenile Probation provides a supplemental form containing charge information. |
| MCSO | 7 | 165 | Juv A/W | Once a juvenile warrant has been entered into ACIC, MCSO must maintain the original warrant on file, and indexed for ready access. | Must be able to validate information in ACIC/NCIC to warrant. | 7.165 Once a juvenile warrant has been entered into ACIC, MCSO must maintain the original warrant on file, and indexed for ready access. |
| Juv.Prob. | 14 | 357 | Juv.Prob. Wts. | Juvenile Probation (Juv.Prob.) may request and must track bench warrants, temporary custody warrants and non-mandatory warrants when needed by a juvenile probation officer. | Business Practice | 14.357 Juvenile Probation (Juv.Prob.) may request and must track bench warrants, temporary custody warrants and non-mandatory warrants when needed by a juvenile probation officer. |
| Juv.Prob. | 14 | 358 | Juv.Prob. Wts. | A juvenile probation officer requests a warrant and a probation violation charge by completing a Form 1208 and (if pre-adjudication), also requesting a "probation officer request to the court and order (PORCO)", or (if post-adjudication) requesting a "Violation of Probation" charge.) | Statute 8-354B | 14.358 A juvenile probation officer requests a warrant and a probation violation charge by completing a Form 1208 and (if pre-adjudication), also requesting a "probation officer request to the court and order (PORCO)", or (if post-adjudication) requesting a "Violation of Probation" charge.) |
| Juv.Prob. | 14 | 359 | Juv.Prob. Wts. | Juv.Prob. may request AZ-only (ACIC), national (NCIC) or county-only juvenile warrants. The judicial officer must determine and state which type of warrant is to be issued (based on various guidelines, including charges, probation officer recommendation, potential costs of juvenile's return, and others). | Business Practice | 14.359 Juv.Prob. may request AZ-only (ACIC), national (NCIC) or county-only juvenile warrants. The judicial officer must determine and state which type of warrant is to be issued (based on various guidelines, including charges, probation officer recommendation, potential costs of juvenile's return, and others). |
| Juv.Prob. | 14 | 360 | Juv.Prob. Wts. | COSC or Juvenile Court Administration may enter the warrant information into JOLTS and notify the juvenile probation warrant clerk and other interested parties when a warrant has been ordered by the judicial officer. The warrant clerk must then print, complete, sign, and apply the raised seal to a Form 1246 (AZ warrant form) and complete a Form 1248 (Warrant Information Addendum form), and must update JOLTS to indicate issuance of the warrant. (The JOLTS juvenile system is used by MCAO, IR, Juvenile Court, COSC, and Juvenile Probation; thus, juvenile probation warrants processing among these agencies is integrated via JOLTS.) | Business Practice | 14.360 COSC or Juvenile Court Administration may enter the warrant information into JOLTS and notify the juvenile probation warrant clerk and other interested parties when a warrant has been ordered by the judicial officer. The warrant clerk must then print, complete, sign, and apply the raised seal to a Form 1246 (AZ warrant form) and complete a Form 1248 (Warrant Information Addendum form), and must update JOLTS to indicate issuance of the warrant. (The JOLTS juvenile system is used by MCAO, IR, Juvenile Court, COSC, and Juvenile Probation; thus, juvenile probation warrants processing among these agencies is integrated via JOLTS.) |
| Juv.Prob. | 14 | 361 | Juv.Prob. Wts. | The warrant clerk must send the original and one copy of Forms 1246 and 1248 to MCSO via the Transportation Unit and must follow-up by telephone with MCSO to verify receipt. | Business Practice | 14.361 The warrant clerk must send the original and one copy of Forms 1246 and 1248 to MCSO via the Transportation Unit and must follow-up by telephone with MCSO to verify receipt. |
| Juv.Prob. | 14 | 362 | Juv.Prob. Wts. | When the juvenile is arrested and brought to juvenile detention, MCSO must provide a Juv.Prob. with a copy of the served warrant. Juvenile Probation must then notify the victim that the subject is in custody. | Business Practice | 14.362 When the juvenile is arrested and brought to juvenile detention, MCSO must provide a Juv.Prob. with a copy of the served warrant. Juvenile Probation must then notify the victim that the subject is in custody. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| Juv.Prob. | 14 | 363 | Juv.Prob. Wts. | Upon receipt of the juvenile at Juv.Prob., the warrant must be closed out in JOLTS by Juv.Prob. Central Intake. The Juvenile Probation warrant clerk must fax MCSO the quashed warrant. MCSO will clear the warrant and must provide verification to Juv.Prob that the warrant has been cancelled in NCIC and/or ACIC. | Business Practice | 14.363 Upon receipt of the juvenile at Juv.Prob., the warrant must be closed out in JOLTS by Juv.Prob. Central Intake. The Juvenile Probation warrant clerk must fax MCSO the quashed warrant. MCSO will clear the warrant and must provide verification to Juv.Prob that the warrant has been cancelled in NCIC and/or ACIC. |
| Juv.Prob. | 14 | 364 | Juv.Prob. Wts. | In order to ensure timely service, Juv. Prob. creates a JOLTS report of outstanding warrants by beat/ZIP and either send, or make available for pickup, this report to various local law enforcement agencies. Central Index may also clear the warrant in NCIC or ACIC. | Business Practice | 14.364 In order to ensure timely service, Juv. Prob. creates a JOLTS report of outstanding warrants by beat/ZIP and either send, or make available for pickup, this report to various local law enforcement agencies. Central Index may also clear the warrant in NCIC or ACIC. |
| Juv.Prob. | 24 | 406 | Juv.Prob. Wts. | If a Petition to Revoke or Review of Release Conditions if filed, Juvenile Probation must notify the victim. | Statute 13-4415 | 24.406 If a Petition to Revoke or Review of Release Conditions if filed, Juvenile Probation must notify the victim. |
| MCAO | 10 | 272 | Misd A/W | MCAO must process incoming requests for complaints from many different law enforcement agencies. (These are via "long form" complaint submittals.) | | 10.272 MCAO must process incoming requests for complaints from many different law enforcement agencies. (These are via "long form" complaint submittals.) |
| MCAO | 10 | 273 | Misd A/W | For in-custody misdemeanor requests, central intake must perform a limited local priors check and enter data into CAIS. MCAO must create a "priors worksheet" from the CAIS data entered which includes name, requested charges, DOB, identifying numbers (including DPS Suspect ID Database for possible gang affiliation.) This requirement applies to all submittals -- felony and misdemeanor warrantless arrest and basket cases. | This information is necessary to ensure correct information on the warrant. | 10.273 For in-custody misdemeanor requests, central intake must perform a limited local priors check and enter data into CAIS. MCAO must create a "priors worksheet" from the CAIS data entered which includes name, requested charges, DOB, identifying numbers (including DPS Suspect ID Database for possible gang affiliation.) This requirement applies to all submittals -- felony and misdemeanor warrantless arrest and basket cases. |
| MCAO | 10 | 274 | Misd A/W | For in-custody misdemeanor arrest cases, MCAO attorney must review the request and priors worksheet and then make a charging decision. | | 10.274 For in-custody misdemeanor arrest cases, MCAO attorney must review the request and priors worksheet and then make a charging decision. |
| MCAO | 10 | 275 | Misd A/W | For in-custody misdemeanor requests, if MCAO attorney decides to file, MCAO attorney must instruct staff what charges to file and then MCAO staff must create the complaint document, (but usually does not create a warrant document itself.) | | 10.275 For in-custody misdemeanor requests, if MCAO attorney decides to file, MCAO attorney must instruct staff what charges to file and then MCAO staff must create the complaint document, (but usually does not create a warrant document itself.) |
| MCAO | 10 | 276 | Misd A/W | After the complaint is completed, a police liaison office must call the appropriate MCJC where the complaint will be filed to obtain a CCN and Justice Court number. | Local Rule 4.1(b)(3) Complaint is deemed filed at the time it has a number and is signed by a magistrate. | 10.276 After the complaint is completed, a police liaison office must call the appropriate MCJC where the complaint will be filed to obtain a CCN and Justice Court number. |
| MCAO | 10 | 277 | Misd A/W | After obtaining a CCN and Justice Court Number, the MCAO police liaison officer must swear to the information in the complaint before a Justice of the Peace in order to hold the suspect in custody after the IA. (A misdemeanor arrest warrant does not need to be issued in this instance when charges are similar to the booked charges.) | SAA | 10.277 After obtaining a CCN and Justice Court Number, the MCAO police liaison officer must swear to the information in the complaint before a Justice of the Peace in order to hold the suspect in custody after the IA. (A misdemeanor arrest warrant does not need to be issued in this instance when charges are similar to the booked charges.) |
| MCAO | 10 | 278 | Misd A/W | For out-of-custody (basket cases) misdemeanor arrest warrants requests, central intake must perform a limited local priors check and enter data into CAIS. MCAO must create a "priors worksheet" from the CAIS data entered which includes name, requested charges, DOB, identifying numbers (including DPS Suspect ID Database for possible gang affiliation.) | MCAO needs the information to complete the CIS form. | 10.278 For out-of-custody (basket cases) misdemeanor arrest warrants requests, central intake must perform a limited local priors check and enter data into CAIS. MCAO must create a "priors worksheet" from the CAIS data entered which includes name, requested charges, DOB, identifying numbers (including DPS Suspect ID Database for possible gang affiliation.) |
| MCAO | 10 | 279 | Misd A/W | For out-of-custody (basket cases) misdemeanor arrest warrants requests, MCAO attorney must review the request and priors worksheet and then make a charging decision. | MCAO requires attorneys to make charging decisions. | 10.279 For out-of-custody (basket cases) misdemeanor arrest warrants requests, MCAO attorney must review the request and priors worksheet and then make a charging decision. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCAO | 10 | 280 | Misd A/W | For out-of-custody (basket cases) misdemeanor arrest warrants requests, if MCAO attorney decides to file, MCAO attorney must instruct staff what charges to file and whether to request a warrant or a summons. Then MCAO staff must create the complaint document and, sometimes, the warrant or summons (partial). The request for warrant or summons is a line item on the complaint. | RCRP 3.1 | 10.280 For out-of-custody (basket cases) misdemeanor arrest warrants requests, if MCAO attorney decides to file, MCAO attorney must instruct staff what charges to file and whether to request a warrant or a summons. Then MCAO staff must create the complaint document and, sometimes, the warrant or summons (partial). The request for warrant or summons is a line item on the complaint. |
| MCAO | 10 | 281 | Misd A/W | For out-of-custody (basket cases) misdemeanor arrest warrants requests, after the complaint is completed, a police liaison office must call the appropriate MCJC where the complaint will be filed to obtain a CCN and Justice Court number. | Local Rule 4.1(b)(3) Complaint is deemed filed at the time it has a number and is signed by a magistrate. | 10.281 For out-of-custody (basket cases) misdemeanor arrest warrants requests, after the complaint is completed, a police liaison office must call the appropriate MCJC where the complaint will be filed to obtain a CCN and Justice Court number. |
| MCAO | 10 | 282 | Misd A/W | For out-of-custody (basket cases) misdemeanor arrest warrants requests, after obtaining a CCN and Justice Court Number, the MCAO police liaison officer must swear to the information in the complaint before the Justice of the Peace. | RCRP 2.4(a) | 10.282 For out-of-custody (basket cases) misdemeanor arrest warrants requests, after obtaining a CCN and Justice Court Number, the MCAO police liaison officer must swear to the information in the complaint before the Justice of the Peace. |
| MCAO | 10 | 283 | Misd A/W | For out-of-custody (basket cases) misdemeanor arrest warrants requests submitted by MCAO to MCJC, the MCJC judicial officer must issue a summons or a misdemeanor arrest warrant. | RCRP 3.1 | 10.283 For out-of-custody (basket cases) misdemeanor arrest warrants requests submitted by MCAO to MCJC, the MCJC judicial officer must issue a summons or a misdemeanor arrest warrant. |
| MCAO | 10 | 906 | Misd A/W | For out-of-custody (basket cases) misdemeanor arrest warrants requests, a future requirement would be for MCJC to notify MCAO of the issuance of either a summons or a misdemeanor arrest warrant. | | 10.906 For out-of-custody (basket cases) misdemeanor arrest warrants requests, a future requirement would be for MCJC to notify MCAO of the issuance of either a summons or a misdemeanor arrest warrant. |
| MCJC | 2 | 34 | Misd A/W | MCJC is required to process requests for misdemeanor arrest warrants submitted by MCAO. A court case must have been filed with MCJC by MCAO before a warrant can be requested. | | 2.34 MCJC is required to process requests for misdemeanor arrest warrants submitted by MCAO. A court case must have been filed with MCJC by MCAO before a warrant can be requested. |
| MCJC | 2 | 35 | Misd A/W | MCJC requires MCAO to submit a warrant request packet that includes a complaint, court info sheet (CIS), VIS, and sometimes a partially-completed warrant document. If MCAO did not include a warrant document, MCJC clerk must prepare a warrant document for the judicial officer to review. | The process needs to happen. The method can change. | 2.35 MCJC requires MCAO to submit a warrant request packet that includes a complaint, court info sheet (CIS), VIS, and sometimes a partially-completed warrant document. If MCAO did not include a warrant document, MCJC clerk must prepare a warrant document for the judicial officer to review. |
| MCJC | 2 | 36 | Misd A/W | The CIS provided by MCAO must include defendant description, DR#, MCAO case # , victim info, and other information necessary for the issuance of the warrant and subsequent creation of an electronic warrant in ACIC and/or NCIC. The CCN must be provided on the complaint. | This is a necessity to comply with JCS | 2.36 The CIS provided by MCAO must include defendant description, DR#, MCAO case # , victim info, and other information necessary for the issuance of the warrant and subsequent creation of an electronic warrant in ACIC and/or NCIC. The CCN must be provided on the complaint. |
| MCJC | 2 | 37 | Misd A/W | Form IV (probable cause) document is required when the subject has been IA'd. In this instance, IA Court provides the Form IV information to MCJC. | | 2.37 Form IV (probable cause) document is required when the subject has been IA'd. In this instance, IA Court provides the Form IV information to MCJC. |
| MCJC | 2 | 38 | Misd A/W | The law enforcement officer must swear to the complaint when appearing at MCJC. | Required by RCRP 2.4(a) | 2.38 The law enforcement officer must swear to the complaint when appearing at MCJC. |
| MCJC | 2 | 39 | Misd A/W | MCJC must track criminal complaint information, including misdemeanor arrest warrants. This is currently handled by the JCS system. | This is a necessity to comply with JCS | 2.39 MCJC must track criminal complaint information, including misdemeanor arrest warrants. This is currently handled by the JCS system. |
| MCJC | 2 | 40 | Misd A/W | The MCJC judicial officer must review the warrant request and will either reject or order the warrant. | | 2.40 The MCJC judicial officer must review the warrant request and will either reject or order the warrant. |
| MCJC | 2 | 41 | Misd A/W | Warrants that the judicial officer rejects must be converted to summonses which are served by the constable for that court. | | 2.41 Warrants that the judicial officer rejects must be converted to summonses which are served by the constable for that court. |
| MCJC | 2 | 42 | Misd A/W | After MCJC judicial officer signs a warrant, the MCJC clerk must file of the original complaint and copy of the warrant and update JCS. | The process needs to happen. The method can change. | 2.42 After MCJC judicial officer signs a warrant, the MCJC clerk must file of the original complaint and copy of the warrant and update JCS. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCJC | 5 | 140 | Misd A/W | If subject fails to appear (FTA) after service of summons or for arraignment on a signed citation, MCJC clerk must prepare a warrant document for the judicial officer to order ands sign. | The process needs to happen. The method can change. | 5.140 If subject fails to appear (FTA) after service of summons or for arraignment on a signed citation, MCJC clerk must prepare a warrant document for the judicial officer to order ands sign. |
| MCJC | 5 | 141 | Misd A/W | After MCJC judicial officer orders and signs a warrant, the MCJC clerk must file the original FTA complaint and a copy of the warrant and update JCS. | This is a necessity to comply with JCS | 5.141 After MCJC judicial officer orders and signs a warrant, the MCJC clerk must file the original FTA complaint and a copy of the warrant and update JCS. |
| MCJC | 5 | 142 | Misd A/W | MCJC must ensure that the arrest warrant data is not purged until all conditions of the court-imposed sentence are completed or ordered purged by the judicial officer. | The process needs to happen. The method can change. | 5.142 MCJC must ensure that the arrest warrant data is not purged until all conditions of the court-imposed sentence are completed or ordered purged by the judicial officer. |
| MCSO | 7 | 166 | Misd A/W | MCSO must process misdemeanor arrest warrants received from Justice Court. | ARS 11-441 | 7.166 MCSO must process misdemeanor arrest warrants received from Justice Court. |
| MCSO | 7 | 167 | Misd A/W | MCSO must enter all misdemeanor arrest warrants for all subjects not in custody into ACIC systems within 3 days in order to create electronic records of the warrants. Data is required from the paper warrant, the complaint, the court info sheet, the victim info sheet, and the jail mgmt system. ACIC Rule 3.4.d provides the guidelines for creating an electronic record of a local warrant into the ACIC system. | THIS IS TRUE FOR ALL WARRANTS per NCIC 2000 Wanted Persons file Section Introduction 1.1.1 updated by ACJIS newsletter 12.2002 | 7.167 MCSO must enter all misdemeanor arrest warrants for all subjects not in custody into ACIC systems within 3 days in order to create electronic records of the warrants. Data is required from the paper warrant, the complaint, the court info sheet, the victim info sheet, and the jail mgmt system. ACIC Rule 3.4.d provides the guidelines for creating an electronic record of a local warrant into the ACIC system. |
| MCSO | 7 | 168 | Misd A/W | MCSO verifies that misd A/W are signed by a justice court judicial officer per local rules of court. | Warrants are required to have a signature per AZ Rules of Criminal Procedure Section II Preliminary Proceedings Rule 3.2. MCSO Cannot process a warrant unless it conforms to this rule. | 7.168 MCSO verifies that misd A/W are signed by a justice court judicial officer per local rules of court. |
| MCSO | 7 | 169 | Misd A/W | For Misd A/W (not extraditable), packing is not required. MCSO must enter warrant information on the green index card. (The green card is serving as the short version of the MCSO packing worksheet.) | | 7.169 For Misd A/W (not extraditable), packing is not required. MCSO must enter warrant information on the green index card. (The green card is serving as the short version of the MCSO packing worksheet.) |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 7 | 170 | Misd A/W | MCSO must perform an on-line, real-time check for existing warrants on the subject in ACIC prior to creating a new electronic warrant in ACIC. | ACJIS Part 16.1.3 | 7.170 MCSO must perform an on-line, real-time check for existing warrants on the subject in ACIC prior to creating a new electronic warrant in ACIC. |
| MCSO | 7 | 171 | Misd A/W | If an existing ACIC warrant is found on the subject, an additional electronic warrant entry may be created, or new warrant information may be added to existing ACIC warrant per ACJIS Part 16.1.3). | ACJIS 16.1.3 | 7.171 If an existing ACIC warrant is found on the subject, an additional electronic warrant entry may be created, or new warrant information may be added to existing ACIC warrant per ACJIS Part 16.1.3). |
| MCSO | 7 | 172 | Misd A/W | MCSO requires that the CCN be the unique warrant identifying number for all misdemeanor arrest warrants issued prior to the implementation of the CCN (I.e. the original case was filed prior to the CCN.) | | 7.172 MCSO requires that the CCN be the unique warrant identifying number for all misdemeanor arrest warrants issued prior to the implementation of the CCN (I.e. the original case was filed prior to the CCN.) |
| MCSO | 7 | 173 | Misd A/W | If the subject is in custody at DOC, a detainer must be created and placed with DOC by MCSO. | Business Rule | 7.173 If the subject is in custody at DOC, a detainer must be created and placed with DOC by MCSO. |
| MCSO | 7 | 174 | Misd A/W | When the misdemeanor arrest warrant is served, MCSO must notify the appropriate court and return the original warrant to the issuing court. | AZ Rules of Criminal Procedure Section II Preliminary Proceedings Rule 3.3 | 7.174 When the misdemeanor arrest warrant is served, MCSO must notify the appropriate court and return the original warrant to the issuing court. |
| MCSO | 18 | 389 | Misd A/W | MCSO must accept and process misdemeanor arrest warrants from municipal/town/city courts in which MCSO is the contracted total law enforcement provider. These must be processed the same by MCSO as are Maricopa County misdemeanor arrest warrants previously described herein, with the exception that these municipal/city warrants will have different case numbering schemes and thus will NOT have a Maricopa County Common Case Number (CCN). | By Contract with the cities | 18.389 MCSO must accept and process misdemeanor arrest warrants from municipal/town/city courts in which MCSO is the contracted total law enforcement provider. These must be processed the same by MCSO as are Maricopa County misdemeanor arrest warrants previously described herein, with the exception that these municipal/city warrants will have different case numbering schemes and thus will NOT have a Maricopa County Common Case Number (CCN). |
| APD | 14 | 350 | PVW | APD is responsible for requesting revocation of probation for adults post-adjudication. APD must request either warrant service or summons service if the subject is at-large, or "warrantless" service if the subject is in-custody. | Statute 13-901 C/ Court Rule 4.13 b | 14.350 APD is responsible for requesting revocation of probation for adults post-adjudication. APD must request either warrant service or summons service if the subject is at-large, or "warrantless" service if the subject is in-custody. |
| APD | 14 | 351 | PVW | APD must complete and sign the Petition to Revoke Probation PTR for both warrants and summons documents and provide these documents to a MCSC judicial officer. | Business Practice | 14.351 APD must complete and sign the Petition to Revoke Probation PTR for both warrants and summons documents and provide these documents to a MCSC judicial officer. |
| APD | 14 | 352 | PVW | The PTR, warrant and/or summons, and out-of-custody supplement must be populated by APD staff from data in the adult probation systems APETS. The CCN must come from iCIS, and JMS must be queried to ensure that the subject is not already in-custody. | Business Practice | 14.352 The PTR, warrant and/or summons, and out-of-custody supplement must be populated by APD staff from data in the adult probation systems APETS. The CCN must come from iCIS, and JMS must be queried to ensure that the subject is not already in-custody. |
| APD | 14 | 353 | PVW | If the subject has absconded from supervised probation, APD usually submits a PTR with a warrant document to MCSC via inter-office mail. | Business Practice | 14.353 If the subject has absconded from supervised probation, APD usually submits a PTR with a warrant document to MCSC via inter-office mail. |
| APD | 14 | 354 | PVW | If the MCSC judicial officer orders PTR and warrant, the judicial officer signs the PTR, COSC signs and seals the warrant, updates iCIS and send copies of the warrant to all interested parties, including APD's Warrant Detail for service. COSC must then hand-deliver the original signed and sealed warrant, and copies of the PTR and out-of-custody supplement to MCSO for processing. | Business Practice | 14.354 If the MCSC judicial officer orders PTR and warrant, the judicial officer signs the PTR, COSC signs and seals the warrant, updates iCIS and send copies of the warrant to all interested parties, including APD's Warrant Detail for service. COSC must then hand-deliver the original signed and sealed warrant, and copies of the PTR and out-of-custody supplement to MCSO for processing. |
| APD | 14 | 355 | PVW | APD may request AZ-only (ACIC) or national (NCIC) warrants, but must follow the guidelines provided by MCAO in determining which classification to select. (per VPP 30(1).202) | Business Practice | 14.355 APD may request AZ-only (ACIC) or national (NCIC) warrants, but must follow the guidelines provided by MCAO in determining which classification to select. (per VPP 30(1).202) |
| APD | 14 | 356 | PVW | If the PTR with warrant is served, APD must resolve the warrant in APETS. MCSO will clear the warrant in ACIC/NCIC. | Az. Court Rule Preliminary Hearing 3.3 | 14.356 If the PTR with warrant is served, APD must resolve the warrant in APETS. MCSO will clear the warrant in ACIC/NCIC. |
| APD | 15 | 372 | PVW | When a probationer is arrested and in custody, APD must place a hold on the subject until a warrantless PTR is issued. APD must also track these warrantless PTRs (in APETS). | Business Practice | 15.372 When a probationer is arrested and in custody, APD must place a hold on the subject until a warrantless PTR is issued. APD must also track these warrantless PTRs (in APETS). |
| APD | 15 | 373 | PVW | PVW warrants must be tracked by APD and associated with the PTR document itself. (This is currently handled in APETS.) | Business Practice | 15.373 PVW warrants must be tracked by APD and associated with the PTR document itself. (This is currently handled in APETS.) |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| APD | 24 | 403 | PVW | APD must notify local law enforcement of probationers in their jurisdictions by zip code. Notification may be by telephone, in person, or by a report run by APD. | Business Practice | 24.403 APD must notify local law enforcement of probationers in their jurisdictions by zip code. Notification may be by telephone, in person, or by a report run by APD. |
| APD | 24 | 404 | PVW | APD must notify victims when a PTR is filed, when a PVW warrant is issued and when a PVW warrant is served. | Statute 13-4415 | 24.404 APD must notify victims when a PTR is filed, when a PVW warrant is issued and when a PVW warrant is served. |
| MCSO | 7 | 175 | PVW | MCSO must process Probation Violation Warrants (PVWs) from APD. APD forwards the partially-completed MCSO warrant worksheet to MCSO. MCSO must validate the worksheet information provided by APD and then process PVWs like felony A/Ws. | ARS 11-441 | 7.175 MCSO must process Probation Violation Warrants (PVWs) from APD. APD forwards the partially-completed MCSO warrant worksheet to MCSO. MCSO must validate the worksheet information provided by APD and then process PVWs like felony A/Ws. |
| MCSO | 7 | 176 | PVW | MCSO must also process "summary" PVWs from APD; these must be processed like misd A/Ws by MCSO. | ARS 11-441 | 7.176 MCSO must also process "summary" PVWs from APD; these must be processed like misd A/Ws by MCSO. |
| PSA | 14 | 366 | PVW | Pretrial Services (PSA) must request a summons, an arrest warrant, or request that violations be addressed at the next court hearing when filing a "Petition to Review Release Conditions-Revocation/Amendment of Release Conditions" for defendants who violate release conditions in in pre-adjudicated cases. The Petition to Review Release Conditions-Revocation/Amendment of Release Conditions requesting the court take some action (warrant, summons or request for review) must be filed with the judicial officer assigned to the next hearing (the defendant and hearing information is contained in iCIS.) | Admin. Order 2003-012 | 14.366 Pretrial Services (PSA) must request a summons, an arrest warrant, or request that violations be addressed at the next court hearing when filing a "Petition to Review Release Conditions-Revocation/Amendment of Release Conditions" for defendants who violate release conditions in in pre-adjudicated cases. The Petition to Review Release Conditions-Revocation/Amendment of Release Conditions requesting the court take some action (warrant, summons or request for review) must be filed with the judicial officer assigned to the next hearing (the defendant and hearing information is contained in iCIS.) |
| PSA | 14 | 367 | PVW | The PSA officer must gather information needed to complete the Petition to Review Release Conditions-Revocation/Amendment of Release Conditions and the arrest warrant documents from PACTS, CAIS, JMS, and iCIS. PSA must submit the petition and the arrest warrant documents (MS-Word template) to MCSC or MCJC when requesting a warrant. | Business Practice | 14.367 The PSA officer must gather information needed to complete the Petition to Review Release Conditions-Revocation/Amendment of Release Conditions and the arrest warrant documents from PACTS, CAIS, JMS, and iCIS. PSA must submit the petition and the arrest warrant documents (MS-Word template) to MCSC or MCJC when requesting a warrant. |
| PSA | 14 | 368 | PVW | If an MCSC judicial officer signs a Petition to Review Release Conditions-Revocation/Amendment of Release Conditions with a signed arrest warrant, PSA must deliver a copy of the signed and sealed warrant to Court Administration/Criminal Case Flow (CACCF) who will update iCIS. Copies of the Petition to Review Release Conditions-Revocation/Amendment of Release Conditions are sent to all interested parties, and PSA must hand-deliver the original signed and sealed warrant to MCSO for processing. (PSA does not complete out-of-custody supplements.) | Business Practice | 14.368 If an MCSC judicial officer signs a Petition to Review Release Conditions-Revocation/Amendment of Release Conditions with a signed arrest warrant, PSA must deliver a copy of the signed and sealed warrant to Court Administration/Criminal Case Flow (CACCF) who will update iCIS. Copies of the Petition to Review Release Conditions-Revocation/Amendment of Release Conditions are sent to all interested parties, and PSA must hand-deliver the original signed and sealed warrant to MCSO for processing. (PSA does not complete out-of-custody supplements.) |
| PSA | 14 | 369 | PVW | If an MCJC judicial officer signs a Petition to Review Release Conditions-Revocation/Amendment of Release Conditions misdemeanor arrest warrant, MCJC Court Administration must update JCS and send copies of the petition to all interested parties, and PSA must hand-deliver the original signed and sealed warrant to MCSO for processing. PSA must deliver a copy of the warrant and the original petition to the appropriate justice court. | Business Practice | 14.369 If an MCJC judicial officer signs a Petition to Review Release Conditions-Revocation/Amendment of Release Conditions misdemeanor arrest warrant, MCJC Court Administration must update JCS and send copies of the petition to all interested parties, and PSA must hand-deliver the original signed and sealed warrant to MCSO for processing. PSA must deliver a copy of the warrant and the original petition to the appropriate justice court. |
| PSA | 14 | 370 | PVW | After delivery of the original warrant to MCSO and copy to CACCF, PSA must notify the local law enforcement agency where the defendant's last known address is located. | Business Practice | 14.370 After delivery of the original warrant to MCSO and copy to CACCF, PSA must notify the local law enforcement agency where the defendant's last known address is located. |
| PSA | 25 | 409 | PVW | Pretrial Services (PSA) must track the issuance and outcome/court actions for summons and arrest warrants related to a "Petition to Review Release Conditions-Revocation/Amendment of Release Conditions." (This is currently done in PACTS.) | Business Practice | 25.409 Pretrial Services (PSA) must track the issuance and outcome/court actions for summons and arrest warrants related to a "Petition to Review Release Conditions-Revocation/Amendment of Release Conditions." (This is currently done in PACTS.) |
| APD | 15 | 374 | Subpoena | To obtain MCSO records, APD must request a subpoena duces tecum from MCSC. (Information needed for the subpoena may come from case notes, APETS and/or JMS.) | Business Practice | 15.374 To obtain MCSO records, APD must request a subpoena duces tecum from MCSC. (Information needed for the subpoena may come from case notes, APETS and/or JMS.) |
| APD | 15 | 375 | Subpoena | Subpoenas requested by APD must be ordered and signed by an MCSC judicial officer, and then must be served by APD staff. | Business Practice | 15.375 Subpoenas requested by APD must be ordered and signed by an MCSC judicial officer, and then must be served by APD staff. |
| APD | 15 | 376 | Subpoena | APD requires a special Phone Records duces tecum subpoena when requesting telephone records of the defendant. | Business Practice | 15.376 APD requires a special Phone Records duces tecum subpoena when requesting telephone records of the defendant. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| COSC | 12 | 321 | Subpoena | COSC must process subpoenas the same as summonses, except COSC clerks do not sign subpoenas. Subpoenas for preliminary hearings must be stamped with a judicial officer's signature and then sealed by COSC. | | 12.321 COSC must process subpoenas the same as summonses, except COSC clerks do not sign subpoenas. Subpoenas for preliminary hearings must be stamped with a judicial officer's signature and then sealed by COSC. |
| COSC | 12 | 322 | Subpoena | For a subpoena for a victim, MCAO must attach a memo to the request packet indicating the victim's name and address. If COSC receives the victim address memo from MCSO, the memo must be destroyed. The subpoena must contain only the victim's name. (The address must be used only for service of the subpoena.) | | 12.322 For a subpoena for a victim, MCAO must attach a memo to the request packet indicating the victim's name and address. If COSC receives the victim address memo from MCSO, the memo must be destroyed. The subpoena must contain only the victim's name. (The address must be used only for service of the subpoena.) |
| COSC | 12 | 323 | Subpoena | For a subpoena for a witness, the witness's address must be shown on the subpoena. However, COSC must redact the witness's address after service. | | 12.323 For a subpoena for a witness, the witness's address must be shown on the subpoena. However, COSC must redact the witness's address after service. |
| COSC | 12 | 324 | Subpoena | For a GJ subpoena, the COSC GJ clerk (or other deputy clerk) must sign the subpoena, apply the raised seal, and return the GJ subpoena to MCAO. | | 12.324 For a GJ subpoena, the COSC GJ clerk (or other deputy clerk) must sign the subpoena, apply the raised seal, and return the GJ subpoena to MCAO. |
| COSC | 12 | 325 | Subpoena | For return service on a subpoena, MCSO must complete a service worksheet indicating whether the subpoena was served or unserved. | | 12.325 For return service on a subpoena, MCSO must complete a service worksheet indicating whether the subpoena was served or unserved. |
| COSC | 12 | 326 | Subpoena | If the subpoena is returned unserved, MCAO must request a re-issue. (Subpoenas must not be automatically re-issued.) | | 12.326 If the subpoena is returned unserved, MCAO must request a re-issue. (Subpoenas must not be automatically re-issued.) |
| COSC | 12 | 327 | Subpoena | If a hearing is continued to another court date, a new subpoena must be issued for the new date/time. The new subpoena must be sent to MCSO with the last known successful service address. | | 12.327 If a hearing is continued to another court date, a new subpoena must be issued for the new date/time. The new subpoena must be sent to MCSO with the last known successful service address. |
| IR | 19 | 392 | Subpoena | The IR must request issuance of subpoenas from MCSC and MCJC. | | 19.392 The IR must request issuance of subpoenas from MCSC and MCJC. |
| IR | 19 | 393 | Subpoena | The IR attorney must request a subpoena by providing necessary data to IR support staff and directing IR support staff to provide a completed, un-signed subpoena document to the appropriate court. | | 19.393 The IR attorney must request a subpoena by providing necessary data to IR support staff and directing IR support staff to provide a completed, un-signed subpoena document to the appropriate court. |
| IR | 19 | 394 | Subpoena | IR must deliver subpoena requests to the correct MCJC Justice Court based upon the court assigned to the case. | | 19.394 IR must deliver subpoena requests to the correct MCJC Justice Court based upon the court assigned to the case. |
| IR | 19 | 395 | Subpoena | IR must have the ability to deliver subpoena requests to and retrieve issued subpoenas from COSC for matters in either Juvenile Court and SE MCSC without traveling (COSC currently accepts these via hand-delivery at their downtown counter). | | 19.395 IR must have the ability to deliver subpoena requests to and retrieve issued subpoenas from COSC for matters in either Juvenile Court and SE MCSC without traveling (COSC currently accepts these via hand-delivery at their downtown counter). |
| IR | 19 | 396 | Subpoena | The IR process server must pick up and serve MCSC subpoenas from COSC after the original subpoena has been signed, sealed and dated by COSC. | | 19.396 The IR process server must pick up and serve MCSC subpoenas from COSC after the original subpoena has been signed, sealed and dated by COSC. |
| IR | 19 | 397 | Subpoena | The IR process server may serve subpoenas via either personal service, fax, telephone, certified mail with return receipt, or via first-class mail accompanied by a waiver of acceptance. | | 19.397 The IR process server may serve subpoenas via either personal service, fax, telephone, certified mail with return receipt, or via first-class mail accompanied by a waiver of acceptance. |
| IR | 19 | 398 | Subpoena | In-County IR subpoenas must be initially attempted via personal service. (If the IR subpoena cannot be personally served, a copy of the subpoena and the waiver of acceptance are mailed.) Out-of-County or out-of-State IR subpoenas must be mailed to the local Public Defender for personal service. | | 19.398 In-County IR subpoenas must be initially attempted via personal service. (If the IR subpoena cannot be personally served, a copy of the subpoena and the waiver of acceptance are mailed.) Out-of-County or out-of-State IR subpoenas must be mailed to the local Public Defender for personal service. |
| IR | 19 | 399 | Subpoena | When the IR subpoena is served, the original subpoena must be attached to the completed and signed certificate of service, and then returned to the appropriate court. (It is not necessary to wait for the waiver of acceptance or return receipt to be returned.) | | 19.399 When the IR subpoena is served, the original subpoena must be attached to the completed and signed certificate of service, and then returned to the appropriate court. (It is not necessary to wait for the waiver of acceptance or return receipt to be returned.) |
| IR | 19 | 400 | Subpoena | The IR process servers must track the receipt, service and disposition of all subpoenas requested by the IR offices. This is currently handled via a manual subpoenas log that is completed at the end of each day, reconciling all subpoenas received with results of attempted service. | | 19.400 The IR process servers must track the receipt, service and disposition of all subpoenas requested by the IR offices. This is currently handled via a manual subpoenas log that is completed at the end of each day, reconciling all subpoenas received with results of attempted service. |
| IR | 19 | 401 | Subpoena | If the IR process server did serve the IR subpoena, a copy of the subpoena and the signed certificate of service must be returned to the originating IR attorney. | | 19.401 If the IR process server did serve the IR subpoena, a copy of the subpoena and the signed certificate of service must be returned to the originating IR attorney. |
| IR | 19 | 402 | Subpoena | IR subpoenas with bad addresses must be returned to the originating attorney. If the attorney advises of a different address, then a subsequent attempt must be made to serve at the new address by the IR process server. | | 19.402 IR subpoenas with bad addresses must be returned to the originating attorney. If the attorney advises of a different address, then a subsequent attempt must be made to serve at the new address by the IR process server. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCAO | 1 | 9 | Subpoena | When a defendant's name appears on a court calendar showing an Initial Appearance and resulting preliminary hearing date, MCAO presumes that a warrant or summons has been served; this event requires MCAO to issue subpoenas for witnesses in the case. (A witness is either a victim, law enforcement officer, witness or other person needed to testify in court.) | MCAO need notice of preliminary hearing date as soon as possible. RCRP 5.1(a)&(d) | 1.9 When a defendant's name appears on a court calendar showing an Initial Appearance and resulting preliminary hearing date, MCAO presumes that a warrant or summons has been served; this event requires MCAO to issue subpoenas for witnesses in the case. (A witness is either a victim, law enforcement officer, witness or other person needed to testify in court.) |
| MCAO | 1 | 10 | Subpoena | If IA court notifies MCAO via email, court calendar, or other mechanism of the scheduled next court hearing, MCAO must issue subpoenas for witnesses in the case. | SAA | 1.10 If IA court notifies MCAO via email, court calendar, or other mechanism of the scheduled next court hearing, MCAO must issue subpoenas for witnesses in the case. |
| MCAO | 11 | 284 | Subpoena | MCAO must provide blank subpoenas (for matters prior to preliminary hearing) to the appropriate court for non-law enforcement witnesses. For Justice Courts, MCAO sometimes provides these documents. | | 11.284 MCAO must provide blank subpoenas (for matters prior to preliminary hearing) to the appropriate court for non-law enforcement witnesses. For Justice Courts, MCAO sometimes provides these documents. |
| MCJC | 2 | 43 | Subpoena | In some cases, MCAO may create and submit a partially-completed subpoena document to MCJC. MCJC must process these subpoena requests from MCAO. | The process needs to happen. The method can change. | 2.43 In some cases, MCAO may create and submit a partially-completed subpoena document to MCJC. MCJC must process these subpoena requests from MCAO. |
| MCJC | 2 | 44 | Subpoena | MCAO must supply all information with the exception of the hearing date. The MCJC clerk must record the hearing date on the pre-printed subpoena filed with the complaint. | The process needs to happen. The method can change. | 2.44 MCAO must supply all information with the exception of the hearing date. The MCJC clerk must record the hearing date on the pre-printed subpoena filed with the complaint. |
| MCJC | 2 | 45 | Subpoena | Subpoena must contain the witness' name, last known address, and phone #. | | 2.45 Subpoena must contain the witness' name, last known address, and phone #. |
| MCJC | 2 | 46 | Subpoena | MCJC clerks must calendar the hearing and note issuance of the subpoena(s) in the proceedings. | This is a necessity to comply with JCS | 2.46 MCJC clerks must calendar the hearing and note issuance of the subpoena(s) in the proceedings. |
| MCJC | 2 | 47 | Subpoena | MCJC subpoenas do not need to be signed by a judicial officer, but must be stamped with a judicial signature and is then sealed by the MCJC Clerk. However, a subpoena duces tecum (for records / papers) must be signed by a judicial officer and sealed by the MCJC Clerk. | The process needs to happen. The method can change. | 2.47 MCJC subpoenas do not need to be signed by a judicial officer, but must be stamped with a judicial signature and is then sealed by the MCJC Clerk. However, a subpoena duces tecum (for records / papers) must be signed by a judicial officer and sealed by the MCJC Clerk. |
| MCJC | 2 | 48 | Subpoena | MCJC issues subpoenas and is required to distribute the issued and signed subpoenas to the appropriate service agency (constable, DPS, or law enforcement.) | | 2.48 MCJC issues subpoenas and is required to distribute the issued and signed subpoenas to the appropriate service agency (constable, DPS, or law enforcement.) |
| MCJC | 2 | 49 | Subpoena | MCJC must hand-deliver subpoenas to constables and police precinct liaisons for service. | | 2.49 MCJC must hand-deliver subpoenas to constables and police precinct liaisons for service. |
| MCJC | 2 | 50 | Subpoena | MCJC may fax subpoenas to certain law enforcement agencies for service. | | 2.50 MCJC may fax subpoenas to certain law enforcement agencies for service. |
| MCJC | 2 | 51 | Subpoena | MCAO, IR, any defense representative, or law enforcement officer may determine which persons are to be subpoenaed for a case. | | 2.51 MCAO, IR, any defense representative, or law enforcement officer may determine which persons are to be subpoenaed for a case. |
| MCJC | 2 | 52 | Subpoena | MCJC subpoenas returns of service must be sent back to MCJC. If service was successful, it must be placed in court file but no further action is required. (Notification to MCAO and investigating officer that subpoena has been served would be very useful.) | | 2.52 MCJC subpoenas returns of service must be sent back to MCJC. If service was successful, it must be placed in court file but no further action is required. (Notification to MCAO and investigating officer that subpoena has been served would be very useful.) |
| MCJC | 2 | 53 | Subpoena | MCAO must provide a good subpoena service address. If a return service indicates "unsuccessful" due to a bad address, MCJC must notify MCAO of the unsuccessful service in order for MCAO to determine a better service address. | | 2.53 MCAO must provide a good subpoena service address. If a return service indicates "unsuccessful" due to a bad address, MCJC must notify MCAO of the unsuccessful service in order for MCAO to determine a better service address. |
| MCJC | 2 | 54 | Subpoena | If a subpoena return service indicates "unsuccessful" for reasons other than a bad address, the return must be placed in court file but no further action is required. (MCAO is not notified.) | | 2.54 If a subpoena return service indicates "unsuccessful" for reasons other than a bad address, the return must be placed in court file but no further action is required. (MCAO is not notified.) |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCJC | 2 | 55 | Subpoena | MCJC is responsible for issuing nearly all misdemeanor subpoenas. MCJC must accept requests for subpoenas from any agency or individual that files a misdemeanor complaint. | | 2.55 MCJC is responsible for issuing nearly all misdemeanor subpoenas. MCJC must accept requests for subpoenas from any agency or individual that files a misdemeanor complaint. |
| MCJC | 2 | 56 | Subpoena | In some cases, MCJC must create the subpoena document from a list of individuals to be subpoenaed that is provided by MCAO. | | 2.56 In some cases, MCJC must create the subpoena document from a list of individuals to be subpoenaed that is provided by MCAO. |
| MCJC | 2 | 57 | Subpoena | In some DUI cases, MCAO may create and issue subpoenas without the knowledge or approval of MCJC. | | 2.57 In some DUI cases, MCAO may create and issue subpoenas without the knowledge or approval of MCJC. |
| MCSO | 8 | 183 | Subpoena | MCSO must process non-felony criminal subpoenas (after preliminary hearing) from MCSC, MCJC, Board of Supervisors, MCAO, IR, Health Services, private attorneys, out-of-state agencies, and out-of-county agencies. | ARS 11-441 | 8.183 MCSO must process non-felony criminal subpoenas (after preliminary hearing) from MCSC, MCJC, Board of Supervisors, MCAO, IR, Health Services, private attorneys, out-of-state agencies, and out-of-county agencies. |
| MCSO | 8 | 184 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing), MCSO requires a case number, defendant/victim/witness/officer name, address, court location, court date and time, charges, attorney's name/address/phone #//bar#, any known aliases, and type of service requested (mail or personal service.) (Refer to ARS 13-4071.) | ARS 13-4071 and Rule 45 of Federal Rules of Civil Procedure | 8.184 For non-felony criminal subpoenas (after preliminary hearing), MCSO requires a case number, defendant/victim/witness/officer name, address, court location, court date and time, charges, attorney's name/address/phone #//bar#, any known aliases, and type of service requested (mail or personal service.) (Refer to ARS 13-4071.) |
| MCSO | 8 | 185 | Subpoena | MCSO requires requests for service of non-felony criminal subpoenas (after preliminary hearing) to be presented at least 5 business days before court date, or the subpoena is returned to the originator. However, Mental Health Services is allowed to present a subpoena for service up to 72 hours in advance of the court date. (Refer to ARS 36-536.) | ARS 13-4072 | 8.185 MCSO requires requests for service of non-felony criminal subpoenas (after preliminary hearing) to be presented at least 5 business days before court date, or the subpoena is returned to the originator. However, Mental Health Services is allowed to present a subpoena for service up to 72 hours in advance of the court date. (Refer to ARS 36-536.) |
| MCSO | 8 | 186 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, MCSO requires that the subpoena be serviceable in Maricopa County. Otherwise, the subpoena is returned to the originator. | ARS 13-4072 | 8.186 For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, MCSO requires that the subpoena be serviceable in Maricopa County. Otherwise, the subpoena is returned to the originator. |
| MCSO | 8 | 187 | Subpoena | MCSO must electronically date/time stamp a non-felony criminal subpoenas (after preliminary hearing) upon receipt. | | 8.187 MCSO must electronically date/time stamp a non-felony criminal subpoenas (after preliminary hearing) upon receipt. |
| MCSO | 8 | 188 | Subpoena | MCSO must track non-felony criminal subpoenas (after preliminary hearing) received. Non-felony criminal subpoenas (after preliminary hearing) must by tracked by type of service (personal, mail, or fax.) This is currently done via an Access database. | | 8.188 MCSO must track non-felony criminal subpoenas (after preliminary hearing) received. Non-felony criminal subpoenas (after preliminary hearing) must by tracked by type of service (personal, mail, or fax.) This is currently done via an Access database. |
| MCSO | 8 | 189 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, MCSO must print a worksheet which is bar-coded with subpoena information. | | 8.189 For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, MCSO must print a worksheet which is bar-coded with subpoena information. |
| MCSO | 8 | 190 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, MCSO must be able to search for cautions related to the service address. | | 8.190 For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, MCSO must be able to search for cautions related to the service address. |
| MCSO | 8 | 191 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, MCSO must be able to assign and review subpoena service workload by beat and zip codes. Additional subpoena information such as deputy serial number, case information, and subpoena type must be available when executing this function. | | 8.191 For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, MCSO must be able to assign and review subpoena service workload by beat and zip codes. Additional subpoena information such as deputy serial number, case information, and subpoena type must be available when executing this function. |
| MCSO | 8 | 192 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, when needed, MCSO must be able to notify the subpoena originator of the service address used by MCSO. | ARS 13-4072 Rule 45 Federal Rule of Civil Procedure | 8.192 For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, when needed, MCSO must be able to notify the subpoena originator of the service address used by MCSO. |
| MCSO | 8 | 193 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, if returned unserved, MCSO must state on the return document the reason why the subpoena was not served. | | 8.193 For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, if returned unserved, MCSO must state on the return document the reason why the subpoena was not served. |
| MCSO | 8 | 194 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, if served, the return document must list the deputy's name, date and time of service, location of service, name of person served, and the deputy's signature. (Information required pursuant to ARS13-4072.) | Rule 45 Federal Rule of Civil Procedure | 8.194 For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, if served, the return document must list the deputy's name, date and time of service, location of service, name of person served, and the deputy's signature. (Information required pursuant to ARS13-4072.) |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 8 | 195 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, all subpoenas returned (served or not served) must have service status updated in the Access database. The barcode required on the subpoena worksheet must be used to open the electronic record of the subpoena at MCSO. | | 8.195 For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, all subpoenas returned (served or not served) must have service status updated in the Access database. The barcode required on the subpoena worksheet must be used to open the electronic record of the subpoena at MCSO. |
| MCSO | 8 | 196 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, after the subpoena is returned served or unserved, and the MCSO tracking database is updated, MCSO must send the original subpoena to MCAO. | Rule 45 Federal Rule of Civil Procedure | 8.196 For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, after the subpoena is returned served or unserved, and the MCSO tracking database is updated, MCSO must send the original subpoena to MCAO. |
| MCSO | 8 | 197 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, if the subpoena indicates the address is protected, the address must be removed before the original subpoena is sent to MCAO. | | 8.197 For non-felony criminal subpoenas (after preliminary hearing) requiring personal service, if the subpoena indicates the address is protected, the address must be removed before the original subpoena is sent to MCAO. |
| MCSO | 8 | 198 | Subpoena | MCAO must file served non-felony criminal subpoenas (after preliminary hearing) with the appropriate court. | | 8.198 MCAO must file served non-felony criminal subpoenas (after preliminary hearing) with the appropriate court. |
| MCSO | 8 | 199 | Subpoena | MCSO must process non-felony criminal subpoenas (after preliminary hearing) requiring mail service. If the service address is outside of Maricopa County, the subpoena is returned. | ARS 11-441 and 13-4072 | 8.199 MCSO must process non-felony criminal subpoenas (after preliminary hearing) requiring mail service. If the service address is outside of Maricopa County, the subpoena is returned. |
| MCSO | 8 | 200 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, MCSO must print a worksheet which is bar-coded with subpoena information. | | 8.200 For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, MCSO must print a worksheet which is bar-coded with subpoena information. |
| MCSO | 8 | 201 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, MCSO must print a copy of the subpoena and mail it to the individual to be subpoenaed, and must also send a pre-paid return receipt card. | ARS 13-4072 | 8.201 For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, MCSO must print a copy of the subpoena and mail it to the individual to be subpoenaed, and must also send a pre-paid return receipt card. |
| MCSO | 8 | 202 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, MCSO requires subpoena information such as case information, service address, and subpoena type. On the return receipt card, MCSO must provide case #, attorney's name, date/time of court appearance, defendant's name, witness name, and certain other information contained within the worksheet barcode. The return receipt card must also have the barcode that uniquely identifies the subpoena in the MCSO tracking database. (Refer to ARS 13-4071.) | ARS 13-4072 and Rule 45 Federal Rule of Civil Procedure | 8.202 For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, MCSO requires subpoena information such as case information, service address, and subpoena type. On the return receipt card, MCSO must provide case #, attorney's name, date/time of court appearance, defendant's name, witness name, and certain other information contained within the worksheet barcode. The return receipt card must also have the barcode that uniquely identifies the subpoena in the MCSO tracking database. (Refer to ARS 13-4071.) |
| MCSO | 8 | 203 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, when needed, MCSO must file the original subpoena and a copy of the return receipt card that was mailed to the person being subpoenaed. | | 8.203 For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, when needed, MCSO must file the original subpoena and a copy of the return receipt card that was mailed to the person being subpoenaed. |
| MCSO | 8 | 204 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, if return receipt card is not received by MCSO within 60 days from the date of mailing, the subpoena must be marked unserved, the tracking database must be updated, and the original subpoena must be returned to MCAO. | | 8.204 For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, if return receipt card is not received by MCSO within 60 days from the date of mailing, the subpoena must be marked unserved, the tracking database must be updated, and the original subpoena must be returned to MCAO. |
| MCSO | 8 | 205 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, MCSO must generate a weekly report listing the unserved non-felony criminal subpoenas (after preliminary hearing) that are due for court appearance during the following week. MCSO must notify each originating agency of its non-felony criminal subpoenas (after preliminary hearing) that appear on the unserved (but due for court appearance) list | | 8.205 For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, MCSO must generate a weekly report listing the unserved non-felony criminal subpoenas (after preliminary hearing) that are due for court appearance during the following week. MCSO must notify each originating agency of its non-felony criminal subpoenas (after preliminary hearing) that appear on the unserved (but due for court appearance) list |
| MCSO | 8 | 206 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, if served, the return card must be scanned into the MCSO database and additional information must be input, including date served and name of person who signed the return receipt card. (Information required pursuant to ARS13-4072.) | | 8.206 For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, if served, the return card must be scanned into the MCSO database and additional information must be input, including date served and name of person who signed the return receipt card. (Information required pursuant to ARS13-4072.) |
| MCSO | 8 | 207 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, after the subpoena is returned served or unserved, and the MCSO tracking database is updated, MCSO must send the original subpoena to MCAO. | | 8.207 For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, after the subpoena is returned served or unserved, and the MCSO tracking database is updated, MCSO must send the original subpoena to MCAO. |
| MCSO | 8 | 208 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, if the subpoena indicates the address is protected, the address must be removed before the original subpoena is sent to MCAO. | | 8.208 For non-felony criminal subpoenas (after preliminary hearing) requiring mail service, if the subpoena indicates the address is protected, the address must be removed before the original subpoena is sent to MCAO. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 8 | 209 | Subpoena | MCSO must process non-felony criminal subpoenas (after preliminary hearing) requiring fax service. If the service address is outside of Maricopa County, the subpoena is returned.. | | 8.209 MCSO must process non-felony criminal subpoenas (after preliminary hearing) requiring fax service. If the service address is outside of Maricopa County, the subpoena is returned.. |
| MCSO | 8 | 210 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring fax service, MCSO must print a worksheet which is bar-coded with subpoena information. MCSO must also research and determine the fax # of the law enforcement or county employee to be subpoenaed. | | 8.210 For non-felony criminal subpoenas (after preliminary hearing) requiring fax service, MCSO must print a worksheet which is bar-coded with subpoena information. MCSO must also research and determine the fax # of the law enforcement or county employee to be subpoenaed. |
| MCSO | 8 | 211 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring fax service, MCSO must fax the subpoena to the law enforcement or county employee being subpoenaed. | | 8.211 For non-felony criminal subpoenas (after preliminary hearing) requiring fax service, MCSO must fax the subpoena to the law enforcement or county employee being subpoenaed. |
| MCSO | 8 | 212 | Subpoena | MCSO must print the fax confirmation page and update the tracking database to indicate service. | | 8.212 MCSO must print the fax confirmation page and update the tracking database to indicate service. |
| MCSO | 8 | 213 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring fax service, after service, MCSO must file the original subpoena, stamp the worksheet, and fax copy of the subpoena indicating the division of the person served, and then send the faxed copy back to the originator. The fax confirmation page must be filed with the original subpoena. | 0 | 8.213 For non-felony criminal subpoenas (after preliminary hearing) requiring fax service, after service, MCSO must file the original subpoena, stamp the worksheet, and fax copy of the subpoena indicating the division of the person served, and then send the faxed copy back to the originator. The fax confirmation page must be filed with the original subpoena. |
| MCSO | 8 | 214 | Subpoena | For non-felony criminal subpoenas (after preliminary hearing) requiring fax service, if the subpoena indicates the address is protected, the address must be removed before the faxed copy of the subpoena is returned to the originator. | | 8.214 For non-felony criminal subpoenas (after preliminary hearing) requiring fax service, if the subpoena indicates the address is protected, the address must be removed before the faxed copy of the subpoena is returned to the originator. |
| MCSO | 8 | 215 | Subpoena | MCSO must process felony subpoenas (prior to preliminary hearing) from RCC, EDC, and AG (AG for personal service only.) | | 8.215 MCSO must process felony subpoenas (prior to preliminary hearing) from RCC, EDC, and AG (AG for personal service only.) |
| MCSO | 8 | 216 | Subpoena | For felony subpoenas (prior to preliminary hearing) MCSO requires a case number, defendant/victim/witness/officer name, address, court location, court date and time, charges, attorney's name/address/phone #/bar#, any known aliases, and type of service requested (mail or personal service.) | | 8.216 For felony subpoenas (prior to preliminary hearing) MCSO requires a case number, defendant/victim/witness/officer name, address, court location, court date and time, charges, attorney's name/address/phone #/bar#, any known aliases, and type of service requested (mail or personal service.) |
| MCSO | 8 | 217 | Subpoena | MCSO must electronically date/time stamp a felony subpoena upon receipt. (MCSO computer system currently time stamps the time data is entered in the system.) | | 8.217 MCSO must electronically date/time stamp a felony subpoena upon receipt. (MCSO computer system currently time stamps the time data is entered in the system.) |
| MCSO | 8 | 218 | Subpoena | For a felony subpoena (prior to preliminary hearing), MCSO must reject and return to the originator any subpoena for service outside of Maricopa County | | 8.218 For a felony subpoena (prior to preliminary hearing), MCSO must reject and return to the originator any subpoena for service outside of Maricopa County |
| MCSO | 8 | 219 | Subpoena | MCSO must track felony subpoenas (prior to preliminary hearing) received. Felony subpoenas (prior to preliminary hearing) must by tracked by type of service (personal, mail, telephone, or fax.) This is currently done via a felony subpoena database (Access.) | | 8.219 MCSO must track felony subpoenas (prior to preliminary hearing) received. Felony subpoenas (prior to preliminary hearing) must by tracked by type of service (personal, mail, telephone, or fax.) This is currently done via a felony subpoena database (Access.) |
| MCSO | 8 | 220 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring personal service, MCSO must print a worksheet entitled FACT SHEET and which contains subpoena and service information. | | 8.220 For felony subpoenas (prior to preliminary hearing) requiring personal service, MCSO must print a worksheet entitled FACT SHEET and which contains subpoena and service information. |
| MCSO | 8 | 221 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring personal service, MCSO must be able to search for cautions related to the service address. | | 8.221 For felony subpoenas (prior to preliminary hearing) requiring personal service, MCSO must be able to search for cautions related to the service address. |
| MCSO | 8 | 222 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring personal service, MCSO must be able to assign and review subpoena service workload by beat and zip codes. Additional subpoena information such as deputy serial number, case information, and subpoena type must be available when executing this function. | | 8.222 For felony subpoenas (prior to preliminary hearing) requiring personal service, MCSO must be able to assign and review subpoena service workload by beat and zip codes. Additional subpoena information such as deputy serial number, case information, and subpoena type must be available when executing this function. |
| MCSO | 8 | 223 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring personal service, when needed, MCSO must be able to notify the subpoena originator of the service address used by MCSO. | | 8.223 For felony subpoenas (prior to preliminary hearing) requiring personal service, when needed, MCSO must be able to notify the subpoena originator of the service address used by MCSO. |
| MCSO | 8 | 224 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring personal service, if returned unserved, MCSO must state on the fact sheet sent with the return document the reason why the subpoena was not served. Also, if unserved, the original subpoena and the fact sheet must be returned to RCC noting the reason the subpoena was not served. | | 8.224 For felony subpoenas (prior to preliminary hearing) requiring personal service, if returned unserved, MCSO must state on the fact sheet sent with the return document the reason why the subpoena was not served. Also, if unserved, the original subpoena and the fact sheet must be returned to RCC noting the reason the subpoena was not served. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 8 | 225 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring personal service, if served, the return document must list the deputy's name, date and time of service, location of service, name of person served, and the deputy's signature. (Information required pursuant to ARS13-4072.) | | 8.225 For felony subpoenas (prior to preliminary hearing) requiring personal service, if served, the return document must list the deputy's name, date and time of service, location of service, name of person served, and the deputy's signature. (Information required pursuant to ARS13-4072.) |
| MCSO | 8 | 226 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring personal service, all subpoenas returned (served or not served) must have service status updated in the Access database. | | 8.226 For felony subpoenas (prior to preliminary hearing) requiring personal service, all subpoenas returned (served or not served) must have service status updated in the Access database. |
| MCSO | 8 | 227 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring personal service, MCSO must be able to search for cautions related to the service address. | | 8.227 For felony subpoenas (prior to preliminary hearing) requiring personal service, MCSO must be able to search for cautions related to the service address. |
| MCSO | 11 | 285 | Subpoena | For felony subpoenas (prior to preliminary hearing) if the subpoena indicates the address is protected, the address memorandum must be detached before the original subpoena is sent to the originating court / RCC. | The attached memo with the victim address is removed. | 11.285 For felony subpoenas (prior to preliminary hearing) if the subpoena indicates the address is protected, the address memorandum must be detached before the original subpoena is sent to the originating court / RCC. |
| MCSO | 11 | 286 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring mail service, MCSO requires COSC to serve the subpoena. MCSO returns the original subpoena and the fact sheet to MCSC. | | 11.286 For felony subpoenas (prior to preliminary hearing) requiring mail service, MCSO requires COSC to serve the subpoena. MCSO returns the original subpoena and the fact sheet to MCSC. |
| MCSO | 11 | 287 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring mail service, when the return receipt card that was mailed to the person being subpoenaed is returned to COSC, MCSC must return the annotated fact sheet to MCSO for filing. | | 11.287 For felony subpoenas (prior to preliminary hearing) requiring mail service, when the return receipt card that was mailed to the person being subpoenaed is returned to COSC, MCSC must return the annotated fact sheet to MCSO for filing. |
| MCSO | 11 | 288 | Subpoena | MCSO must process felony subpoenas (prior to preliminary hearing) requiring fax service within Maricopa County. | | 11.288 MCSO must process felony subpoenas (prior to preliminary hearing) requiring fax service within Maricopa County. |
| MCSO | 11 | 289 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring fax service, MCSO must print a fact sheet with subpoena information. MCSO must also research and determine the fax # of the law enforcement or county employee to be subpoenaed. | | 11.289 For felony subpoenas (prior to preliminary hearing) requiring fax service, MCSO must print a fact sheet with subpoena information. MCSO must also research and determine the fax # of the law enforcement or county employee to be subpoenaed. |
| MCSO | 11 | 290 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring fax service, MCSO must fax the subpoena to the law enforcement or county employee being subpoenaed. (If upcoming court date is within 3 business days, MCSO may opt to fax the felony subpoena to businesses or individuals.) | | 11.290 For felony subpoenas (prior to preliminary hearing) requiring fax service, MCSO must fax the subpoena to the law enforcement or county employee being subpoenaed. (If upcoming court date is within 3 business days, MCSO may opt to fax the felony subpoena to businesses or individuals.) |
| MCSO | 11 | 291 | Subpoena | MCSO staff or deputy must sign the subpoena to be faxed, and must research and complete the fax cover page. (Information required pursuant to ARS13-4072.) | | 11.291 MCSO staff or deputy must sign the subpoena to be faxed, and must research and complete the fax cover page. (Information required pursuant to ARS13-4072.) |
| MCSO | 11 | 292 | Subpoena | MCSO must print the fax confirmation page and update the tracking database to indicate service. | | 11.292 MCSO must print the fax confirmation page and update the tracking database to indicate service. |
| MCSO | 11 | 293 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring fax service, after service, MCSO must return the subpoena, fact sheet, fax confirmation, and fax cover sheet to RCC. | | 11.293 For felony subpoenas (prior to preliminary hearing) requiring fax service, after service, MCSO must return the subpoena, fact sheet, fax confirmation, and fax cover sheet to RCC. |
| MCSO | 11 | 294 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring fax service, if the subpoena indicates the address is protected, the address must be removed before the packet is returned to RCC | | 11.294 For felony subpoenas (prior to preliminary hearing) requiring fax service, if the subpoena indicates the address is protected, the address must be removed before the packet is returned to RCC |
| MCSO | 11 | 295 | Subpoena | MCSO must expedite processing of felony subpoenas (prior to preliminary hearing) when the upcoming court appearance date is within 3 business days. This is done via telephone service of the subpoena. | | 11.295 MCSO must expedite processing of felony subpoenas (prior to preliminary hearing) when the upcoming court appearance date is within 3 business days. This is done via telephone service of the subpoena. |
| MCSO | 11 | 296 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring telephone service, MCSO must print a fact sheet with subpoena information. The subpoena must contain a valid telephone #, or MCSO will reject the subpoena and must return it to the originator. | | 11.296 For felony subpoenas (prior to preliminary hearing) requiring telephone service, MCSO must print a fact sheet with subpoena information. The subpoena must contain a valid telephone #, or MCSO will reject the subpoena and must return it to the originator. |
| MCSO | 11 | 297 | Subpoena | MCSO staff or deputy must sign the subpoena served by telephone, complete the fact sheet, and update the tracking database.(Information required pursuant to ARS13-4072.) | | 11.297 MCSO staff or deputy must sign the subpoena served by telephone, complete the fact sheet, and update the tracking database.(Information required pursuant to ARS13-4072.) |
| MCSO | 11 | 298 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring telephone service, after service, MCSO must return the subpoena and fact sheet to RCC. | | 11.298 For felony subpoenas (prior to preliminary hearing) requiring telephone service, after service, MCSO must return the subpoena and fact sheet to RCC. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 11 | 299 | Subpoena | For felony subpoenas requiring telephone service that MCSO is unable to serve, MCSO must print a fact sheet with subpoena information. MCSO must send the subpoena and fact sheet to RCC. | | 11.299 For felony subpoenas requiring telephone service that MCSO is unable to serve, MCSO must print a fact sheet with subpoena information. MCSO must send the subpoena and fact sheet to RCC. |
| MCSO | 11 | 300 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring telephone service, if the subpoena indicates the address is protected, the address must be removed before the packet is returned to RCC. | | 11.300 For felony subpoenas (prior to preliminary hearing) requiring telephone service, if the subpoena indicates the address is protected, the address must be removed before the packet is returned to RCC. |
| MCSO | 11 | 301 | Subpoena | For all felony subpoenas (prior to preliminary hearing) processed by MCSO, a future requirement is to allow interested parties to view current service status. | | 11.301 For all felony subpoenas (prior to preliminary hearing) processed by MCSO, a future requirement is to allow interested parties to view current service status. |
| MCSO | 24 | 407 | Subpoena | ARS 13-4072 requires that Personal service of a subpoena is made by showing the original to the witness personally, informing him of its contents and delivering a copy of the subpoena to such witness. | | 24.407 ARS 13-4072 requires that Personal service of a subpoena is made by showing the original to the witness personally, informing him of its contents and delivering a copy of the subpoena to such witness. |
| MCSO | 8 | 903 | Subpoena | For all non-felony criminal subpoenas (after preliminary hearing) processed by MCSO, a future requirement is to allow interested parties to view current service status. | | 8.903 For all non-felony criminal subpoenas (after preliminary hearing) processed by MCSO, a future requirement is to allow interested parties to view current service status. |
| MCSO | 8 | 904 | Subpoena | For felony subpoenas (prior to preliminary hearing) requiring personal service, MCSO must be able to search for cautions related to the service address. A future requirement is to automatically validate the address upon entry into the felony subpoena database. | | 8.904 For felony subpoenas (prior to preliminary hearing) requiring personal service, MCSO must be able to search for cautions related to the service address. A future requirement is to automatically validate the address upon entry into the felony subpoena database. |
| All | 12 | 911 | Summons | A future requirement is that most Maricopa County justice agencies be able to track the current status of a summons., subpoenas and warrants. | | 12.911 A future requirement is that most Maricopa County justice agencies be able to track the current status of a summons., subpoenas and warrants. |
| APD | 15 | 377 | Summons | If APD requests a summons instead of a PVW warrant, APD must process the summons in the same manner as a warrant, except the APD supervising officer is responsible for service of the summons. | Business Practice | 15.377 If APD requests a summons instead of a PVW warrant, APD must process the summons in the same manner as a warrant, except the APD supervising officer is responsible for service of the summons. |
| APD | 15 | 378 | Summons | When APD files a PTR, a completed but unsigned warrant document must be provided to MCSC. If the judicial officer orders a summons, the PTR becomes the summons document to be served. | Business Practice | 15.378 When APD files a PTR, a completed but unsigned warrant document must be provided to MCSC. If the judicial officer orders a summons, the PTR becomes the summons document to be served. |
| APD | 15 | 379 | Summons | If an MCSC judicial officer orders a PTR summons, COSC must update iCIS and send copies of the PTR ("summons") to all interested parties. The APD supervising officer must provide personal service of the summons. | Business Practice | 15.379 If an MCSC judicial officer orders a PTR summons, COSC must update iCIS and send copies of the PTR ("summons") to all interested parties. The APD supervising officer must provide personal service of the summons. |
| APD | 15 | 380 | Summons | If a PTR summons cannot be served by APD, APD must contact the MCSC to obtain either a new summons date or to request an arrest warrant. APD must retain the minute entry noting the judicial officer's decision. | Business Practice | 15.380 If a PTR summons cannot be served by APD, APD must contact the MCSC to obtain either a new summons date or to request an arrest warrant. APD must retain the minute entry noting the judicial officer's decision. |
| APD | 15 | 381 | Summons | If served, APD must send the proof of service of a PTR summons to COSC. | Az. Court Rule Preliminary Hearing 3.3 | 15.381 If served, APD must send the proof of service of a PTR summons to COSC. |
| APD | 15 | 382 | Summons | PTR summonses must be tracked by APD and associated with the PTR document itself. This is currently handled in APETS. | Business Practice | 15.382 PTR summonses must be tracked by APD and associated with the PTR document itself. This is currently handled in APETS. |
| COSC | 12 | 328 | Summons | If MCAO files a complaint and requests a summons, MCAO must supply the completed but unsigned summons document to COSC (COSC requires all information on the summons document except date/time of IA court appearance.) COSC must sign and issue summonses by affixing a raised seal on behalf of MCAO. | | 12.328 If MCAO files a complaint and requests a summons, MCAO must supply the completed but unsigned summons document to COSC (COSC requires all information on the summons document except date/time of IA court appearance.) COSC must sign and issue summonses by affixing a raised seal on behalf of MCAO. |
| COSC | 12 | 329 | Summons | If MCAO request personal service of summons by MCSO, MCAO must send the issued summons and information packet which must include a Victim Information Sheet, and CIS. | | 12.329 If MCAO request personal service of summons by MCSO, MCAO must send the issued summons and information packet which must include a Victim Information Sheet, and CIS. |
| COSC | 12 | 330 | Summons | When a summons is served and information is returned to COSC, the event must be recorded on the docket. | | 12.330 When a summons is served and information is returned to COSC, the event must be recorded on the docket. |
| COSC | 12 | 331 | Summons | When a summons is issued, COSC must set an IA date, taking into consideration the date the summons was issued and the judicial officer's calendar. | | 12.331 When a summons is issued, COSC must set an IA date, taking into consideration the date the summons was issued and the judicial officer's calendar. |
| COSC | 12 | 332 | Summons | COSC must send a copy of an issued summons to the defendant by certified mail. The original summons is retained by COSC until the summons is served or quashed. | | 12.332 COSC must send a copy of an issued summons to the defendant by certified mail. The original summons is retained by COSC until the summons is served or quashed. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| COSC | 12 | 333 | Summons | COSC must send a copy of the complaint with the IA date written on the front page, along with a CIS, to MCSC Court Administration. MCSC Court Administration must enter the information into the "skeleton case record" created by COSC. | | 12.333 COSC must send a copy of the complaint with the IA date written on the front page, along with a CIS, to MCSC Court Administration. MCSC Court Administration must enter the information into the "skeleton case record" created by COSC. |
| COSC | 12 | 334 | Summons | If a summons was sent by certified mail and a signed return receipt card is returned, COSC must file stamp return receipt card, attach the card to the original summons, and docket the case. | | 12.334 If a summons was sent by certified mail and a signed return receipt card is returned, COSC must file stamp return receipt card, attach the card to the original summons, and docket the case. |
| COSC | 12 | 335 | Summons | If a summons sent by certified mail is returned unserved, COSC must file stamp the return receipt card and attach the card to the original summons. At the arraignment hearing, the MCSC judicial officer may choose to 1) re-issue the summons, or 2) sign and issue the warrant document previously submitted by MCAO. | | 12.335 If a summons sent by certified mail is returned unserved, COSC must file stamp the return receipt card and attach the card to the original summons. At the arraignment hearing, the MCSC judicial officer may choose to 1) re-issue the summons, or 2) sign and issue the warrant document previously submitted by MCAO. |
| COSC | 12 | 336 | Summons | A summons may be re-issued and served by certified mail, personal service, or by warrant. In this case, COSC must either vacate and re-issue the certified mail, or vacate and re-issue the summons for personal service. COSC must prepare a minute entry indicating which action was taken. | | 12.336 A summons may be re-issued and served by certified mail, personal service, or by warrant. In this case, COSC must either vacate and re-issue the certified mail, or vacate and re-issue the summons for personal service. COSC must prepare a minute entry indicating which action was taken. |
| COSC | 12 | 337 | Summons | Interested parties must be notified when a warrant or summons is issued, quashed, or served. | | 12.337 Interested parties must be notified when a warrant or summons is issued, quashed, or served. |
| IR | 19 | 913 | Summons | A future requirement is that IR be automatically notified of every occurrence of the service of a summons within the County. | | 19.913 A future requirement is that IR be automatically notified of every occurrence of the service of a summons within the County. |
| MCAO | 1 | 11 | Summons | If MCAO prefers to issue a summons instead of a felony arrest warrant, a completed (but unsigned) summons must be included in the same packet for submission to Superior Court that is used for felony arrest warrant requests. The packet includes complaint, Form IV, summons, and a completed (but unsigned) "back-up" warrant in case a warrant is needed later or in case the judicial officer orders a warrant instead of a summons. | MCAO must create service documents in Doc Gen and make them available to COSC | 1.11 If MCAO prefers to issue a summons instead of a felony arrest warrant, a completed (but unsigned) summons must be included in the same packet for submission to Superior Court that is used for felony arrest warrant requests. The packet includes complaint, Form IV, summons, and a completed (but unsigned) "back-up" warrant in case a warrant is needed later or in case the judicial officer orders a warrant instead of a summons. |
| MCAO | 1 | 12 | Summons | A law enforcement liaison officer must pick up the summons packet from MCAO and hand deliver it to COSC or MCJC, where the officer swears to the contents of the Form IV probable cause. | All Form IV's must be sworn before a warrant issues. All may be sworn at one time. | 1.12 A law enforcement liaison officer must pick up the summons packet from MCAO and hand deliver it to COSC or MCJC, where the officer swears to the contents of the Form IV probable cause. |
| MCAO | 1 | 13 | Summons | If a summons is ordered, COSC must send the summons, via certified mail, to the defendant. (MCAO is not notified of the sending nor of the results of service.) | Service by regular mail is not sufficient, so no warrant can issue if the def fails to appear. | 1.13 If a summons is ordered, COSC must send the summons, via certified mail, to the defendant. (MCAO is not notified of the sending nor of the results of service.) |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCAO | 1 | 14 | Summons | If summons is returned unserved, it must be reviewed by a MCSC judicial officer for a determination to issue an arrest warrant, or for a re-issuance of the summons. | Judicial officer must review sworn pc statement an document finding of pc | 1.14 If summons is returned unserved, it must be reviewed by a MCSC judicial officer for a determination to issue an arrest warrant, or for a re-issuance of the summons. |
| MCJC | 2 | 58 | Summons | When MCAO requests a summons, MCJC clerks must create the summons document from a JCS template, and must include information such as court appearance date, date to appear for fingerprinting, defendant name, charge(s) and address. | This is a necessity to comply with JCS | 2.58 When MCAO requests a summons, MCJC clerks must create the summons document from a JCS template, and must include information such as court appearance date, date to appear for fingerprinting, defendant name, charge(s) and address. |
| MCJC | 2 | 59 | Summons | MCJC clerk must present all summonses to a judicial officer for signature. | The process needs to happen. The method can change. | 2.59 MCJC clerk must present all summonses to a judicial officer for signature. |
| MCJC | 2 | 60 | Summons | MCJC clerk must search for the most current service address before hand-delivering the signed summonses to appropriate precinct(s) for personal service. | The process needs to happen. The method can change. | 2.60 MCJC clerk must search for the most current service address before hand-delivering the signed summonses to appropriate precinct(s) for personal service. |
| MCJC | 2 | 61 | Summons | MCJC clerk must search for most current address and send summonses by certified mail for out-of-county or PO box addresses. | | 2.61 MCJC clerk must search for most current address and send summonses by certified mail for out-of-county or PO box addresses. |
| MCJC | 2 | 62 | Summons | If no service address can be determined for summons, MCJC must automatically issue a warrant. | | 2.62 If no service address can be determined for summons, MCJC must automatically issue a warrant. |
| MCJC | 2 | 63 | Summons | When a summons is served, MCJC must track its service by updating the "returned date" field in JCS. | This is a necessity to comply with JCS | 2.63 When a summons is served, MCJC must track its service by updating the "returned date" field in JCS. |
| MCJC | 2 | 64 | Summons | If summons is returned unserved, and a warrant is not ordered, the summons must be re-issued by MCJC and a new set of documents (summons and copy of complaint) must be sent to the defendant. This is usually the case of a new address being available, and/or the court date being passed before service is made. | | 2.64 If summons is returned unserved, and a warrant is not ordered, the summons must be re-issued by MCJC and a new set of documents (summons and copy of complaint) must be sent to the defendant. This is usually the case of a new address being available, and/or the court date being passed before service is made. |
| MCJC | 2 | 65 | Summons | If, after re-issue, summons is again returned unserved, it must be presented to the judicial officer for ordering and signing a warrant. | | 2.65 If, after re-issue, summons is again returned unserved, it must be presented to the judicial officer for ordering and signing a warrant. |
| MCJC | 2 | 66 | Summons | MCJC summons service information is not sent to MCAO. However, MCJC must be able to track the summons service status (this is now accomplished by allowing the originating agency to view JCS information.) | This is a necessity to comply with JCS | 2.66 MCJC summons service information is not sent to MCAO. However, MCJC must be able to track the summons service status (this is now accomplished by allowing the originating agency to view JCS information.) |
| MCJC | 2 | 67 | Summons | If a citation summons is received by the wrong court, it must be sent to the correct court by the MCJC clerk. MCJC clerk must notify the defendant of the change. | | 2.67 If a citation summons is received by the wrong court, it must be sent to the correct court by the MCJC clerk. MCJC clerk must notify the defendant of the change. |
| MCJC | 2 | 68 | Summons | MCJC must track criminal complaint information, including summons. This is currently handled by the JCS system. | This is a necessity to comply with JCS | 2.68 MCJC must track criminal complaint information, including summons. This is currently handled by the JCS system. |
| MCJC | 2 | 69 | Summons | MCJC must issue summonses requested by MCAO in misdemeanor cases, if a current address is provided. | | 2.69 MCJC must issue summonses requested by MCAO in misdemeanor cases, if a current address is provided. |
| MCSO | 11 | 302 | Summons | MCSO is required to process summons issued by authorized Maricopa County justice agencies. | | 11.302 MCSO is required to process summons issued by authorized Maricopa County justice agencies. |
| MCSO | 11 | 303 | Summons | MCSO must process summons in the same manner as subpoenas, with the exception that they must not be served by fax, telephone, or mail (personal service only.) | | 11.303 MCSO must process summons in the same manner as subpoenas, with the exception that they must not be served by fax, telephone, or mail (personal service only.) |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCSO | 11 | 304 | Summons | MCSO must receive summons at least 25 calendar days prior to the upcoming court appearance. | | 11.304 MCSO must receive summons at least 25 calendar days prior to the upcoming court appearance. |
| PSA | 14 | 371 | Summons | If a judicial officer signs a summons, PSA must send a "summons letter" to the defendant identifying the court/location, hearing date and time, etc. Copies of the Petition to Review Release Conditions-Revocation/Amendment of Release Conditions are sent by the court to interested parties. | Business Practice | 14.371 If a judicial officer signs a summons, PSA must send a "summons letter" to the defendant identifying the court/location, hearing date and time, etc. Copies of the Petition to Review Release Conditions-Revocation/Amendment of Release Conditions are sent by the court to interested parties. |
| MCSO | 7 | 177 | Validation | The FBI requires the warrant originator or MCSO (if originator cannot or will not) to validate every active warrant at least once per year in NCIC (for example, the originator of a bench warrant often cannot be determined.) | 0 | 7.177 The FBI requires the warrant originator or MCSO (if originator cannot or will not) to validate every active warrant at least once per year in NCIC (for example, the originator of a bench warrant often cannot be determined.) |
| MCSO | 7 | 178 | Validation | MCSO must validate an active warrant 90 days after it is first entered into NCIC or ACIC. | | 7.178 MCSO must validate an active warrant 90 days after it is first entered into NCIC or ACIC. |
| MCSO | 7 | 179 | Validation | The State of AZ requires the warrant originator or MCSO (if originator cannot or will not) to validate every active warrant at least once per year in both NCIC and ACIC. | | 7.179 The State of AZ requires the warrant originator or MCSO (if originator cannot or will not) to validate every active warrant at least once per year in both NCIC and ACIC. |
| MCSO | 7 | 180 | Validation | MCSO must distribute a segregated list of warrants in NCIC to be validated to each originating agency after annotating the list with warrant type and responsible originating agency. Segregated lists are distributed to juvenile court, MCJC, MCSC, AP, and Grand Jury, but not to COSC or MCAO. | | 7.180 MCSO must distribute a segregated list of warrants in NCIC to be validated to each originating agency after annotating the list with warrant type and responsible originating agency. Segregated lists are distributed to juvenile court, MCJC, MCSC, AP, and Grand Jury, but not to COSC or MCAO. |
| MCSO | 7 | 181 | Validation | MCSO must be able to identify and resolve warrants that appear on the NCIC/ACIC validation lists, but cannot be found filed at MCSO. | | 7.181 MCSO must be able to identify and resolve warrants that appear on the NCIC/ACIC validation lists, but cannot be found filed at MCSO. |
| MCSO | 7 | 182 | Validation | Warrants that cannot be validated will be purged from NCIC and ACIC, requiring MCSO to either return the warrant file to the originator or to create a new NCIC/ACIC electronic warrant. | | 7.182 Warrants that cannot be validated will be purged from NCIC and ACIC, requiring MCSO to either return the warrant file to the originator or to create a new NCIC/ACIC electronic warrant. |
| MCSO | 7 | 902 | Validation | A future requirement of an electronic warrant solution would be to identify and validate one-year-old warrants filed at MCSO which do not appear on the NCIC/ACIC validation list. | | 7.902 A future requirement of an electronic warrant solution would be to identify and validate one-year-old warrants filed at MCSO which do not appear on the NCIC/ACIC validation list. |
| COSC | 1 | 21 | WICOC | When an arrest warrant is ordered by the Superior Court judicial officer, COSC issues the warrant and seals the original warrant document. (Sealing means affixing a raised seal to the warrant document, thereby designating it as the "original.") | | 1.21 When an arrest warrant is ordered by the Superior Court judicial officer, COSC issues the warrant and seals the original warrant document. (Sealing means affixing a raised seal to the warrant document, thereby designating it as the "original.") |
| COSC | 1 | 22 | WICOC | Due to the time-sensitive nature of in-custody arrest warrants, COSC must-hand deliver the original paper warrant to MCSO for expedited service. (In certain courts, the law enforcement liaison officer picks up the issued warrant for delivery to MCSO.) | See #18 MCAO refuses to accept a fax or electronic copy of the warrant at this time. | 1.22 Due to the time-sensitive nature of in-custody arrest warrants, COSC must-hand deliver the original paper warrant to MCSO for expedited service. (In certain courts, the law enforcement liaison officer picks up the issued warrant for delivery to MCSO.) |
| COSC | 1 | 26 | WICOC | At bottom of complaint, COSC makes a note "Warrant In-Custody Other Charges" to enable identification of warrants requiring immediate service. | | 1.26 At bottom of complaint, COSC makes a note "Warrant In-Custody Other Charges" to enable identification of warrants requiring immediate service. |

| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCAO | 1 | 15 | WICOC | If a subject is in custody and has been booked, and if MCAO decides to file a charge that is different from the booking charges, then MCAO must request an arrest warrant from Superior Court. The arrest warrant must be issued and served within 48 hours from the subject's IA on the original booking charge(s). | The complaint must contain at least one charge that has been IA'd. Otherwise a summons, or warrant is required. RCRP 3.1 & 4.2. Superior Court interpretation of rules. | 1.15 If a subject is in custody and has been booked, and if MCAO decides to file a charge that is different from the booking charges, then MCAO must request an arrest warrant from Superior Court. The arrest warrant must be issued and served within 48 hours from the subject's IA on the original booking charge(s). |
| MCAO | 1 | 16 | WICOC | When submitting a request for an in-custody arrest warrant (WICOC), MCAO must submit through a law enforcement liaison the un-signed arrest warrant form with required data completed, along with a criminal complaint, court information data sheet, and a Form IV (unsworn probable cause statement). Prior to giving this packet of forms to the Clerk of the Superior Court (COSC), the law enforcement liaison officer who delivers the packet to COSC must swear that the information contained in the Form IV is true and accurate. (Victim/witness information sheets and/or subpoenas may also be included in the packet submitted requesting the in-custody arrest warrant issuance.) Usually a line item at the bottom of the complaint is what constitutes the request for a warrant to be issued. | See #3. VIS information must be included with warrant. | 1.16 When submitting a request for an in-custody arrest warrant (WICOC), MCAO must submit through a law enforcement liaison the un-signed arrest warrant form with required data completed, along with a criminal complaint, court information data sheet, and a Form IV (unsworn probable cause statement). Prior to giving this packet of forms to the Clerk of the Superior Court (COSC), the law enforcement liaison officer who delivers the packet to COSC must swear that the information contained in the Form IV is true and accurate. (Victim/witness information sheets and/or subpoenas may also be included in the packet submitted requesting the in-custody arrest warrant issuance.) Usually a line item at the bottom of the complaint is what constitutes the request for a warrant to be issued. |
| MCAO | 1 | 17 | WICOC | COSC presents the in-custody arrest warrant packet to a Superior Court judicial officer for review and determination whether to order the warrant or not. The judicial officer is principally interested in the contents of the Form IV in making the determination. COSC add a check box stamp to the Form IV for the judicial officer to use to accept or reject the Form IV as sufficient to order a warrant. | SAA #5 | 1.17 COSC presents the in-custody arrest warrant packet to a Superior Court judicial officer for review and determination whether to order the warrant or not. The judicial officer is principally interested in the contents of the Form IV in making the determination. COSC add a check box stamp to the Form IV for the judicial officer to use to accept or reject the Form IV as sufficient to order a warrant. |
| MCAO | 1 | 18 | WICOC | If the judicial officer needs corrections or more information before ordering the arrest warrant, and if the complaint is subject to the 48-hour deadline, then the judicial officer calls an on-call prosecutor before rejecting the warrant request. | Warrant must be delivered to the jail before the defendant is released on the booked charges. RCRP 4.1b | 1.18 If the judicial officer needs corrections or more information before ordering the arrest warrant, and if the complaint is subject to the 48-hour deadline, then the judicial officer calls an on-call prosecutor before rejecting the warrant request. |
| MCAO | 1 | 19 | WICOC | If the judicial officer needs corrections or more information before ordering the arrest warrant, and if the complaint is on a subject who has already been in custody for 24 hours or more since the IA on the original booking charge(s) to the 48-hour deadline, then the judicial officer phones the on-duty prosecutor for additional probable cause information. The prosecutor must swear to the information provided to the judicial officer. If the judicial officer rejects the warrant request then COSC returns the packet to MCAO and MCAO has time to provide new sworn information for a pc finding. | No rule allows for dismissal of a complaint filed pursuant to 2.4b when no pc for warrant is found. | 1.19 If the judicial officer needs corrections or more information before ordering the arrest warrant, and if the complaint is on a subject who has already been in custody for 24 hours or more since the IA on the original booking charge(s) to the 48-hour deadline, then the judicial officer phones the on-duty prosecutor for additional probable cause information. The prosecutor must swear to the information provided to the judicial officer. If the judicial officer rejects the warrant request then COSC returns the packet to MCAO and MCAO has time to provide new sworn information for a pc finding. |

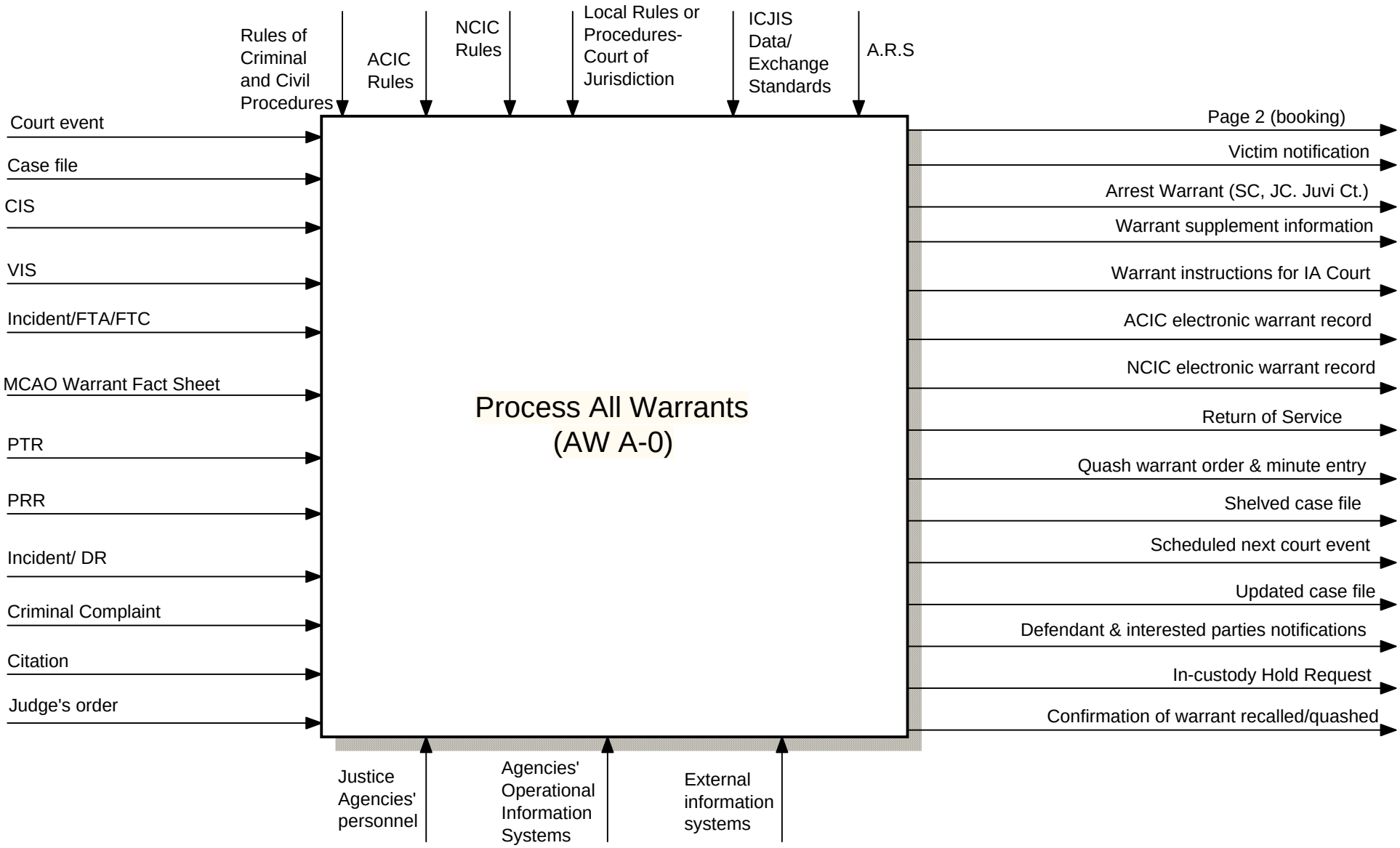
| Agency | Source Doc # | Req # | Warrant Type | As-Is Requirements (Version 14.3) | Comment | BPWin Requirement |
|---|---|---|---|---|---|---|
| MCAO | 1 | 20 | WICOC | If judicial officer deems Form IV (probable cause) is sufficient, then the judicial officer orders the warrant by check marking the appropriate stamp previously applied by COSC to the Form IV provided by MCAO. The judicial officer then also signs the warrant document provided by MCAO, thereby ordering the warrant. | Need documentation of PC finding for extraditions | 1.20 If judicial officer deems Form IV (probable cause) is sufficient, then the judicial officer orders the warrant by check marking the appropriate stamp previously applied by COSC to the Form IV provided by MCAO. The judicial officer then also signs the warrant document provided by MCAO, thereby ordering the warrant. |
| MCAO | 1 | 23 | WICOC | MCAO must notify MCSO and other interested parties on a daily basis of the complaints that MCAO has decided not to file. | | 1.23 MCAO must notify MCSO and other interested parties on a daily basis of the complaints that MCAO has decided not to file. |
| MCAO | 1 | 25 | WICOC | MCSO must resolve (on a daily basis) those subjects who are in custody but whose names do not appear on the COSC's list of filed complaints or on the "not filed" list provided by MCAO. MCSO must call MCAO before releasing a subject to confirm release status. | | 1.25 MCSO must resolve (on a daily basis) those subjects who are in custody but whose names do not appear on the COSC's list of filed complaints or on the "not filed" list provided by MCAO. MCSO must call MCAO before releasing a subject to confirm release status. |
| MCAO | 1 | 27 | WICOC | It is an MCAO requirement that attorneys determine the charges to be filed even if that means that the filed charges are different than the booked charges (booked charges are determined by law enforcement.) | AZ Supreme Court Rules of Professional Conduct Rule 42,ER 3.8 | 1.27 It is an MCAO requirement that attorneys determine the charges to be filed even if that means that the filed charges are different than the booked charges (booked charges are determined by law enforcement.) |
| MCAO | 1 | 28 | WICOC | In cases where no warrantless arrest occurs, MCAO must include a warrant fact sheet in the packet sent to Superior Court. (The fact sheet indicates the reason for requesting a warrant instead of a summons.) In cases where a warrantless arrest occurs and the 48-hour deadline applies, no warrant fact sheet is necessary. | RCRP 3.1(c) | 1.28 In cases where no warrantless arrest occurs, MCAO must include a warrant fact sheet in the packet sent to Superior Court. (The fact sheet indicates the reason for requesting a warrant instead of a summons.) In cases where a warrantless arrest occurs and the 48-hour deadline applies, no warrant fact sheet is necessary. |

**Exhibit 5 – BP-Win graphical description of business processes**

**by Warrant Type**

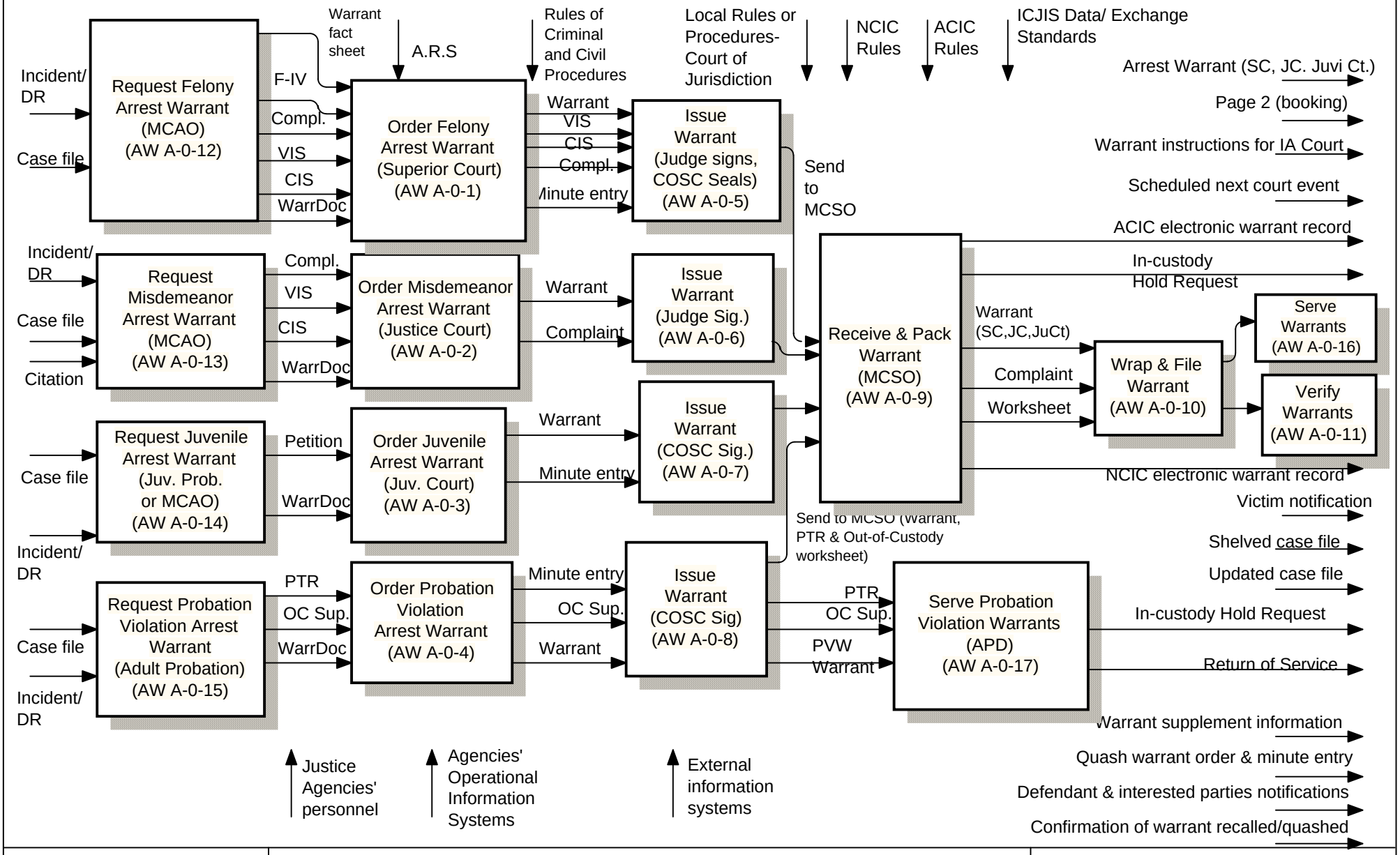
**Nearly All Warrants**
**Bench Warrants**
**Summonses**
**Subpoenas**
**Child Support Arrest Warrants**
**Civil Arrest Warrants**
**Warrant Forms**
**Warrant Screen Prints**
**WSS Documents**

| USED AT: | AUTHOR: DE - WSS Team | DATE: 4/5/2004 | | WORKING | READER | DATE | CONTEXT: |
|---|---|---|---|---|---|---|---|
| | PROJECT: All Warrants | REV: 5/26/2004 | ■ | DRAFT | | | TOP |
| | | | | RECOMMENDED | | | |
| | NOTES: 1 2 3 4 5 6 7 8 9 10 | | | PUBLICATION | | | |



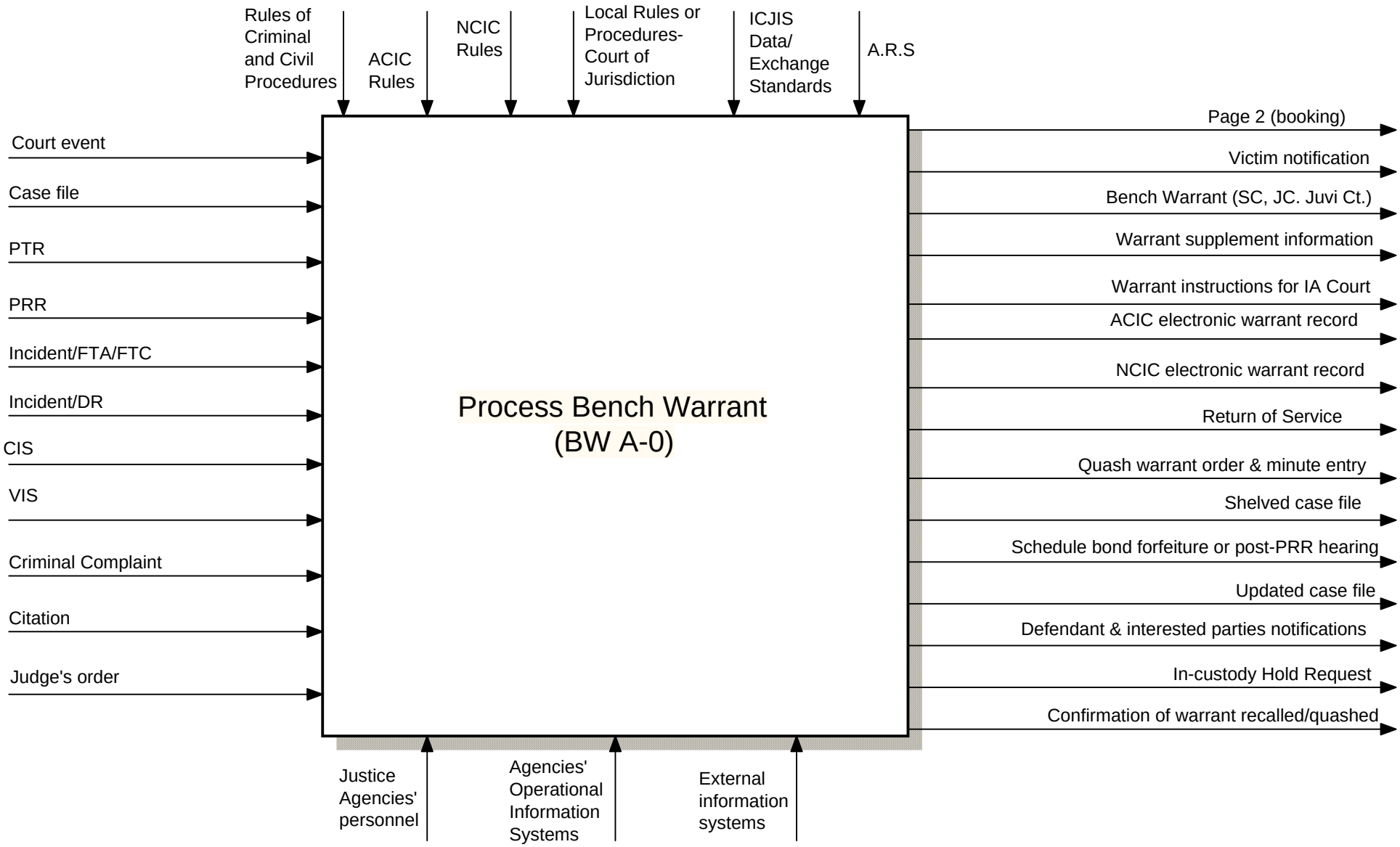

| NODE: | TITLE: | NUMBER: |
|---|---|---|
| A-0 | Process All Warrants (AW A-0) | |

| USED AT: | AUTHOR: DE - WSS Team | DATE: 4/5/2004 | | WORKING | READER | DATE | CONTEXT: |
|---|---|---|---|---|---|---|---|
| | PROJECT: All Warrants | REV: 5/26/2004 | ■ | DRAFT | | | |
| | | | | RECOMMENDED | | | |
| | NOTES: 1 2 3 4 5 6 7 8 9 10 | | | PUBLICATION | | | A-0 |



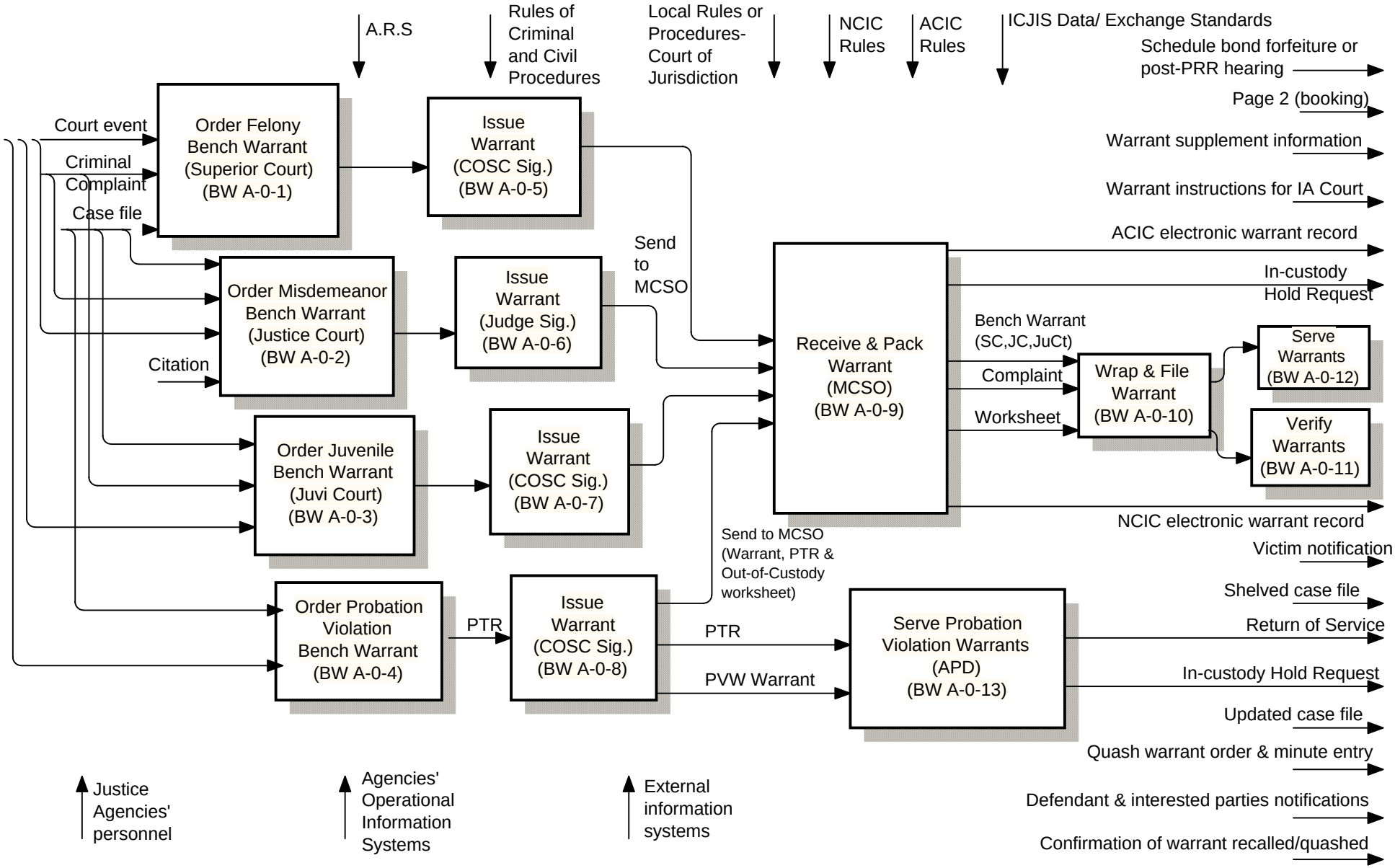

| NODE: | TITLE: | NUMBER: |
|---|---|---|
| A0 | Process All Warrants (AW A-0) | 2 of 2 |

| USED AT: | AUTHOR: DE - WSS Team | DATE: 4/5/2004 | | WORKING | READER | DATE | CONTEXT: |
|---|---|---|---|---|---|---|---|
| | PROJECT: Bench Warrants | REV: 5/12/2004 | ■ | DRAFT | | | TOP |
| | | | | RECOMMENDED | | | |
| | NOTES: 1 2 3 4 5 6 7 8 9 10 | | | PUBLICATION | | | |



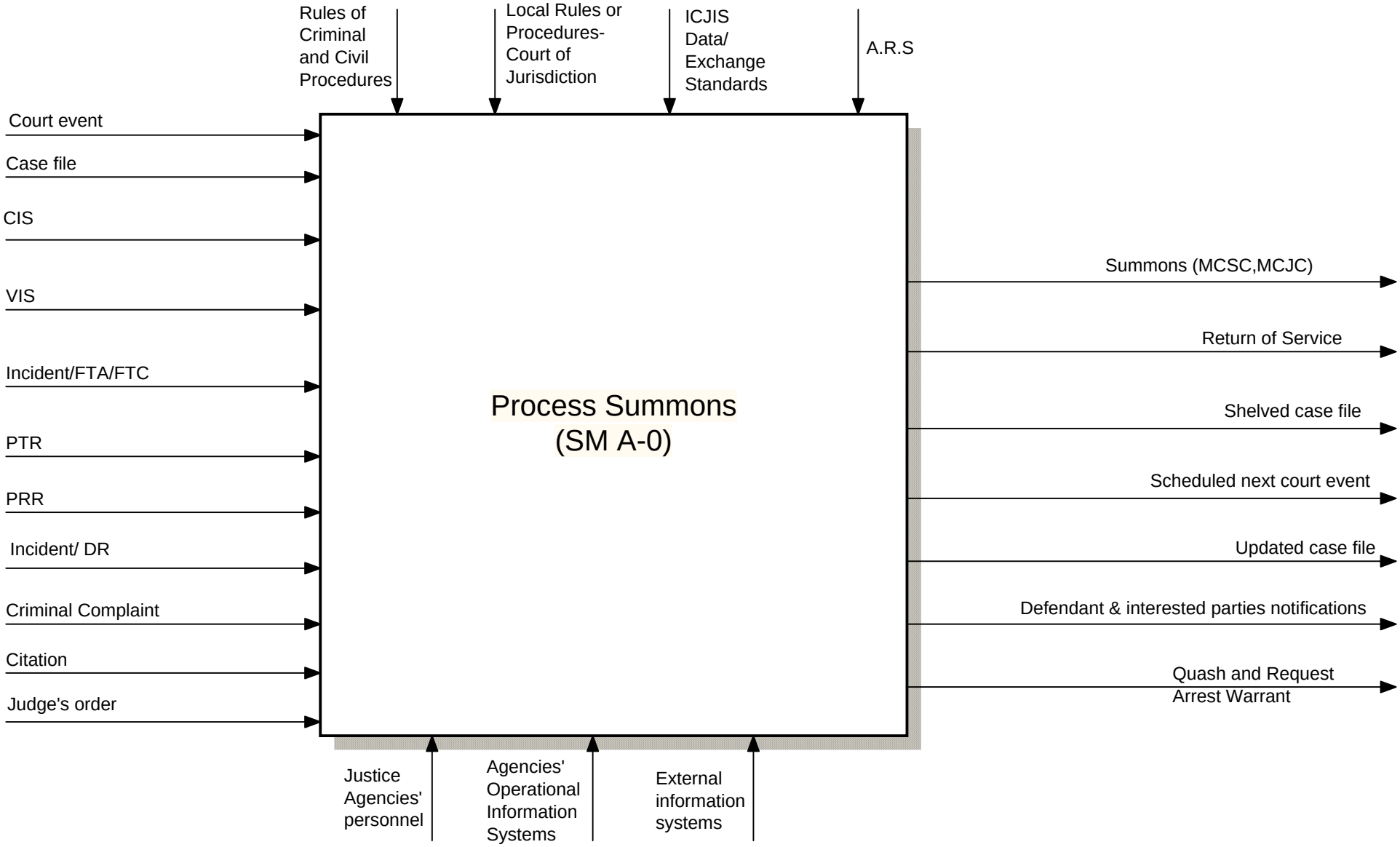

| NODE: | TITLE: | NUMBER: |
|---|---|---|
| A-0 | Process Bench Warrant (BW A-0) | |

| USED AT: | AUTHOR: DE - WSS Team | DATE: 4/5/2004 | | WORKING | READER | DATE | CONTEXT: |
|---|---|---|---|---|---|---|---|
| | PROJECT: Bench Warrants | REV: 5/26/2004 | ■ | DRAFT | | | |
| | | | | RECOMMENDED | | | |
| | NOTES: 1 2 3 4 5 6 7 8 9 10 | | | PUBLICATION | | | A-0 ■ |



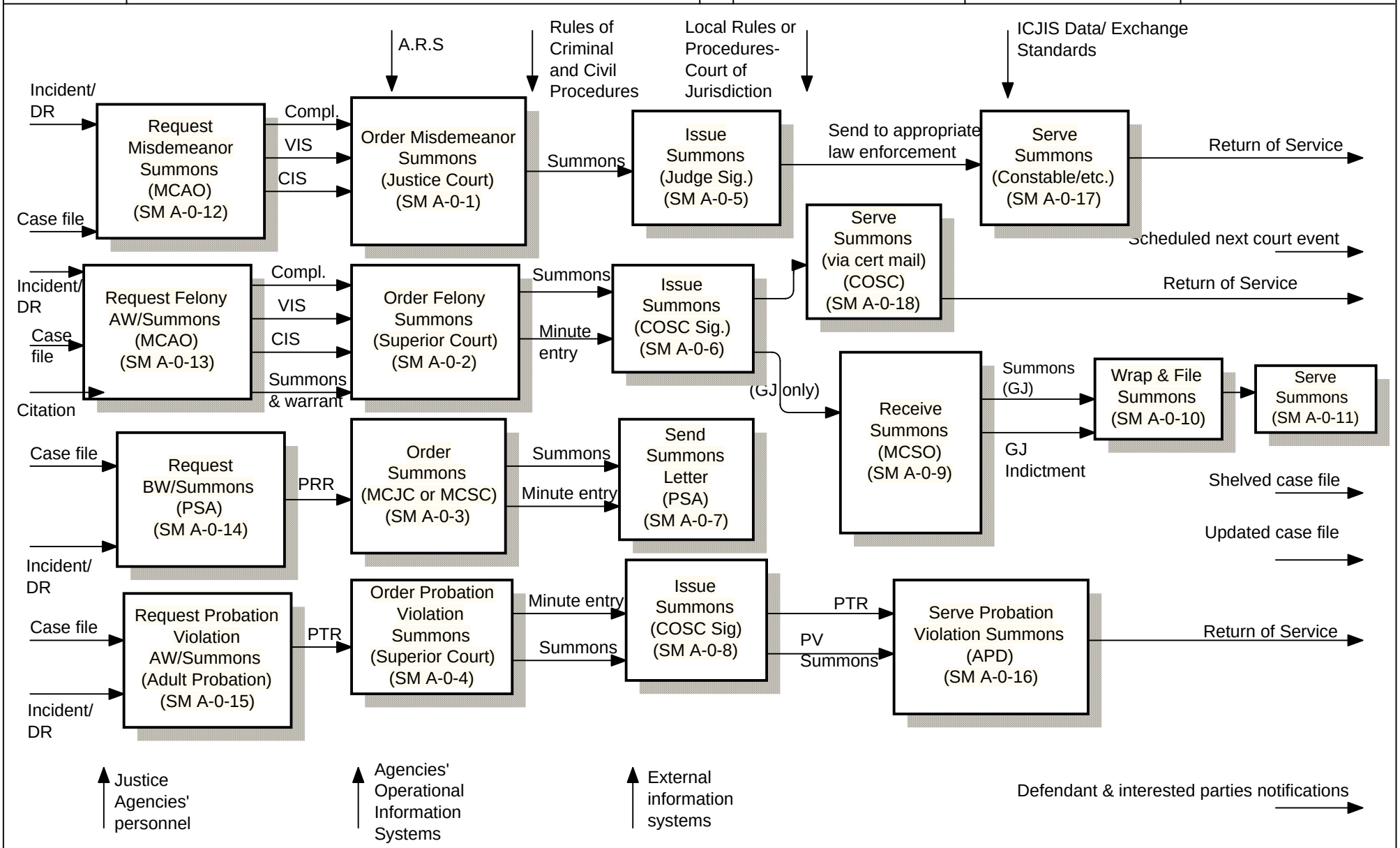

| NODE: | TITLE: | NUMBER: |
|---|---|---|
| A0 | Process Bench Warrant (BW A-0) | 2 of 2 |

| USED AT: | AUTHOR: DE - WSS Team | DATE: 4/5/2004 | | WORKING | READER | DATE | CONTEXT: |
|---|---|---|---|---|---|---|---|
| | PROJECT: Summons | REV: 5/26/2004 | ■ | DRAFT | | | TOP |
| | | | | RECOMMENDED | | | |
| | NOTES: 1 2 3 4 5 6 7 8 9 10 | | | PUBLICATION | | | |



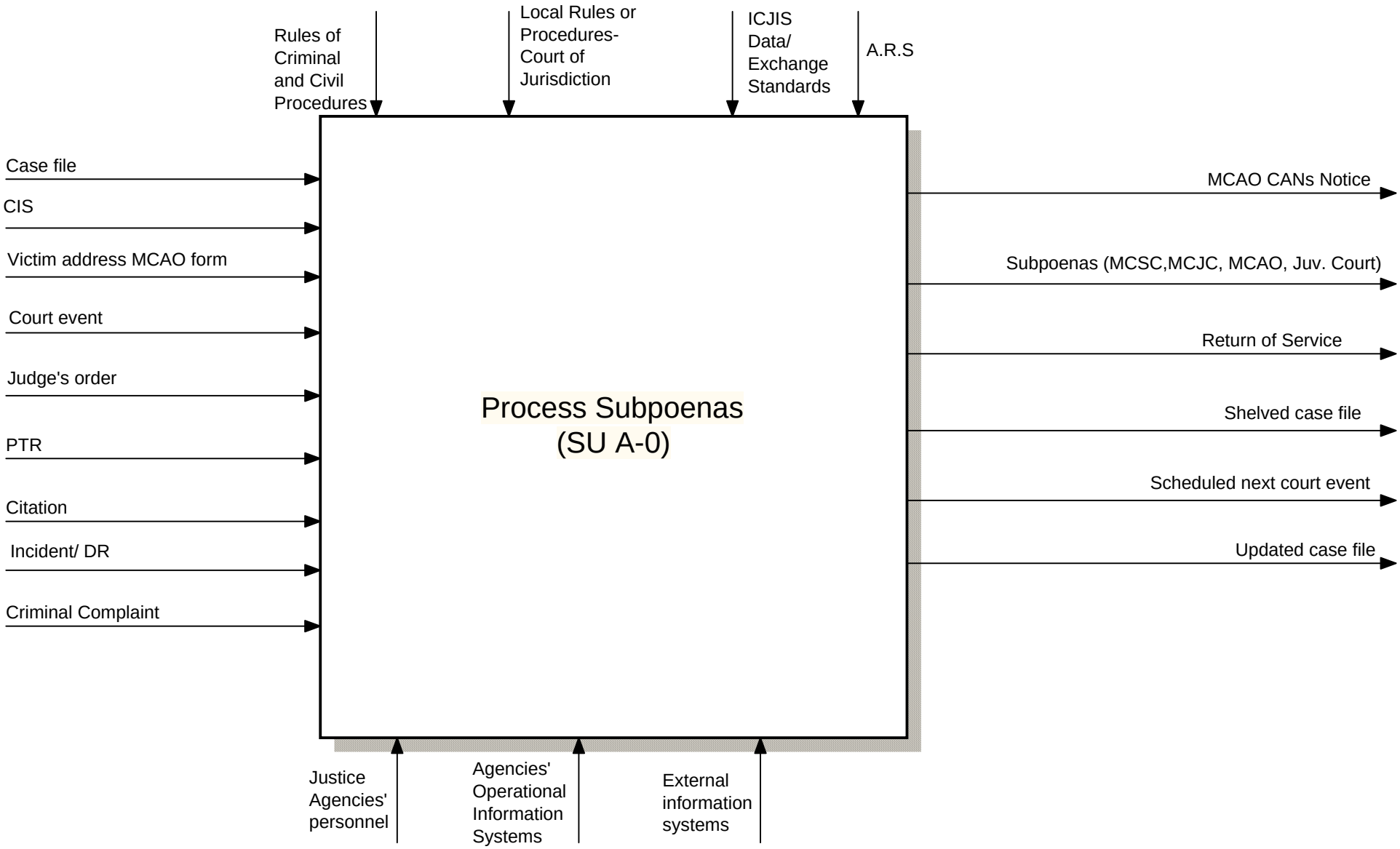

| NODE: | TITLE: | NUMBER: |
|---|---|---|
| A-0 | Process Summons (SM A-0) | |

| USED AT: | AUTHOR: DE - WSS Team | DATE: 4/5/2004 | | WORKING | READER | DATE | CONTEXT: |
|---|---|---|---|---|---|---|---|
| | PROJECT: Summons | REV: 5/26/2004 | | DRAFT | | | |
| | | | | RECOMMENDED | | | |
| | NOTES: 1 2 3 4 5 6 7 8 9 10 | | | PUBLICATION | | | A-0 |



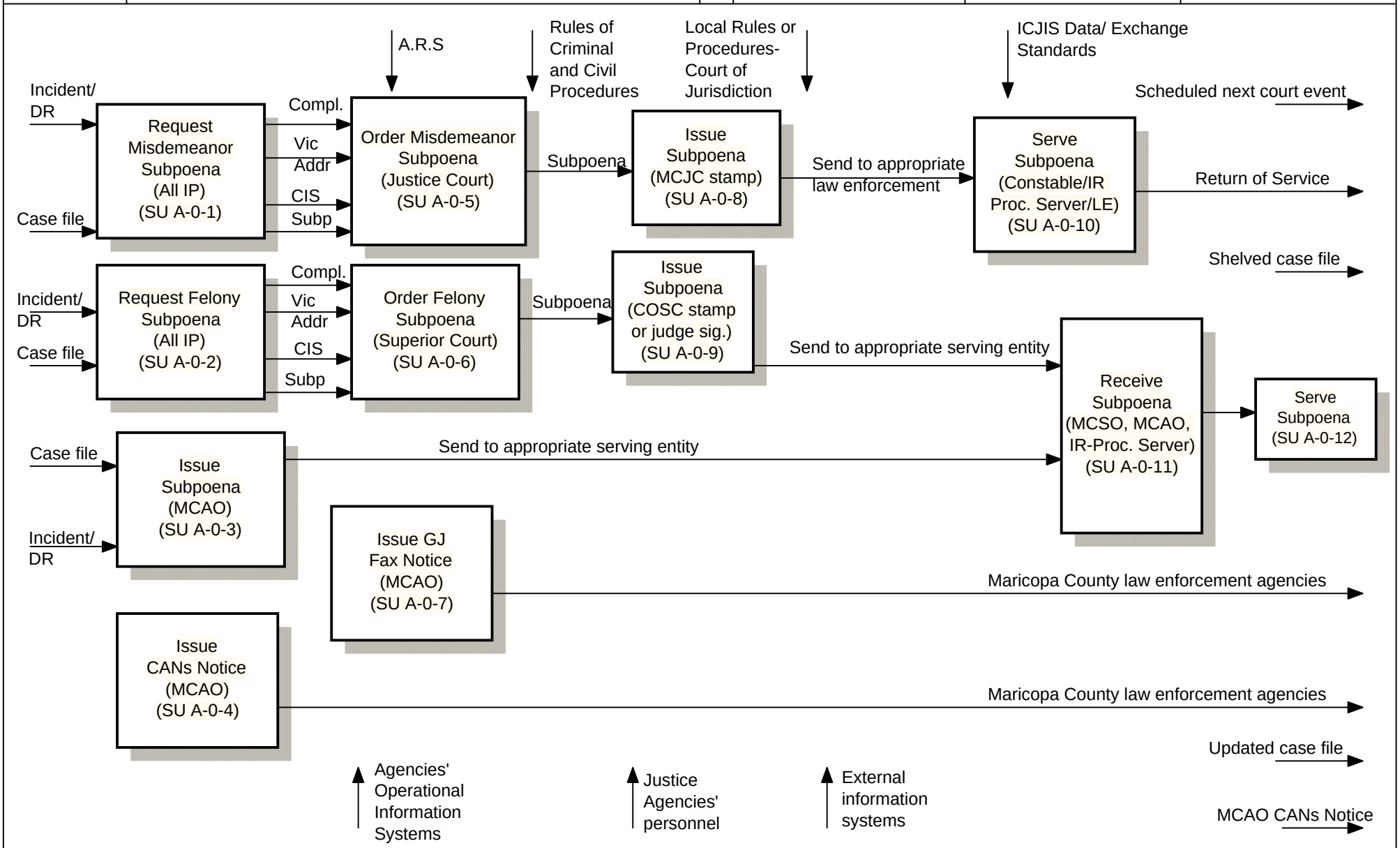

| NODE: | TITLE: | NUMBER: |
|---|---|---|
| A0 | Process Summons (SM A-0) | 2 of 2 |

| USED AT: | AUTHOR: DE - WSS Team | DATE: 4/5/2004 | | WORKING | READER | DATE | CONTEXT: |
|---|---|---|---|---|---|---|---|
| | PROJECT: Subpoenas | REV: 5/26/2004 | ■ | DRAFT | | | TOP |
| | | | | RECOMMENDED | | | |
| | NOTES: 1 2 3 4 5 6 7 8 9 10 | | | PUBLICATION | | | |



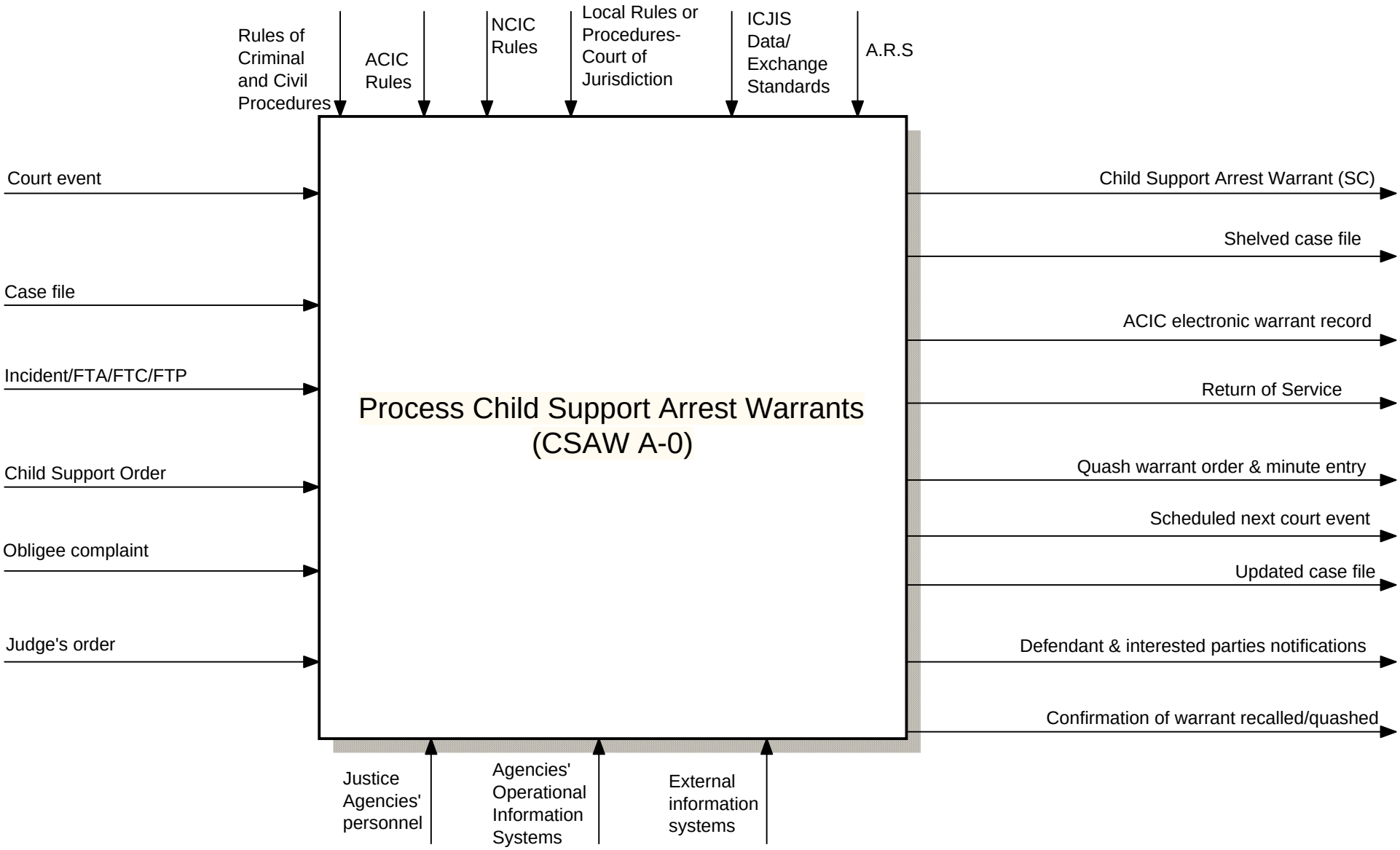

| NODE: | TITLE: | NUMBER: |
|---|---|---|
| A-0 | Process Subpoenas (SU A-0) | |

| USED AT: | AUTHOR: DE - WSS Team | DATE: 4/5/2004 | | WORKING | READER | DATE | CONTEXT: |
|---|---|---|---|---|---|---|---|
| | PROJECT: Subpoenas | REV: 5/26/2004 | ■ | DRAFT | | | |
| | | | | RECOMMENDED | | | |
| | NOTES: 1 2 3 4 5 6 7 8 9 10 | | | PUBLICATION | | | A-0 |



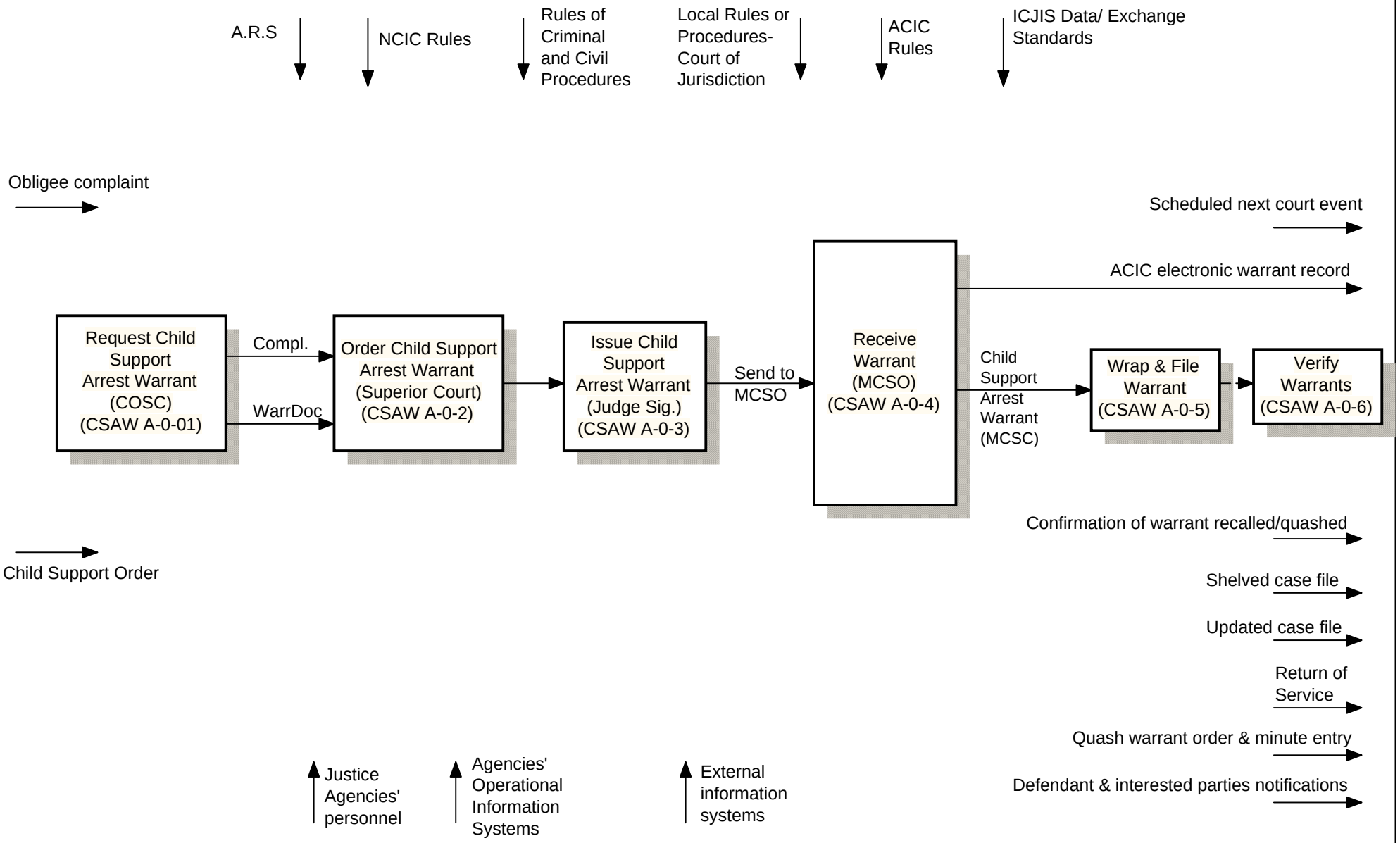

| NODE: | TITLE: | NUMBER: |
|---|---|---|
| A0 | Process Subpoenas (SU A-0) | 2 of 2 |

| USED AT: | AUTHOR: DE - WSS Team | DATE: 4/5/2004 | | WORKING | READER | DATE | CONTEXT: |
|---|---|---|---|---|---|---|---|
| | PROJECT: Child Support Arrest Warrants | REV: 5/26/2004 | ■ | DRAFT | | | TOP |
| | | | | RECOMMENDED | | | |
| | NOTES: 1 2 3 4 5 6 7 8 9 10 | | | PUBLICATION | | | |



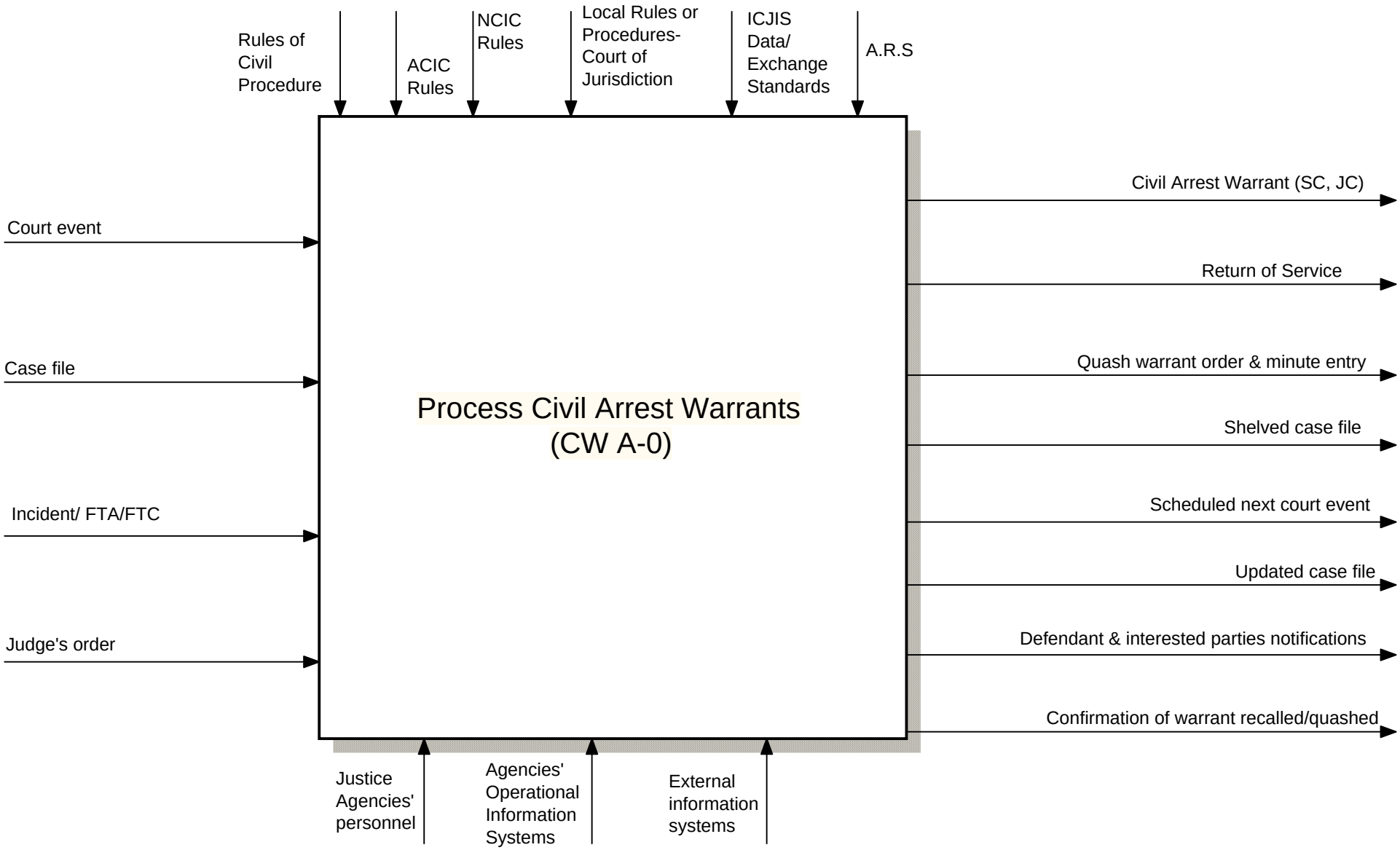

| NODE: | TITLE: | NUMBER: |
|---|---|---|
| A-0 | Process Child Support Arrest Warrants (CSAW A-0) | |

| USED AT: | AUTHOR: DE - WSS Team | DATE: 4/5/2004 | | WORKING | READER | DATE | CONTEXT: |
|---|---|---|---|---|---|---|---|
| | PROJECT: Child Support Arrest Warrants | REV: 5/26/2004 | ■ | DRAFT | | | |
| | | | | RECOMMENDED | | | |
| | NOTES: 1 2 3 4 5 6 7 8 9 10 | | | PUBLICATION | | | A-0 |



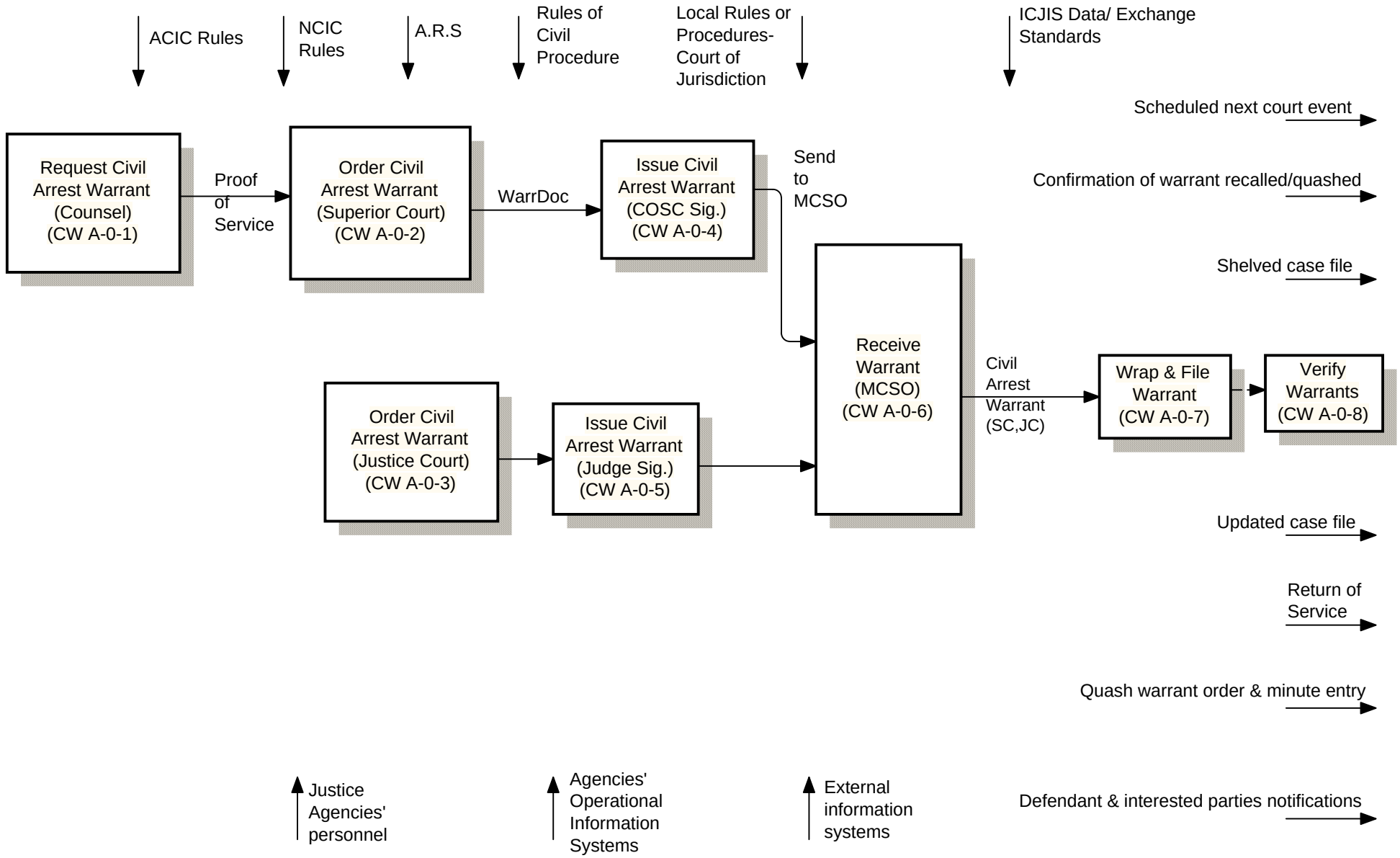

| NODE: | TITLE: | NUMBER: |
|---|---|---|
| A0 | Process Child Support Arrest Warrants (CSAW A-0) | 2 of 2 |

| USED AT: | AUTHOR: DE - WSS Team | DATE: 4/5/2004 | | WORKING | READER | DATE | CONTEXT: |
|---|---|---|---|---|---|---|---|
| | PROJECT: Civil Arrest Warrants | REV: 5/26/2004 | ■ | DRAFT | | | TOP |
| | | | | RECOMMENDED | | | |
| | NOTES: 1 2 3 4 5 6 7 8 9 10 | | | PUBLICATION | | | |




| NODE: | TITLE: | NUMBER: |
|---|---|---|
| A-0 | Process Civil Arrest Warrants (CW A-0) | |

| USED AT: | AUTHOR: DE - WSS Team | DATE: 4/5/2004 | | WORKING | READER | DATE | CONTEXT: |
|---|---|---|---|---|---|---|---|
| | PROJECT: Civil Arrest Warrants | REV: 5/26/2004 | | DRAFT | | | |
| | | | | RECOMMENDED | | | |
| | NOTES: 1 2 3 4 5 6 7 8 9 10 | | | PUBLICATION | | | A-0 |




| NODE: | TITLE: | NUMBER: |
|---|---|---|
| A0 | Process Civil Arrest Warrants (CW A-0) | 2 of 2 |

| Document Number | Agency | Form/Document Name | Common Name, Abbreviation *or Explanatory Information* | Form Number or ID |
|---|---|---|---|---|
| 1 | All | Release Questionnaire | Form IV Probable Cause Statement | 3899-031 IV-D R9-99 |
| 2 | APD | Bench Warrant / Probation Violation | *(Must be accompanied by PTR)* | 1100-028 (R7-97) |
| 3 | APD | Petition to Revoke Probation / Order for Warrant or Summons | PTR (with summons + warrant checkboxes) | 1100-001 (R7-97) |
| 4 | APD | Petition to Revoke Probation Worksheet | PTR Worksheet | 1100-222 (R06-02) (Pages 1-3) |
| 5 | APD | Petition to Revoke Probation/Quash | Petition Revoke+Quash Warrant or Summons | 1100-015 (8-95) |
| 6 | APD | Summons / Probation Violation | *(Must be accompanied by PTR)* | 1100-027 (R7-97) |
| 7 | APD | Out of Custody Supplement | OC Supplement to MCSO | 1100-124 (R 1-98) |
| 8 | MCAO | Downtown Direct Complaint Packet | Direct Complaint Packet | none |
| 9 | IR | Certificate of Service | PD Proof of Service | none |
| 10 | IR | Letter to Defendant re Bench Warrant Issued | PD Bench Warrant Letter | none |
| 11 | IR | Subpoena | MCSC Subpoena for Public Defender | none |
| 12 | IR | Subpoena Request | PD Subpoena Request | 3300-006 R9-91 |
| 13 | IR | Summons/Subpoena Service Log | PD Log | none |
| 14 | MCAO | Certification of Judge of Requesting State for Attendance of Out-of-State Witness and Affidavit | | none |
| 15 | MCAO | Charging Transmittal Form | MCAO Transmittal Form | 1900-056 R5-90 |
| 16 | MCAO | Complaint (Requesting Warrant) | MCAO Request Warrant from MCJC | none |
| 17 | MCAO | Complaint With Summons | Complaint with Summons | none |
| 18 | MCAO | Criminal Subpoena | Criminal Subpoena Request of MCSC | SUB |
| 19 | MCAO | Direct Complaint / Summons | DC Requesting Summons | SUM |
| 20 | MCAO | Direct Complaint / Warrant for Arrest | DC Requesting Warrant | WAR |
| 21 | MCAO | Order Directing Clerk of Court to Issue Writ of Habeas Corpus Ad Prosequendum | | none |
| 22 | MCAO | Order Directing Clerk of Court to Issue Writ of Habeas Corpus Ad Testificandum | | none |
| 23 | MCAO | Order Directing Material Witness to Post Undertaking or Be Committed | | none |
| 24 | MCAO | Order Securing Attendance / Prisoner as Witness | | none |
| 25 | MCAO | Order Securing Attendance of Prisoner | | none |
| 26 | MCAO | Order Securing Attendance of Prisoner on Probation Violation | | none |

| Document Number | Agency | Form/Document Name | Common Name, Abbreviation *or Explanatory Information* | Form Number or ID |
|---|---|---|---|---|
| 27 | MCAO | Order to Show Cause RE: Written Undertaking For a Material Witness to Appear | | none |
| 28 | MCAO | Petition to Revoke Probation; Order for Warrant or Summons | | Petition to Revoke Probation; Order for Warrant or Summons |
| 29 | MCAO | State's Petition for Order to Show Cause RE: Written Undertaking For a Material Witness to Appear and Affidavit | | none |
| 30 | MCAO | State's Petition for Writ of Habeas Corpus Ad Prosequendum (Probation Violation) and Affidavit | | none |
| 31 | MCAO | State's Petition for Writ of Habeas Corpus Ad Prosequendum and Affidavit | | none |
| 32 | MCAO | State's Petition for Writ of Habeas Corpus Ad Testificandum and Affidavit | | none |
| 33 | MCAO | State's Petition to Secure the Attendance of Prisoner and Affidavit | | none |
| 34 | MCAO | State's Petition to Secure the Attendance of Prisoner as Witness and Affidavit | | none |
| 35 | MCAO | State's Petition to Secure the Attendance of Prisoner on Probation Violation and Affidavit | | none |
| 36 | MCAO | Submittal Form | Investigations Submittal to MCAO | 1900-060 R3-90 |
| 37 | MCAO | Victim/Witness Information Sheet | VIS/WIS | none |
| 38 | MCAO | Warrant Fact Sheet | MCAO Warrant Info to Court | 1900-017 R11-92 |
| 39 | MCAO | Warrant for Arrest of Witness | | none |
| 40 | MCAO | Writ of Habeas Corpus Ad Prosequendum | | none |
| 41 | MCAO | Writ of Habeas Corpus Ad Testificandum | | none |
| 42 | MCJC | Bench Warrant | MCJC Bench Warrant | 2400-220 R4-94 |
| 43 | MCJC | Certificate of Service | Constable Proof of Service | none |
| 44 | MCJC | Civil Warrant for Arrest | MCJC CAW | 2440-157 7-00 |
| 45 | MCJC | Confirmation to Recall Warrant | MCJC Order Quashing Warrant | 2400-123 R12-99 |
| 46 | MCJC | Criminal Subpoena Duces Tecum | | none |
| 47 | MCJC | FTA Complaint | FTA Complaint with warrant | *(to be provided)* |
| 48 | MCJC | Order to Show Cause | | 2400-396-11-00 |

| Document Number | Agency | Form/Document Name | Common Name, Abbreviation *or Explanatory Information* | Form Number or ID |
|---|---|---|---|---|
| 49 | MCJC | Subpoena | MCJC Subpoena | 2405-233-R7-00 |
| 50 | MCJC | Summons | MCJC Summons | 2405-107-R8-95 |
| 51 | MCJC | Warrant for Arrest | MCJC Arrest Warrant | none |
| 52 | MCSC | Bench Warrant | MCSC Bench Warrant | BW |
| 53 | MCSC | Bench Warrant Issued (minute order) | Bench Warrant minute entry | R133 |
| 54 | MCSC | Bench Warrant Quashed / Initial Appearance Set | MCSC Warrant Quash Order | R000A |
| 55 | MCSC | Child Support Arrest Warrant | CSAW | none |
| 56 | MCSC | Civil Arrest Warrant | CAW | CAW |
| 57 | MCSC | Court Information Sheet | CIS | none |
| 58 | MCSC | Criminal Subpoena | MCAO Felony Criminal Subpoena Request | SUA/SUB |
| 59 | MCSC | Family Support Center Expedited Services Request for Child Support Arrest Warrant and Judgment for Support | CSAW Request | none |
| 60 | MCSC | Initial Appearance on Bench Warrant | IA transmittal worksheet | Q899-018 5-95 |
| 61 | MCSC | Judgment Debtor Exam (FTA) | Order for Civil Arrest Warrant | V000A |
| 62 | MCSC | Notice of summons and information packet with Defendant's Financial Statement | | none |
| 63 | MCSC | Order Quashing Civil Arrest Warrant and Exonerate Bond | Quash Order CAW | none |
| 64 | MCSC | Warrant for Arrest | PVW (Probation Violation Arrest Wt) | none |
| 65 | MCSC | Warrant for Arrest | PRR Arrest Warrant | none |
| 66 | MCSC-Juv | Arizona Only Warrant | Juvenile Warrant | 1246 |
| 67 | MCSC-Juv | Information Needed for Preparing Juvenile Warrants | Juvenile Warrant Mandatory Information | 1208 |
| 68 | MCSC-Juv | Quashed Warrants | Memo to MCSO to Quash | 1238 |
| 69 | MCSC-Juv | Warrant Supplement | Juvenile Warrant Supplement | 1248 |
| 70 | MCSO | Arizona Traffic Ticket and Complaint | Citation with Summons | 5000-075 |
| 71 | MCSO | Direct Complaint Fact Sheet - Subpoena Packet | FPS Subpoena packet | none |
| 72 | MCSO | Direct Complaint Fact Sheet - Summons | FPS Fact Sheet | none |
| 73 | MCSO | MCSO GJ Desk Fax to MCAO GJ Clerk re Served Summons and Warrants | Served GJ Warrants + Summons | none |

| Document Number | Agency | Form/Document Name | Common Name, Abbreviation *or Explanatory Information* | Form Number or ID |
|---|---|---|---|---|
| 74 | MCSO | Misdemeanor Green Warrant Index Card | Green Card | 5000-045 11-95 |
| 75 | MCSO | Victim Information Form | Victim Info Sheet (VIS) | 5000-516 R9-96 |
| 76 | MCSO | Victim Notification Report | | 50-515 New 1/92 |
| 77 | MCSO | Warrant Information Report | Felony Packing Worksheet with Yellow Index Card | 5000-044 Rev 9-93 |
| 78 | PSA | Petition to Review Conditions of Release and Request for Revocation / Amendment of Release Conditions | PRR (with summons + warrant checkboxes) | none |
| 79 | MCSO | Certificate of Service and Return | Subpoena return of service | none |
| 80 | MCSO | Subpoena Envelope | System generated subpoena mailing envelope | none |
| 81 | MCSO | Subpoena Worksheet | Bar coded, system generated subpoena worksheet | none |
| 82 | Juvenile Probation | Victim Notification Letter | Juvenile Victim Notification Letter | none |
| 83 | APD | Probation Officer Request to the Court and Order | PORCO | none |
| 84 | APD | Victim Notification Letters | APD Victim Notification Letters (warrant issued and defendant arrested) | none |
| 85 | MCSO | GJ Warrant | GJ Arrest Warrant with defendant description | 500-135 R10-93 |
| 86 | MCAO | Victim Subpoena | Victim Subpoena | none |
| 87 | MCAO | Complaint requesting summons | Complaint requesting summons | none |
| 88 | MCAO | Criminal subpoena | Criminal subpoena | none |
| 89 | MCAO | Direct complaint warrant in custody other charges | WICOC | none |
| 90 | MCAO | Grand Jury Notice of supervening indictment | NSI | 000 GJ 106 |
| 91 | MCAO | Motion and order quashing direct complaint warrant | Quash warrant | none |
| 92 | MCAO | Grand Jury subpoena law enforcement by fax | Grand Jury fax subpoena | none |
| 93 | MCSO | Screen formats for New World | Wants and Warrants | none |
| 94 | MCSO | Screen formats for New World | Global name search/Update | none |
| 95 | MCSO | Screen formats for New World | Wants and Warrants Maintenance | none |
| 96 | MCSO | Data Elements for New World Warrants Module | | none |

| Screen # | Agency | Form Name | Form Common Name or Abbreviation | Form Number or ID |
|---|---|---|---|---|
| A | MCSO | Activity Record for Subpoena (Activity) | | Subpoena Tracking System screen print |
| B | MCSO | Activity Record for Subpoena Returns (Return Processing) | | Subpoena Tracking System screen print |
| C | MCSO | Alias Record for Defendant (Alias's) | | Subpoena Tracking System screen print |
| D | MCSO | Attorney (Attorney and Justice Court update procedures) | | Subpoena Tracking System screen print |
| E | MCSO | Case Record (Add new case) | | Subpoena Tracking System screen print |
| F | MCSO | Charge Record for Defendant (Charges) | | Subpoena Tracking System screen print |
| G | MCSO | Defendant Record for Case (Add/Edit Defendants and AKA's) | | Subpoena Tracking System screen print |
| H | MCSO | Place Hold - Outstanding Warrant | Page 2 Teletype | Teletype screen print |
| I | MCSO | Subpoena Record for Witness (Subpoena's) | | Subpoena Tracking System screen print |
| J | MCSO | Witness Record for Case (Witness) | | Subpoena Tracking System screen print |
| K | MCJC | Warrant for Arrest (Judge's Instruction) | MCJC Misdemeanor Warrant | JCS system screen print |
| L | APD | Petition to Revoke | PTR Generation from APETS | APETS system input screens |

A

File Edit View Insert Format Records Tools Window Help

**Activity Record for Subpoena**

Add Record | Record: 1 Of: 1 | Main Menu | Main Case | Exit | Print Reports

Case Number 2001002554

Activity Information

Activity ID 20011026103026
Subpoena ID 20011015104522

| Activity Type | Activity Description | Activity Date | Activity Time |
|---|---|---|---|
| P | PERSONAL SERVICE INITIATED | 10/26/2001 | 10:30 AM |

| Result Type | Result Description | Result Date | Result Time |
|---|---|---|---|
| | | | |

| Deputy Serial # | Last Name | First Name | Middle Name | Been Printed |
|---|---|---|---|---|
| | | | | False |

Activity Comments

**Enter the Activity Type information as needed, options are:**

**Exit:** Returns to prior screen

**Print Reports:** Produces Reports Menu Screen to select from Page 17

**Main Menu:** Returns to initial allowing you to select what is next Page 3

**Main Case:** Returns to the Main Case screen to process the next case Page 4

## Return Processing

B

File Edit View Insert Format Records Tools Window Help

### Activity Record for Subpoena Returns

Set Return Result Type

Main Menu

Bar Code

#### Activity Information

Activity ID 00000000000001

Subpoena ID 00000000000001

| Activity Type | Activity Description | Activity Date | Activity Time |
|---|---|---|---|
| P | PERSONAL SERVICE INITIATED | 1/1/1931 | 12:00 AM |

| Result Type | Activity Description | Result Date | Result Time |
|---|---|---|---|
| S | SERVED | 12/12/2001 | 12:12 PM |

| Deputy Serial # | Last Name | First Name | Middle Name |
|---|---|---|---|
| A4565 | | | |

Activity Comments

DUMMY RECORD

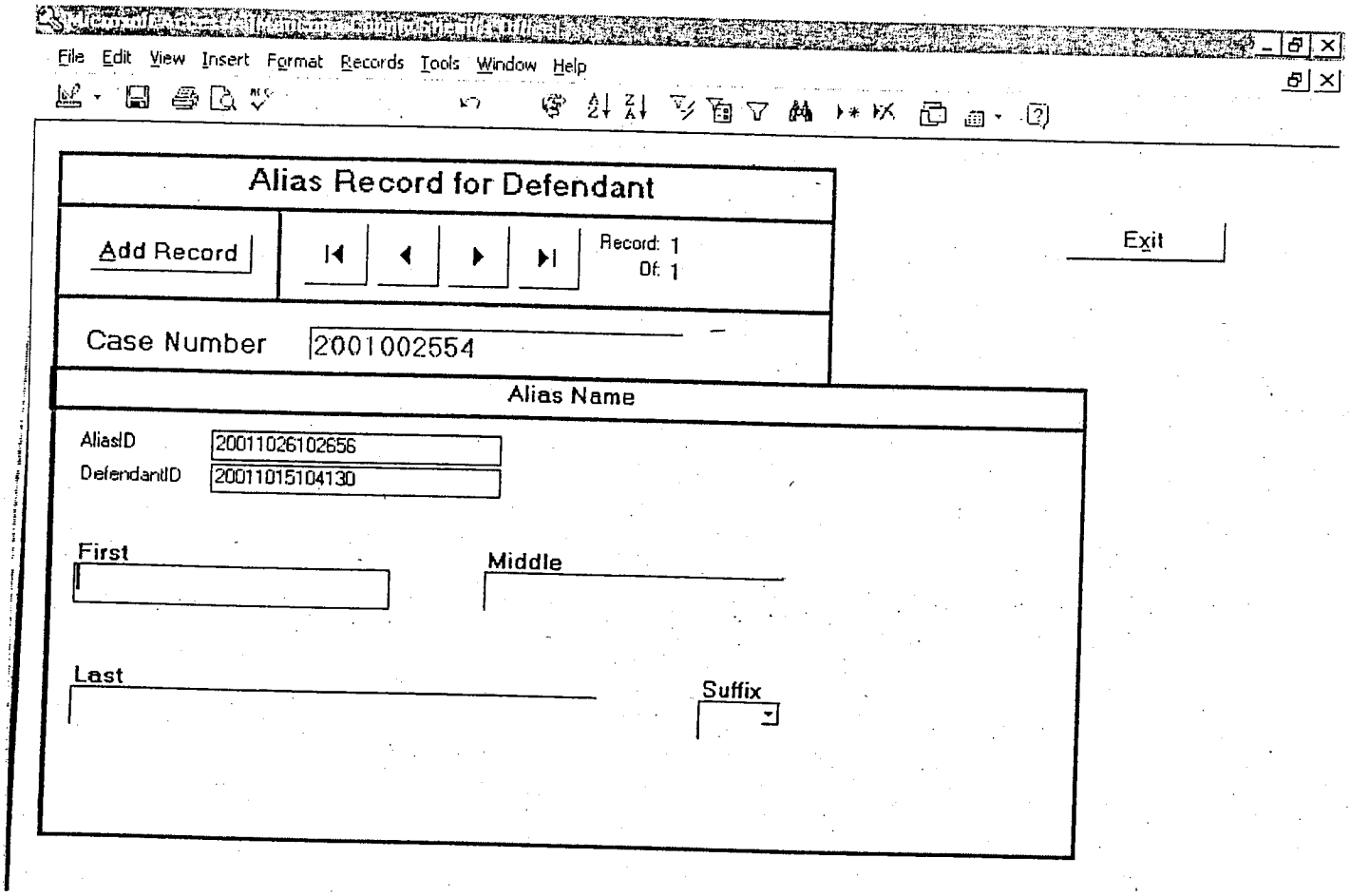
**Scanning document's bar code will produce this form and selected Result Type with today's date as default will be updated.**

**Entering the Deputy's Serial Number will supply the Deputy's Name.**

**The Comments area is free form.**

Alias's

C




**Enter all Alias's for this Defendant, then EXIT to return to prior screen.**

Attorney and Justice Courts Update procedures for the Attorney Table follows:

Microsoft Access - [Add A Bar - Attorney]

File Edit View Insert Format Records Tools Window Help

Attorney

Add Record | Find Record | Record: 1 Of: 327 | Exit

Bar Number: 018960
First Name: KRISTI
Middle Name:
Last Name: ADAMS
Suffix:
Attorney Title: DEPUTY COUNTY ATTORNEY
Address 1:
Address 2:
City: PHOENIX
State: AZ
Zip: 85003-
Phone Number: (602) 506-7401
Extention:
MCAO Attorney: Y

**TIP:** If you 'COPIED' the BAR NUMBER from the prior screen, place the mouse on the FIND RECORD button and 'click' the Search screen will appear. Place the mouse in the 'FIND WHAT' field of the search screen then do a 'CNT-V' which will paste the Bar Number into the area then click on search.

Add or update the Attorney information needed then 'Click' on the 'Exit' button in the upper right hand corner to return to the previous form.

This table also includes information to facilitate Justice Court Subpoena needs. A pseudo Bar Number for each Justice court was established. The eight characters of Bar Number is made up of the first three characters of the city it is in and the five characters of the Court Code used in loading the Case Record.

E

1. Add New Case

File Edit View Insert Format Records Tools Window Help

Case Record

Add New Case | Find Record | Record: 1 Of: 1 | Defendant | Witness | Exit | Add/Edit Attorney

Case Number | Court Code | CaseID 20011023154714

Attorney Information

Bar Number | First Name | Middle Name | Last Name | Suffix

Title: DEPUTY COUNTY ATTORNEY | Phone Number | Extention

Address 1 | Address 2

City | State: AZ | Zip | MCAO Attorney

**Required fields for adding a new case:**

**On the ADD OPTION a 'blank' screen is displayed. The user needs to enter a unique Case Number:**

**If the user enters an existing Case Number into this screen they will receive a pop up screen noting the Case Number exists and the option to load that Case Information or correct the Case Number entered.**

**The Case Number, a valid Court Code, and a valid Bar Number are required fields. All related information from the Attorney's BAR NUMBER will be added if the Bar Number has been previously loaded into the Valid Attorney Table. If not you may update the Valid Attorney Table by 'Clicking' on the 'Add/Edit Attorney' button, located in the upper right corner of this screen. If Attorney information needs to be updated, new address or phone number also use the 'Add/Edit Attorney button.**

TIP: Prior to 'clicking' on the Add/Edit Attorney screen, place the mouse in the Bar Number field and 'click', then do a 'CTL-C' this will copy the Bar Number that you will then 'PASTE' into the FIND field of the ATTORNEY MAINTENANCE screen.

Required fields must be supplied to exit this form.

## Charges

F

File Edit View Insert Format Records Tools Window Help

Charge Record for Defendant

Add Record | Record: 1 Of: 1 | Witness | Exit

Charge Information

Case Number 2001002554

DefendID 20011015104130

ChargeID 20011015104330

Charge FORGERY

**Enter all Changes for this Defendant then continue by 'CLICKING' one of these:**

**EXIT:** **Will return the user to the prior screen**

**WITNESS:** **To add or modify a witness on this case** **Page 14**

## Add/Edit Defendants and AKA's

File Edit View Insert Format Records Tools Window Help

**Defendant Record for Case**

Add Record | Record: 1 Of: 1 | Charges | Witness | Exit | Alias Name

Case Number 2001002554

**Defendant Name**

DefendantID 20011015104130
CaseID 20011015103602

First DAVID
Middle RAY
Last LOW
Suffix

Enter the Defendants Name

Select the next step needed and proceed to it by 'clicking' on:

| | Page |
|---|---|
| Add Record (Another Defendant Record on this Case) | 11 |
| Alias (This Defendant has an alias) | 12 |
| Charges (Cases from Magistrates usually do not have Charges) | 13 |
| Witness | 14 |

H

CMD: WRCU KEY: _____ DATE: 03/31/04
TIME: 15:01:43

RI: 00751E02 _____ _____ _____ _____ 00700D00
AZ070000 DATE: 03/31/04 PLACE HOLD-OUTSTANDING WARRANT
AGENCY NAME: DIS_____
ATTN: _____
WARRANTS 876-1880
RE: _____ DOB: _____
LOCATION: _____ BOOK NO: _____
AKA: _____
WAR NO: _____ CCN: _____ DATE: _____
COURT: _____ ORI: _____
JUDGE: _____ BOND: _____
CHGS: _____
_____
_____
_____

DR AGENCY: _____ DR#: _____
***** TRANSPORT INMATE TO MADISON INTAKE AT ____ HOURS ON _____
FOR PAGE2 AND IA COURT *****

| JOSEPH M. ARPAIO, SHERIFF | TIME | EMP | EMPLOYEE NAME |
|---|---|---|---|
| MARICOPA COUNTY SHERIFF'S OFFICE AZ0070000 | 1501 MST | A1860 | AHLQUIST, JULIE |

Page 2
Tetanus

## Subpoena's

I

File Edit View Insert Format Records Tools Window Help

**Subpoena Record for Witness**

Add New Subpoena | Record: 1 Of: 1 | Activity | Main Case | Exit

**Subpoena Information**

Case Number 2001094012

SubpoenaID 20011102084533
WitnessID 20011102084423

Date Recorded 11/2/2001
Process Type SUBPOENA
Service Type PERSONAL

Court Date 11/19/2001
Court Time 0:00:00 AM
Class Type AOC

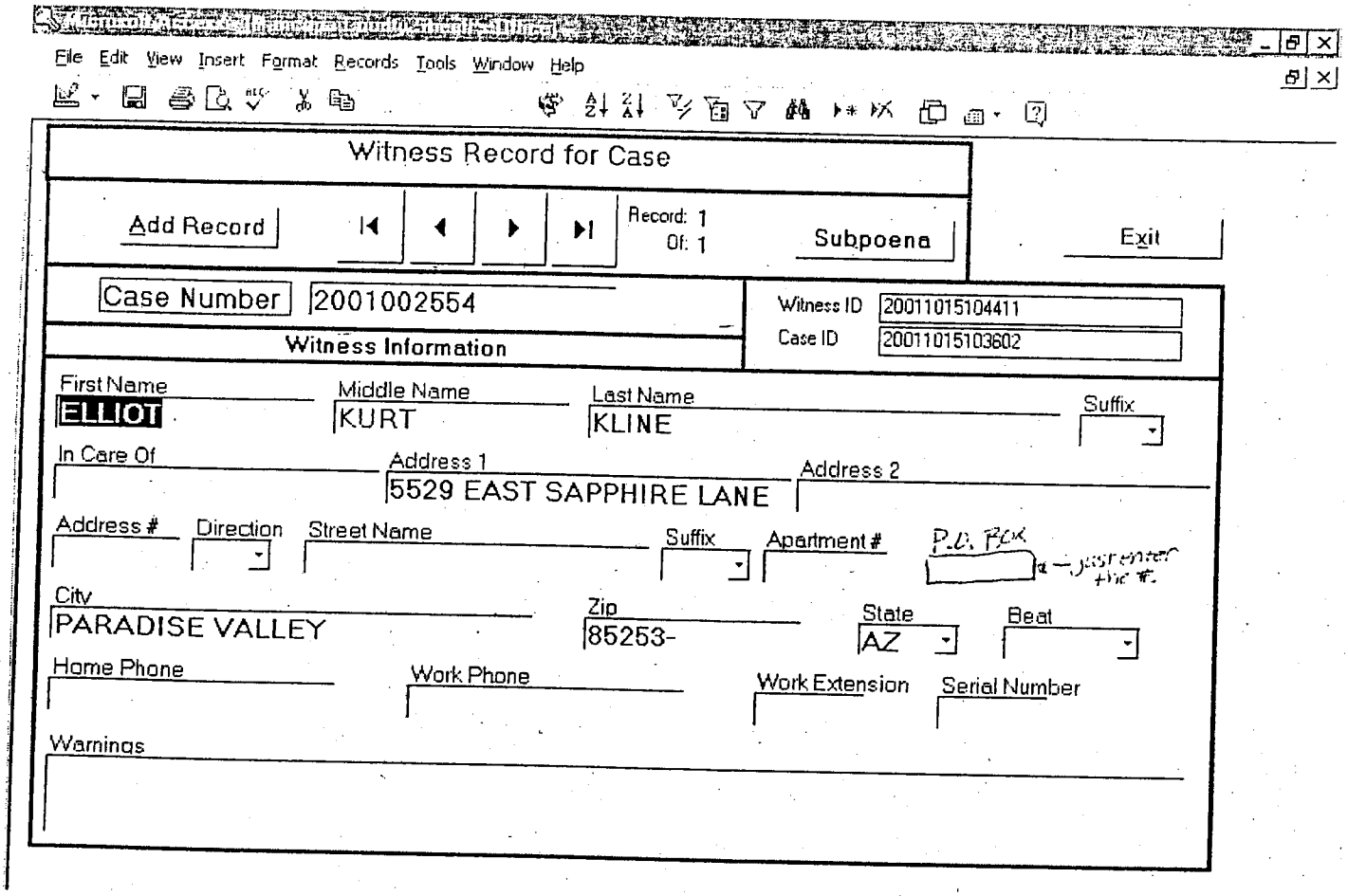
**Enter the Subpoena schedule information**

**You must proceed to the Activity Screen to create the Activity Record**

The Service Type entered here will also be used on the Activity form

| | | |
|---|---|---|
| EXIT: | Returns to prior screen | |
| ACTIVITY: | Proceeds to Activity Screen processing | Page 16 |
| MAIN CASE: | Returns to allow entry of the next Case Number | Page 6 |

## Witness




### Enter the Witness Information

**When the ZIP CODE is entered the City and Beat will automatically be assigned based on the Zip Code.**

**EXIT:** **Returns to prior screen**

**SUBPOENA:** **Displays the Subpoena Screen** **Page 15**

K

**Judge's Instruction**

Allows the Judge to give specific instructions to the Commissioner at Initial Appearance Court.

BOND

WARRANT FOR ARREST

THE STATE OF ARIZONA vs. WARRANT, WANDA

No. TR04-00020 CR CCN:

Charging the crime of

27-Feb-2004 ARS 13-2506 Failure to Appear in the 2nd Degree

| | | |
|---|---|---|
| 4-Jan-2004 | 28-1381A1 | DUI: ALCOHOL, DRUGS, TOXIC VAPOR OR COMB |
| 4-Jan-2004 | 28-1381A2 | DUI WITH BAC OF MORE THAN .08 |

has been committed.

Appearance bond for ONE THOUSAND FIVE HUNDRED AND 00/100 dollars 1500.00

Judge's Instructions: THE DEFENDANT HAS FAILED TO APPEAR IN THE SECOND DEGREE. NO O.R. RELEASE PLEASE. CASH BOND FOR THE FULL AMOUNT.

Defendant's Description:

DOB: 26-Jun-1975 Sex: F Wgt: 180 Hgt: 506 Eyes: BRO Hair: BLK Race: W

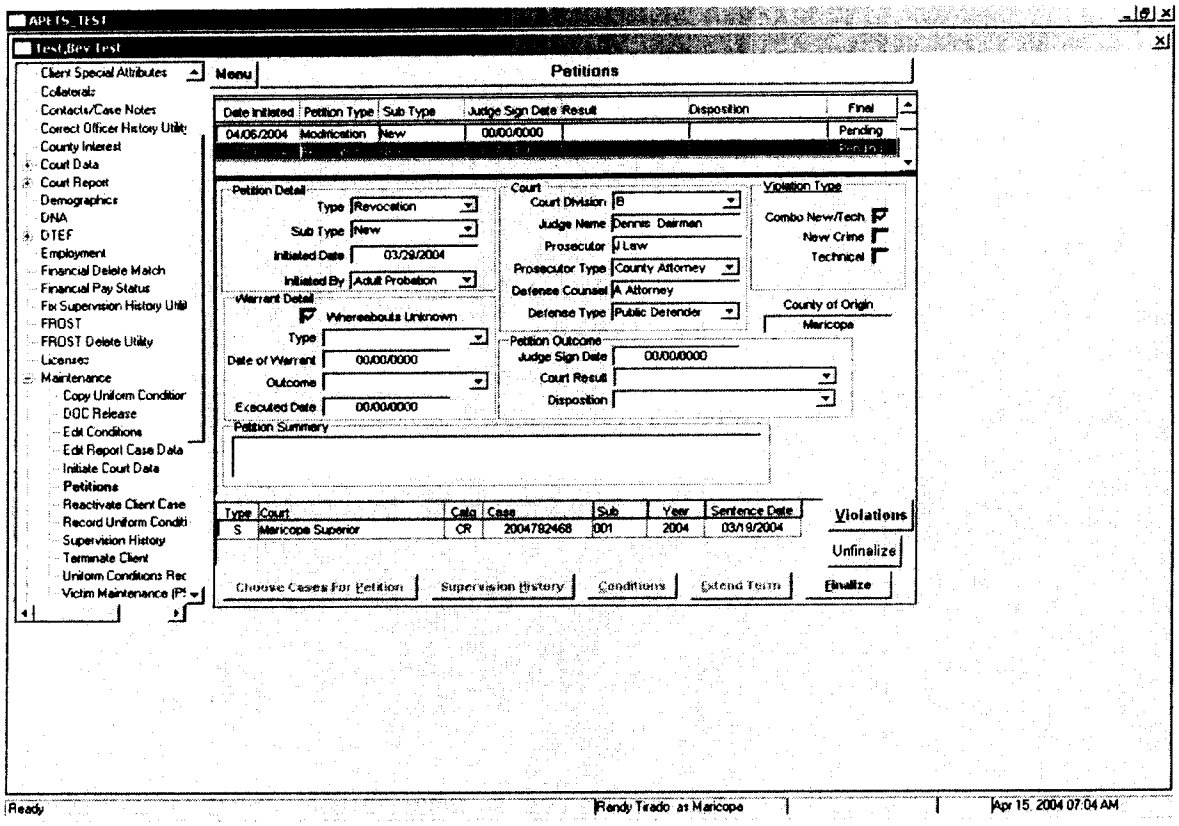
Address: 111 S 3RD AVENUE

PHOENIX, AZ 85003 Victim's Rights Applicable? N

DR No: MCSD No: PPD No:

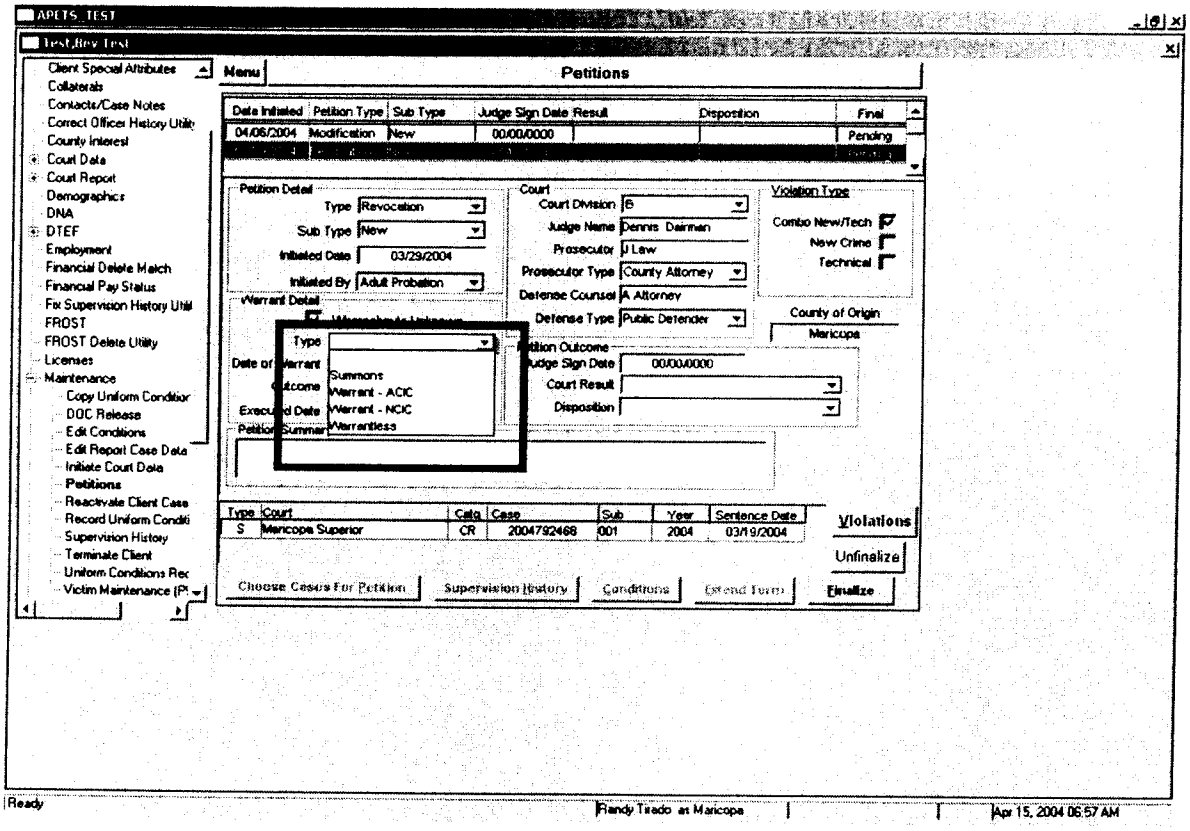
L-1

Newly created petition to revoke screen in APETS



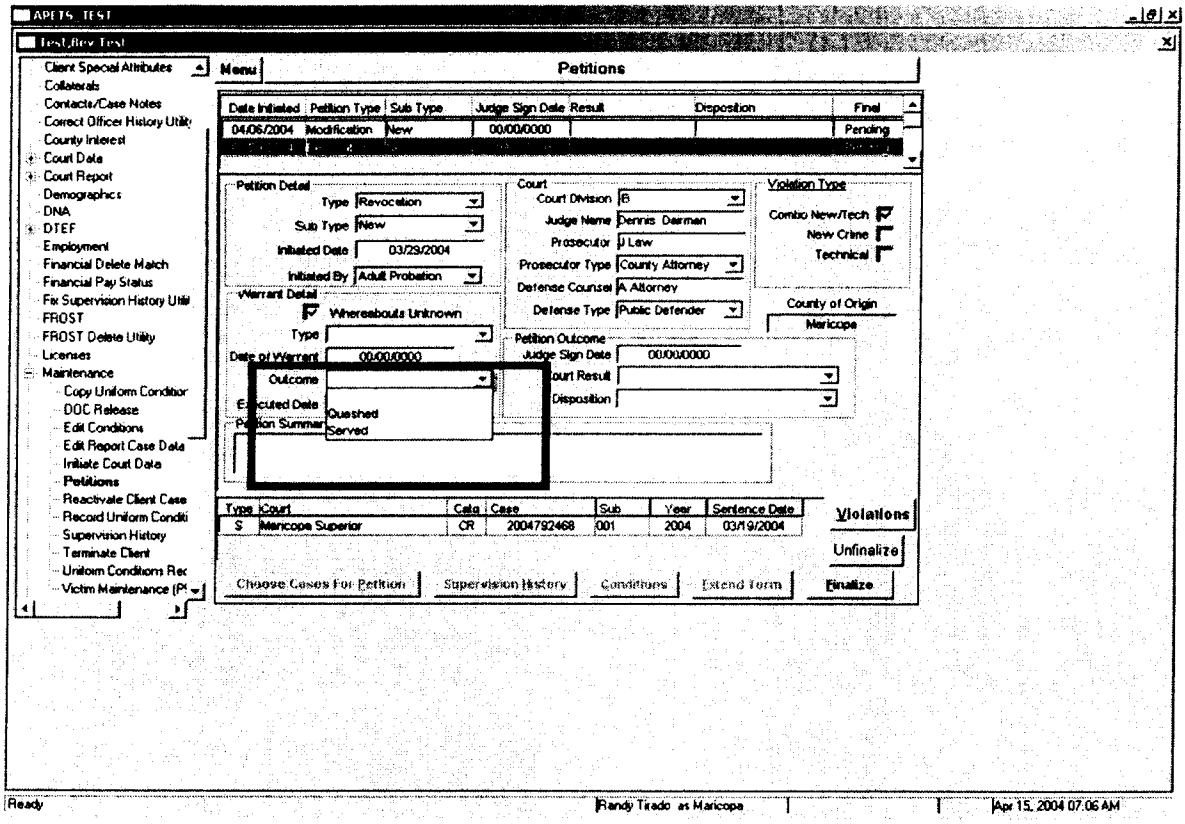
L-2

Choose warrant type (NCIC/ACIC), warrantless, and summons



L3

Warrant/summons outcome (quashed/served). Warrantless does not use this.



Screen obtained when you click Violations button. Choose allegations.

Menu

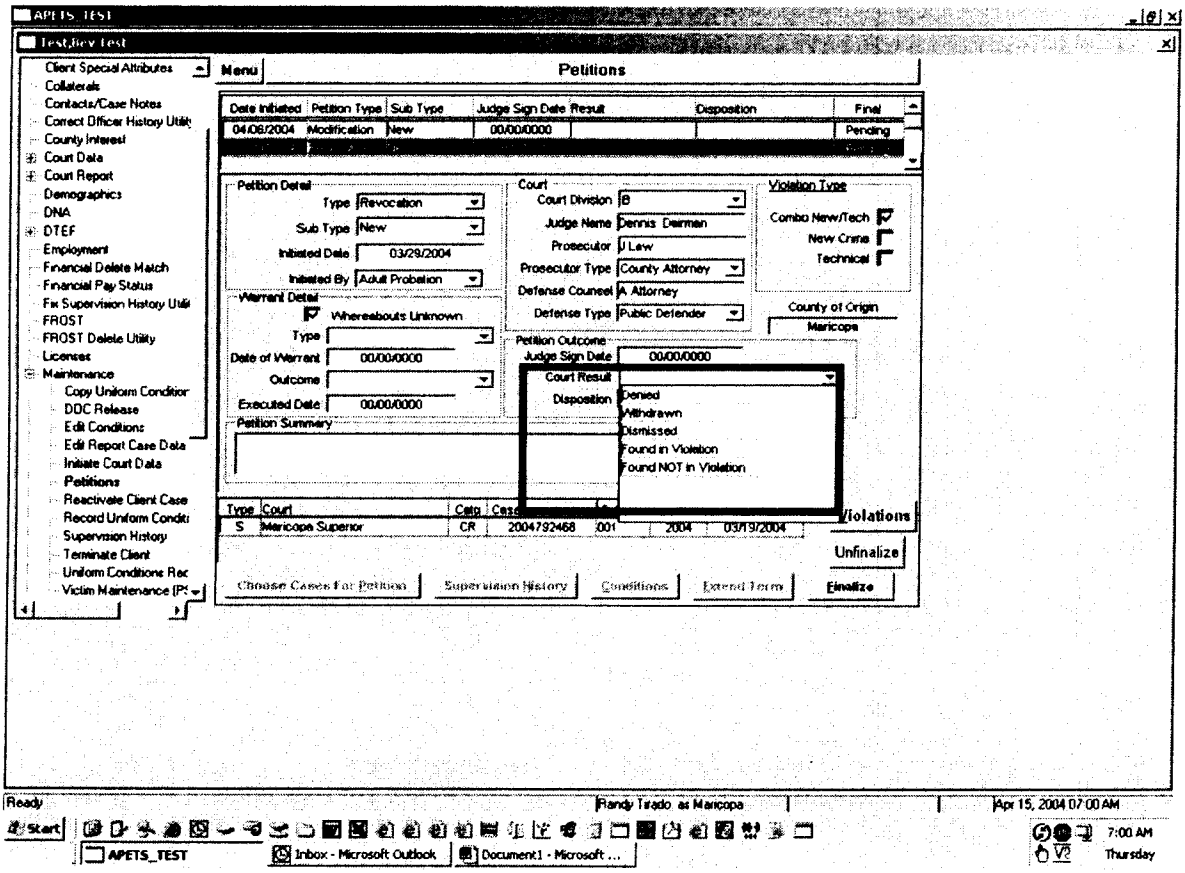
**Petition Allegations**

| Case | Seleted | Cond | Short Description | Added | Added By |
|---|---|---|---|---|---|
| | | | | | |
| 2004792468 001 | 1 | 1 | Obey all Laws. | 03/29/2004 15:18 | Tirado, Randy |
| 2004792468 001 | 1 | 2 | Not knowningly associate with any perso | 03/29/2004 15:18 | Tirado, Randy |
| 2004792468 001 | 1 | 5 | Submit to search and seizure of your pers | 03/29/2004 15:18 | Tirado, Randy |
| 2004792468 001 | 1 | 6 | Not possess or control any firearms, amm | 03/29/2004 15:18 | Tirado, Randy |
| 2004792468 001 | 1 | 8 | Not drink any alcoholic beverage to exces | 03/29/2004 15:18 | Tirado, Randy |

Select Highlighted Allegations of Violations

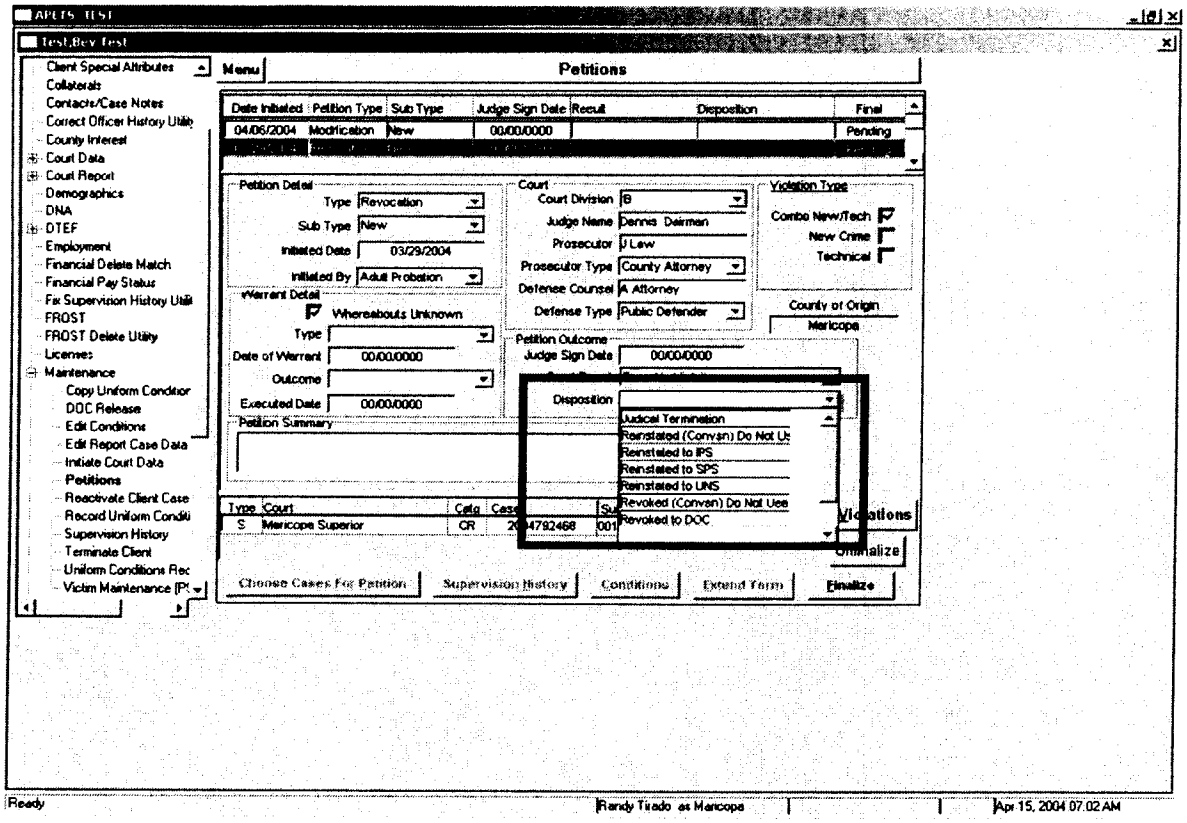
L-5

Outcome of petition to revoke



L-6

Dispostion.



IN THE _____ COURT

STATE OF ARIZONA, COUNTY OF MARICOPA

1

Y2

# RELEASE QUESTIONNAIRE

Information to be supplied by a prosecutor or law enforcement officer.

STATE OF ARIZONA vs. _____ DOB _____ CASE / BK. NO. _____

## A. GENERAL INFORMATION

1. Charge and Class: _____

2. Offense Location: _____

   Date: _____ Time: _____

3. Arrest Location: _____

   Date: _____ Time: _____

## B. CIRCUMSTANCES OF THE OFFENSE

1. Was a firearm or other weapon used?
   ☐ YES ☐ NO
   Type of weapon: _____

   Was anyone injured by the defendant?
   ☐ YES ☐ NO

   Was medical attention necessary?
   ☐ YES ☐ NO
   Nature of injuries: _____

2. Was anyone threatened by the defendant?
   ☐ YES ☐ NO
   Nature and extent of threats: _____

3. If property offense, value of property taken or damaged:

   Was the property recovered?
   ☐ YES ☐ NO

## C. CIRCUMSTANCES OF THE ARREST

1. Did the defendant attempt to:
   Avoid arrest? ☐ YES ☐ NO
   Resist arrest? ☐ YES ☐ NO
   Explain: _____

2. Was the defendant armed when arrested?
   ☐ YES ☐ NO
   Type of weapon: _____

3. Was evidence of the offense found in the defendant's possession?
   ☐ YES ☐ NO
   Explain: _____

4. Was the defendant under the influence of alcohol or drugs at the time of the offense?
   ☐ YES ☐ NO ☐ UNK

## D. CRIMES OF VIOLENCE

1. Relationship of defendant to victim:

   Do the victim and defendant reside together?
   ☐ YES ☐ NO

2. How was the situation brought to the attention of police?
   ☐ Victim
   ☐ Third party
   ☐ Officer observed

3. Have there been any previous incidents involving these same parties?
   ☐ YES ☐ NO
   Explain: _____

4. Is defendant currently the subject of:
   ☐ An order of protection
   ☐ Injunction against harassment
   ☐ Any other court order
   Explain: _____

## E. OTHER INFORMATION

1. Is the defendant presently on probation, parole or any other form of release involving other charges or convictions?
   ☐ YES ☐ NO
   Explain: _____

2. List any prior arrests, convictions, and/or F.T.A.'s:

3. Is there any indication the defendant is:
   ☐ An alcoholic? ☐ An addict?
   ☐ Mentally disturbed? ☐ Physically ill?

4. Is the defendant currently employed?
   ☐ YES ☐ NO
   With whom _____
   How long _____
   Nature of employment _____

5. Where does the defendant currently reside?

   With whom _____
   How long _____

6. What facts indicate the defendant will flee if released?
   Explain: _____

7. What facts does the State have to oppose an unsecured release?
   Explain: _____

1 2/2

## F. DRUG OFFENSES

1. If the defendant is considered a major drug dealer, please state the supporting facts:

2. What quantities and types of illegal drugs are directly involved in this offense?

   Approximate monetary value:

3. Was any money seized?
   ☐ YES ☐ NO
   Amount:

4. Were any automatic weapons in the possession of the defendant at the time of the arrest?
   ☐ YES ☐ NO
   Quantity and type:

SECTION III: Probable Cause Statement

1. Please summarize and include the information which establishes probable cause for the arrest:

** If a fugitive arrest, a form IVA must also be completed **

**MARICOPA COUNTY JUSTICE COURT PRECINCTS**

1. Buckeye
2. Central Phoenix
3. Chandler
4. East Mesa
5. East Phoenix #1
6. East Phoenix #2
7. Gila Bend
8. Glendale
9. Maryvale
10. North Mesa
11. North Valley
12. Northeast Phoenix
13. Northwest Phoenix
14. Peoria
15. Scottsdale
16. South Mesa/Gilbert
17. South Phoenix
18. Tempe East
19. Tempe West
20. Tolleson
21. West Mesa
22. West Phoenix
23. Wickenburg

(PLEASE REFER TO PRECINCT MAP)

I certify that the information presented is true to the best of my knowledge.

ARRESTING OFFICER / SERIAL NUMBER

AGENCY / DUTY PHONE NUMBER

DATE

1

JUDICIAL OFFICER REVIEW OF PROBABLE CAUSE STATEMENT AND COMPLAINT ON OATH OR AFFIRMATION

☐ Complaint review
☐ Witness sworn
☐ Reviewed Form IV
☐ Other sources:

☐ PC determined

Judicial Office

☐ Div. ☐ Quad. ( )
☐ CA ☐ AG

APO:
V-
☐ ACIC ☐ NCIC In Custody:

# SUPERIOR COURT OF THE STATE OF ARIZONA
## MARICOPA COUNTY

2

THE STATE OF ARIZONA
vs.

Cause Number: CR

**BENCH WARRANT**
**PROBATION VIOLATION**

AKA:
DOB:

**TO ALL PEACE OFFICERS OF THE STATE OF ARIZONA:**

A petition to revoke probation having been filed herein and with good cause appearing to the court in the above named cause.

**YOU ARE HEREBY COMMANDED** to arrest and bring the defendant before this court without unreasonable delay.

Given under my hand and seal of this Court this _____ day of _____ , _____ .

_____
Clerk of Superior Court

By: _____
Deputy Clerk

Original Arresting Agency: Report#:

**Victims' Rights Notification:** ☐ **Yes** ☐ **No** **The offense is, or is materially related to an applicable Victims' Rights offense.**
(offense is a felony, or offense is a misdemeanor involving physical injury, the threat of physical injury, or is a sexual offense.)

---

## CERTIFICATE OF EXECUTION

I certify that _____ was arrested at _____ (a.m.) (p.m.) on the _____ day of

_____ , _____ .

_____
Agency

_____
Deputy Sheriff/Officer

**BENCH WARRANT / PROBATION VIOLATION**

☐ Div. ☐ Quad. ( ) ☐ CA ☐ AG

APO:

V-

Interpreter:

# SUPERIOR COURT OF THE STATE OF ARIZONA
## MARICOPA COUNTY

THE STATE OF ARIZONA

vs.

3

Cause Number: CR

**PETITION TO REVOKE PROBATION**
**ORDER FOR WARRANT OR SUMMONS**

DOB:

The defendant was formally adjudged guilty of the crime of:

| | | | | | |
|---|---|---|---|---|---|
| Probation Start | Date: | Prob. Length: | | ☐ Standard | ☐ IPS |
| | Date: | Prob. Length: | from | ☐ Standard | ☐ IPS |
| | Date: | Prob. Length: | from | ☐ Standard | ☐ IPS |
| | Date: | Prob. Length: | from | ☐ Standard | ☐ IPS |

This officer has reason to believe that the defendant has failed to comply with the following term(s) of probation:

Dated this _____ day of _____, _____.

_____
Adult Probation Officer
Phone: IPS Team:

---

☐ **IT IS ORDERED directing the issuance of a Bench Warrant for the arrest of the defendant.**

☐ **IT IS ORDERED that a summons be issued ordering the appearance of the defendant as follows:**

**Date:** _____ **Time:** _____ (a.m.) (p.m.) **Location:** ☐ Central Court Building, Room # _____, 201 W. Jefferson, Phx, AZ
☐ Southeast Court Complex, Room # _____, 222 E. Javelina, Mesa, AZ

**If the defendant fails to appear as ordered, a warrant shall be issued for his/her arrest.**

Dated this _____ day of _____, _____.

_____
Judge of the Superior Court

**PETITION TO REVOKE PROBATION / ORDER FOR WARRANT OR SUMMONS**

4

# PETITION TO REVOKE PROBATION WORKSHEET

***Please complete one worksheet for each set of conditions***

*Is client enrolled in DTEF/Prop 200 Treatment?* ☐ *No* ☐ *Yes (If "Yes" Support Staff should inter-office a copy of this page to DTEF,WCB5)*

☐ **New** ☐ **Supplemental** ☐ **Amended** ☐ **Summons** ☐ **Bench Warrant** ☐ **Warrantless Arrest**

☐ Div. ☐ MQPV (_____) Pros. Atty: ☐ CA ☐ AG Victim Code: V-1 V-2 V-3 V-4 V-5 V-6

APO: _____ Phone: _____ Victim Notification: ☐ No ☐ Yes

IPS Team Name: _____

Court Interpreter at Original Sentencing: ☐ No ☐ Yes, Language: _____ ☐ ACIC ☐ NCIC

In Custody: ☐ No ☐ Yes Location: _____ Arrest Date: _____ Booking#: _____

Defendant: _____ Cause: CR _____ DOB: _____

AKA: _____

Offense: _____ Desig.: _____

Offense: _____ Desig.: _____

| | | | | | |
|---|---|---|---|---|---|
| Probation Start | Date: _____ | Prob. Length: _____ | ☐ From DOC Release | ☐ Standard | ☐ IPS |
| Reinstatement/Extension | Date: _____ | Prob. Length: _____ | from _____ | ☐ Standard | ☐ IPS |
| Reinstatement/Extension | Date: _____ | Prob. Length: _____ | from _____ | ☐ Standard | ☐ IPS |
| Reinstatement/Extension | Date: _____ | Prob. Length: _____ | from _____ | ☐ Standard | ☐ IPS |

Original Arresting Agency: _____ Report #: _____

*****Circle the appropriate number based on revision date of the defendant's Court-ordered conditions.**

**Uniform Conditions numbers are on the Left**

This officer has reason to believe that the defendant has failed to comply with the following condition(s) of probation:

1 / 1 The defendant did on or about _____ commit the crime of _____ _____.

1 / 1 The defendant did on or about _____ commit the crime of _____ _____.

1 / 1 The defendant did on or about _____ commit the crime of _____ _____.

2 / 6 The defendant knowingly associated with _____ a person **(who was engaging in criminal activity, having a criminal record)** without prior written approval on or about _____.

3 / 2 The defendant failed to report on _____, as directed.

4 / 4 The defendant failed to **(let APD know where he/she lived, provide safe access to residence, obtain approval of residence, receive permission to move)**, on or about _____.
Whereabouts unknown since _____.

5 / 5 The defendant failed to submit to search and seizure of person or property, on or about _____ .

6 / 7 The defendant possessed or controlled _____, on or about _____ .

7 / 9 The defendant possessed or used _____, an illicit drug, on or about _____ _____.

7 / 9 The defendant possessed or used _____, an illicit drug, on or about _____ _____.

8 / 8 The defendant consumed alcoholic beverages to excess, on or about _____.

9 / 10 The defendant failed to submit to drug testing on _____, as directed.

10 /11 The defendant failed to participate and cooperate in **(counseling, programs of assistance)** _____, as directed.

11 / 3 The defendant failed to [**(seek, obtain, maintain) employment, attend school as a student, advise of any change)**], as directed.



**Supervisor Approval:** _____ **Date:** _____

☐ ____: _____

_____

_____

☐ ____: _____

_____

_____

☐ ____: _____

_____

_____

☐ ____: _____

_____

_____

**Interventions:** *(check all that apply and include program names, diagnosis, etc.)*

- ☐ Use of cognitive tools / techniques
- ☐ Verbal counseling / warning
- ☐ Directive to eliminate $ delinquencies
- ☐ APO, client, willing victim mediation
- ☐ Increased rate of CSP hours
- ☐ Loss of travel or other privileges
- ☐ Increased field contacts
- ☐ Attendance at self-help groups
- ☐ Referral to outpatient counseling
- ☐ APO, client, support system conference
- ☐ Referral to intensive outpatient counseling
- ☐ Referral to cognitive intervention groups
- ☐ Petition to modify (+ / - sanctions)
- ☐ APO, client, supervisor conference
- ☐ Referral to inpatient treatment
- ☐ Complance facilitation mediation
- ☐ Written probation violation warning
- ☐ Written memo to court
- ☐ Reinstatement without jail
- ☐ Reinstatement with jail
- ☐ Intensive probation
- ☐ Finacial Compliance Enhancements
  - ☐ Addressed at initial interview
  - ☐ Addressed with written directives
  - ☐ Payment Ability Form completed / reviewed
  - ☐ 5 week budget class attendance
  - ☐ Referral to internal collections team

DIVISION:
SENT. JUDGE:
ATTY:
APO:
PROSECUTOR:

# THE SUPERIOR COURT OF ARIZONA
**MARICOPA COUNTY**

5

Cause Number: _____

THE STATE OF ARIZONA
VS.

_____

**PETITION TO:**

- ☐ DISMISS PETITION TO REVOKE PROBATION
- ☐ QUASH WARRANT
- ☐ QUASH SUMMONS

**ORDER**

The above named defendant was formally adjudged guilty of the crime of _____

_____

and was placed on probation by the Court's judgment and order dated the _____ day of _____ , 19 ____ ,

the period of probation being _____ from said date.

A Petition to Revoke the defendant's probation and _____ was submitted to the Court on

_____ , alleging the defendant violated term(s) number _____

of his/her probation by:

_____
DEPUTY ADULT PROBATION OFFICER

---

**ORDER**

- ☐ IT IS ORDERED DENYING THE PETITION
- ☐ IT IS ORDERED QUASHING THE WARRANT
- ☐ IT IS ORDERED QUASHING THE SUMMONS
- ☐ IT IS ORDERED DISMISSING THE PETITION TO REVOKE PROBATION

_____ , 19 _____.
DATE

_____
JUDGE OF THE SUPERIOR COURT

**PETITION TO QUASH WARRANT OR SUMMONS AND/OR DISMISS PETITION TO REVOKE: ORDER**

WHITE COPY – Court File PINK COPY – Defendant Copy CANARY COPY – Probation File GOLDENROD COPY – Prosecutor Copy

1100-015 8-95

☐ Div. ☐ Quad. ( )
☐ CA ☐ AG
APO:
V-

# SUPERIOR COURT OF THE STATE OF ARIZONA
## MARICOPA COUNTY

THE STATE OF ARIZONA
vs.

Cause Number: CR

**SUMMONS**
**PROBATION VIOLATION**

DOB:

The attached petition having been filed herein, alleges you have violated a term or regulation of probation.

**YOU ARE SUMMONED** to appear in court as listed below to attend a Revocation of Probation hearing. You are entitled to representation by counsel at the hearing and to call witnesses in your own behalf. Any statement you make prior to the hearing may be used against you.

**Date:** _____ **Time:** _____ (a.m.) (p.m.) **Location:** ☐ Central Court Building, Room # _____, 201 W. Jefferson, Phx, AZ
☐ Southeast Court Complex, Room # _____, 222 E. Javelina, Mesa, AZ

**IF YOU FAIL TO APPEAR AS REQUIRED HEREIN, A WARRANT WILL BE ISSUED FOR YOUR ARREST**

---

## RETURN OF SERVICE

I certify that on the _____ day of _____, _____, I served this Summons upon the within named.

Dated this _____ day of _____, _____.

_____
Agency

_____
Officer

**SUMMONS / PROBATION VIOLATION**

7

**OUT OF CUSTODY SUPPLEMENT WORKSHEET: THE FOLLOWING INFORMATION WILL BE TYPED ON MCSO FORM 50-44 (R9-93)**

| LAST NAME | FIRST | MIDDLE | AKA | DATE |
|---|---|---|---|---|
| SMITH | JOHN | ALAN | JACK SMITH | |

| SEX | RACE | POB | DOB | HGT | WGT | EYE | HAIR | FBI NO. | SKN | SMT |
|---|---|---|---|---|---|---|---|---|---|---|
| M | W | | 1-10-55 | 5'8" | 160 | Bro | Bro | 379286TA7 | | * |

| FPC | MNU | SOC. SEC. NO. |
|---|---|---|
| | SID#: AZ32697165 | 161-40-1931 |

| DRIVER'S LIC. NO. | DRIVER'S LIC. STATE | YEAR DRIVER'S LIC. EXPIRES |
|---|---|---|
| B701 70475 | AZ | 1-10-2025 |

| OFFENSE IS A | OFFENSE CODE | DATE OF WARRANT | WARRANT NO. |
|---|---|---|---|
| FELONY MISDEMEANOR | 1199 | | 9698127 |

MISC. INFORMATION (CHARGES, ETC.)
PV: SEXUAL ASSAULT A CLASS 3F 00700 NONE

| VEHICLE LIC. NO. | LIC. PLATE STATE | YEAR LIC. EXPIRES | TYPE OF LIC. PLATE |
|---|---|---|---|
| 321-BCD | | | |

| VEHICLE ID NO | VEHICLE YEAR | VEHICLE MAKE | VEHICLE MODEL |
|---|---|---|---|
| | 1986 | BUICK | LESABRE |

| VEHICLE STYLE | VEHICLE COLOR | EXTRADITE? | CO. ATTY. NO. |
|---|---|---|---|
| | | YES NO | |

| ENTERED ACIC NCIC DATE | NCIC FILE NO. | CANCELLED DATE |
|---|---|---|
| | | |

| ORIGINATING AGENCY | POLICE ID NO. | MCSO ID NO. |
|---|---|---|
| APO: W. HARKINS 238-3770 | | |

| ADDRESS OF SUSPECT | PHONE NO. |
|---|---|
| 2020 W. Bell Rd #117 PHX AZ 85027 | 264-1119 |

| OCCUPATION - EMPLOYER AND ADDRESS | PHONE NO. |
|---|---|
| TROY AUTO PARTS 2711 W. Deer Valley Rd PHX AZ (Driver) | 299-1234 |

| INFORMATION REC. FROM | ADDRESS AND PHONE | AGENCY CASE NO. |
|---|---|---|
| | | DR#: PHXPD 95127911 |

SCARS/TATTOOS: TATTOO L HAND "ROSE" KNOWS OF WARRANT: YES NO

HX: VIOLENCE, WEAPONS, ASSAULT: Prior Assault Arrest - Def armed w/9mm

HX: DRUG ABUSE: DA: Amphetamine DA: NARCOTIC - Heroin

NOTES: Def may be at sisters: Ruth Smith 2929 N. 10th St PHX AZ 264-1019
Parents: Jack + Rhonda Smith 219 W. Greenway Rd PHX AZ 268-3610
G/F: Susan Miller 3910 N 24th St PHX AZ 956-1060
Hangs around 10th St + Harrison to buy drugs. Family will lie for him

EXAMPLE

1100-124 (R 1-98)

# 8 DOWNTOWN DIRECT COMPLAINT PACKET CONSTRUCTION

**IN CUSTODY COMPLAINTS**

In order from front to back:

- Copy of CIS (police liaison's copy)
- Original Complaint* plus 2 copies
  *Copy 1 - Court Admin.*
  *Copy 2 - Defense Atty.*
- Original Subpoenas plus 2 copies
  *Copy 1 - for defendant*
  *Copy 2 - in file in case re-issue*
- Original CIS plus 2 copies
  *Copy 1 - Court Admin.*
  *Copy 2 - COSC keeps for ACS update*
- Disposition Report
- Form IV

**WARRANTS COMPLAINT**

In order from front to back.

- Copy of CIS (police liaison's copy)
- Original Complaint* plus 3 copies
  *Copy 1 - Court Admin.*
  *Copy 2 - Defense Atty.*
  *Copy 3 - to MCSO w/ WRT*
- Original Warrant plus 2 copies (Copy of VIS for each warrant)
  *Copy 1 - for defendant*
  *Copy 2 - in file*
- Warrant Fact Sheet w/ Bond
- Original Subpoenas plus 2 copies
  *Copy 1 - for defendant*
  *Copy 2 - in file in case re-issue*
- Original CIS plus 2 copies
  *Copy 1 - Court Admin.*
  *Copy 2 - COSC keeps for ACS update*
- Disposition Report
- Form IV

**SUMMONS COMPLAINT**

In order from front to back.

- Copy of CIS (police liaison's copy)
- Original Complaint* plus 2 copies
  *Copy 1 - Court Admin.*
  *Copy 2 - Defense Atty.*
- Original Summons plus 2 copies
  *Copy 1 - for defendant*
  *Copy 2 - in file in case re-issue*
- Original Subpoenas plus 2 copies
  *Copy 1 - for defendant*
  *Copy 2 - in file in case re-issue*
- Original Warrant plus 2 copies (Copy of VIS for each warrant)
  *Copy 1 - for defendant*
  *Copy 2 - in file*
- Original CIS plus 2 copies
  *Copy 1 - Court Admin.*
  *Copy 2 - COSC keeps for ACS update*
- Disposition Report
- Form IV

**IN CUSTODY - WARRANT COMPLAINT**

In order from front to back.

- Copy of CIS (police liaison's copy)
- Original Complaint* plus 3 copies
  *Copy 1 - Court Admin.*
  *Copy 2 - Defense Atty.*
  *Copy 3 - to MCSO w/ WRT*
- Original Warrant plus 2 copies (Copy of VIS for each warrant)
  *Copy 1 - for defendant*
  *Copy 2 - in file*
- Warrant Fact Sheet w/ Bond
- Original Subpoenas plus 2 copies
  *Copy 1 - for defendant*
  *Copy 2 - in file in case re-issue*
- Original CIS plus 2 copies
  *Copy 1 - Court Admin.*
  *Copy 2 - COSC keeps for ACS update*
- Disposition Report
- Form IV

* Original Complaint **for each defendant** listed on Complaint. Example: Four co-defendant case = Four original Complaints.

9

# CERTIFICATE OF SERVICE

**PERSONAL SERVICE.** The undersigned swears (or affirms) that he/she is qualified to serve this subpoena and did so by showing the original to and informing the witness of its contents and by delivering a copy thereof to him/her at _____ a.m./p.m. on _____, 2004, at _____, Arizona.

**SECOND PARTY SERVICE.** The undersigned swears (or affirms ) that he/she is qualified to serve this subpoena and did so by leaving a copy at the usual place of abode/employment and showing the original to and informing_____ (name) of person served) of its contents at _____a.m./p.m. on _____,2004, at _____, Arizona.

**INDIRECT SERVICE.** The undersigned swears ( or affirms ) that he/she is qualified to serve this subpoena and did so by leaving a copy in the door at _____ _____ , Arizona (address) at_____ a.m./p.m. on _____, 2004.

**SERVICE BY CERTIFIED MAIL.** The undersigned swears (or affirms) that he/she placed a copy of this subpoena in the United States Mail on _____, 2004, for delivery by Registered Mail to _____at_____, postage and registry prepaid, with a request endorsed on the envelope in the usual form for the return of the letter to the sender if not delivered within 5 days.

**SERVICE BY FIRST CLASS MAIL.** The undersigned swears (or affirms) that he/she placed a copy of this subpoena in the United States Mail on _____, 2004, for delivery by first class mail to: _____ at _____, along with a Certificate of Service and Return card.

**SERVICE BY FASCIMILE.** The undersigned swears (or affirms) that he/she sent a copy to _____( name of person ) at _____ (fax number ) at _____a.m./p.m. on _____,2004.

_____

Person serving subpoena.

# OFFICE OF THE PUBLIC DEFENDER
## MARICOPA COUNTY

JAMES J. HAAS
Public Defender

JEREMY D. MUSSMAN
Special Assistant

PAUL J. PRATO
Chief Trial Deputy

April 30, 2004

[defendant name]
[street address]
[city, state zip]

Re: State v. [defendant name]; CR [case #]

Dear Mr./Ms. [defendant name]:

Please be advised that due to your failure to appear for your [type of hearing] in Judge [judge's name]'s court on [date] **A BENCH WARRANT HAS BEEN ISSUED FOR YOUR ARREST.**

Please contact me immediately upon receipt of this letter at 506-1682.

Sincerely,

Maricopa County Public Defender

[attorney name]
Deputy Public Defender

**LAW FIRM**
**Luhrs Building • 11 West Jefferson, Suite 5 • Phoenix, Arizona 85003-2302**
**(602) 506-2802 • FAX (602) 506-8231 • TT (602)506-1646**

*Delivering America's Promise of Justice for All*

M. DANIEL EVANS
Deputy Public Defender
11 West Jefferson, Suite 5
Phoenix, Arizona 85003-2302
(602) 506-5266
Bar No. 018336
Attorney for Defendant

EXAMPLE

**IN THE SUPERIOR COURT OF THE STATE OF ARIZONA**

**IN AND FOR THE COUNTY OF MARICOPA**

| | |
|---|---|
| STATE OF ARIZONA,<br><br>Plaintiff,<br><br>v.<br><br>[redacted]<br><br>Defendant. | No. CR 2003-01667-001-DT<br><br>**SUBPOENA**<br><br>(Honorable Douglas Rayes) |

TO: [redacted]
Phoenix, AZ 85008; [redacted]

YOU ARE HEREBY ORDERED to appear at 9:30 a.m. on April 29, 2004, before the Honorable Douglas Rayes, 11th floor, 201 West Jefferson, Courtroom 1103, Phoenix, Arizona, and to remain there until excused by the judge conducting the proceeding, to give testimony on behalf of the Defendant.

**IF YOU FAIL TO APPEAR AS ORDERED, A WARRANT WILL BE ISSUED FOR YOUR ARREST.**

Given under my hand and seal _____, 2004.

MICHAEL K. JEANES
Clerk of the Superior Court

COPY
APR 26 2004

By _____
Deputy Clerk

MICHAEL K. JEANES, CLERK
T. ANDERSON
DEPUTY CLERK

**Requests for reasonable accommodations for persons with disabilities must be made to the division assigned to the case by the parties at least 3 judicial days prior to the scheduled court proceeding.**

12

# SUBPOENA REQUEST
(Please Print)

CR# 2003-020841-1DT

Defendant [redacted]

Attorney W. Thompson

Judge O'Connor

Trial Date March 3, 2004

Time 9:30

| Name | Address | Phones |
|---|---|---|
| #1) Det. Taylor | (H) PPD [redacted] | |
| | (W) 620 W Washington | |
| #2) John [redacted] | (H) Tents Jail | |
| | (W) 2939 W. Durango | |
| #3) Off. Denham | (H) PPD [redacted] | |
| | (W) " " " | |
| #4) Off. Westover | (H) PPD # [redacted] | |
| | (W) " " " | |
| #5) Richard [redacted] | (H) [redacted] | |
| | (W) | |

**SPECIAL INSTRUCTIONS:** (Example; Hostile witness, can leave with anyone in residence, in door, mail, must be personal. Names of Business, etc.)

[redacted]

Request date _____ Complete date _____ Process Server _____

3300-006 R9-91

13

| Date Rec'd | Case No. | Court Date | Defendant | Attorney | Person to be Served | Where Served | Person Served | Date Served | Time |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

MARICOPA COUNTY ATTORNEY

14

Deputy County Attorney
BAR ID #:
MCAO Firm #: 00032000

1/3

Telephone:
Attorney for Plaintiff

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MARICOPA

---

STATE OF ARIZONA )
) ss.
COUNTY OF MARICOPA )

| | | |
|---|---|---|
| THE STATE OF ARIZONA, | ) | |
| | ) | NO. CR |
| Plaintiff, | ) | |
| | ) | CERTIFICATION OF JUDGE OF |
| vs. | ) | REQUESTING STATE FOR |
| | ) | ATTENDANCE OF OUT-OF-STATE |
| , | ) | WITNESS |
| | ) | |
| Defendant. | ) | |
| | ) | |

I, , Judge of the Superior Court of Maricopa County, State of Arizona, a Court of Record, certifies:

1. That the prosecution of CR will commence in the Superior Court of the State of Arizona;

2. That the County Attorney of Maricopa County, State of Arizona, requests the attendance of an out-of-state witness, , .

3. That is a material witness for the State of Arizona.

4. That will be called to testify on .

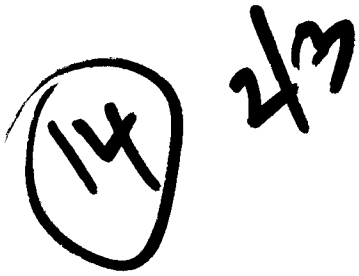
5. That will be required to travel a total of . A round-trip airline ticket or mileage and a per diem payment for meals and lodging, if necessary, will be arranged and paid for by the

Maricopa County Attorney.

6. That , by attending and testifying in CR pursuant to this summons, is protected from arrest or the service of process, either civil or criminal, in connection with matters which arose before 's entrance into this state.

7. That this certificate is to be presented to a Judge in a Court of Record in the Superior Court of , County of , in proceedings to compel to attend and testify in CR .

WITNESS, the Honorable , Judge of the Superior Court, at Phoenix, Arizona, April _____, 2004.



_____
The Honorable
Judge of the Superior Court

MARICOPA COUNTY ATTORNEY

Deputy County Attorney
BAR ID #:
MCAO Firm #: 00032000

Telephone:
Attorney for Plaintiff

14 3/3

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MARICOPA

| | | |
|---|---|---|
| THE STATE OF ARIZONA, | ) | |
| | ) | NO. CR |
| Plaintiff, | ) | |
| | ) | AFFIDAVIT |
| vs. | ) | |
| | ) | |
| , | ) | |
| | ) | |
| Defendant. | ) | |
| | ) | |

STATE OF ARIZONA )
) ss.
COUNTY OF MARICOPA )

I, , swear:

That I am the Deputy County Attorney prosecuting CR ; That it is necessary for , , to appear on , to testify to material matters.

_____

Deputy County Attorney

Subscribed and sworn to before me April _____, 2004.

_____

Notary Public

My Commission Expires:

15 1/2

# CHARGING TRANSMITTAL FORM

Page _____ of _____

| COUNT: 1 | DR NUMBER: | OFFENSE: |
|---|---|---|

| DEFENDANT (s) | A C | DATE OF OFFENSE ☐ between | CHARGING PAGE CODE | LEJIS CODE |
|---|---|---|---|---|
| | | | | |

| COUNT: 2 | DR NUMBER: | OFFENSE: |
|---|---|---|

| DEFENDANT (s) | A C | DATE OF OFFENSE ☐ between | CHARGING PAGE CODE | LEJIS CODE |
|---|---|---|---|---|
| | | | | |

| COUNT: 3 | DR NUMBER: | OFFENSE: |
|---|---|---|

| DEFENDANT (s) | A C | DATE OF OFFENSE ☐ between | CHARGING PAGE CODE | LEJIS CODE |
|---|---|---|---|---|
| | | | | |

| DEFENDANT | AO | OK | IN JAIL | SUMMONS | WARRANT | BOND AMOUNT |
|---|---|---|---|---|---|---|
| A | | | | | | $ |
| B | | | | | | $ |
| C | | | | | | $ |
| D | | | | | | $ |

GJ _____ PH _____ PFF _____ DOM. VIOL. _____ PREPARE ALLEG. OF DANGEROUSNESS _____

_____ FILE HOLDING COMPLAINT COUNT(s): _____ PRECINCT(s) _____

_____ JP. TRIAL

CHARGING ATTORNEY _____

1900-056 R5-90

EAST PHOENIX #2
JUSTICE COURT
2003 OCT -2 AM 9:46

RICHARD M ROMLEY
MARICOPA COUNTY ATTORNEY

Hilary L. Weinberg
Deputy County Attorney
Bar Id #: 015586
301 West Jefferson, 6th Floor
Phoenix, AZ 85003
Telephone: (602) 506-5999
MCAO Firm #: 00032000
Attorney for Plaintiff

03 SEP 30 PM 1:34

16

1/2

DR 0327724 - Maricopa County Sheriff's Office
CA2003031715

IN THE EAST PHOENIX ~~I~~ 2 JUSTICE COURT

COUNTY OF MARICOPA, STATE OF ARIZONA

| | |
|---|---|
| THE STATE OF ARIZONA,<br>Plaintiff,<br>vs.<br>[redacted] (001),<br>Defendant. | CR03-[redacted]<br>CR2003-[redacted]-001<br><br>COMPLAINT<br><br>ASSAULT, A CLASS 1 MISDEMEANOR |

The complainant herein personally appears and, being duly sworn, complains on information and belief against [redacted] charging that in East Phoenix I Justice Court Precinct, Maricopa County, Arizona:

[redacted] on or about the 13th day of September, 2003, intentionally or knowingly caused physical injury to

16 2/2 **STATE V. JOSHUA ADAM YOUNG**

[redacted] in violation of A.R.S. §§ 13-1203(A)(1),(B), 13-3601(A), 13-707, and 13-802.

[redacted] Agency: Maricopa County Sheriff's Office
Complainant

Subscribed and sworn to before me this 25 day of September, 2003.

MAGISTRATE TITLE

It is requested that a **warrant** be issued.
**It is not** requested that Defendant appear for fingerprints and photograph.

Hilary L. Weinberg
Deputy County Attorney

HW:em/AO

IN THE EAST PHOENIX #2 JUSTICE COURT PRECINCT
IN THE COUNTY OF MARICOPA, STATE OF ARIZONA

| | |
|---|---|
| THE STATE OF ARIZONA, | PID: 180789 |
| Plaintiff, | NO: CR04-[redacted]MI |
| | COMPLAINANT COUNTS I - II |
| | 2004-[redacted] 001 |
| VS. | ISSUING BAD CHECK(S) |
| [redacted] | CLASS 1 MISDEMEANOR(S) |
| | DR04-[redacted] |
| Defendant. | |

17

EAST PHOENIX #2 JUSTICE COURT 2004 MAR 16 AM 9:09

The complainant herein personally appears and, being duly sworn, complains on information and belief against
[redacted]lin, A.K.A. alias: [redacted]
charging that in EAST PHOENIX #2 Precinct, Maricopa County, Arizona:

[redacted], A.K.A. alias: [redacted], on or about the 15th Day of March, 2003, issued or passed to QuikTrip Stores #0405 a check to wit: Check Number 0093, (in the amount of $29.93) Dated 03/15/03, drawn on the account of Paul Conklin, maintained with the BANK OF AMERICA, a bank or other drawee, knowing that there were not sufficient funds in or on deposit with the bank or other drawee, for the payment in full of the check as well as all other checks outstanding at the time of issuance, in violation of A.R.S.§§13-1807, 13-1801, 13-1808, 13-1809, 13-1810, 13-707, and 13-802.

[redacted], A.K.A. alias: [redacted], on or about the 12th Day of March, 2003, issued or passed to ALBERTSON'S #975 a check to wit: Check Number 0091, (in the amount of $147.57) Dated 03/12/03, drawn on the account of Paul Conklin, maintained with the BANK OF AMERICA, a bank or other drawee, knowing that there were not sufficient funds in or on deposit with the bank or other drawee, for the payment in full of the check as well as all other checks outstanding at the time of issuance, in violation of A.R.S.§§13-1807, 13-1801, 13-1808, 13-1809, 13-1810, 13-707, and 13-802.

Det. Kathy [illegible] #207
Complaint - M.C.A.O. Detective

MCAO CEB
Agency

Subscribed and sworn to before me on 3/09/04

Magistrate

W&IP
Title

It is requested that a SUMMONS be issued.

It is requested that a defendant appear for fingerprints and photographs.

Andrea Kever
Deputy County Attorney

RICHARD M. ROMLEY
MARICOPA COUNTY ATTORNEY

Jason Kalish
Deputy County Attorney
BAR ID #: 018429
100 West Washington, Suite 2100
Phoenix, AZ 85003
Telephone: (602) 372-7250
MCAO Firm #: 00032000
Attorney for Plaintiff

18

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

COUNTY OF MARICOPA, «CourtType»

| | |
|---|---|
| THE STATE OF ARIZONA, | CR «CauseNumber» |
| Plaintiff, | CRIMINAL SUBPOENA |
| vs. | «Charges» |
| «DefendantName», | |
| Defendant. | |

THE STATE OF ARIZONA, to:

«Victim_WitnessName»
«Victim_WitnessAddress»
«Victim_WitnessCityStateZip»

**YOU ARE HEREBY ORDERED TO APPEAR AT** _____ a.m\p.m., on _____, 2004, at «CourtAddress», Maricopa County, and to remain there until excused by the judge conducting the proceedings or otherwise discharged, to give testimony on behalf of the State of Arizona.

**You must call the prosecutor at (602) 372-7250 at _____a.m. on the morning of the hearing.** You may remain on standby after leaving a telephone number with the prosecutor upon the condition that you promise to appear within thirty (30) minutes of being called to appear.

**IF YOU FAIL TO APPEAR AS ORDERED, A WARRANT WILL BE ISSUED FOR YOUR ARREST.**

Given under my hand and seal on _____, 2004.

PLEASE CALL **(602) 372-7250** ON _____ TO CONFIRM HEARING DATE.

«CourtCommissioner»

_____
Judge/Commissioner of the Superior Court

_____
Jason Kalish
Deputy County Attorney

CERTIFICATE OF SERVICE

The undersigned swears (or affirms) that he\she is qualified to serve this subpoena and did so by showing the original to and informing the witness of its contents and by delivering a copy thereof to him\her at _____a.m\p.m. on _____, 20_____, at _____, Arizona.

_____
Person serving subpoena

**SUB**

RICHARD M. ROMLEY
MARICOPA COUNTY ATTORNEY

Jason Kalish
Deputy County Attorney
BAR ID #: 018429
100 West Washington, Suite 2100
Phoenix, AZ 85003
Telephone: (602) 372-7250
MCAO Firm #: 00032000
Attorney for Plaintiff

19

Y2

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

COUNTY OF MARICOPA, «CourtType»

| | |
|---|---|
| THE STATE OF ARIZONA, | CR «CauseNumber» |
| Plaintiff, | DIRECT COMPLAINT |
| vs. | SUMMONS |
| «DefendantName», | |
| Defendant. | |

A Direct Complaint having been filed on April ____, 2004, in the Superior Court of Maricopa County, Arizona, charging you, «DefendantName», with the crime(s) of «Charges», you are

**HEREBY SUMMONED** to appear before this Court to answer the Direct Complaint at «CourtAddress»,«CourtCity», on _____ at the hour of _____ a.m./p.m. Requests for reasonable accommodation for persons with disabilities must be made to the division assigned to the case by parties at least three judicial days in advance of a scheduled court proceeding and may be done by calling (602) 506-5927.

Failure to appear without good cause as summoned will place you in contempt of Court and a warrant will be issued for your arrest.

**YOU ARE FURTHER ORDERED** to appear to be photographed and fingerprinted by the Maricopa County Sheriff's Office, Records and Identification Division, 201 West Jefferson, Phoenix, AZ, telephone (602) 256-1070, between the hours of 7:30 a.m to 4:30 p.m, Monday through Friday.

**TO BE PROCESSED YOU MUST BRING this summons, some form of identification (i.e., Arizona Drivers License, Arizona Social Services**

**SUM**

**card, Arizona I.D. card, Resident Alien card, or Military I.D. card, AND if you are under eighteen (18) years of age, a copy of the minute entry remanding your case to adult court).**

**GIVEN UNDER MY HAND AND SEAL** of the said Court on _____ by order of the Court.

MICHAEL K. JEANES
CLERK OF THE SUPERIOR COURT

By
Deputy Clerk

19 2/2

«DefendantName»
«DefendantAddress»
«DefendantCityStateZip»

DR No.: «DRNumber Agency»

**OFFICER'S RETURN**

I CERTIFY that
____ This summons was served by certified mail, receipt attached,
____ I personally served this summons
____ I personally attempted to serve this summons

on _____ at
(Defendant) (Date/Time)
at _____ Arizona.
If not served, reason: _____

**TO BE COMPLETED BY OFFICER TAKING FINGERPRINTS & PHOTOGRAPHS:**
Case No. _____ Date: _____ Time:
Location: _____ Officer:

RICHARD M. ROMLEY
MARICOPA COUNTY ATTORNEY

Jason Kalish
Deputy County Attorney
BAR ID #: 018429
100 West Washington, Suite 2100
Phoenix, AZ 85003
Telephone: (602) 372-7250
MCAO Firm #: 00032000
Attorney for Plaintiff

20 1/2

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

COUNTY OF MARICOPA, «CourtType»

| | | |
|---|---|---|
| THE STATE OF ARIZONA, | ) | CR «CauseNumber» |
| Plaintiff, | ) | ~~DIRECT COMPLAINT~~ |
| vs. | ) | WARRANT FOR ARREST |
| «DefendantName», | ) | |
| Defendant. | ) | |

TO ALL PEACE OFFICERS OF THE STATE OF ARIZONA:

A Direct Complaint has been filed in this Court against the above-named defendant charging that in Maricopa County, Arizona, on or about «DateOfCrime», the crime(s) of

«Charges»

has/have been committed.

The Court has found reasonable cause to believe that such offense(s) was/were committed and that the defendant committed it/them, and reason to believe that the defendant will not appear in response to a summons, or that a warrant is otherwise appropriate.

**YOU ARE THEREFORE COMMANDED** to arrest the defendant and bring said defendant before this Court to answer the charges. If this Court is unavailable, or if the arrest is made in another county, you shall take the defendant before the nearest or most accessible judge. You may release said defendant if defendant posts a secured appearance bond in the amount of _____.

Given under my hand and seal on this ____ day of _____, 2004, at the direction of the Court.

MICHAEL K. JEANES
CLERK OF THE SUPERIOR COURT

By _____
Deputy Clerk

_____
JUDGE OF THE SUPERIOR COURT

**WAR**

DEFENDANT'S DESCRIPTION:

DOB: «DateOfBirth» Race: «Race» Sex: «Sex» Hgt: «Height»

Wgt: «Weight» Hair: «HairColor» Eyes: «EyeColor» SSN: «SocialSecurityNo»

Defendant's Address: «DefendantAddress», «DefendantCityStateZip»

DR No.: «DRNumber Agency»

MCSO No: _____ PPD No._____

**CERTIFICATE OF EXECUTION**

I certify that I arrested _____ at _____ a.m/p.m. on _____, 20___, and present him/her before Judge _____ at _____.

_____
Agency

_____
Deputy Sheriff, Officer

20 2/2

**ORDER OF COMMITMENT**

_____, having been brought before me at _____ a.m./p.m. on _____ is committed to the custody of the Sheriff of Maricopa County, Arizona, to be detained until he/she complies with the conditions of release order of this date, or any amendment or modification thereof.

_____
Judge

MARICOPA COUNTY ATTORNEY

Deputy County Attorney
BAR ID #:
MCAO Firm #: 00032000

Telephone:
Attorney for Plaintiff

21

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MARICOPA

| | | |
|---|---|---|
| THE STATE OF ARIZONA, | ) | |
| | ) | NO. |
| Plaintiff, | ) | |
| | ) | ORDER DIRECTING CLERK OF COURT |
| vs. | ) | TO ISSUE WRIT OF HABEAS CORPUS |
| | ) | AD PROSEQUENDUM |
| , | ) | |
| | ) | |
| Defendant. | ) | |
| | ) | |

On Petition of the State of Arizona for a Writ of Habeas Corpus ad Prosequendum,

It is ordered that the Clerk of this Court issue a Writ of Habeas Corpus ad Prosequendum to , United States Marshal for the District of Arizona, to the Warden of the , Arizona, and to the Sheriff of Maricopa County, or his deputy, ordering him to have the Defendant presented before a Commissioner of the Superior Court, Maricopa County, Arizona, on , for an initial appearance hearing in at the Madison Street Jail, 225 West Madison, Phoenix, Arizona. Defendant is to be kept in custody and available for all proceedings in until final judicial disposition is completed. Upon completion of prosecution, return to wherever should be confined.

DONE IN OPEN COURT April _____, 2004.

MARICOPA COUNTY ATTORNEY

Deputy County Attorney
BAR ID #:
MCAO Firm #: 00032000

Telephone:
Attorney for Plaintiff

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MARICOPA

| | | |
|---|---|---|
| THE STATE OF ARIZONA,<br><br>Plaintiff,<br><br>vs.<br><br>,<br><br>Defendant. | ) | NO.<br><br>ORDER DIRECTING CLERK OF COURT TO ISSUE WRIT OF HABEAS CORPUS AD TESTIFICANDUM |

On Petition of the State of Arizona for a Writ of Habeas Corpus ad Testificandum:

It is ordered that the Clerk of this Court issue a Writ of Habeas Corpus ad Testificandum to , United States Marshal for the District of Arizona, to the Warden of the , Arizona, and to the Sheriff of Maricopa County, or his deputy, ordering him to have presented before , , Maricopa County, Arizona, on , for in . To keep in custody and available for all proceedings until final judicial disposition is completed. Upon completion of return to wherever should be confined.

MARICOPA COUNTY ATTORNEY

Deputy County Attorney
BAR ID #:
MCAO Firm #: 00032000

Telephone:
Attorney for Plaintiff

23 1/2

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MARICOPA

| | | |
|---|---|---|
| THE STATE OF ARIZONA, | ) | |
| | ) | NO. CR |
| Plaintiff, | ) | |
| | ) | ORDER DIRECTING MATERIAL |
| vs. | ) | WITNESS TO POST UNDERTAKING |
| | ) | OR BE COMMITTED |
| , | ) | |
| | ) | |
| Defendant. | ) | |
| | ) | |
| | ) | |

IT APPEARING to the satisfaction of the Court upon the State's Petition and verified affidavit of Deputy County Attorney that:

is a material witness for the State in the cause captioned above; that there is reasonable cause to believe that will not appear to testify when required; and having been given the opportunity to be heard in opposition to the Petition;

IT IS ORDERED that enter into a written undertaking with good and sufficient security in the sum of $ for appearance as a witness at trial on behalf of the State of Arizona in the cause captioned above;

IT IS FURTHER ORDERED that if refuses or fails to comply with

the above order that  be committed to the Maricopa County Jail until complies or is legally discharged.

Dated this _____ day of _____, 2004.

Judge of the Superior Court

23 2/2

MARICOPA COUNTY ATTORNEY

Deputy County Attorney
BAR ID #:
MCAO Firm #: 00032000

Telephone:
Attorney for Plaintiff

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MARICOPA

| | | |
|---|---|---|
| THE STATE OF ARIZONA, | ) | |
| | ) | NO. |
| Plaintiff, | ) | |
| | ) | ORDER SECURING ATTENDANCE |
| vs. | ) | PRISONER AS WITNESS |
| | ) | |
| , | ) | |
| | ) | |
| Defendant. | ) | |
| | ) | |

IT IS ORDERED that the Sheriff of Maricopa County, , or his deputy, take custody of , an inmate of , and present to , Maricopa County, Arizona, on , before presiding in to testify at .

That the Director of the is to deliver into the custody of the Sheriff of Maricopa County, Arizona, or his deputy.

That the Sheriff of Maricopa County, Arizona, is to retain custody of the until final judicial disposition of is completed and then return to the custody of the .

DONE IN OPEN COURT April _____, 2004.

_____
JUDGE OF THE SUPERIOR COURT

WITNESS:
DATE OF BIRTH:
PRISONER NO:

MARICOPA COUNTY ATTORNEY

Deputy County Attorney
BAR ID #:
MCAO Firm #: 00032000

Telephone:
Attorney for Plaintiff

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MARICOPA

| | | |
|---|---|---|
| THE STATE OF ARIZONA,<br><br>Plaintiff,<br><br>vs.<br><br>,<br>D.O.B.<br>Prisoner #<br><br>Defendant. | ) | NO.<br><br>ORDER SECURING ATTENDANCE OF PRISONER |

Based on State's Petition:

IT IS ORDERED that the Sheriff of Maricopa County, , or his deputy, take custody of , an inmate of , and present before on , for the purpose of on the in to be held in , Maricopa County, Arizona.

That the Director of the deliver into the custody of the Sheriff of Maricopa County, Arizona, or his deputy.

That the Sheriff of Maricopa County, Arizona, , retain custody of until final judicial disposition of is completed and then return the Defendant to the custody of the .

MARICOPA COUNTY ATTORNEY

Deputy County Attorney
BAR ID #:
MCAO Firm #: 00032000

Telephone:
Attorney for Plaintiff

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MARICOPA

| | | |
|---|---|---|
| THE STATE OF ARIZONA,<br><br>Plaintiff,<br><br>vs.<br><br>,<br>D.O.B.<br>PRISONER #:<br><br>Defendant. | ) | NO. CR<br><br>ORDER SECURING ATTENDANCE OF PRISONER ON PROBATION VIOLATION |

Based upon State's Petition:

IT IS ORDERED that the Sheriff of Maricopa County, , or his deputy, take custody of , and present at 10:00 a.m., on , for an initial appearance hearing to be held at the Madison Street Jail, 225 West Madison, Phoenix, Maricopa County, Arizona.

That the Director of the , Arizona, deliver into the custody of the Sheriff of Maricopa County, Arizona, or his deputy.

That the Sheriff of Maricopa County, Arizona, , retain custody of until final judicial disposition of this cause is completed and then return the Defendant to the custody of the , Arizona.

MARICOPA COUNTY ATTORNEY

Deputy County Attorney
BAR ID #:
MCAO Firm #: 00032000

Telephone:
Attorney for Plaintiff

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MARICOPA

| | | |
|---|---|---|
| THE STATE OF ARIZONA, | ) | |
| | ) | NO. CR |
| Plaintiff, | ) | |
| | ) | ORDER TO SHOW CAUSE RE: WRITTEN |
| vs. | ) | UNDERTAKING FOR A MATERIAL |
| | ) | WITNESS TO APPEAR |
| , | ) | |
| | ) | |
| Defendant. | ) | |
| | ) | |
| | ) | |

A petition for an Order to Show Cause and supporting affidavit having been filed by the State,

IT IS HEREBY ORDERED THAT , a material witness in the above case, appear before this court, _____, at _____ a.m./p.m. to show cause why should not be required to enter a written undertaking or be committed to the custody of the Sheriff to assure appearance and testimony in the criminal prosecution.

Dated this _____ day of _____, 2004.

Judge of the Superior Court

Larry Morehouse
Bar Num: 04418
Deputy County Attorney
Maricopa County Attorney
Check Enforcement Program
100 W. Washington St
Suite 2000
Phoenix, AZ 85003
Phone: (602) 372-7300

7-17-00
11:15 AM

28

FILED
JUL 19 2000
EAST PHOENIX PRECINCT #2
JUSTICE COURT

IN THE EAST PHOENIX #2 JUSTICE COURT PRECINCT
IN THE COUNTY OF MARICOPA, STATE OF ARIZONA

| | |
|---|---|
| THE STATE OF ARIZONA,<br><br>Plaintiff,<br><br>VS.<br><br>[redacted] Parker<br><br>Defendant. | PID: 9443<br>NO: CR98-00480MI<br><br>PETITION TO REVOKE PROBATION<br><br>ORDER FOR WARRANT OR SUMMONS |

The above named defendant was formally adjudged guilty of the crime of ISSUING BAD CHECKS and was placed on probation by this Court's judgment and order dated the 18th day of June, 1998, period of probation being three years from said date.

The Deputy County Attorney is informed and has reason to believe that the defendant has violated the conditions or regulations as follows. THE DEFENDANT HAS FAILED TO PAY RESTITUTION AS ORDERED BY THIS COURT. Please see attached certified Check Status/Payment History report. The defendant's last known address: 2207 W Main Street #7, Mesa, AZ 85201-.

Dated this ~~27th~~ 8 day of ~~June~~ July, 2000.

Deputy County Attorney

ORDER

☐ IT IS ORDERED directing the issuance of a Bench Warrant for the arrest of the defendant.

☒ IT IS ORDERED that a summons be issued ordering the appearance of the defendant before this court on 7/26/00 at 1:00 (a.m.) (p.m.). If the defendant fails to appear as ordered, a warrant shall be issued for his arrest.

Dated this 13 day of July, 2000.

Michael W. Quinn
Justice of the Peace

MARICOPA COUNTY ATTORNEY

Deputy County Attorney
BAR ID #:
MCAO Firm #: 00032000

Telephone:
Attorney for Plaintiff

29 1/2

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MARICOPA

| | | |
|---|---|---|
| THE STATE OF ARIZONA, | ) | |
| | ) | NO. CR |
| Plaintiff, | ) | |
| | ) | STATE'S PETITION FOR ORDER |
| vs. | ) | TO SHOW CAUSE RE: WRITTEN |
| | ) | UNDERTAKING FOR A MATERIAL |
| , | ) | WITNESS TO APPEAR |
| | ) | |
| Defendant. | ) | (Assigned to the Honorable |
| | ) | |
| | ) | |

The State of Arizona petitions the Court pursuant to A.R.S. ∋∋ 13-4081 and 13-4082 to issue an Order to Show Cause requiring the material witness to show cause why this Court should not require this material witness to enter into a written undertaking and post security or commit this material witness to the custody of the Sheriff pursuant to A.R.S. ∋ 13-4083, to assure the appearance and testimony of this material witness in the criminal prosecution.

This Motion is supported by the attached affidavit of Deputy County Attorney .

Submitted April _____, 2004.

MARICOPA COUNTY ATTORNEY

BY_____

Re: State v.

AFFIDAVIT

STATE OF ARIZONA )
) ss.
COUNTY OF MARICOPA )

29 2/2

I, , swear:

That I am a Deputy Maricopa County Attorney assigned to represent the State of Arizona in the above captioned matter and make this affidavit and verification;

The Defendant, , is charged with . is a material witness for the State for the reason that .

I believe this witness is avoiding service in this case and purposely not cooperating with the attempted investigation by me and defense counsel.

I believe this material witness will not appear in court without a written undertaking and security.

I have read the State's Petition for an Order to Show Cause Re: Written Undertaking for a Material Witness to Appear and this affidavit. I know their contents and that their contents are true based on information and belief.

_____

Deputy County Attorney

Subscribed and sworn to before me April _____, 2004.

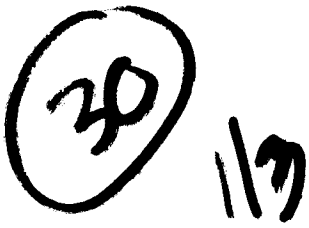
_____

Notary Public

MARICOPA COUNTY ATTORNEY

Deputy County Attorney
BAR ID #:
MCAO Firm #: 00032000

Telephone:
Attorney for Plaintiff



IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MARICOPA

| | | |
|---|---|---|
| THE STATE OF ARIZONA, | ) | |
| | ) | NO. |
| Plaintiff, | ) | |
| | ) | STATE'S PETITION FOR WRIT OF |
| vs. | ) | HABEAS CORPUS AD PROSEQUENDUM |
| | ) | |
| , | ) | (PROBATION VIOLATION) |
| | ) | |
| Defendant. | ) | |
| | ) | |

The State of Arizona petitions this Court for a Writ of Habeas Corpus ad Prosequendum securing the Defendant:

1. On , the Defendant was placed on probation by Order of the Superior Court in Cause No. after being convicted of the .

2. On , a Petition to Revoke probation was filed against and a warrant issued for arrest.

3. On , pursuant to Rule 27.6, Arizona Rules of Criminal Procedure, an initial appearance hearing will be held before a Commissioner of the Superior Court of Maricopa County, Arizona, at the Madison Street Jail, 225 West Madison, Phoenix, Arizona.

4. Defendant is in the custody of , United States Marshal for the District of Arizona, and is confined in the , Arizona, pending prosecution there.

It is requested that a Writ of Habeas Corpus ad Prosequendum

be issued to , United States Marshal for the District of Arizona, to the Warden of the , Arizona, and to the Sheriff of Maricopa County, or his deputy, to have presented before a Commissioner of the Superior Court on , for an initial appearance hearing in at the Madison Street Jail, 225 West Madison, Phoenix, Arizona. Defendant is to remain in custody and available for all proceedings in until adjudication is completed. Thereafter return to previous place of detention.

Submitted April _____, 2004.

30 4/3

MARICOPA COUNTY ATTORNEY

BY_____

Deputy County Attorney

Re: State v.

AFFIDAVIT

STATE OF ARIZONA )
) ss.
COUNTY OF MARICOPA )

30 3/3

I, , as a Deputy County Attorney of Maricopa County, Arizona, swear:

That I have read the Petition for Writ of Habeas Corpus Ad Prosequendum and know its contents.

That the facts contained are true to my knowledge, information and belief.

_____

Deputy County Attorney

Subscribed and sworn to before me April _____, 2004.

_____

Notary Public

My Commission Expires:

MARICOPA COUNTY ATTORNEY

Deputy County Attorney
BAR ID #:
MCAO Firm #: 00032000

Telephone:
Attorney for Plaintiff

31 1/3

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MARICOPA

| | |
|---|---|
| THE STATE OF ARIZONA,<br><br>Plaintiff,<br><br>vs.<br><br>,<br><br>Defendant. | NO.<br><br>STATE'S PETITION FOR WRIT OF HABEAS CORPUS AD PROSEQUENDUM |

The State of Arizona petitions this Court for a Writ of Habeas Corpus ad Prosequendum securing the Defendant, , for the purpose:

1. On , the Defendant was charged by , filed in the , Maricopa County, Arizona, in Cause No. , with the .

2. On , in will be held before , in the , Maricopa County, Arizona.

3. Defendant is in the custody of , United States Marshal for the District of Arizona, and is confined in the , Arizona.

The State requests a Writ of Habeas Corpus ad Prosequendum be issued to , United States Marshal for the District of Arizona, to the Warden of the , Arizona, and to the Sheriff of Maricopa County, or his deputy, to have Defendant brought before , on , for in held in the , Maricopa County, Arizona, and to keep Defendant in

custody and available for all court proceedings in until adjudication is completed and then to return to previous place of detention.

Submitted April _____, 2004.

MARICOPA COUNTY ATTORNEY

BY_____

Deputy County Attorney

Re: State v.

AFFIDAVIT

STATE OF ARIZONA )
) ss.
COUNTY OF MARICOPA )

31 2/3

I, , Deputy County Attorney of Maricopa County, Arizona, swear:

That I have read the Petition for Writ of Habeas Corpus Ad Prosequendum and know its contents.

That the facts contained are true to my knowledge, information and belief.

_____

Deputy County Attorney

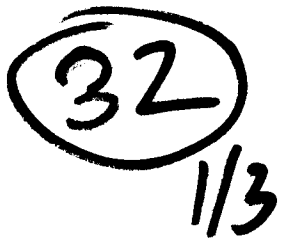
Subscribed and sworn to before me April _____, 2004.

_____

Notary Public

My Commission Expires:

MARICOPA COUNTY ATTORNEY




Deputy County Attorney
BAR ID #:
MCAO Firm #: 00032000

Telephone:
Attorney for Plaintiff

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MARICOPA

| | | |
|---|---|---|
| THE STATE OF ARIZONA,<br><br>Plaintiff,<br><br>vs.<br><br>,<br><br>Defendant. | ) | NO.<br><br>STATE'S PETITION FOR WRIT OF HABEAS CORPUS AD TESTIFICANDUM |

The State of Arizona petitions this Court for a Writ of Habeas Corpus ad Testificandum securing , for:

1. On , was charged by , filed in the , Maricopa County, Arizona, in with the .

2. On , in will be held before , in the , Maricopa County, Arizona.

3. is a necessary witness for the prosecution of .

4. is in the custody of , United States Marshal for the District of Arizona, and confined in the , Arizona.

It is requested that a Writ of Habeas Corpus ad Testificandum be issued to , United States Marshal for the District of Arizona, to the Warden of the , Arizona, and to the Sheriff of Maricopa County, or his deputy, to have presented before ,on , for in , and to keep in custody and available for all court proceedings

until adjudication is completed. Then return to previous place of detention.

Submitted April _____, 2004.

MARICOPA COUNTY ATTORNEY

BY_____

Deputy County Attorney

Re: State v.

AFFIDAVIT

STATE OF ARIZONA )
) ss.
COUNTY OF MARICOPA )

32 3/3

I, , as a Deputy County Attorney of Maricopa County, Arizona, swear:

That I have read the Petition for Writ of Habeas Corpus Ad Testificandum and know its contents.

That the facts contained are true to the best of my knowledge, information and belief.

_____

Deputy County Attorney

Subscribed and sworn to before me April _____, 2004.

_____

Notary Public

My Commission Expires:

MARICOPA COUNTY ATTORNEY

Deputy County Attorney
BAR ID #:
MCAO Firm #: 00032000

Telephone:
Attorney for Plaintiff

33 1/2

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MARICOPA

| | | |
|---|---|---|
| THE STATE OF ARIZONA, | ) | |
| | ) | NO. |
| Plaintiff, | ) | |
| | ) | STATE'S PETITION TO SECURE |
| vs. | ) | THE ATTENDANCE OF PRISONER |
| | ) | |
| , | ) | |
| | ) | |
| Defendant. | ) | |
| | ) | |

The State of Arizona petitions this Court for an Order Securing the Attendance of Prisoner, , for the following purpose:

1. On , the Defendant was charged by filed in Cause No. of the , Maricopa County, Arizona, with the .

2. On , in will be held before in the , Maricopa County, Arizona.

3. is presently in the custody of the .

Submitted April _____, 2004.

MARICOPA COUNTY ATTORNEY

BY_____

Deputy County Attorney

Re: State v.

AFFIDAVIT

STATE OF ARIZONA )
) ss.
COUNTY OF MARICOPA )

33 2/2

I, , swear:

That I am a Deputy County Attorney of Maricopa County, Arizona;

That I have read the Petition to Secure Attendance of Prisoner and know its contents.

That the facts stated are true to the best of my knowledge and belief.

_____

Deputy County Attorney

Subscribed and sworn to before me April _____, 2004.

_____

Notary Public

My Commission Expires:

_____

MARICOPA COUNTY ATTORNEY

Deputy County Attorney
BAR ID #:
MCAO Firm #: 00032000

Telephone:
Attorney for Plaintiff

34
13

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MARICOPA

| | | |
|---|---|---|
| THE STATE OF ARIZONA, | ) | |
| | ) | NO. |
| Plaintiff, | ) | |
| | ) | STATE'S PETITION TO SECURE |
| vs. | ) | THE ATTENDANCE OF PRISONER |
| | ) | AS WITNESS |
| , | ) | |
| | ) | |
| Defendant. | ) | |
| | ) | |

Plaintiff, State of Arizona, petitions for an Order Securing the Attendance of Prisoner, , as a witness, for the following purpose:

1. On , was charged by in Cause No. of the , Maricopa County, Arizona, with the .

2. That is a necessary witness in .

3. On , in will be held before in the , Maricopa County, Arizona.

4. is currently in the custody of the .

Submitted April _____, 2004.

MARICOPA COUNTY ATTORNEY

BY_____

Deputy County Attorney

Re: State v.

AFFIDAVIT

STATE OF ARIZONA )
) ss.
COUNTY OF MARICOPA )

I, , Deputy County Attorney of Maricopa County, Arizona, swear:

That I have read the Petition to Secure Attendance of Prisoner as Witness and know its contents.

That the facts stated are true to the best of my knowledge and belief.

_____

Deputy County Attorney

Subscribed and sworn to before me April _____, 2004.

_____

Notary Public

My Commission Expires:

MARICOPA COUNTY ATTORNEY

Deputy County Attorney
BAR ID #:
MCAO Firm #: 00032000

Telephone:
Attorney for Plaintiff

35 1/2

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MARICOPA

| | | |
|---|---|---|
| THE STATE OF ARIZONA, | ) | |
| | ) | NO. CR |
| Plaintiff, | ) | |
| | ) | STATE'S PETITION TO SECURE |
| vs. | ) | THE ATTENDANCE OF PRISONER |
| | ) | ON PROBATION VIOLATION |
| , | ) | |
| | ) | |
| Defendant. | ) | |
| | ) | |

The State of Arizona petitions this Court for an Order Securing the Attendance of Prisoner, , for the purpose:

1. On , was placed on probation by Order of the Superior Court in Cause No. after being convicted of the .

2. On , a Petition to Revoke was filed against and a warrant was issued for Defendant's arrest.

3. Pursuant to Rule 27.6, Arizona Rules of Criminal Procedure, an initial appearance for has been set on , at 10:00 a.m., before a Commissioner of the Superior Court of Maricopa County, Arizona, in the Madison Street Jail, 225 West Madison, Phoenix, Maricopa County, Arizona.

4. is presently in the custody of the , Arizona, pending prosecution there.

Re: State v.

AFFIDAVIT

STATE OF ARIZONA )
) ss.
COUNTY OF MARICOPA )

35 2/2

I, , Deputy County Attorney of Maricopa County, Arizona, swear:

That I have read the Petition to Secure Attendance of Prisoner on Probation Violation and know its contents.

That the facts contained are true to the best of my knowledge, information and belief.

_____

Deputy County Attorney

Subscribed and sworn to before me April _____, 2004.

Notary Public

My Commission Expires:

36

# SUBMITTAL FORM

GRP _____

AGENCY: _____

DATE: _____

NEW SUBMITTAL _____

RESUBMITTAL _____

PRIOR FORFEITURE REQUEST MADE _____

IN JAIL STAMP

ATTORNEY _____

ATTORNEY _____

DOMESTIC VIOL. Yes No

**LIST SUSPECTS IN ALPHABETICAL ORDER**

GRAY AREAS FOR COUNTY ATTORNEY USE

**A.**

LAST NAME, FIRST NAME MIDDLE NAME, {SUFFIX} DOB LEJIS #

SSN RACE SEX BOOKING# STATE ID # FBI #

**B.**

LAST NAME, FIRST NAME MIDDLE NAME, {SUFFIX} DOB LEJIS #

SSN RACE SEX BOOKING# STATE ID # FBI #

**C.**

LAST NAME, FIRST NAME MIDDLE NAME, {SUFFIX} DOB LEJIS #

SSN RACE SEX BOOKING# STATE ID # FBI #

DR# _____ DEF _____ CHARGE _____ DOC _____ PRCNT _____ S# _____

DR# _____ DEF _____ CHARGE _____ DOC _____ PRCNT _____ S# _____

DR# _____ DEF _____ CHARGE _____ DOC _____ PRCNT _____ S# _____

DR# _____ DEF _____ CHARGE _____ DOC _____ PRCNT _____ S# _____

**ADDITIONAL DEFENDANTS OR INFORMATION ON REVERSE SIDE** - YES NO

OPEN CASE - DEF: _____ CR# _____ COURT _____ ATTY _____ GRP _____

OPEN CASE - DEF: _____ CR# _____ COURT _____ ATTY _____ GRP _____

OPEN CASE - DEF: _____ CR# _____ COURT _____ ATTY _____ GRP _____

OPEN SUBM - DEF: _____ ATTORNEY REVIEWING _____ GROUP _____ S# _____

OPEN SUBM - DEF: _____ ATTORNEY REVIEWING _____ GROUP _____ S# _____

OPEN SUBM - DEF: _____ ATTORNEY REVIEWING _____ GROUP _____ S# _____

OPEN SUBM - DEF: _____ ATTORNEY REVIEWING _____ GROUP _____ S# _____

PROBATION - DEF: _____ CR# _____ COURT _____ REVOCATION FILED _____

| | INTAKE RECEIVED | TO GROUP | GROUP RECEIVED | TO REVIEWING ATTY | TO SECRETARY | TO LIAISON |
|---|---|---|---|---|---|---|
| DATES | | | | | | |
| TIMES | | | | | | |
| INITIALS | | | | | | |

1900-060 R3-90

37

VICTIM/WITNESS INFORMATION SHEET (V/WIS)

County Attorney Case Number: CA2003031715

STATE v. [redacted]G Def Sequence: 1

Defendant's Address: 2134 East Broadway Rd 1005
Tempe, AZ 85282

**DEFENDANT'S DESCRIPTION:**

Race: W Sex: M Hair: BRO Eyes: BRO Hgt: 510
Wgt: 155 DOB: [redacted] Soc Sec #: 601642677

**CHARGES FILED:**

ASSAULT, A CLASS 1 MISDEMEANOR

**DEPARTMENTAL REPORTS:**

DR 0327724 - Maricopa County Sheriff's Office

**FILING STATUS:**

X JC Complaint

Justice Court CR #: _____ Justice Court Precinct: EAST PHOENIX I JUSTICE

Date Complaint Filed: _____

**ATTORNEY:** HILARY L. WEINBERG **Bar ID:** 015586 **Location:** Downtown

**VICTIM:**

CT 1: Victim [redacted]

DID VICTIM OPT IN? YES

**SUBPOENA LIST**

[redacted] (SEE ABOVE)

**EXTRADITE:** AO

38

* WARRANT FACT SHEET *

Defendant's Name _____ CRIMINAL NUMBER _____

☐ CURRENT WHEREABOUTS UNKNOWN

☐ TRANSIENT

☐ IN CUSTODY ☐ DOC ☐ JAIL ☐ FELONY ☐ MISDEMEANOR LOCATION _____

CHARGE _____ CR _____

☐ ON PROBATION CHARGE _____ JURISDICTION _____

☐ ON PAROLE CHARGE _____ JURISDICTION _____

☐ NATURE AND GRAVITY OF OFFENSE _____

☐ PRIOR FTA NUMBER ____ JURISDICTION _____ DATES: _____

☐ PRIOR FELONY CONVICTIONS NUMBER ____ CONVICTIONS FOR _____

JURISDICTION _____ DATES: _____

☐ PROTECTION OF VICTIM AND/OR WITNESSES (THREATS, ETC)

NAMES _____

EXPLAIN _____

☐ NON-BONDABLE

☐ PURSUANT TO ARTICLE 2 SECTION 22 OF THE ARIZONA CONSTITUTION THE DEFENDANT IS NOT BONDABLE BECAUSE THE PROOF IS EVIDENT OR THE PRESUMPTION IS GREAT THAT THE DEFENDANT COMMITTED THE INSTANT OFFENSE.

☐ DEFENDANT WAS ON RELEASE FOR ANOTHER FELONY CHARGE

JURISDICTION _____

CHARGE/CLASSIFICATION/CR # _____

DATE OF RELEASE/I.A. DATE _____

INSTANT OFFENSE - CHARGE & DOC _____

☐ CAPITAL OFFENSE (ARS 13-3961) AGGRAVATING CIRCUMSTANCES: _____

**CIRCUMSTANCES OF THE OFFENSE**

1. Was a firearm or other weapon used?
   ☐ YES ☐ NO
   Type of weapon: _____

   Was anyone injured by the defendant?
   ☐ YES ☐ NO

   Was medical attention necessary?
   ☐ YES ☐ NO
   Nature of injuries: _____

**OTHER INFORMATION**

1. What facts indicate the defendant will flee if released?
   Explain: _____

2. What facts does the State have to oppose a non-financial release ?
   Explain: _____

☐ State does not oppose a non-financial release if local residence is verified.

☐ State recommends a bond in the amount of $ _____ including surcharge.

**DRUG OFFENSES**

1. If the defendant is considered a major drug dealer, please state the supporting facts:

2. What quantities and types of illegal drugs are directly involved in this offense?

   Approximate monetary value:

3. Has any money been seized?
   ☐ YES ☐ NO
   Amount: _____

4. Were any fully automatic weapons in the possession of the defendant at the time of the offense?
   ☐ YES ☐ NO
   Quantity and type: _____

Charging Attorney _____

1900-017 R11-92

MARICOPA COUNTY ATTORNEY

39

Deputy County Attorney
BAR ID #:
MCAO Firm #: 00032000

1/2

Telephone:
Attorney for Plaintiff

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MARICOPA

| | | |
|---|---|---|
| THE STATE OF ARIZONA, | ) | |
| | ) | NO. CR |
| Plaintiff, | ) | |
| | ) | WARRANT FOR ARREST OF |
| vs. | ) | WITNESS |
| | ) | |
| , | ) | |
| | ) | |
| Defendant. | ) | |
| | ) | |

TO ALL PEACE OFFICERS OF THE STATE OF ARIZONA:

For failure to appear in response to a criminal subpoena,

YOU ARE COMMANDED to arrest the witness and bring said witness directly before this Court.

Photographs and fingerprints are not necessary.

Given under my hand and seal on this _____ day of _____, 2004, at the direction of the Court.

MICHAEL K. JEANES
CLERK OF THE SUPERIOR COURT

By_____
Deputy Clerk

_____
JUDGE OF THE SUPERIOR COURT

WITNESS DESCRIPTION:

39 2/2

NAME OF WITNESS:
DOB: Race: Sex: Hgt:
Wgt: Hair: Eyes:
Address:

CERTIFICATE OF EXECUTION

I certify that I arrested _____ at _____ a.m\p.m. on _____, 20_____, and presented said Defendant before Judge _____ at _____.

Agency

Deputy Sheriff, Officer

ORDER OF COMMITMENT

_____, having been brought before me at _____ a.m.\p.m. on is committed to the custody of the Sheriff of Maricopa County, Arizona, to be detained until _____ complies with the conditions of the release order of this date, or any amendment or modification thereof.

_____
Judge

MARICOPA COUNTY ATTORNEY

Deputy County Attorney
BAR ID #:
MCAO Firm #: 00032000

Telephone:
Attorney for Plaintiff

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MARICOPA

| | | |
|---|---|---|
| THE STATE OF ARIZONA,<br><br>Plaintiff,<br><br>vs.<br><br>,<br>D.O.B.:<br>PRISONER ID #:<br><br>Defendant. | ) | NO.<br><br>WRIT OF HABEAS CORPUS<br>AD PROSEQUENDUM |

The State of Arizona, to:

, United States Marshal for the District of Arizona, to the Warden of the , Arizona, and to the Sheriff of Maricopa County, Arizona, or his deputy:

, the Sheriff of Maricopa County, or your deputy, is under order to bring the Defendant, , before a Commissioner of the Superior Court, Maricopa County, Arizona, on , at the Madison Street Jail, 225 West Madison, Phoenix, Arizona, for an initial appearance hearing in . is to remain in the custody of the Sheriff of Maricopa County until all further proceedings are completed. Upon completion return to the Warden, , Arizona.

Expenses incurred in complying with this Order shall be paid

by the Maricopa County Attorney's Office upon receipt of a claim from the United States Marshal.

WITNESS the Honorable Roger W. Kaufman, Presiding Criminal Judge of the Superior Court of the State of Arizona, in and for the County of Maricopa and the Seal of the Court April _____, 2004.

40 2/2

_____
Judge of the Superior Court

I, MICHAEL K. JEANES, the duly elected Clerk of the Superior Court of the State of Arizona, in and for the County of Maricopa, having official custody of the Courts records, do hereby certify and attest the foregoing to be a full, true and correct copy of the original on file and of record in my office, and I have carefully compared the same with the original, all of which I have caused to be authenticated according to the act of Congress (28 USC, Sec. 1738) and the Arizona Rules of Evidence.

MICHAEL K. JEANES
CLERK OF THE SUPERIOR COURT

_____
Deputy Clerk

MARICOPA COUNTY ATTORNEY

Deputy County Attorney
BAR ID #:
MCAO Firm #: 00032000

Telephone:
Attorney for Plaintiff

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MARICOPA

| | | |
|---|---|---|
| THE STATE OF ARIZONA,<br><br>Plaintiff,<br><br>vs.<br><br>,<br><br>Defendant. | ) | NO.<br><br>WRIT OF HABEAS CORPUS<br>AD TESTIFICANDUM |

The State of Arizona, to:

, United States Marshal for the District of Arizona, to the Warden of the , Arizona; and to , Sheriff of Maricopa County, Arizona, or his deputy.

, Sheriff of Maricopa County, or your deputy, are under order to bring before , , Maricopa County, Arizona, for on , to remain in the custody of the Sheriff of Maricopa County until all proceedings are completed. Thereafter is to be returned to the Warden, , Arizona.

Expenses incurred in complying with this Order shall be paid by the Maricopa County Attorney's Office upon receipt of a claim from the United States Marshal.

WITNESS the Honorable Roger W. Kaufman, Presiding Criminal

Judge of the Superior Court of the State of Arizona, in and for the County of Maricopa and the Seal of the Court April _____, 2004.

41 2/2

_____
Judge of the Superior Court

I, MICHAEL K. JEANES, the duly elected Clerk of the Superior Court of the State of Arizona, in and for the County of Maricopa, having official custody of the Courts records, do hereby certify and attest the foregoing to be a full, true and correct copy of the original on file and of record in my office, and I have carefully compared the same with the original, all of which I have caused to be authenticated according to the act of Congress (28 USC, Sec. 1738) and the Arizona Rules of Evidence.

MICHAEL K. JEANES
CLERK OF THE SUPERIOR COURT

_____
Deputy Clerk

WITNESS:
DATE OF BIRTH:
PRISONER NO:

# IN THE JUSTICE COURT

GLENDALE PRECINCT, MARICOPA COUNTY, STATE OF ARIZONA

THE STATE OF ARIZONA

vs.

42

_____

Defendant(s)

No. _____

BENCH WARRANT

Issued _____

TO ALL PEACE OFFICERS OF THE STATE OF ARIZONA

A complaint having been filed in this court on the _____ day of _____, 20 _____

charging _____ with the crime of _____

_____

and the defendant having _____

_____

by Order of the Court you are therefore commanded to arrest the above named defendant and deliver _____

into custody of the Sheriff of the County of Maricopa, State of Arizona, and advise _____

_____ that the defendant is in custody.

Given under my hand and seal of the Court this _____ day of _____, 20 _____

_____

Judge

GLENDALE JUSTICE COURT

Court

DEFENDANT'S DESCRIPTION

DOB _____ RACE _____ SEX _____ HGT. _____ WGT. _____ HAIR _____ EYES _____

ADDRESS _____ DR NO _____

CERTIFICATE OF EXECUTION

(To be completed by the arresting agency and forwarded to the Court

THEREBY CERTIFY that on the _____ day of _____ 20 _____, at _____ a.m. / p.m.

I arrested _____ and have _____ body in custody.

Dated this _____ day of _____, 20 _____

_____

Sheriff or Chief of Police

By _____

Deputy or Arresting Officer

2400-220 R4-94

# EAST TEMPE JUSTICE COURT

**1845 E. Broadway #8**
**Tempe, Arizona 85282**
**967-8856**

43

## CERTIFICATE OF SERVICE

**CASE NO.** CR98-[redacted]

| PLAINTIFF | DEFENDANT |
|---|---|
| State of Arizona | [redacted] |
| NAME | NAME |
| | 2207 W. Main St #7 |
| ADDRESS | ADDRESS |
| | Mesa AZ 85201 |
| CITY STATE ZIP | CITY STATE ZIP |

### CERTIFICATE OF SERVICE

[✓] SUMMONS & COMPLAINT
[ ] SUBPOENA
[ ] WRIT OF GARNISHMENT
[ ] ORDER OF PROTECTION AND PETITION
[ ] INJUNCTION PROHIBITING HARASSMENT AND PETITION
[✓] OTHER Petition To Revoke Probation

State of Arizona )
ss.
County of Maricopa )

**Date Received:** 7-17-00 **Date Served:** 7-17-00 **Time Served:** 11:30 AM

**Person Served:** [redacted]

**By Service On:** (mother) [redacted]

**Location Where Served:** 2207 W. Main St #7

Mesa **City,** Maricopa **County** AZ **State**

**I certify that I personally served the attached document as stated above.**

Joe Arredondo, East Tempe Constable

SUBSCRIBED AND SWORN to before me this 17th day of July 2000

Mona Brown
Notary Public

OFFICIAL SEAL
MONA BROWN
NOTARY PUBLIC-ARIZONA
MARICOPA COUNTY
My Comm. Expires March 23, 2004

My commission expires:

44

# IN THE JUSTICE COURT

## _____ PRECINCT, MARICOPA COUNTY, STATE OF ARIZONA

CASE NUMBER: _____

| | | | |
|---|---|---|---|
| **PLAINTIFF:** | _____ | **DEFENDANT:** | _____ |
| Street: | _____ | Street: | _____ |
| City/State/Zip: | _____ | City/State/Zip: | _____ |
| Phone: | _____ | Phone: | _____ |

## CIVIL WARRANT FOR ARREST

RULES OF CIVIL PROCEDURE 64.1

TO ALL PEACE OFFICERS OF THE STATE OF ARIZONA:

A complaint has been filed in this Court against:

_____

- ☐ Ordered by the Court
- ☐ Served personally with a Subpoena or written order
- ☐ Ordered to appear for jury duty
- ☐ Other _____
- ☐ To appear personally before Judge _____ on _____ for Judgment Debtor's Exam and failing to appear for such proceeding,

IT IS HEREBY ORDERED that you arrest the above-named person,

- ☐ between the hours of 6:30 am and 10:00 pm
- ☐ anytime pursuant to Rule 64.1 A.R.C.P.
- ☐ between the hours of _____ and _____ and deliver him/ her into custody of the Sheriff of Maricopa County, State of Arizona.

YOU ARE THEREFORE COMMANDED to bring him/her before this Court to answer the charges.
You may release him/her if he/she posts a secured appearance bond in the amount of $ _____

Date: _____ _____
Judge

DESCRIPTION:

DOB: _____ RACE: _____ SEX: _____ HEIGHT: _____ WEIGHT: _____ HAIR: _____ SSN: _____

**THIS WARRANT WILL EXPIRE ONE YEAR FROM THE DATE OF ISSUE.**

### CERTIFICATE OF EXECUTION

I CERTIFY THAT I ARRESTED _____ Date _____, Time _____,

and presented him/her before Judge: _____ of _____ Precinct.

Deputy/Officer: _____ Agency: _____

2440-157 7-00

EAST PHOENIX #2 JUSTICE COURT
4109 N. 12th STREET
PHOENIX, AZ 85014
602-266-3741

IN THE JUSTICE COURT
PRECINCT, MARICOPA COUNTY, STATE OF ARIZONA
DPS No. 070702

45

State of Arizona

v

[redacted]

Defendant

Case No. CR03-[redacted]

Warrant No. CR03-0[redacted]MI

CONFIRMATION
TO RECALL WARRANT

This is confirmation that the above-referenced warrant/bench warrant was ordered quashed on Oct. 24, 2003.

The defendant's date of birth is [redacted].

The warrant was issued on 9/3/03.

SEAL

Michael W. Crowley

Judge

CM

Clerk

FAX to: [redacted]

ORIGINAL: File

2400-123 R12-99

IN THE EAST PHOENIX #2 JUSTICE COURT PRECINCT
IN THE COUNTY OF MARICOPA, STATE OF ARIZONA

| | | |
|---|---|---|
| THE STATE OF ARIZONA,<br><br>Plantiff,<br><br>VS.<br><br>[redacted]<br><br>Defendant. | ) | **CRIMINAL SUBPOENA DUCES TECUM**<br><br>PID: 9443<br><br>NO:<br><br>ISSUING BAD CHECK(S)<br>CLASS 1 MISDEMEANOR(S) |

46

THE STATE OF ARIZONA, to:

UNITED INDUSTRIES FEDERAL C.U
3401 WEST ADAMS
PHOENIX, AZ 85005-

Custodian of records must appear. Please bring with you signature cards, deposits, charges, notices deficiency, statements and any and all other records pertaining to account number 0000144856in the name of Steve Calvery the period of 9/1/97 to 10/1/97.

YOU ARE HEREBY ORDERED TO APPEAR AT 4109 N. 12th St., Phoenix, AZ

at_____ on_____, 1998 , until excused by the judge conducting the proceedings or otherwise discharged, to give testimony on behalf of THE STATE OF ARIZONA.

IF YOU FAIL TO APPEAR AS ORDERED, A WARRANT WILL BE ISSUED FOR YOUR ARREST.

(PLEASE CALL (602) 266-3725 AFTER 2:00 P.M. THE DAY PRIOR TO CONFIRM THE PROCEEDINGS.)

| | |
|---|---|
| Larry Morehouse<br>Deputy County Attorney | Magistrate<br>EAST PHOENIX #2 JUSTICE COURT |

CERTIFICATE OF SERVICE

The undersigned swears (or affirms) that he is qualified to serve this subpoena and did so by showing the original to and informing the witness of its contents thereof to him/her at_____a.m./p.m. on_____, 1998 , at_____, Arizona.

Person Serving Subpoena

Subscribed and sworn to before me on

Notary Public

My Commission Expires

IN THE JUSTICE COURT
JP TRAINING CEN, MARICOPA COUNTY, STATE OF ARIZONA

| | | |
|---|---|---|
| THE STATE OF ARIZONA vs. | ) | CCN: 2003100028-001 |
| | ) | |
| AZTEC DEMO CASE | ) | No. CR03-00004A MI |
| | ) | COMPLAINT: FAILURE TO APPEAR |
| Defendant. | ) | A CLASS 2 MISDEMEANOR |

The complainant herein personally appears and, being duly sworn, complains (of his own knowledge) (on information and belief) against

AZTEC DEMO CASE

charging that in JP TRAINING CEN Precinct, Maricopa County, Arizona: On or about 12-May-2004, said defendant did then and there fail to appear in violation of ARS 13-3903, 13-3904, 13-707, and 13-802.

Complainant

JP TRAINING CEN Justice Court
Agency or Title

Subscribed and sworn to before me on 12-May-2004

Justice of the Peace

It is requested that a warrant be issued.

# EAST PHOENIX #2 JUSTICE COURT

4109 N. 12TH STREET, PHOENIX, AZ 85014 602-266-3741

www.maricopa.gov/justicecourts

48

CASE NUMBER: CR98[redacted]

STATE OF ARIZONA
vs.

[redacted]
2207 W MAIN STREET APT# 7
MESA AZ 85201

Defendant

## ORDER TO SHOW CAUSE

IT APPEARING TO THE COURT that the defendant failed to comply with the terms of his/her sentence imposed by this court on 06-18-1998 by failing to:

- ☐ COMPLETE COMMUNITY SERVICE HOURS
- ☐ COMPLETE ALCOHOL SCREENING
- ☐ COMPLETE COURT ORDERED EDUCATION/COUNSELING
- ☐ SERVE TERM OF CONFINEMENT
- ☐ ATTEND COURT ORDERED DRIVING SCHOOL
- ☒ PAY FINE/RESTITUTION
- ☐ OTHER _____

as ordered.

THEREFORE, IT IS HEREBY ORDERED that defendant appear before this court on FEBRUARY 11TH, 2004 at 1:00 ☐ a.m. ☒ p.m.

to show cause why defendant's default should not be treated as contempt.

IF YOU FAIL TO APPEAR AS ORDERED, A WARRANT MAY BE ISSUED FOR YOUR ARREST.

REQUESTS FOR REASONABLE ACCOMMODATION FOR PERSONS WITH DISABILITIES MUST BE MADE TO THE DIVISION ASSIGNED TO THE CASE BY PARTIES AT LEAST 3 JUDICIAL DAYS IN ADVANCE OF A SCHEDULED COURT PROCEEDING

DATE: _____

_____
Justice of the Peace

2400-396 11-00

# 0714 TOLLESON JUSTICE COURT

**9550 WEST VAN BUREN ST, SUITE 6, TOLLESON AZ 85353**

www.maricopa.gov/justicecourts

49

STATE OF ARIZONA )
vs. )
_____ Defendant )

No. _____

**SUBPOENA**

To: _____

_____

_____

YOU ARE HEREBY ORDERED to appear at _____ ☐ a.m. ☐ p.m. on _____ (date)

at 9550 West Van Buren #6, Tolleson, AZ 85353 (address) and to remain there until excused by the judge conducting the proceeding, to give testimony on behalf of STATE OF ARIZONA and to bring with you:

_____

**IF YOU FAIL TO APPEAR AS ORDERED, A WARRANT WILL BE ISSUED FOR YOUR ARREST**

Given under my hand and seal _____ ,20____ .

_____ Attorney for/or, party requesting subpoena

By _____ Magistrate

## CERTIFICATE OF SERVICE

The undersigned swears (or affirms) that he is qualified to serve this subpoena and did so by showing the original to and informing the witness of its contents and by delivering a copy thereof to him at _____ a.m. p.m. on _____ (date) at _____, Arizona.

_____ Person serving subpoena

Subscribed and sworn to before me on _____ (date)

_____ Notary Public

_____ My Commission Expires

REQUESTS FOR REASONABLE ACCOMMODATION FOR PERSONS WITH DISABILITIES MUST BE MADE TO THE DIVISION ASSIGNED TO THE CASE BY PARTIES AT LEAST 3 JUDICIAL DAYS IN ADVANCE OF A SCHEDULED COURT PROCEEDING.

2405-233 R7-00

# Glendale Justice Court 5222 W. Glendale Ave, Glendale, AZ 85301 (623) 939-9477

| STATE OF ARIZONA<br>VS. _____ DEFENDANT<br>ADDR _____ | CASE NO.<br>_____ | 50 SUMMONS |
|---|---|---|

**THE STATE OF ARIZONA TO DEFENDANT:**
A complaint has been filed against you in this Court charging that in _____ County, Arizona, you committed the crime of:

_____

☐ YOU ARE SUMMONED to appear before this Court at the above address.

Date: _____ Time: _____

☐ YOU ARE FURTHER ORDERED to appear with this Summons at **Maricopa County Sheriff, Records and ID Div.** (agency)

**102 W. Madison, Phoenix, AZ 85003** (address) on or before _____ (date)

for the purpose of being fingerprinted and photographed.

**IF YOU FAIL TO APPEAR AS REQUIRED, A WARRANT WILL BE ISSUED FOR YOUR ARREST.**
REQUESTS FOR REASONABLE ACCOMMODATION FOR PERSONS WITH DISABILITIES MUST BE MADE TO THE DIVISION ASSIGNED TO THE CASE BY PARTIES AT LEAST 3 JUDICIAL DAYS IN ADVANCE OF A SCHEDULED COURT PROCEEDING.

DATED: _____ _____
Judge

## CERTIFICATE OF PERSONAL SERVICE

STATE OF ARIZONA
COUNTY OF _____ | ss.

I swear that I personally served this document as follows:

Date Received: _____ Date Served: _____ Time Served: _____

Person Served: _____

Location Where Served: _____

_____ Precinct, _____ County

_____
Officer Serving Document

SUBSCRIBED AND SWORN before me this date: _____

My Commission expires: _____ _____
Notary Public

## CERTIFICATE OF SERVICE BY MAILING

I certify that a copy of this document was sent by Registered/Certified mail, return receipt requested, to Defendant at the above-listed address,

DATE: _____ _____
Clerk

☐ (If applicable) Prosecutor notified of non-service on _____ (date)

2405-107 R8-95

IN THE JUSTICE COURT
0702 East Phoenix #2, MARICOPA COUNTY, STATE OF ARIZONA

THE STATE OF ARIZONA
vs.

[redacted]
3 de mayo #47
tubac, AZ 85646

Defendant.

51

CCN: 2003[redacted]001
No. CR03[redacted]MI

**WARRANT FOR ARREST**

TO ALL PEACE OFFICERS OF THE STATE OF ARIZONA:
A complaint has been filed in this court against

[redacted]

charging that in East Phoenix #2 Precinct, Maricopa County, Arizona, on or about the 27-Aug-2003, the crime of

ARS 13-1807 issue bad check(s) cl 1 misd

__ YES XX NO **The offense is, or is materially related to Victim's Rights applicable offense, i.e. it is a felony or it is a misdemeanor involving physical injury, the threat of physical injury, or a sexual offense.**

has been committed.

I have found reasonable cause to believe that such offense(s) were committed and that the accused committed them, and reason to believe that the accused will not appear in response to a summons, or that a warrant is otherwise appropriate.

YOU ARE THEREFORE COMMANDED to arrest the accused and bring him before this court to answer the charges. If this court is unavailable, or if the arrest is made in another county, you shall take him before the nearest or most accessible magistrate. You may release him if he posts a secured appearance bond in the amount of THREE HUNDRED & NO/100 CENTS dollars ($300.00).

ISSUED: 3-Sep-2003

Michael W. Orcutt
MICHAEL W. ORCUTT
Justice of the Peace

Defendant's Desc: DOB: 14-Jun-1957 Race: W Sex: M Hgt: 511 Wgt: 195
Hair: BLK Eyes: BRO Address: 3 de mayo #47 tubac, AZ 85646
DR No: pid 172427 MCSD No: PPD No:

**CERTIFICATE OF EXECUTION**

I certify that I arrested _____ at _____ am/pm on (date) _____, and presented him before Judge _____ at _____.

Agency: _____ Deputy Sheriff/Officer: _____

52

# *IN THE SUPERIOR COURT OF THE STATE OF ARIZONA*

## *IN AND FOR THE COUNTY OF MARICOPA*

STATE OF ARIZONA
v.

BENCH WARRANT
No. **CR 2004-007347-001 DT**

**DERRICK S[redacted]**

Issued: **February 20, 2004**

TO ANY SHERIFF, POLICEMAN OR OTHER PEACE OFFICER IN THIS STATE:

An Information, Indictment, Direct Complaint, Other having been filed in the Superior Court of Maricopa County, State of Arizona on the **11th** day of **February, 2004**, charging the above-named Defendant with the crime(s) of **Count 1: Conspiracy to Commit First Degree Murder, a Class 1 Felony; Count 2: Attempted First Degree Murder, a Class 2 Felony,** and the Defendant having **failed to appear for Not Guilty Arraignment**, by Order of the Court you are therefore commanded to arrest the above-named Defendant and deliver said Defendant into custody of the Sheriff of the County of Maricopa, State of Arizona; and advise Court Administration at 602-506-8575 that the Defendant is in custody.

Given under my hand and seal of the Court this **20th** day of **February, 2004**.

CLERK OF THE SUPERIOR COURT

by_____
Deputy Clerk

DEFENDANT'S DESCRIPTION:

DOB **07/09/1971** RACE **W** SEX **M** HGT. **511** WGT. **195** HAIR **BRO** EYES **BRO** SSN **257-65-8728**
ADDRESS **l/k 6715 E. DOUBLE TREE RANCH ROAD, PARADISE VALLEY, AZ** DR NO. **04012843 GLENDALE POLICE DEPT.**

(X)Yes ()No The offense is, or is materially related to, a Victims' Rights applicable offense, i.e., it is a felony or it is a misdemeanor involving physical injury, the threat of physical injury, or a sexual offense.

(NO) AZ Only (YES) Okay to Extradite

## CERTIFICATE OF EXECUTION

(To be completed by arresting agency and forwarded to the Clerk of the Superior Court).

I hereby certify that on the _____ day of _____, _____ at _____hours I arrested

_____ and have his/her body in custody.

Dated this _____ day of _____, _____.

_____
Sheriff or Chief of Police

by_____
Deputy or Arresting Officer

SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY

CR2003-023469-002 DT

12/04/2003

COMM. KRISTIN HOFFMAN

CLERK OF THE COURT
M. Cearfoss
Deputy

FILED:_____

STATE OF ARIZONA

JULI S WARZYNSKI

v.

ROBERT ALLEN [redacted]002)
DOB: 05/07/1966

PUBLIC DEFENDER

VICTIM SERVICES DIV-CA-CCC

BENCH WARRANT ISSUED

| | |
|---|---|
| State's Attorney: | Not Present |
| Defendant's Attorney: | Not Present |
| Defendant: | Not Present |
| Court Reporter: | Vanessa Gartner |

Defense counsel presents statements to the Court.

The Defendant having failed to appear,

IT IS ORDERED a Bench Warrant issue for the arrest of the Defendant.

IT IS FURTHER ORDERED vacating Preliminary Hearing set this date to be reset upon apprehension of the Defendant.

CURRENT LAST DAY: 06/01/2004.

ISSUED: Bench Warrant.

SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY

CR2004-036219-001 SE

54

02/05/2004

HONORABLE CHRIS E. WOTRUBA

1/2

CLERK OF THE COURT
L. Rubalcaba
Deputy

FILED: 02/09/2004

STATE OF ARIZONA

COUNTY ATTORNEY CRIMINAL -SE

v.

OK [redacted]

JOHN C GILES

MCSO-OIC
VICTIM SERVICES DIV-CA-SE
DISTRICT MANAGER MESA AZ
SOCIAL SECURITY
1801 SOUTH EXTENSION
MESA AZ 85210

**BENCH WARRANT QUASHED**
**INITIAL APPEARANCE SET**

The Defendant Ok [redacted] date of birth 12/05/1947, is present with Attorney John Giles.

This matter is from the North Mesa Justice Court, cause number CR01-03704A FE, the complaint was issued on December 19, 2001. A Bench Warrant/Warrant for Arrest was issued on January 29, 2002.

LET THE RECORD REFLECT the Court finds that the Defendant was in the custody of the State at the time the Summons and the Bench Warrant/ Warrant for Arrest was issued in this matter, therefore;

IT IS ORDERED quashing the Bench Warrant/Warrant for Arrest (NCIC – 0103704) effective January 29, 2002.

IT IS FURTHER ORDERED setting this matter an **Initial Appearance on February 11,. 2004 at 8:30 a.m., in the South East Facility, 222 East Javalina.**

SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY

CR2004-036219-001 SE 54 2/2 02/05/2004

**LATER:**

The Sheriff's Office/OIC is contacted this date at 10:44 a.m. and the bench warrant/warrant for arrest is quashed by Monica.

/ s / HONORABLE CHRIS E. WOTRUBA

JUDICIAL OFFICER OF THE SUPERIOR COURT

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

**ENTER PETITIONER'S NAME**

**v.**

**ENTER RESPONDENT'S NAME**

55

**CHILD SUPPORT ARREST WARRANT**

**Case #: ENTER CAUSE NUMBER**

(ENTER "X" IF IV-D CASE ) This is a IV-D case

**TO ALL PEACE OFFICERS OF THE STATE OF ARIZONA (PURSUANT TO A.R.S. §25-681):**
You are commanded to arrest: ENTER NAME OF PERSON TO BE ARRESTED, and bring him/her before the court.

The above-named person having been ordered by the court to appear personally at a specific time and location, and having received actual notice of such order, including a warning that failure to appear may result in the issuance of an arrest warrant, has failed to appear as ordered; or, the above-named person having been personally served with a subpoena or other written order to appear in court in person, at a specific time and location, which contains a warning that failure to appear may result in the issuance of an arrest warrant, has failed to appear as ordered:

THEREFORE, this Warrant for the arrest of the above-named person is hereby ordered.

IT IS ORDERED setting a release amount of $ENTER AMOUNT.

**Description of the above-named person as follows:**

SEX ENTER SEX RACE ENTER RACE PLACE OF BIRTH ENTER BIRTH PLACE DOB ENTER DATE OF BIRTH HGT ENTER HEIGHT WGT ENTER WEIGHT EYE EYE COLOR HAIR HAIR COLOR SKIN TONE SKIN TONE SCARS,MARKS,TATTOOS SSN #ENTER SOC. SEC. # L/K ADDRESS LAST KNOWN ADDRESS DRIVER'S LICENSE #DRIVER'S LICENSE # STATE STATE EXPIRATION DATE EXPIRATION DATE VEHICLE LICENSE #VEHICLE LICENSE # STATE OF REGISTRATION STATE OF REGISTRATION EXPIRATION DATE EXPIRATION DATE VEHICLE TYPE VEHICLE TYPE VEHICLE YEAR VEHICLE YEAR VEHICLE MAKE VEHICLE MAKE VEHICLE STYLE VEHICLE STYLE VEHICLE COLOR VEHICLE COLOR VEHICLE MODEL VEHICLE MODEL VEHICLE ID #VEHICLE ID # EMPLOYER'S NAME EMPLOYER'S NAME EMPLOYER'S ADDRESS EMPLOYER'S ADDRESS SPECIAL INSTRUCTIONS SPECIAL INSTRUCTIONS

**TO ALL PEACE OFFICERS OF THE STATE OF ARIZONA: Time and Manner of Execution:**
A Child Support Arrest Warrant is executed by the arrest of the person therein. The arrested person shall be brought immediately before the issuing Judicial Officer if it is reasonably possible to do so. In any event, the arrested person shall be brought before the issuing Judicial Officer, or the nearest or most accessible County Judicial Officer or a Judicial Officer in the county of arrest, within 24 hours of the execution of the warrant. If the person is arrested in a county other than Maricopa County, the arresting officer shall notify the Maricopa County Sheriff and the local child support office, who shall, as soon as possible, take custody of the arrested person and transport him/her to the issuing Judicial Officer.

Given under my hand and seal of the Court this _____ day of _____, _____.

**CLERK OF THE SUPERIOR COURT**

_____ **by**_____
**Judicial Officer of the Superior Court** **Deputy Clerk**

_____
**Date**

**STATE OF ARIZONA** )
)
**County of** _____ ) **ss.**

I hereby certify that on the _____day of_____, _____, at _____, I served the within attachment upon the within named _____and have his/her body in custody.
Dated this _____day of _____, _____.

BY:_____
Deputy Sheriff - DES/CA Investigator

# *IN THE SUPERIOR COURT OF THE STATE OF ARIZONA*

## *IN AND FOR THE COUNTY OF MARICOPA*

X COPY

56

115

**Windsow Insurance Company**

v.

**Patricia [redacted]**

CIVIL ARREST WARRANT
Case No./Warrant No.

No. **CV2002017724**

TO ANY SHERIFF, POLICEMAN OR OTHER PEACE OFFICER IN THIS STATE:

**Patricia [redacted]** having been Served Personally with a Subpoena or Written Order to appear personally before Commissioner W.D. Anderson on March 18, 2004, for Judgment Debtor Exam and failing to appear for such proceeding,

IT IS HEREBY ORDERED that you arrest the above-named person, anytime day or night, any day of the week and deliver her into custody of the Sheriff of Maricopa County, State of Arizona.

Bond is set in the amount of $250.00, and if the above-named person posts the amount, she shall be released forthwith.

IT IS FURTHER ORDERED that the above-named be brought before the above-named Judge or Commissioner, or if he is absent or unable to act, the nearest or most accessible Judge or Commissioner.

Given under my hand and seal of the Court this **18th** day of **March, 2004**.

Attorney to Contact:
S. Matt Collins
Phone: 602-274-9100

CLERK OF THE SUPERIOR COURT
by /S/
Deputy Clerk

DESCRIPTION:

DOB **01/27/54** RACE **His** SEX **F** HGT. **5'4"** WGT. **160 lbs.** HAIR **Brn** EYES **Brn** SSN
L/K ADDRESS **4135 North 56th Ave., Phoenix, AZ 85033**

---

**THIS WARRANT WILL EXPIRE ONE YEAR FROM THE DATE OF ISSUE**

---

## CERTIFICATE OF EXECUTION

(To be completed by arresting agency and forwarded to the Clerk of the Superior Court).

I hereby certify that on the _____ day of _____, _____ at _____hours I arrested

_____ and have his/her body in custody.

Dated this _____ day of _____, _____.

_____
Sheriff or Chief of Police

by_____
Deputy or Arresting Officer

FORM: CAW

L.R.D. 08/30/1999

COPY

56 45

FILED 3/18/04 10:30 AM.
MICHAEL K. JEANES, Clerk
By [redacted] Deputy

AFFIDAVIT OF SERVICE OF PROCESS BY PRIVATE PERSON

File Number: **1-2-50753**

Superior Court
Maricopa COUNTY, STATE OF AZ
CV2002-017724 CAUSE NO.

Hearing Date 03/18/04

State Bar No.: 004751

WINDSOR INSURANCE COMPANY, a foreign corporation
vs.
PATRICIA C. [redacted] and JOHN DOE [redacted] wife and husband

State Of Arizona ss.
County Of Maricopa

The undersigned, being sworn, states: That I am a certified private process server in the county of Maricopa and an Officer of the Court.

On 1/22/2004, I received the Petition in support of supplemental judgment debitor proceedings, Order of appearance in supplemental proceedings, Exhibit A from **CROSBY & GLADNER, P.C.**, **MARC S. GLADNER** - **00-1447**, and in each instance I, personally, served a copy of each document listed above on those named below in the manner and at the time and place shown, that all services, except where noted were made within Maricopa County, Arizona

Upon PATRICIA C. [redacted] personally, on 01/25/04 at 10:01 AM at 4135 North 56th Ave., Phoenix,AZ 85033, who is described as an Hispanic female, date of birth 01/27/54, 5'4", 160 lbs., with brown hair, brown eyes, and glasses, who refused to provide her Social Security number.

Subscribed and sworn to before me Lisa L White
1/27/2004 /S/ Lisa White, Affiant

My commission expires: 03/03/06 Lola J. Ferguson
/S/ Lola J. Ferguson, Notary Public

| | | |
|---|---|---|
| $ 18.00 | Advanced | (F/F) |
| $ 0.00 | H&C Service Chg. | (Advance SC) |
| $ 16.00 | Service Of Process | |
| $ 16.00 | Minimum Mileage | |
| $ 8.00 | Affidavit/Notary | |
| $ 58.00 | TOTAL | |

Hawkins and Campbell
ATTORNEY SUPPORT SERVICES
Hawkins And Campbell
Incorporated
800 N. 4th Street
Phoenix, Arizona 85004
(602) 452-1800

OFFICIAL SEAL
LOLA J. FERGUSON
NOTARY PUBLIC - STATE OF ARIZONA
MARICOPA COUNTY
MY COMM. EXP. 03 MAR 3 2006

56 3/5

COPY

00-1447
Marc S. Gladner
STATE BAR NO.: 004751
CROSBY & GLADNER, P.C.
1726 E. Thomas Road
Phoenix, Arizona 85016-7604
(602) 274-9100 Fax: (602) 274-8300
Attorneys for Plaintiff

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

| | |
|---|---|
| WINDSOR INSURANCE COMPANY, a foreign corporation,<br><br>Plaintiff,<br><br>vs.<br><br>PATRICIA C[redacted] and JOHN DOE [redacted] wife and husband,<br><br>Defendant. | NO.CV2002-017724<br><br>**ORDER FOR APPEARANCE IN SUPPLEMENTAL PROCEEDINGS** |

The Court having read the *Petition in Support of Supplemental Proceedings* against the Judgment Debtors, which has been filed by or on behalf of the Judgment Creditor in the above action:

**IT IS HEREBY ORDERED:**

1. A copy of this Order shall be served upon the below persons who are believed to be Judgment Debtors, Officers of the Judgment Debtors Corporation or witnesses who are believed to be located at the address indicated:

Patricia C. [redacted]
4135 N. 56th Ave
Phoenix, AZ 85033
DATE OF BIRTH: 1/27/1954

56 4/5

2. These persons shall appear before this Court, at the time and place specified below:

**DATE OF APPEARANCE:** March 18, 2004
**TIME OF APPEARANCE:** 10:30 Am
**COMMISSIONER:** WM. DAVID Anderson
**PLACE OF APPEARANCE:** 125 W. Washington OCH 209 PHX, Ariz 85003

3. These persons shall be prepared to answer questions under oath concerning the property of the Judgment Debtor and the failure of the Judgment Debtor to apply property to satisfy the Judgment in this action.

4. These persons are to obtain and bring with them documents and records of the Judgment Debtor and of their own which are listed on **EXHIBIT "A"** annexed hereto which may lead the Judgment Creditor to relevant evidence as to the existence and whereabouts of assets of the Judgment Debtor.

5. A copy of this Order, along with a copy of the Petition in Support of Supplemental Proceedings, shall be served upon the persons to appear at least 72 hours before the time scheduled for the examination.

**WARNING**

SHOULD THESE PERSONS FAIL TO APPEAR AT THE TIME REQUIRED EITHER IN PERSON OF BY AN ATTORNEY, **THEY SHALL BE HELD IN CONTEMPT OF COURT**; AND IN THE CASE OF NON-APPEARANCE THE COURT MAY ISSUE A **CIVIL ARREST WARRANT**, WHICH IS AN ORDER DIRECTING ANY PEACE OFFICE IN ARIZONA TO ARREST YOU AND BRING YOU BEFORE THIS COURT FOR FUTURE PROCEEDINGS.

**DONE IN OPEN COURT THIS DATE:** January 18, 2004

JUDGE/COMMISSIONER
Special Commissioner

# COMMISSIONER W. D. ANDERSON

Old Courthouse, Courtroom 209

**Civil Calendar, CVC02**

*Thursday, March 18, 2004*

**(25)** 10:30 AM MERCURY INSURANCE COMPANY — MARC S GLADNER (Matt Collins)
CV2001-012512

Granted _____

Vacated _____
Continued _____

Sworn, Dept to Consider Opinion + Warrant. CAN

56 5/5

Antonio S Lopes — Pro Per

**Hearing type: JUDGMENT DEBTOR EXAM CIVIL**

---

**(26)** 10:30 AM Windsor Insurance Company — MARC S GLADNER (Matt Collins)
CV2002-017724

Granted _____

Vacated _____
Continued _____

FTA CAN 2D.

Patricia C[redacted] — Pro Per

**Hearing type: JUDGMENT DEBTOR EXAM CIVIL**

---

**(27)** 10:30 AM Albert Keith Wilson — JON R HULTGREN
CV2001-014224

Granted _____

Vacated _____
Continued _____

William Andrews — Pro Per
2036 E. Parkside Ln
PHX 85024

5

**Hearing type: JUDGMENT DEBTOR EXAM CIVIL**

57 C.I.S.

**COURT INFORMATION SHEET (CIS)**

County Attorney Case Number: CA2002028624

Filing ID Number: CA2002028624-1-1

**STATE v. STERLING** [redacted]
**Defendant Sequence:** [redacted]

Defendant's Address: **SUMMONS**
2942 North 24th Street
Phoenix, AZ 85016

CR2002-016.

Defendant's Employer: UNKNOWN

Defendant's Attorney:

**DEFENDANT'S DESCRIPTION:**

Race: B Sex: M Hair: BLK Eyes: BRO Hgt: 600
Wgt: 240 DOB: 01/20/1960 Soc Sec #: 563193595

SID #: 08308586 FBI #: 585239X6 Old LEJIS #: Unknown
JMS Booking #: Unknown JMS LEJIS #: Unknown

**FILING STATUS:**

Direct Complaint CR #: _____
Court Designation: RCC - DOWNTOWN Date Filed: _____
Justice Court Precinct: EAST PHOENIX I JUSTICE

**ATTORNEY:** KIM N STUART **Bar ID:** 003695 **Location:** Downtown

**PRELIMINARY HEARING/GRAND JURY CHARGES:**

**COUNT 1:** AGGRAVATED ASSAULT, A CLASS 6 FELONY
**COUNT 2:** AGGRAVATED ASSAULT, A CLASS 6 FELONY
**COUNT 3:** UNLAWFUL IMPRISONMENT, A CLASS 6 FELONY

| Count | ARS | Date of Crime |
|---|---|---|
| 1 | 13-1204A3 | 05/19/2002 |
| 2 | 13-1204A3 | 05/19/2002 |
| 3 | 13-1303A | 05/19/2002 |

**DEPARTMENTAL REPORTS:**

DR 200220915313 - Phoenix Police Dept.

**EXTRADITE:** AO

RICHARD M ROMLEY
MARICOPA COUNTY ATTORNEY

Terry H Jennings
Deputy County Attorney
Bar Id #: 004931
222 East Javelina, Suite 2500
Mesa, AZ 85210
Telephone: (602) 506-0855
MCAO Firm #: 00032000
Attorney for Plaintiff

58

Served

1/4

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

COUNTY OF MARICOPA, RCC - SOUTHEAST

| | |
|---|---|
| THE STATE OF ARIZONA,<br>Plaintiff,<br>vs.<br>MELLISA [redacted] (001),<br>Defendant. | CR 2004-037780-001SE<br>CRIMINAL SUBPOENA<br>FORGERY, A CLASS 4 FELONY |

THE STATE OF ARIZONA, to:

[redacted] - VICTIM

**YOU ARE HEREBY ORDERED TO APPEAR AT** 1:00 p.m., on 4-6, 2004, at 222 East Javelina, 1st Floor Info Desk, Mesa, AZ 85210, Maricopa County, and to remain there until excused by the judge conducting the proceedings or otherwise discharged, to give testimony on behalf of the State of Arizona.

***You must call the prosecutor at (602) 506-3259 by 8:30 a.m. on the morning of the hearing.*** You may remain on standby after leaving a telephone number with the prosecutor upon the condition that you promise to appear within thirty (30) minutes of being called to appear.

**IF YOU FAIL TO APPEAR AS ORDERED, A WARRANT WILL BE ISSUED FOR YOUR ARREST.**

Given under my hand and seal on 3.31, 2004.

Terry H Jennings
Deputy County Attorney

Judge/Commissioner of the Superior Court

CERTIFICATE OF SERVICE

The undersigned swears (or affirms) that he\she is qualified to serve this subpoena and did so by showing the original to and informing the witness of its contents and by delivering a copy thereof to him\her at 0840 a.m\p.m. on 04/03, 2004, at MESA, Arizona.

[redacted]
Person serving subpoena

**SUA/SUB**

58 2/4

Not Served

Maricopa County Sheriff's Office

Joseph M. Arpaio, Sheriff

20040331134433

## Direct Complaint Fact Sheet

**Process Type:** SUBPOENA

**Person:** [redacted]
[redacted] W BASELINE [redacted]
TEMPE AZ 85283

| CaseNumber: | District Assigned: | Deputy Assigned | Activity Result | Date/ Time served |
|---|---|---|---|---|
| CR2004-037775-001SE | 1 | | | |

**If Not Served, State Reason:**

☒ **Current Whereabouts Unknown** **Explain:**

MOVED

☒ **In Custody** **Location:**

☒ **Other:**

**Forwarding Address** PHX

**Service Log:**

| Deputy Ser # | Attempt? Y/N | If Yes: Date/Time: | Location: | | Served? Y/N |
|---|---|---|---|---|---|
| [redacted] | Y | 4-1-04 | 1310 | Listed Address | N |

**Must Have Minimum of 3 Attempts Prior to Return of No Service**

**Each Deputy receiving a subpoena/summons must log their serial number. If no attempt is made, note "N". No further logging needed. Return subpoena/summons at end of shift. If attempt is made, note "Y" and complete the remainder of the log. If attempt is unsuccessful, return subpoena/summons at end of shift until there is a successful service, or at least 3 unsuccessful attempts.**

**Received by:** [redacted] **Date/Time:** 4-1-04 0700 **Court Date:** 4/5/04

Wednesday, March 31, 2004

58 3/4

HAYDEN / OAK ST
E / S

Not Served

Maricopa County Sheriff's Office
Joseph M. Arpaio, Sheriff

## Direct Complaint Fact Sheet

20040325140627

**Process Type:** SUBPOENA

**Person:** [redacted]
[redacted] N 82ND ST
S. SCOTTSDALE AZ 85257

CRIM SUB

| CaseNumber: | District Assigned: | Deputy Assigned | Activity Result | Date/ Time served |
|---|---|---|---|---|
| CR2004-037533-001SE | 1 | | | |

**If Not Served, State Reason:**

☒ **Current Whereabouts Unknown** **Explain:**

3 ATTEMPTS - NO CONTACT.

☒ **In Custody** **Location:**

☒ **Other:**

**Forwarding Address**

**Service Log:**

| Deputy Ser # | Attempt? Y/N | If Yes: Date/Time: | Location: | | | Served? Y/N |
|---|---|---|---|---|---|---|
| [redacted] | Y | 03/29/04 @ | 1055 | LISTED | ADDRESS | N |
| [redacted] | Y | 3-31-04 | 0953 | " | " | N |
| [redacted] | Y | 4-1-04 | 1535 | " | " | N |

**Must Have Minimum of 3 Attempts Prior to Return of No Service**

**Each Deputy receiving a subpoena/summons must log their serial number. If no attempt is made, note "N". No further logging needed. Return subpoena/summons at end of shift. If attempt is made, note "Y" and complete the remainder of the log. If attempt is unsuccessful, return subpoena/summons at end of shift until there is a successful service, or at least 3 unsuccessful attempts.**

**Received by:** [redacted] **Date/Time:** 3/26/4 0700 **Court Date:** 4/2/04

Thursday, March 25, 2004

58 4/4

Not Served

Maricopa County Sheriff's Office

Joseph M. Arpaio, Sheriff

## Direct Complaint Fact Sheet

20040329125448

**Process Type:** SUBPOENA

**Person:** SUSAN [redacted]
[redacted] S STANLEY
TEMPE AZ 85284

Vic

| CaseNumber: | District Assigned: | Deputy Assigned | Activity Result | Date/ Time served |
|---|---|---|---|---|
| CR2004-037694-001SE | 1 | | | |

**If Not Served, State Reason:**

☒ **Current Whereabouts Unknown** **Explain:**

Listed Address IS APS GENERATOR site - No such Address
Phone # Listed - Not In Service

☒ **In Custody** **Location:** UNABLE to Serve

☒ **Other:**

**Forwarding Address**

**Service Log:**

| Deputy Ser # | Attempt? Y/N | If Yes: Date/Time: | Location: | | Served? Y/N |
|---|---|---|---|---|---|
| [redacted] | Y | 4-1-04 | 1010 | Listed Address | N |
| [redacted] | Y | 4-1-04 | 1012 | Listed Phone | N |

**Must Have Minimum of 3 Attempts Prior to Return of No Service**

**Each Deputy receiving a subpoena/summons must log their serial number. If no attempt is made, note "N". No further logging needed. Return subpoena/summons at end of shift. If attempt is made, note "Y" and complete the remainder of the log. If attempt is unsuccessful, return subpoena/summons at end of shift until there is a successful service, or at least 3 unsuccessful attempts.**

**Received by:** [signature] **Date/Time:** 3 30 04 800 **Court Date:** 4/2/04

Monday, March 29, 2004

Office Distribution

SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY

59 1/4

CLERK OF THE COURT

HONORABLE

April 6, 2004

/ES
Deputy

Case No.
Atlas No.

PETITIONER'S NAME,

Petitioner,

and

RESPONDENT'S NAME,

Respondent.

ATTORNEY OR PETITIONER
PETITIONER'S ADDRESS
CITY, STATE AND ZIP

ATTORNEY OR RESPONDENT
RESPONDENT'S ADDRESS
CITY, STATE AND ZIP

EXPEDITED SERVICES

ATTORNEY GENERAL
NAME OF ASSISTANT AG

MARICOPA COUNTY SHERIFF'S
OFFICE

SUPPORT FINANCE

**FAMILY SUPPORT CENTER**
**EXPEDITED SERVICES**
**REQUEST FOR CHILD SUPPORT ARREST WARRANT**
**AND JUDGMENT FOR SUPPORT**

, Obligor, was ordered to appear for a Conference on at TIME OF CONFERENCE, relative to an order to appear issued on DATE OF OTA. , Obligee, filed an Expedited Process Request to Enforce Support on DATE REQUEST WAS FILED. AAG'S NAME, Assistant Attorney General, appeared in person/telephonically on behalf of the State of Arizona.

Office Distribution

**SUPERIOR COURT OF ARIZONA**
**MARICOPA COUNTY**

CLERK OF THE COURT

59
2/4

**HONORABLE**

April 6, 2004

/ES
Deputy

Case No.
Atlas No.

Pursuant to Rules of Civil Procedure , Obligor, was personally served on DATE.

Obligor failed to appear for the Conference.

Pursuant to the CAPTION OF ORDER signed by this Court on DATE, Obligor has been ordered to: LANGUAGE OF ORDER.

The Obligee incurred filing fees of $ENTER FILING FEE and service costs of $ENTER SERVICE COST in bringing this matter to the court.

Based on records of the Clerk of Court and Support Payment Clearinghouse, Expedited Services has calculated child support and spousal maintenance arrearages in this case to be as follows:

The Attorney General has provided Expedited Services with an arrearage calculation. Based on the Attorney General's calculation child support and spousal maintenance arrearages in this case are as follows:

for child support arrears, which includes a principal of and interest in the amount of for the period of through . This calculation includes payments through ENTER END DATE OF CALC.

**IT IS RESPECTFULLY RECOMMENDED:**

A Child Support Arrest Warrant be issued for Obligor for failure to appear for the Conference scheduled on . Obligor be ordered to pay a release amount of which represents the amount of support arrearages for the period of through , or a release amount to be determined by the Court. Payment of said release amount will be directed to the Clerk of the Court and applied towards child support and/or arrearages.
Judgment be entered against Obligor in the amount of for child support arrears, which includes a principal of and interest in the amount of for the period of through .

Office Distribution

**SUPERIOR COURT OF ARIZONA**
**MARICOPA COUNTY**

CLERK OF THE COURT

59
3/4

**HONORABLE**

April 6, 2004

/ES
Deputy

Case No.
Atlas No.

Judgment be entered against Obligor and in favor of the Obligee in the amount of $AMOUNT for service and court costs incurred in bringing this matter to an Expedited Support Enforcement Conference. Obligor shall pay this amount **DIRECTLY** to the Obligee on or before DATE. This payment is NOT to be forwarded to the Clerk of the Court or the Support Payment Clearinghouse. If payment is not timely made interest shall accrue at the legal rate from the Judgment date.

Respectfully submitted this _____ day of _____, _____.

_____

Conference Officer
Family Support Center
Expedited Services

OBLIGOR:

| SOC. SEC. NUMBER | DOB | HGT | WGT | HAIR | EYES | SEX | RACE |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

Office Distribution

SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY

59
4/4

CLERK OF THE COURT

HONORABLE

April 6, 2004

/ES
Deputy

Case No.
Atlas No.

## ORDER

**IT IS ORDERED** directing the Clerk to issue a Child Support Arrest Warrant for for failure to appear for the Conference on .

**IT IS FURTHER ORDERED** setting a release amount of . Any release amount paid is to be applied towards child support and/or arrearages.

**IT IS ORDERED NAME OF OBLIGEE**, Obligee, shall be granted Judgment against , Obligor, in the amount of , which includes a principal of and interest in the amount of , for the period of through . Said Judgment includes payments made through ENTER END DATE OF CALC.

IT IS ORDERED that Judgment be entered against Obligor and in favor of the Obligee in the amount of $AMOUNT for service and court costs incurred in bringing this matter to an Expedited Support Enforcement Conference. Obligor shall pay this amount directly to the Obligee on or before DATE. If payment is not timely made interest shall accrue at the legal rate from the Judgment date.

Other findings and orders: _____

_____

_____

_____

_____

**ISSUED:** Child Support Arrest Warrant

Dated this _____ day of _____, _____.

_____
Judge of the Superior Court

STATE OF ARIZONA

vs.

_____

CASE # _____

BOOKING # _____

BOND $ _____

60

## INITIAL APPEARANCE ON BENCH WARRANT

You, the defendant, have been arrested pursuant to a bench warrant from the _____ Court of Maricopa County (Phone number: _____ ). The Initial Appearance magistrate cannot release you or appoint an attorney for you; these determinations can only be made by the judge who issued the bench warrant.

THEREFORE, IT IS ORDERED that you appear in the _____ _____ Court before Judge _____ on the date _____ to resolve the warrant. Failure to appear at the time and place ordered by the court may result in forfeiture of any bail bond you may have posted and your arrest and incarceration in the County Jail.

FURTHER ORDERED that in the event the defendant is still in the custody of the Sheriff on the above mentioned date, the Sheriff shall transport the defendant to court to resolve the warrant unless the Sheriff is ordered to the contrary by the judge who issued the warrant.

_____ (Date)

_____ (Magistrate)

3899-018 6-95 White: File Copy Canary: Jail Pink: Defendant

SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY

CV 2002-017724 03/18/2004

JUDGE PRO TEM WM. DAVID ANDERSON

CLERK OF THE COURT
C. Vigil
Deputy

FILED:_____

WINDSOR INSURANCE COMPANY

MARC S GLADNER

v.

PATRICIA [redacted]

PATRICIA [redacted]
4135 NORTH 56TH AVE.
PHOENIX AZ 85033

JUDGMENT DEBTOR EXAM

10:30 a.m. Counsel S. Matt Collins for Marc Gladner is present on behalf of Judgment Creditor. Judgment Debtor is neither present nor represented by counsel.

Court reporter is not present.

Patricia Zozaya having been personally served and not appearing as ordered,

IT IS ORDERED that a Civil Arrest Warrant issue directing any Peace Officer in the State of Arizona to arrest such non-appearing person and bring said person before this Court.

ISSUED: Civil Arrest Warrant

This Warrant expires one year from the date of issuance.

Bond is set in the amount of $250.00.

Matter concludes.

# Regional Court Center

Superior Court of Arizona, Maricopa County

62 1/5

You have been summonsed to appear in the Regional Court Center for an (Initial Appearance Hearing / Preliminary Hearing). You are required to appear at 8:30 a.m. at the court location checked below:

☐ Regional Court Center – Downtown
East Court Bldg., 7th Floor
101 W. Jefferson
Phoenix, AZ 85003

☐ Regional Court Center – Glendale
5222 W. Glendale Ave.
Glendale, AZ 85008

When you arrive at the location marked above, you need to sign in at the receptionist counter. If charges have been filed against you, you must see the Judge before leaving court. If you do not appear before the judge, a warrant can be issued for your arrest. It may take most of the day to resolve your case. Please make arrangements with your job in advance.

You have the right to be represented by an attorney if charges are filed against you. You may hire an attorney. If you cannot afford to hire an attorney, the Court will appoint one to represent you after asking questions about your financial situation. If you believe you qualify for a court appointed attorney, you must follow the instructions on the enclosed document entitled, "What should I do about an attorney?".

A copy of the Courtroom Rules is enclosed. These rules apply to everyone. If you violate the Courtroom Rules your case may be delayed. There is no childcare available at the courthouse. PLEASE DO NOT BRING CHILDREN TO COURT and please dress appropriately for court.

You are required to report to the Sheriff's Office for fingerprints and photographs before your court date. Directions and information on how to take care of your fingerprints are enclosed as well.

If you were summonsed to appear at Glendale there is plenty of parking in the lot next to the courthouse. If you were summonsed to appear Downtown, please arrive early to find parking. Parking meters are only available for one or two hours and city parking tickets are very expensive. There are public lots that provide all day parking for a reasonable cost at these locations:

- SE corner of Jefferson and 1st Ave.
- SW corner of Jefferson and 1st St.
- NW corner of Jefferson and 1st St.
- SE corner of Washington and Central
- NW corner of Van Buren and 1st Ave.
- SE corner of Jackson and 3rd Ave.

62
2/5

## WHAT SHOULD I DO ABOUT AN ATTORNEY?

You have been charged with a serious felony. You have the right to be represented by an attorney. Under Arizona law, it is your responsibility to hire an attorney unless you are determined by the court to be "indigent".

If you need assistance in locating a qualified attorney, there are a number of helpful resources. In particular, the Maricopa County Bar Association's Lawyer Referral Service can put you in touch with criminal defense attorneys who practice in this area. This service, which charges a $35.00 referral fee, can be reached at (602) 257-4434.

If you feel that you are financially unable to hire an attorney, and wish to request that the court appoint an attorney to represent you, you must complete and submit the enclosed financial statement. The completed financial statement must be submitted to the court at least one week prior to your appearance. It is essential that you complete this statement fully and accurately, as you are making the statement "under penalty of perjury".

The court will review the financial statement and determine whether you are eligible for appointment of counsel. If you do qualify for court-appointed counsel, you may be required to pay a $25.00 fee, as well as additional amounts toward the cost of your defense, depending upon you financial status.

**PLEASE NOTE:** Under Arizona law, if you are not eligible for court-appointed counsel, and you appear without counsel at any proceeding after having been given a reasonable opportunity to retain counsel, the court may proceed with this matter.

62 3/5

# Regional Court Center

Superior Court of Arizona, Maricopa County

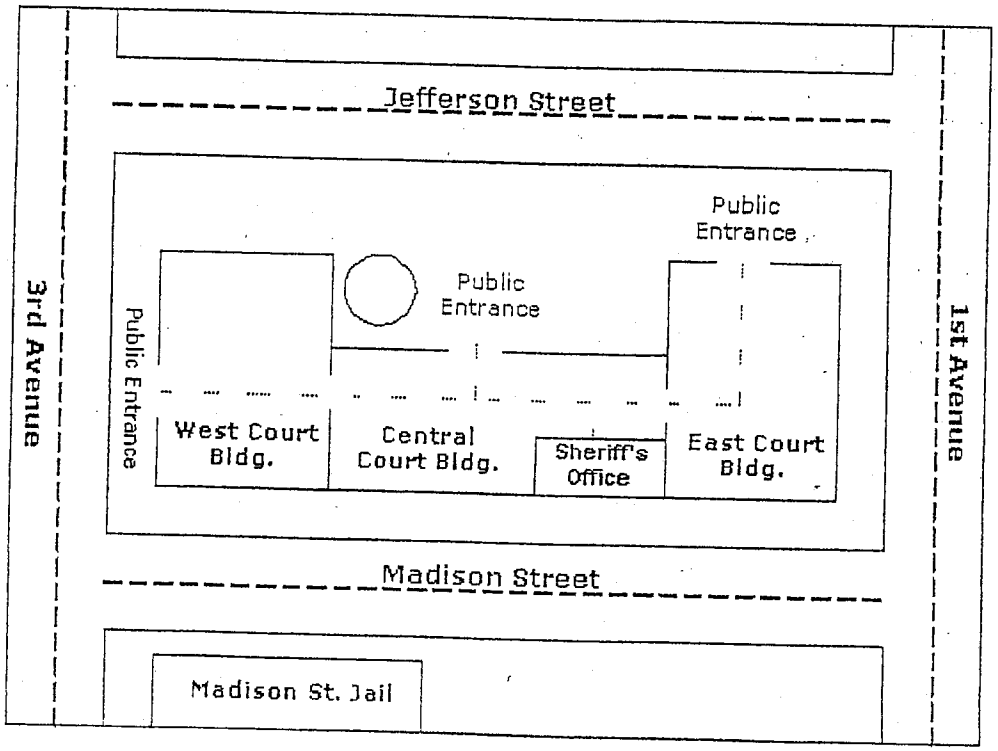
## COURT ORDERED SUMMONS FINGERPRINTING INSTRUCTIONS

As ordered by the attached summons, you are to report to the Maricopa County Sheriff's Office Records and Identification Division at 102 West Madison Street, for fingerprinting and photographing. Their hours of operation are Monday through Friday from 7:30 a.m. to 4:30 p.m. You must report at least seven days before your hearing.

You must bring with you the following:

1. **A copy of the attached summons.**
2. A current government issued picture identification card. Acceptable identification includes; state issued driver's license, state issued ID card, resident alien card, military ID or passport.
3. If you are under eighteen (18) years of age, a copy of the minute entry remanding your case to adult court.

NOTE: The majority of parking in the vicinity of the Sheriff's Office is metered parking. Your summons processing could take as long as forty-five (45) minutes. As the map below denotes, access to the Sheriff's Office can only be gained by utilizing the public entrances of the Court buildings.



62 4/5

**Regional Court Center**
Superior Court of Arizona, Maricopa County

## COURTROOM RULES

- NO TALKING WHILE COURT IS IN SESSION
- NO CHILDREN
- CELL PHONES OFF
- PAGERS OFF OR SET TO "VIBRATE"
- NO TANKTOPS OR BARE MIDRIFFS
- NO SHORTS
- NO HATS OR BANDANAS
- NO GANG ATTIRE
- NO FOOD OR DRINK
- NO TALKING TO THE IN-CUSTODY DEFENDANTS AT ANY TIME
- NO NAPPING OR SLEEPING WHILE AWAITING YOUR HEARING
- NO PUBLIC DISPLAYS OF AFFECTION WHILE AWAITING YOUR HEARING.

**NO FURTHER WARNINGS**

VIOLATORS WILL BE REMOVED FROM THE REGIONAL COURT CENTER

IN THE SUPERIOR COURT
STATE OF ARIZONA - COUNTY OF MARICOPA
DEFENDANT'S FINANCIAL STATEMENT

62
5/5

EN EL TRIBUNAL SUPERIOR
ESTADO DE ARIZONA – CONDADO DE MARICOPA
ESTADO FINANCIERO DEL ACUSADO

Court / Tribunal: _____ Booking # / No. de ficha: _____ Case No. / No. de causa: _____

**Instructions to the Defendant:** You are to answer the following questions so the Judge can decide whether to appoint a lawyer to help you and, if a bond is required, how much it should be. Use care in filling in your answers. If you knowingly give false or misleading information, you can be punished for contempt of court or subjected to prosecution for theft or perjury.

**Instrucciones para el/la acusado/a:** Conteste a las preguntas que se dan a continuación para que el juez pueda decidir si nombra a un abogado para que le asesore y, si se require una fianza, la cuantía de la misma. Responda a las preguntas cuidadosamente. Si usted, a sabiendas, proporciona información falsa o engañosa, se le podrá castigar por contumacia o bien someterle a enjuiciamiento por robo o perjurio.

1. State your full name / Indique su nombre completo: _____ (First / Nombre de pila) _____ (Middle / Segundo) _____ (Last / Apellido)

2. Are you (check one) / Es usted (marque uno): __ single / soltero/a __ divorced / divorciado/a __ married but separated / casado/a, pero separado/a __ married, living w/ spouse / casado/a y vive con su cónyuge __ widowed / viudo/a

3. In addition to supporting yourself, how many other adults do you support? How many children do you support? Aparte de mantenerse a sí mismo/a, ¿a cuántos adultos mantiene? ¿A cuántos menores mantiene? _____ adults / adultos _____ minors / menores

4. If you are working, are you paid? / Si usted trabaja, cobra: __ every week / cada semana __ every two weeks / cada dos semanas __ once a month / cada mes __ other / otro _____

5. How much money are you paid, each time you are paid? / ¿Cuánto recibe en cada pago? $ _____ net take home pay /remuneración neta

6. If your spouse is working, is (she/he) paid / Si su cónyuge trabaja, se le paga: __ every week / cada semana __ every two weeks / cada dos semanas __ once a month / cada mes __ other / otro _____

7. How much money is your spouse paid each time (she/he) is paid? / ¿Cuánto recibe su cónyge en cada pago? $ _____ net take home pay /remuneración neta

8. List below in Column 1 the money that you get paid or receive each month. If you are married and are living with your spouse, list below in Column 2 the money that your spouse gets paid or receives each month. If you are separated, widowed or single, leave Column 2 blank./ Enumere abajo en la Columna 1 la cantidad que a usted se le paga o que recibe cada MES. Si es casado/a y vive con su cónyuge, enumere abajo en la Columna 2 la cantidad que a su cónyuge se le paga o que recibe cada MES. Si usted está separado/a, viudo/a o soltero/a, deje la Columna 2 en blanco.

| FROM / PROVIENE DE: | COLUMN 1 / COLUMNA 1 Amount paid to ME monthly / Cantidad que se me paga a MÍ cada mes | COLUMN 2 / COLUMNA 2 Amount paid to SPOUSE monthly / Cantidad que se le paga a mi CÓNYUGE cada mes. |
|---|---|---|
| 9. Working (net take home pay) / El empleo (remuneración neta): | $ | $ |
| 10. Payroll deductions for savings, bonds, stock, etc. / Deducciones de la nómina para ahorros, bonos, acciones, etc.: | $ | $ |
| 11. Unemployment compensation / Prestaciones por desempleo: | $ | $ |
| 12. Welfare / Asistencia pública: | $ | $ |
| 13. Disability benefits / Prestaciones por discapacidad: | $ | $ |
| 14. Veteran's benefits / Prestaciones a los veteranos: | $ | $ |
| 15. Social Security benefits / Prestaciones por Seguridad Social: | $ | $ |
| 16. Workmen's compensation / Indemnización por accidente de trabajo: | $ | $ |
| 17. Accident benefits / Indemnización por accidente: | $ | $ |
| 18. Retirement benefits / Pensión: | $ | $ |
| 19. Allotment checks / Subsidios: | $ | $ |
| 20. Interest / Intereses: | $ | $ |
| 21. Dividends / Dividendos | $ | $ |
| 22. Child support received / Manutención para los hijos recibida: | $ | $ |
| 23. Alimony or maintenance received / Pensión alimenticia recibida: | $ | $ |
| 24. Total of any other income received / Total de cualquier otro ingreso mensual recibido: (From / De _____) | $ | $ |
| 25. TOTAL | $ | $ |
| 26. List below the amounts of cash held or value of / Enumere abajo las cantidades de efectivo en caja o el valor de: | $ | $ |
| 27. Cash (on you, your spouse, or in your jail property, and at home) / Efectivo (en su persona y la de su cónyuge, entre sus bienes en la cárcel y en su casa). | | $ |
| 28. Cash in banks, credit unions, and elsewhere / Efectivo en bancos, cooperativa de ahorros y crédito y cualquier otro lugar: | | $ |
| 29. Cash owed to you or to your spouse by others / Efectivo adeudado a usted o su cónyuge: | | $ |
| 30. Stocks and bonds; insurance policy cash values / Acciones y bonos; valor en efectivo de pólizas de seguros: | | $ |
| 31. TOTAL | | $ |

32. Give below the following information about any motor vehicles (cars, trucks, trailers, boats, airplanes, motorcycles) which you are buying, which you own, or which you claim to have an interest. / Proporcione abajo la siguiente información sobre cualquier vehículo (automóviles, camiones, remolques, lanchas, aviones, motocicletas) que está comprando, que es (son) de su propiedad, o en que posee un interés.

33. Desc., Year, and Model / Artículo (año y modelo) _____ $ _____ (value / valor) $ _____ (owed / importe que adeuda)

34. Desc., Year, and Model / Artículo (año y modelo) _____ $ _____ (value / valor) $ _____ (owed / importe que adeuda)

35. Give below the following information about any real estate (your home, other land, or land and buildings) which you are buying, which you own, or in which you claim to have an interest. / Proporcione abajo la siguiente información sobre cualquier inmueble (su casa, otros terrenos, o terrenos y edificios) que está usted comprando, que es (son) de su propiedad, o en que posee un interés:

36. Location / Ubicación a. _____ $ _____ (value / valor) $ _____ (owed / importe que adeuda)

37. Location / Ubicación b. _____ $ _____ (value / valor) $ _____ (owed / importe que adeuda)

63

COPY

FILED
2/9/2004 @ 2:42 pm
MICHAEL K. JEANES, Clerk
By [redacted] Deputy

82-4490
Marc S. Gladner, #004751
CROSBY & GLADNER, P.C.
1726 East Thomas Road
Phoenix, Arizona 85016-7604
(602) 274-9100
Attorney for Plaintiff/Judgment Creditor

**IN THE SUPERIOR COURT OF THE STATE OF ARIZONA**

**IN AND FOR THE COUNTY OF MARICOPA**

| | |
|---|---|
| AMERICAN FAMILY MUTUAL INSURANCE COMPANY, a foreign corporation,<br><br>Plaintiff,<br><br>vs.<br><br>ANA MARITZA [redacted] and JOHN DOE [redacted], wife and husband,<br><br>Defendants. | NO. CV2002-011230<br><br>**ORDER QUASHING CIVIL ARREST WARRANT AND EXONERATE BOND** |

Based upon Plaintiff's Motion to Quash Civil Arrest Warrant and Exonerate Bond, and good cause appearing:

IT IS ORDERED that the Civil Arrest Warrant issued and Bond set in this matter on November 6, 2003, by the Commissioner R. Jeffrey Woodburn, is Quashed and Exonerated, this cause only.

| | |
|---|---|
| Debtor Name: | ANA MARITZA ALVARENGA |
| Date of Birth: | 07/20/1967 |
| Social Security No.: | UNKNOWN |

DONE IN OPEN COURT this 5 day of January, 2004.

[redacted]
COMMISSIONER
Commissioner W.D. Anderson

LAW OFFICES OF
CROSBY & GLADNER, P.C.
1726 E. Thomas Road
PHOENIX, ARIZONA 85016
PHONE: (602)274-9100
FAX: (602)274-8300

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MARICOPA

| | | |
|---|---|---|
| THE STATE OF ARIZONA,<br><br>Plaintiff,<br><br>vs.<br><br>_____<br><br>Defendant. | ) | No.<br><br>WARRANT FOR ARREST |

64

1/2

TO ALL PEACE OFFICERS OF THE STATE OF ARIZONA:

The above named defendant having been charged in the Superior Court of Maricopa County, State of Arizona on day of with the crime(s) of and a Verified Petition to Review Release Conditions having been filed in the Superior Court of Maricopa County, State of Arizona on the day of against the above-named defendant charging that in Maricopa County, Arizona, on or about the day of the following violations of conditions of release have been committed to wit:

The Court has found reasonable cause to believe that such violations were committed and that the defendant committed them, and reason to believe that the defendant will not appear in response to a summons, or that a warrant is otherwise appropriate.

YOU ARE THEREFORE COMMANDED to arrest the defendant and bring said defendant before this Court to answer the charges and advise court administration at (602) 506-8575 that the defendant is in custody. If this Court is unavailable, or if the arrest is made in another county, you shall take the defendant before the nearest or most accessible magistrate. You may release defendant if said defendant posts a secured appearance bond in the amount of _____.

Given under my hand and seal on , at the direction of the Court.

MICHAEL K JEANES
CLERK OF THE SUPERIOR COURT

By_____
Judge of the Superior Court

_____
Deputy Clerk

**DEFENDANT'S DESCRIPTION:**

DOB: _____ Race: _____ Sex: M Hgt: _____
Wgt: _____ Hair: _____ Eyes: _____
Defendant's Address: _____ DR#: _____
☐ AZ Only _____ MCSO Booking #: _____
☒ OK to Extradite _____ ORI: _____

CERTIFICATE OF EXECUTION

I certify that I arrested _____ at _____a.m\p.m.
on _____, and presented him\her before Judge _____at
_____.

64 2/2

_____
Agency

_____
Deputy Sheriff, Officer

ORDER OF COMMITMENT

_____, having been brought before me at _____ a.m.\p.m. on _____,
is committed to the custody of the Sheriff of Maricopa County, Arizona, to be detained until he\she complies with the conditions of release order of this date, or any amendment or modification thereof.

_____
Magistrate

_____
Title

initials

65 1/2

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MARICOPA

| | | |
|---|---|---|
| THE STATE OF ARIZONA,<br><br>Plaintiff,<br><br>vs.<br><br>_____<br><br>Defendant. | ) | No.<br><br>WARRANT FOR ARREST |

TO ALL PEACE OFFICERS OF THE STATE OF ARIZONA:

The above named defendant having been charged in the Superior Court of Maricopa County, State of Arizona on day of with the crime(s) of and a Verified Petition to Review Release Conditions having been filed in the Superior Court of Maricopa County, State of Arizona on the day of against the above-named defendant charging that in Maricopa County, Arizona, on or about the day of the following violations of conditions of release have been committed to wit:

The Court has found reasonable cause to believe that such violations were committed and that the defendant committed them, and reason to believe that the defendant will not appear in response to a summons, or that a warrant is otherwise appropriate.

YOU ARE THEREFORE COMMANDED to arrest the defendant and bring said defendant before this Court to answer the charges and advise court administration at (602) 506-8575 that the defendant is in custody. If this Court is unavailable, or if the arrest is made in another county, you shall take the defendant before the nearest or most accessible magistrate. You may release defendant if said defendant posts a secured appearance bond in the amount of _____.

Given under my hand and seal on , at the direction of the Court.

MICHAEL K JEANES
CLERK OF THE SUPERIOR COURT

By_____
Judge of the Superior Court

_____
Deputy Clerk

**DEFENDANT'S DESCRIPTION:**

DOB: _____ Race: _____ Sex: M Hgt: _____
Wgt: _____ Hair: _____ Eyes: _____
Defendant's Address: _____ DR#: _____
☐ AZ Only _____ MCSO Booking #: _____
☒ OK to Extradite _____ ORI: _____

65 2/2

CERTIFICATE OF EXECUTION

I certify that I arrested _____ at _____a.m\p.m.
on _____, and presented him\her before Judge _____at
_____.

_____
Agency

_____
Deputy Sheriff, Officer

ORDER OF COMMITMENT

_____, having been brought before me at _____ a.m.\p.m. on _____,
is committed to the custody of the Sheriff of Maricopa County, Arizona, to be detained until he\she complies with the conditions of release order of this date, or any amendment or modification thereof.

_____
Magistrate

_____
Title

initials

CRM 1246 BEGIN

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

66

Arizona only warrant

IN THE MATTER OF

Sue [redacted]
A minor child,

NO. JV900000

WARRANT-JUVENILE JV900000

Issued 03-19-04

TO ANY SHERIFF, POLICEMAN, PEACE OFFICER, OR PROBATION OFFICER IN ARIZONA

A verified petition having been filed on the 1st day of December, alleging that Sue [redacted] and the Court having by order entered on the 19th day of March, 2004 directed that said child should be immediately taken into custody and brought before this Court for a hearing and inquiry.

YOU ARE, BY ORDER OF THE COURT, THEREFORE, COMMANDED, forthwith to arrest and take Sue Case into custody and bring her before this Court at the Maricopa County Juvenile Court Center.

Given under my hand and seal of the Court this 15th day of April, 2004

Michael Jeanes
Clerk

Deputy Clerk

|____| YES |____| NO The offense is, or is materially related to a Victims' Rights applicable offense, i.e., a felony or a misdemeanor involving physical injury, the threat of physical injury, or a sexual offense.

NOTICE: This warrant is quashed on 02-15-05 without further order of the Court.

CERTIFICATE OF EXECUTION

(To be completed by the arresting agency and forwarded to the Clerk of the Superior Court.)

I HEREBY CERTIFY that on the _____ day of _____, 20____, at _____ I arrested and took Sue Case into custody and brought her to the Maricopa County Juvenile Court Center.

DATED this _____ day of _____, 2004.

Sheriff or Chief of Police

By_____
Deputy or Arresting Officer

Computer Form 1246 No PO Assigned

FORM 1208 BEGIN

# INFORMATION NEEDED FOR PREPARING JUVENILE WARRANTS

CHILD'S NAME: Sue [redacted] J# 900000 F# 000003

DATE WARRANT ISSUED: _____ DATE OF ORIGINAL PETITION: 120103

CHARGES PENDING:
AGY: DR#:

67

IF VOP: _____
(List charges which resulted in Probation)

WARRANT TYPE: Bench ____ Temp. Cust ____ Non-Mandatory ____

WARRANT JURISDICTION: AZ _____ National _____

CURRENT PHYSICAL INFORMATION:

SEX: F ORIGIN: Native American DATE OF BIRTH: 02-15-87

HGT: 5'07 WGT: 145 lbs. HAIR: Brown EYES: Hazel

DISTINGUISHING
MARKS: Z ----------XXXXXXXXX----------XXXXXX Z

NAME OF PARENTS, GUARDIANS, OR CUSTODIANS:
James [redacted] 1468 E Scenic #3 Apache Jct, AZ 85220
Rockwood Group Hom1468 E Scenic #3 Apache Jct, AZ 85220

JUVENILE'S CURRENT ADDRESS:
1468 E Scenic #3 Apache Jct, AZ 85220

(if child is in placement, give that information)

POSSIBLE WHEREABOUTS: _____

PROBATION OFFICER'S NAME: Citation Diversion TEL. _____

COMMENTS: (information that might help the Sheriff or Police Department in locating the juvenile; place staying or friends' names).

|____| YES |____| NO The offense is, or is materially related to a Victims' Rights applicable offense, i.e., a felony or a misdemeanor involving physical injury, the threat of physical injury, or a sexual offense.

If the juvenile is picked up or walks in for an Advisory hearing other than the 8:30 a.m. time, please notify the Intake Desk at Durango #506-4460, or SEF #506-2632.

Computer Form 1208 - END.

FORM 1238 BEGIN

68

# SUPERIOR COURT • JUVENILE PROBATION DEPARTMENT

## MARICOPA COUNTY

DURANGO FACILITY • 3125 West Durango • Phoenix, AZ 85009-6292 • (602) 506-4011 • 506-4143 (TDD)
SOUTHEAST FACILITY • 1810 South Lewis Street • Mesa, AZ 85210-6234 • (602) 506-2619 • 506-2260 (TTD)

CHERYLN K. TOWNSEND, Director of Juvenile Court Services

**MEMO TO:** Maricopa County Sheriff's Department - Warrant Division

**FROM:** Maricopa County Juvenile Court Center - Intake Division
Bill Edel

**DATE:** 04-15-04

**SUBJECT:** QUASHED WARRANTS

This memo is to serve as notification that a warrant has been quashed on the juvenile listed below.

**JUVENILE:** Sue [redacted] **DOB:** 02-15-87

**JUVENILE WARRANT:** JV000000

**DATE WARRANT ISSUED:** 03-19-04

**DATE WARRANT QUASHED:** 03-19-04

Computer Form-1238 - END

FORM 1248 BEGIN

69

# MARICOPA COUNTY JUVENILE COURT CENTER - WARRANT SUPPLEMENT

| Last Name | First | Mid | AKA | Date |
|---|---|---|---|---|
| [redacted] | Sue | | | 04-15-04 |

| Sex | Race | POB | DOB | Hgt | Wgt | Eyes | Hair | FBI No | Skn | Srt |
|---|---|---|---|---|---|---|---|---|---|---|
| F | I | | 02-15-87 | 5'05 | 135 | BL | BR | | | |

| FPC | MNU | Soc Sec No |
|---|---|---|
| | | |

18th Birthday: 02-15-05

| Driver's Lic No | Driver's Lic State | Driver's Lic Expires |
|---|---|---|
| | | |

| Offense is a: | Offense Code | Warrant Date | Warrant No |
|---|---|---|---|
| Felony 41 Misdemeanor | | | |

| Misc Information (charges, etc) | Court Code: |
|---|---|
| this is a test | 0740/None |

| Vehicle Lic No | Lic Plate State | Lic Plate Expires | Lic Plate Type |
|---|---|---|---|
| | | | |

| Vehicle ID No | Vehicle Year | Vehicle Make | Vehicle Model |
|---|---|---|---|
| | | | |

| Vehicle Style | Vehicle Color | Extradite? | Co Atty No |
|---|---|---|---|
| | | NO | |

| Entered NCIC ACIC | NCIC File No | Cancelled NCIC ACIC |
|---|---|---|
| By Date. | | By Date |

| Originating Agency | Police ID No | MCSD ID No |
|---|---|---|
| MCJCC - Durango | | |

| Address of Suspect | Phone No |
|---|---|
| 1468 E Scenic #3 Apache Jct, AZ 85220 | |

| Occupation - Employer & Address | Phone No |
|---|---|
| None | |

| Information Recd From | Address & Phone | Agency Case No |
|---|---|---|
| Citation Diversion | 3125 W. Durango, Phx 506 | F# 000003 |

Comments:

comments here

r 1/19 rain

79

VS.

# Maricopa County Sheriff's Office
## ARIZONA TRAFFIC TICKET AND COMPLAINT

COMPLAINT A 550200 | SSN 146 64 6002 | MILITARY Air Force | ☐ ACCIDENT ☐ FATALITY | ☐ COMMERCIAL ☐ HAZ MATERIAL | DR NUMBER 03 27035 3046

DRIVER'S LICENSE NUMBER 1200-1567-1273 | STATE NL | CLASS | ENDORSEMENTS M H N P T X D

**DEFENDANT** FIRST CHARLES | MIDDLE R. | LAST LAWS

RESIDENTIAL ADDRESS 4027 Caminao Del Rio | CITY GLENDALE | STATE AZ | ZIP CODE 85309 | TELEPHONE 6235516

P.O. BOX | CITY | STATE | ZIP CODE

| SEX | WEIGHT | HEIGHT | EYES | HAIR | ORIGIN | DATE OF BIRTH | RESTRICTIONS |
|---|---|---|---|---|---|---|---|
| M | 145 | 5 8 | GR | BL | W | 9-25-71 | |

BUSINESS ADDRESS Luke Air Force Base | CITY GLENDALE | STATE AZ | ZIP CODE | TELEPHONE

**VEHICLE** COLOR N/A | YEAR | MAKE | MODEL | STYLE | LICENSE PLATE | STATE | EXPIRATION

REGISTERED OWNER | ADDRESS | VEHICLE IDENTIFICATION NUMBER

**THE UNDERSIGNED CERTIFIES THAT:**

ON MONTH 9 | DAY 7 | YEAR 03 | TIME 0100 AM PM | SPEED | APPROX | POSTED | R&P | SPEED MEASUREMENT DEVICE | DIRECTION OF TRAVEL

AT LOCATION 5830 West Bell Road Glendale AZ MARICOPA COUNTY, ARIZONA

**THE DEFENDANT COMMITTED THE FOLLOWING:** 2003129774-001

| | SECTION | ARS/CC | VIOLATION | DOCKET NUMBER | DISP. CODES | DATE OF DISPOSITION | SANCTION | DOMESTIC VIOLENCE | |
|---|---|---|---|---|---|---|---|---|---|
| A | 13-1502 A1 | | TRESPASSING | CR03-77HC | | | | ☐ | ☒ CRIMINAL ☐ CRIMINAL TRAFFIC ☐ MUNICIPAL CODE ☐ CIVIL TRAFFIC ☐ PETTY OFFENSE |
| B | | | | | | | | ☐ | ☐ CRIMINAL ☐ CRIMINAL TRAFFIC ☐ MUNICIPAL CODE ☐ CIVIL TRAFFIC ☐ PETTY OFFENSE |
| C | | | | | | | | ☐ | ☐ CRIMINAL ☐ CRIMINAL TRAFFIC ☐ MUNICIPAL CODE ☐ CIVIL TRAFFIC ☐ PETTY OFFENSE |
| D | | | | | | | | ☐ | ☐ CRIMINAL ☐ CRIMINAL TRAFFIC ☐ MUNICIPAL CODE ☐ CIVIL TRAFFIC ☐ PETTY OFFENSE |
| E | | | | | | | | ☐ | ☐ CRIMINAL ☐ CRIMINAL TRAFFIC ☐ MUNICIPAL CODE ☐ CIVIL TRAFFIC ☐ PETTY OFFENSE |

**YOU MUST APPEAR AT →** JUDGE: Tolly | COURT: GLENDALE J.P. Law

ADDRESS: 5222 W. GLENDALE AV. | COURT NUMBER

CITY: GLENDALE ARIZONA ZIP CODE 85301

**AT THE DATE AND TIME INDICATED →** MONTH | DAY | YEAR | TIME | AM PM

CRIMINAL: ☐ Without admitting guilt, I promise to appear as directed herein.
CIVIL: ☐ Without admitting responsibility, I acknowledge receipt of this complaint.
JUVENILE: ☐ Bring one parent.

X SERVED IN CUSTODY

VICTIM NOTIFIED? ☐ Yes ☐ No

I certify upon reasonable grounds, I believe the person named above committed the acts described and I have served a copy of this complaint upon the defendant.

DEPUTY | SERIAL NO. 1222

Deputy SIKAHEMA 1484 TRANSPORTED

5000-075

71 1/4

To Be Served

[redacted]

Maricopa County Sheriff's Office

Joseph M. Arpaio, Sheriff

20040405130907

## Direct Complaint Fact Sheet

**Process Type:** SUBPOENA

**Person:** AMBER[redacted]
[redacted]E APACHE [redacted]
TEMPE AZ 85281

| CaseNumber: | District Assigned: | Deputy Assigned | Activity Result | Date/ Time served |
|---|---|---|---|---|
| CR2003-034093-001SE | 1 | | | |

**If Not Served, State Reason:**

☐ **Current Whereabouts Unknown** **Explain:**

☐ **In Custody** **Location:**

☐ **Other:**

**Forwarding Address**

**Service Log:**

| Deputy Ser # | Attempt? Y/N | If Yes: Date/Time: | Location: | Served? Y/N |
|---|---|---|---|---|
| | | | | |

**Must Have Minimum of 3 Attempts Prior to Return of No Service**

**Each Deputy receiving a subpoena/summons must log their serial number. If no attempt is made, note "N". No further logging needed. Return subpoena/summons at end of shift. If attempt is made, note "Y" and complete the remainder of the log. If attempt is unsuccessful, return subpoena/summons at end of shift until there is a successful service, or at least 3 unsuccessful attempts.**

**Received by:** **Date/Time:** **Court Date:** 4/7/04

Monday, April 05, 2004

RICHARD M ROMLEY
MARICOPA COUNTY ATTORNEY

Terry H Jennings
Deputy County Attorney
Bar Id #: 004931
222 East Javelina, Suite 2500
Mesa, AZ 85210
Telephone: (602) 506-0855
MCAO Firm #: 00032000
Attorney for Plaintiff

71 2/4

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

COUNTY OF MARICOPA, RCCSE-Regional Court Center

| | |
|---|---|
| THE STATE OF ARIZONA,<br><br>Plaintiff,<br><br>vs.<br><br>DEREK [redacted]<br><br>Defendant. | CR2003-034093-001 SE<br><br>CRIMINAL SUBPOENA<br><br>AGGRAVATED ASSAULT, A CLASS 3 FELONY |

THE STATE OF ARIZONA, to:

Victim: A[redacted]

**YOU ARE HEREBY ORDERED TO APPEAR AT** 1:00 p.m., on April 7, 2004, at 222 E. JAVELINA Suite 201, MESA, AZ 85210, Maricopa County, and to remain there until excused by the judge conducting the proceedings or otherwise discharged, to give testimony on behalf of the State of Arizona.

***You must call the prosecutor at (602) 506-3259 by 8:30 a.m. on the morning of the hearing.*** You may remain on standby after leaving a telephone number with the prosecutor upon the condition that you promise to appear within thirty (30) minutes of being called to appear.

**IF YOU FAIL TO APPEAR AS ORDERED, A WARRANT WILL BE ISSUED FOR YOUR ARREST.**

Given under my hand and seal on April 2, 2004.

Terry H Jennings
Deputy County Attorney

Judge/Commissioner of the Superior Court

CERTIFICATE OF SERVICE

The undersigned swears (or affirms) that he\she is qualified to serve this subpoena and did so by showing the original to and informing the witness of its contents and by delivering a copy thereof to him\her at ____ a.m\p.m. on _____, 20__, at _____, Arizona.

signed only if served

Person serving subpoena

**SUA/SUB**

71 3/4

MEMORANDUM

FROM: Maricopa County Attorney's Office

RE: Serving Victim Subpoena

The attached subpoena is for a victim. Please **do not** write the victim's address on the subpoena. Please serve the attached subpoena to the following address:

DEFENDANT NAME: DEREK [redacted]

CAUSE NUMBER:

VICTIM NAME AND ADDRESS:

****ADDRESS NOT FOR PUBLIC RECORD****
AMBER [redacted]
[redacted]E Apache [redacted]
Tempe, AZ 85281
(480) 884-[redacted]
(602) 410-[redacted]

RICHARD M ROMLEY
MARICOPA COUNTY ATTORNEY

Terry H Jennings
Deputy County Attorney
Bar Id #: 004931
222 East Javelina, Suite 2500
Mesa, AZ 85210
Telephone: (602) 506-0855
MCAO Firm #: 00032000
Attorney for Plaintiff

71 4/14

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

COUNTY OF MARICOPA, RCCSE-Regional Court Center

| | |
|---|---|
| THE STATE OF ARIZONA,<br><br>Plaintiff,<br><br>vs.<br><br>DEREK [redacted]<br><br>Defendant. | CRIMINAL SUBPOENA<br><br>AGGRAVATED ASSAULT, A CLASS 3 FELONY |

THE STATE OF ARIZONA, to:

Victim: A[redacted]

**YOU ARE HEREBY ORDERED TO APPEAR AT** 1:00 p.m., on April 7, 2004, at 222 E. JAVELINA Suite 201, MESA, AZ 85210, Maricopa County, and to remain there until excused by the judge conducting the proceedings or otherwise discharged, to give testimony on behalf of the State of Arizona.

***You must call the prosecutor at (602) 506-3259 by 8:30 a.m. on the morning of the hearing.*** You may remain on standby after leaving a telephone number with the prosecutor upon the condition that you promise to appear within thirty (30) minutes of being called to appear.

**IF YOU FAIL TO APPEAR AS ORDERED, A WARRANT WILL BE ISSUED FOR YOUR ARREST.**

Given under my hand and seal on April 2, 2004.

Terry H Jennings
Deputy County Attorney

Judge/Commissioner of the Superior Court

CERTIFICATE OF SERVICE

The undersigned swears (or affirms) that he\she is qualified to serve this subpoena and did so by showing the original to and informing the witness of its contents and by delivering a copy thereof to him\her at ____ a.m\p.m. on _____, 20__, at _____, Arizona.

signed only if served

Person serving subpoena

**SUA/SUB**

72

To Be Served

Maricopa County Sheriff's Office

Joseph M. Arpaio, Sheriff

**Direct Complaint ~~Fact Sheet~~**

20030807132756

**Process Type:** SUMMONS

**Person:** DANIELLE [redacted]
% RETURN BEFORE: SEP 1, 2003.
[redacted] LAKECREST DR
GILBERT AZ 85234

| CaseNumber: | District Assigned: | Deputy Assigned | Activity Result | Date/ Time served |
|---|---|---|---|---|
| CR2003-031782-001SE | 1 | [redacted] | | |

**If Not Served, State Reason:**

☐ **Current Whereabouts Unknown** **Explain:**

☐ **In Custody** **Location:**

☐ **Other:**

**Forwarding Address**

---

**Service Log:**

| Deputy Ser # | Attempt? Y/N | If Yes: Date/Time: | Location: | Served? Y/N |
|---|---|---|---|---|

**Must Have Minimum of 3 Attempts Prior to Return of No Service**

**Each Deputy receiving a subpoena/summons must log their serial number. If no attempt is made, note "N". No further logging needed. Return subpoena/summons at end of shift. If attempt is made, note "Y" and complete the remainder of the log. If attempt is unsuccessful, return subpoena/summons at end of shift until there is a successful service, or at least 3 unsuccessful attempts.**

**Received by:** **Date/Time:** **Court Date:** 10/14/2003

Monday, April 05, 2004

**Date: 04/28/04** Time: 10:40am

73

**To:** TO: COUNTY ATTORNEY

ATTN: JANIE FAX: 594-7332

: ELOISA

**From:** MCSO/WARRANTS GRAND JURY DESK

**TAI 876-1882**

**RE:** SERVED SUMMONS AND WARRANTS

| W/S | CR# | GJ# | NAME | FS |
|---|---|---|---|---|
| W | 2002-040085-001 | 204-351 | SMITH, JOHN | fs |
| W | 2002-050090-002 | 111-31 | SMITH, JOHN | fs |
| W | 2003-090010-001 | 304-105 | DOE, JANE | |
| S | 2004-009508-001 | 330-105 | DOE, JOHN | |
| S | 2004-010020-001 | 214-108 | DOE, JOHN | |
| (RUSH)W | 2004-027326-001 | 326-186 | SMITH, JANE | fs |
| W | 2004-028030-001 | 222-222 | SMITH, ERIC | |

THIS IS A LIST OF SUMMONS AND WARRANTS THAT ARE TO BE OPEN FOR NEXT COURT DATE BY EXHIBITS.

FS- IS THE FACT SHEET THAT IS ATTACHED TO THE WARRANTS.

RUSH- WARRANTS THAT NEED TO BE OPEN QUICKLY BECAUSE COURT DATE MAY BE NEXT DAY… WARRANT WILL NEED TO BE RUSHED TO EXHIBITS.

20/03

Copy of Grand Jury Fax to Grand Jury Clerk

74

# MISDEMEANOR WARRANT

THE FOLLOWING INFORMATION WILL BE USED TO AID IN SERVING THE ATTACHED WARRANT. PLEASE COMPLETE IN DETAIL.

| LAST NAME | FIRST | MIDDLE | AKA | DATE |
|---|---|---|---|---|
| | | | | |

| SEX | RACE | P.O.B. | D.O.B. | HGT | WGT | EYE | HAIR | FBI NO. | SKN | SMT |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |

| FPC | MNU | SOC. SEC. NO. |
|---|---|---|
| DRIVER'S LIC. NO. | DRIVER'S LIC. STATE | YEAR DRIVER'S LIC. EXPIRES |
| OFFENSE IS A FELONY MISDEMEANOR | OFFENSE CODE / DATE OF WARRANT | WARRANT NO. |
| MISC. INFORMATION (CHARGES, ETC.) | | |

| VEHICLE LIC. NO. | LIC. PLATE STATE | YEAR LIC. PLATE EXPIRES | TYPE OF LIC. PLATE |
|---|---|---|---|
| VEHICLE I.D. NO. | VEHICLE YEAR | VEHICLE MAKE | VEHICLE MODEL |
| VEHICLE STYLE | VEHICLE COLOR | EXTRADITE? YES NO | CO. ATTY. NO. |
| ENTERED NCIC BY ACIC DATE | NCIC FILE NO. | | CANCELLED NCIC BY ACIC DATE |
| ORIGINATING AGENCY | POLICE I.D. NO. | | MCSD I.D. NO. |
| ADDRESS OF SUSPECT | | | PHONE NO. |
| OCCUPATION - EMPLOYER AND ADDRESS | | | PHONE NO. |
| INFORMATION REC. FROM | ADDRESS AND PHONE | | AGENCY CASE NO. |

5000-045 11-95 0110288

75

MARICOPA COUNTY SHERIFF'S OFFICE - JOSEPH M. ARPAIO, SHERIFF

# VICTIM INFORMATION FORM

**SECTION I** - Inmate's Name _____ Race _____ Sex _____
Last First M.I.

D.O.B. _____ DR# _____ County Booking # _____
Completed by Custodial Agency

**SECTION II** - Victim Information:

Victim's Name _____ Sex _____
Last First M.I.

Lawful Representative Name _____ Sex _____
(If Applicable) Last First M.I.

Mailing Address _____
Street Apt/Space No.

_____
City State Zip Code

Phone (Home) _____ (Other) _____

VICTIM NOTIFICATION REQUESTED: ☐ YES ☐ NO

NOTIFICATION RESTRICTIONS: _____

Arresting Agency _____ Officer Serial # _____ Date _____

## FOR CUSTODIAL AGENCY USE ONLY - NOTIFICATION ACTIVITY LOG

**SECTION III** - AIS BOOKING ☐ LEJIS Flag Set ☐ File Prepared A# _____ Date _____

**SECTION IV** - AIS I.A. COURT CLERK

☐ Copy of Terms and Conditions Obtained A# _____ Date _____

**SECTION V** - VICTIM'S RIGHTS UNIT CASE NUMBER _____

A. Copy of Terms and Conditions ☐ Mailed ☐ In Person A# _____ Date _____

B. Release Notification ☐ Letter Mailed A# _____ Date _____

First Phone Attempt Time _____ Hrs. Completed ☐ Yes ☐ No A# _____ Date _____

Second Phone Attempt Time _____ Hrs. Completed ☐ Yes ☐ No A# _____ Date _____

C. Post Conviction Release Notification ☐ Letter Mailed A# _____ Date _____

First Phone Attempt Time _____ Hrs. Completed ☐ Yes ☐ No A# _____ Date _____

Second Phone Attempt Time _____ Hrs. Completed ☐ Yes ☐ No A# _____ Date _____

D. Work Furlough Notification ☐ Letter Mailed A# _____ Date _____

E. Day Reporting Center Notification ☐ Letter Mailed A# _____ Date _____

F. Escape/Death Notification ☐ Letter Mailed A# _____ Date _____

Phone Notification ☐ Victim ☐ Prosecutor A# _____ Date _____

NOT FOR RELEASE

***SECTION I AND II MUST BE COMPLETED BY THE ARRESTING OFFICER (AGENCY) IF DEFENDANT IS CHARGED WITH A CRIME IN WHICH THE VICTIM IS AN INDIVIDUAL, RATHER THAN THE STATE, OR A COMMERCIAL ENTITY.

# MARICOPA COUNTY SHERIFF'S OFFICE

76

## Victim Notification Report

Victim's Last Name: D.R. #

Notification Type (Circle): Arrest

Submittal

Notification Made (Circle): Yes No

Attempts: Date _____ Time _____
Attempts: Date _____ Time _____

Mailed Notification (Circle): Yes No

Date _____

Comments:

Reporting Employee: Reviewer:

White Copy • Incident Report Canary • OIC

50-515 New 1/92

**THE FOLLOWING INFORMATION WILL BE USED TO AID IN SERVING THE ATTACHED WARRANT. PLEASE COMPLETE IN DETAIL.**

| LAST NAME | FIRST | MIDDLE | AKA | DATE |
|---|---|---|---|---|
| | | | | |

| SEX | RACE | P.O.B. | D.O.B. | HGT | WGT | EYE | HAIR | FBI NO. | SKIN | SMT |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |

| | | |
|---|---|---|
| FPC | MNU | SOC. SEC. NO. |
| DRIVER'S LIC. NO. | DRIVER'S LIC. STATE | YEAR DRIVER'S LIC. EXPIRES |
| OFFENSE IS A FELONY MISDEMEANOR | OFFENSE CODE / DATE OF WARRANT | WARRANT NO. |
| MISC. INFORMATION (CHARGES, ETC.) | | |

| | | | |
|---|---|---|---|
| VEHICLE LIC. NO. | LIC. PLATE STATE | YEAR LIC. PLATE EXPIRES | TYPE OF LIC. PLATE |
| VEHICLE I.D. NO. | VEHICLE YEAR | VEHICLE MAKE | VEHICLE MODEL |
| VEHICLE STYLE | VEHICLE COLOR | EXTRADITE? YES NO | CO. ATTY. NO. |
| ENTERED NCIC BY ACIC DATE | NCIC FILE NO. | | CANCELLED NCIC BY ACIC DATE |
| ORIGINATING AGENCY | POLICE I.D. NO. | | MCSD I.D. NO. |
| ADDRESS OF SUSPECT | | | PHONE NO. |
| OCCUPATION - EMPLOYER AND ADDRESS | | | PHONE NO. |
| INFORMATION REC. FROM | ADDRESS AND PHONE | | AGENCY CASE NO. |

77

(INDEX CARD ON LAST PAGE)

**WARRANT INFORMATION REPORT**

MARICOPA COUNTY SHERIFF'S OFFICE
PHOENIX, ARIZONA

**JOSEPH M. ARPAIO, SHERIFF**

**5000-044**
**REV. 9-93**
**0103742**

**WORK SHEET**

**SUPERIOR COURT OF ARIZONA**
**COUNTY OF MARICOPA**

| | | |
|---|---|---|
| State of Arizona | ) | Case No.: _____ |
| | ) | Presiding Judge: _____ |
| vs. | ) | NCD: _____ |
| | ) | Charge(s): _____ |
| _____ | ) | |
| | ) | |

**PETITION TO REVIEW CONDITIONS OF RELEASE AND REQUEST FOR REVOCATION/AMENDMENT OF RELEASE CONDITIONS**

Comes now _____, a Pretrial Services Officer of the Court, and presents the following report on the conduct of _____ who was released on pretrial supervision by the Honorable _____ on _____.

THE UNDERSIGNED BELIEVES THE DEFENDANT VIOLATED CONDITIONS OF RELEASE AS FOLLOWS:

_____

It is requested the Court issue a summons or warrant and order a hearing be held to determine whether the defendant's release should be modified or revoked.

☐ a summons to issue ordering the defendant to appear ☐ a warrant to issue for the defendant's arrest

☐ address at next court hearing on _____

Subscribed and sworn to upon information and belief:

_____/_____
Pretrial Services Officer/Sup. Initial
Ph. # (602) 506-_____
Date _____

Defendant's Last Known Address:

_____

_____

RaceOther SexMale Hgt _____ Wt _____ DOB _____

EyesOther HairOther Other_____

Vehicle Make_____ Model _____ Lic. #_____

---

The Court Orders:

☐ No action

☐ The issuance of a Summons: _____
(Hearing Date & Time)

☐ The issuance of a Warrant

☐ The following action: _____

_____

_____

_____
Judicial Officer

_____
Date

*Copies: Court File (White), Defense Counsel (Lt. Yellow), County Attorney (Pink), Pretrial Services (Dk. Yellow)*

## CERTIFICATE OF EXECUTION

I certify that I arrested _____ at _____a.m\p.m.
on _____, and presented him\her before Judge _____at
_____.

_____
Agency

_____
Deputy Sheriff, Officer

## ORDER OF COMMITMENT

_____, having been brought before me at _____ a.m.\p.m. on _____,
is committed to the custody of the Sheriff of Maricopa County, Arizona, to be detained until he\she complies with the conditions of release order of this date, or any amendment or modification thereof.

_____
Magistrate

_____
Title

initials

79 1/2

**CERTIFICATE OF SERVICE AND RETURN**
20040514081526

Case Number: JV160319 Attorney: LISA A BURNS

Date / Time to Appear: 6/16/2004 1:15:00 PM

**State v. :** LUIS ALBERTO LEON

**I,** SUSIE JARAMILLO

hereby acknowledge that I have received service of the subpoena in the above entitled action, ordering me to appear on the date and time noted above. I waive all further service of said subpoena and submit to the jurisdiction of the Court for the purposes set forth in the subpoena.

Date Signature

**PLEASE DATE, SIGN AND RETURN IMMEDIATELY.**

**CERTIFICATE OF SERVICE AND RETURN**
20040514081602

Case Number: JV160319 Attorney: LISA A BURNS

Date / Time to Appear: 6/16/2004 1:15:00 PM

**State v. :** LUIS ALBERTO LEON

**I,** JOSH GONZALES

hereby acknowledge that I have received service of the subpoena in the above entitled action, ordering me to appear on the date and time noted above. I waive all further service of said subpoena and submit to the jurisdiction of the Court for the purposes set forth in the subpoena.

Date Signature

**PLEASE DATE, SIGN AND RETURN IMMEDIATELY.**

Avery Laser Index & Postcard #5389

79 2/2

NO POSTAGE STAMP NECESSARY
POSTAGE HAS BEEN PREPAID BY

CIVIL PROCESS SECTION
MARICOPA COUNTY SHERIFF'S OFFICE
102 W MADISON ST
PHOENIX AZ 85003-2292

5000-061 9-00

NO POSTAGE STAMP NECESSARY
POSTAGE HAS BEEN PREPAID BY

CIVIL PROCESS SECTION
MARICOPA COUNTY SHERIFF'S OFFICE
102 W MADISON ST
PHOENIX AZ 85003-2292

5000-061 9-00

Joseph M. Arpaio, Sheriff
Maricopa County
102 W. Madison Street
Phoenix, Arizona 85003

**SUBPOENA**

80

SUSIE [redacted]
% DESERT HORIZON ELEMENTARY SCHOOL - ASST PRI
8525 W OSBORN RD
PHOENIX AZ 85037

81

# Maricopa County Sheriff's Office
## Phoenix, Arizona

Thursday, May 13, 2004

**Work Sheet** **CaseNumber:** CR2003020293001DT

20040513161004

**Process Type:** SUBPOENA

**AttorneyName:** DUNCAN STOUTNER **AttorneyPhone:** (602) 506-8506

**Defendants:** SHERRY DEL PHILLIPS

**Witness:** STEWART CLEVELAND
% TOWERS JAIL 602-278-2097
3500 W DURANGO ST
PHOENIX AZ 85009

Serving Officer Name: _____

Date and Time Served: _____

Subpoena Beat: 208

**Warnings:** BOOKING #A910854

**Progress and Disposition:**

6/2

82

[redacted]
Phoenix, AZ 85051

May 12, 2004

REGARDING: [redacted]
ADDRESS: [redacted]
Glendale, AZ 85310

To whom it may concern,

ATENCION - Si necesita asistencia para comprender esta carta, por favor llame al 602 506-4471, lo mas pronto posible.

I am a juvenile probation officer, and have been assigned the case of [redacted]. This juvenile was referred to the court in regard to an offense in which you are listed as the victim.

I am writing to inform you that the juvenile has been arrested and is in custody on a warrant issued by the court.

If there are any questions, please contact me at 602 525-4260.

Sincerely,

Nicole Newpower
Juvenile Probation Officer

Juvenile [redacted]

83 1/3

**MARICOPA COUNTY JUVENILE PROBATION DEPARTMENT**

**PROBATION OFFICER REQUEST TO THE COURT AND ORDER**

**PROBATION OFFICER:**
**JV NUMBER:** JV999998
**FILE NUMBER:** 000002
**DATE DICTATED:** *

**CHILD'S LEGAL NAME:** JOE CASE

**CHILD'S AGE:** 16 years, 4 months

**CHILD'S DATE OF BIRTH:** 01-15-88

**CHILD'S PRESENT ADDRESS:** 3125 W Durango
Phoenix, AZ 85009

**LEGAL GUARDIAN:** *
* Delete line if not used

**LEGAL GUARDIAN'S ADDRESS:** *
* Delete line if not used

**CAUSE BEFORE THE COURT:**

This Cause is presently before the Court for the purpose of requesting *

**RECOMMENDATION:**

*

*, phn
Juvenile Probation Officer

*, phn
Supervisor

CONFIDENTIAL
NOT FOR DISSEMINATION WITHOUT COURT APPROVAL OR PARENT/CLIENT CONSENT

83 2/3



**JV NUMBER:** JV999998

____ EX-PARTE COMMUNICATION ONLY, ATTORNEY NOTIFICATION NOT APPLICABLE.

| DEFENSE ATTORNEY | COUNTY ATTORNEY |
|---|---|
| _____ NO OBJECTION | _____ NO OBJECTION |
| _____ OPPOSE | _____ OPPOSE |

_____

_____

| ATTORNEY NAME/SIGNATURE | DATE | ATTORNEY NAME/SIGNATURE | DATE |
|---|---|---|---|

**********

____ REQUEST GRANTED

____ REQUEST DENIED

**ORDER**

_____

_____

_____

_____
JUDICIAL OFFICER DATE

CONFIDENTIAL
NOT FOR DISSEMINATION WITHOUT COURT APPROVAL OR PARENT/CLIENT CONSENT

83 3/3



**MARICOPA COUNTY JUVENILE PROBATION DEPARTMENT**

**PROBATION OFFICER REQUEST TO THE COURT AND ORDER**

**SUPPLEMENT**

Information supporting probation officer request dated *

**PROBATION OFFICER:**
**JV NUMBER:** JV999998
**FILE NUMBER:** 000002
**DATE DICTATED:** *

**CHILD'S LEGAL NAME:** JOE CASE

**VICTIM CONTACT:**

*

**SUMMARY:**

*

**RECOMMENDATION:**

*

_____ GRANTED

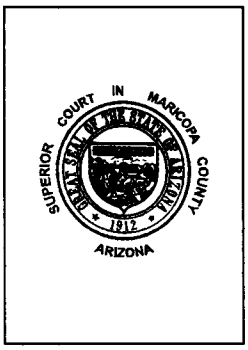
_____ DENIED

_____ MODIFIED

Typist: *
*
Archived: * TESTME/F000002/ARCHIVEDOC

CONFIDENTIAL
NOT FOR DISSEMINATION WITHOUT COURT APPROVAL OR PARENT/CLIENT CONSENT

# ADULT PROBATION DEPARTMENT




SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY

ADMINISTRATION
(602) 506-3261
TDD (602) 506-2324

BARBARA A. BRODERICK, Chief Probation Officer

INFORMATION
(602) 506-3581

MAILING ADDRESS
ADULT PROBATION
P.O. Box 3407
Phoenix, AZ 85030

84 V2

May 17, 2004

Ms. Vicki Victim
1111 W. 1st St.
Phoenix, AZ 85000

RE: CR2000-00000-001
Defendant: Joe Felon

Dear Ms. Victim:

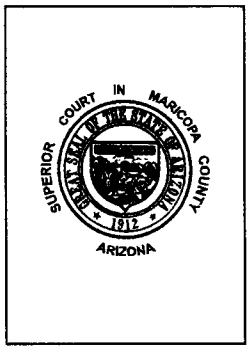
As the listed victim in case, you elected notification of certain court actions pursuant to A.R.S. §13-4415. In compliance with your request, a petition to revoke Joe Felon's probation will be submitted. If the probationer has absconded or if the probation officer is unable to locate him, an arrest warrant will be issued. Once Joe Felon receives the petition or is in custody, the court will address the probation violation. If you wish to be heard on this matter, please notify this officer or the victim services unit at the numbers below.

Please keep in mind if your address has changed per A.R.S. §13-05517 (A), Crime Victim's Rights, failure to provide the Court with recent address and telephone changes will automatically waive your rights as a crime victim. If you need further information about this case of if you have other concerns, please contact the Victim Services Unit at 602-372-8286 or toll free 866-372-8286.

Sincerely,

Joe Officer
Adult Probation Officer
4520 N. Central Avenue
Phoenix, AZ 85012
602-619-0000

# ADULT PROBATION DEPARTMENT




SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY

ADMINISTRATION
(602) 506-3261
TDD (602) 506-2324

BARBARA A. BRODERICK, Chief Probation Officer

INFORMATION
(602) 506-3581

MAILING ADDRESS
ADULT PROBATION
P.O. Box 3407
Phoenix, AZ 85030

84 2/2

May 17, 2004

Ms. Nancy Victim
1111 W. 1st Street
Phoenix, AZ 850000

RE: CR2000-0000-000
Defendant: Joe Bob Felon

Dear Ms. Victim:

As the listed victim in the above case, you elected notification of certain court actions pursuant to A.R.S. §13-4415. We have made two attempts to contact you by telephone with no success. In compliance with your request, the following action happened before the noted court

Arrest for probation violation on 05-17-2004

If you would like to know the outcome of this case or would like to know if another hearing is scheduled, please contact the court within five business days from receipt of this letter. This matter will be heard or was heard by Judge Shellie Smith, Courtroom #812, 101 W. Jefferson, Phoenix, AZ 85003, 602-506-0000.

Please keep in mind if your address has changed per A.R.S. §13-05517 (A), Crime Victim's Rights, failure to provide the Court with recent address and telephone changes will automatically waive your rights as a crime victim. If you need further information about this case or if you have other concerns, please contact the Victim Services Unit at 602-372-8286 or toll free 866-372-8286.

Sincerely,

Ollie Officer
Adult Probation Officer
4520 N. Central Avenue
Phoenix, AZ 85012
602-619-1111

85 1/3

# MARICOPA COUNTY SHERIFF'S OFFICE

***Memorandum***

Joseph M. Arpaio, Sheriff

| To: GRAND JURY CLERK/ CO.ATTORNEY | From: Maricopa Co. Sheriff's Office Criminal Process |
|---|---|
| Subject: REQUIRED GRAND JURY WARRANT/SUMMONS INFORMATION | Date: 5/5/01 |

Your Warrant/Summons has been reviewed by this office and cannot be accepted for the following reason(s). Please resubmit your warrant/summons with the corrected information as instructed below:

| Missing | Incorrect | |
|---|---|---|
| | | Summons Invalid Address--***DELAY IN PROCESSING REQUIRES NEW COURT DATE** |
| | | Summons marked as In Custody cannot be processed need warrant |
| | | Court Seal |
| | | Bond Amount |
| | | Issue Date |
| | | Violation Date |
| | X | Physical Information of defendant including date of birth |
| | | Signature of Judge or Deputy Clerk |
| | | CR number/Warrant number |
| | | Panel number does not match submittal |
| | | Complete Criminal Charge |
| | | Copy of V.I.S sheet |
| | | Originating Agency/Agency DR # |

***Should you have any questions, please contact the Criminal Processing Section/Grand Jury Desk at 256-1880.

this description is co-defendant

5000-135 R10-93 (WP v1.0 2/6/97)

105

85 2/3


RICHARD M. ROMLEY
MARICOPA COUNTY ATTORNEY

Kevin H. Maricle
Deputy County Attorney
Bar Id #: 003638
100 West Washington, Suite 2000
Phoenix, AZ 85003
Telephone: (602) 372-7350
MCAO Firm #: 00032000
Attorney for Plaintiff


IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MARICOPA

| | |
|---|---|
| THE STATE OF ARIZONA,<br><br>Plaintiff,<br><br>vs.<br><br>RAMON [redacted] (001),<br><br>Defendant. | CR 2004-010682-001 DT<br><br>332 GJ 471<br><br>WARRANT FOR ARREST |

TO ALL PEACE OFFICERS OF THE STATE OF ARIZONA:

An Indictment has been filed in this Court against the above-named defendant charging that in Maricopa County, Arizona, **COUNT(S) 1, 2, 3, 4, 5:** on or about the 30th day of January, 2002, the crimes of **COUNT 1:** POSSESSION OF DANGEROUS DRUGS FOR SALE, A CLASS 2 FELONY; **COUNT 2:** POSSESSION FOR SALE OF NARCOTIC DRUGS, A CLASS 2 FELONY; **COUNT 3:** POSSESSION OF NARCOTIC DRUGS FOR SALE, A CLASS 2 FELONY; **COUNT 4:** POSSESSION OF DRUG PARAPHERNALIA, A CLASS 6 FELONY; **COUNT 5:** MISCONDUCT INVOLVING WEAPONS, A CLASS 4 FELONY, have been committed.

The Court has found probable cause, upon oath or affirmation, to believe that such offenses were committed and that the defendant committed them, and reason to believe that the defendant will not appear in response to a summons, or that a warrant is otherwise appropriate.

YOU ARE THEREFORE COMMANDED to arrest the defendant and bring said defendant before this Court to answer the charges. If this Court is unavailable, or if the arrest is made in another county, you shall take the defendant before the nearest or most accessible magistrate. You may release defendant if said defendant posts a secured appearance bond in the amount of FOUR THOUSAND FIVE HUNDRED DOLLARS ($ 4,500.00 ).

Given under my hand and seal on April 27, 2004, at the direction of the Court.

By /S/ Michele M. Iafrate
Judge of the Superior Court

MICHAEL K. JEANES
CLERK OF THE SUPERIOR COURT

Deputy Clerk

ARIZONA SUPERIOR COURT
COURT SEAL
MARICOPA COUNTY

85 3/3

**ENDANT'S DESCRIPTION:**

DOB: 8/24/1979 Race: H Sex: F Hgt: 506
Wgt: 145 Hair: BRO Eyes: BRO
Defendant's Address: UNKNOWN

DR No.: DR 02004974 - Peoria Police Dept.

MCSO No: _____ PPD No.: _____

CERTIFICATE OF EXECUTION

I certify that I arrested _____ at _____a.m\p.m. on _____, and presented him\her before Judge _____at _____.

_____
Agency

_____
Deputy Sheriff, Officer

ORDER OF COMMITMENT

_____, having been brought before me at _____ a.m.\p.m. on _____, is committed to the custody of the Sheriff of Maricopa County, Arizona, to be detained until he\she complies with the conditions of release order of this date, or any amendment or modification thereof.

_____
Magistrate

_____
Title

KHM/ls/AO\emr

86

MEMORANDUM

FROM: Maricopa County Attorney's Office

RE: Serving Victim Subpoena

The attached subpoena is for a victim. Please **do not** write the victim's address on the subpoena. Please serve the attached subpoena to the following address:

DEFENDANT NAME: DEFENDANT

CAUSE NUMBER:

VICTIM NAME AND ADDRESS:

****ADDRESS NOT FOR PUBLIC RECORD****
MIRTHA [redacted]
0000 North 00TH Street
PHOENIX, AZ 85000
(602) 000-0000 (HOME)
(602) 000-0000 (WORK)

90 V

RICHARD M ROMLEY
MARICOPA COUNTY ATTORNEY

Ann Alexov
Deputy County Attorney
Bar Id #: 015602
100 West Washington, Suite 2000
Phoenix, AZ 85003
Telephone: (602) 372-7350
MCAO Firm #: 00032000
Attorney for Plaintiff

87

DR 200440532864 - Phoenix Police Dept.
CA2004013412

IN THE EAST PHOENIX II JUSTICE COURT
COUNTY OF MARICOPA, STATE OF ARIZONA

| | |
|---|---|
| THE STATE OF ARIZONA,<br><br>Plaintiff,<br><br>vs.<br><br>DEFENDANT (001),<br><br>Defendant. | COMPLAINT<br><br>CRIMINAL DAMAGE, A CLASS 2 MISDEMEANOR |

The complainant herein personally appears and, being duly sworn, complains on information and belief against DEFENDANT, charging that in East Phoenix II Justice Court Precinct, Maricopa County, Arizona:

DEFENDANT, on or about the 19th day of March, 2004, drew or inscribed a message, slogan, sign, or symbol on ARIZONA PUBLIC SERVICE box, a private building, structure, or surface, without permission of the owner, ARIZONA PUBLIC SERVICE, causing damage in an amount of $250 or less,in violation of A.R.S. §§ 13-1601, 13-1602, 13-707 and 13-802.

_____ Agency: Phoenix Police Dept.
Complainant

Subscribed and sworn to before me this ___ day of May, 2004.

_____ _____
MAGISTRATE TITLE

It is requested that a **summons** be issued.
**It is** requested that Defendant appear for fingerprints and photograph.

_____
Ann Alexov
Deputy County Attorney

AA:lf/AO

93

IN THE EAST PHOENIX II JUSTICE COURT
COUNTY OF MARICOPA, STATE OF ARIZONA

88

| | | |
|---|---|---|
| THE STATE OF ARIZONA,<br><br>Plaintiff,<br><br>vs.<br><br>DEFENDANT (001),<br><br>Defendant. | ) | CRIMINAL SUBPOENA<br><br>CRIMINAL DAMAGE, A CLASS 2 MISDEMEANOR |

THE STATE OF ARIZONA, to:

**YOU ARE HEREBY ORDERED TO APPEAR AT** _____ a.m\p.m., on _____, 2004, at 4109 North 12th Street, Phoenix, AZ 85014, Maricopa County, and to remain there until excused by the judge conducting the proceedings or otherwise discharged, to give testimony on behalf of the State of Arizona.

**IF YOU FAIL TO APPEAR AS ORDERED, A WARRANT WILL BE ISSUED FOR YOUR ARREST.**

Given under my hand and seal on _____, 2004.

**(PLEASE CALL (602) 506-5709 AFTER 2:00 P.M. THE DAY PRIOR TO CONFIRM THE PROCEEDINGS**

**If you need to speak with a Deputy County Attorney regarding this subpoena, please contact the Downtown "Duty Attorney" at (602) 372-7250.**

EAST PHOENIX II JUSTICE COURT

_____
MAGISTRATE

_____
MICHAEL MORRISON
DEPUTY COUNTY ATTORNEY

CERTIFICATE OF SERVICE

The undersigned swears (or affirms) that he\she is qualified to serve this subpoena and did so by showing the original to and informing the witness of its contents and by delivering a copy thereof to him\her at _____ _____a.m\p.m. on _____, 20_____, at _____, Arizona.

_____
Person serving subpoena



94

RICHARD M ROMLEY
MARICOPA COUNTY ATTORNEY

Kurt N. Mills
Deputy County Attorney
Bar Id #: 009514
100 West Washington, Suite 2000
Phoenix, AZ 85003
Telephone: (602) 372-7350
MCAO Firm #: 00032000
Attorney for Plaintiff

89

DR 200440919000 - Phoenix Police Dept.
NORTHWEST PHOENIX JUSTICE COURT

CA2004017365

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

COUNTY OF MARICOPA, RCC - GLENDALE

| | |
|---|---|
| THE STATE OF ARIZONA,<br>Plaintiff,<br>vs.<br>DEFENDANT (001),<br>Defendant. | DIRECT COMPLAINT<br>ATTEMPTED ROBBERY, A CLASS 5 FELONY<br>**WARRANT - IN CUSTODY OTHER CHARGES** |

The complainant herein personally appears and, being duly sworn, complains on information and belief against DEFENDANT, charging that in Maricopa County, Arizona:

DEFENDANT, on or about the 13th day of May, 2004, in the course of attempting to take property of another from MIRTHA R[redacted] and/or DOLORES R[redacted] person or immediate presence and against her will, used threats or force against MIRTHA R[redacted]Z and/or DOLORES R[redacted], with the intent to coerce surrender of the property or to prevent

**DCO**

97

RICHARD M ROMLEY
MARICOPA COUNTY ATTORNEY

Jeannette R. Gallagher
Deputy County Attorney
Bar Id #: 011954
301 West Jefferson, 5th Floor
Phoenix, AZ 85003
Telephone: (602) 506-7577
MCAO Firm #: 00032000
Attorney for Plaintiff

90

1/2

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MARICOPA

| | |
|---|---|
| THE STATE OF ARIZONA,<br>Plaintiff,<br>vs.<br>DEFENDANT (001),<br>Defendant. | CR2004-013553-001 DT ___<br>000 GJ 106<br>NOTICE OF SUPERVENING INDICTMENT<br>ROR |

An indictment having been filed this 10th day of May, 2004, in the Superior Court of Maricopa County, Arizona, charging you, DEFENDANT, with the crimes of:

**COUNT 3:** THEFT OF MEANS OF TRANSPORTATION, A CLASS 3 FELONY, having been released on your own recognizance in Direct Complaint No. CR2004-013553-001DT in the Superior Court, Maricopa County, Arizona, you are

99

90 4/2

000 GJ 106

HEREBY NOTIFIED to appear before this court to answer the Indictment in Room 501, Central Court Building, 201 West Jefferson, Phoenix, Arizona, on **WEDNESDAY, MAY 19, 2004**, at the hour of 8:30 a.m.

FAILURE TO APPEAR WITHOUT GOOD CAUSE WILL PLACE YOU IN CONTEMPT OF COURT, AND A WARRANT WILL BE ISSUED FOR YOUR ARREST.

GIVEN UNDER MY HAND AND SEAL of the said Court this 10th day of May, 2004, by order of the Court.

MICHAEL K JEANES
CLERK OF THE SUPERIOR COURT

By_____
Deputy Clerk

Copy of the foregoing
mailed this _____ day
of May, 2004, to:

____ DEFENDANT, Defendant
910 North Hayden Road 3
Scottsdale, AZ 85257
_____ Public Defender
_____Court Administrator
_____Jail

By_____
Deputy Clerk

JG/rv\OK

91 1/2

RICHARD M ROMLEY
MARICOPA COUNTY ATTORNEY

Duncan Stoutner
Deputy County Attorney
Bar Id #: 020699
301 West Jefferson, 6th Floor
Phoenix, AZ 85003
Telephone: (602) 506-8506
MCAO Firm #: 00032000
Attorney for Plaintiff

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

COUNTY OF MARICOPA, SUPERIOR COURT

| | | |
|---|---|---|
| THE STATE OF ARIZONA, | ) | |
| | ) | |
| Plaintiff, | ) | |
| | ) | |
| vs. | ) | |
| | ) | |
| **DEFENDANT (001),** | )) | CR2003-016604-001 DT ___ |
| Defendant. | ) | MOTION AND ORDER QUASHING |
| | ) | DIRECT COMPLAINT WARRANT |
| | ) | |

COMES NOW the Maricopa County Attorney and moves that the Direct Complaint Warrant issued on , be quashed for the reason that a superceding warrant has been issued in the matter following a determination of probable cause.

DATED this ___ day of May, 2004.

RICHARD M ROMLEY
MARICOPA COUNTY ATTORNEY

BY_____
Duncan Stoutner
Deputy County Attorney

Copy of the Foregoing
Mailed this ___ day of
May, 2004, to:

Warrant Division, MCSO

100

91 2/2

RICHARD M ROMLEY
MARICOPA COUNTY ATTORNEY

Duncan Stoutner
Deputy County Attorney
Bar Id #: 020699
301 West Jefferson, 6th Floor
Phoenix, AZ 85003
Telephone: (602) 506-8506
MCAO Firm #: 00032000
Attorney for Plaintiff

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

COUNTY OF MARICOPA, SUPERIOR COURT

| | | |
|---|---|---|
| THE STATE OF ARIZONA, | ) | |
| Plaintiff, | ) | |
| vs. | ) | |
| **DEFENDANT (001),** | )) | CR2003-016604-001 DT ___ |
| Defendant. | ) | **ORDER** |

IT IS THEREFORE ORDERED that the Direct Complaint Warrant issued on , be quashed for the reason that a superceding warrant has been issued in the matter following a determination of probable cause.

DATED this ___ day of May, 2004.

_____
Judge of the Superior Court

**OQW**

92

# OFFICE OF THE MARICOPA COUNTY ATTORNEY

Richard M. Romley
County Attorney

## URGENT FAX REQUEST FOR GRAND JURY

| | |
|---|---|
| TO: | Phoenix PD - 431-5985<br>Fax: 267-1172 |
| ATN: | Det. Brian [redacted] #63[redacted]<br>or Shift Supervisor |
| DATE: | May 5, 2004 |
| OFFICER: | Det. Brian [redacted] #63[redacted] |
| DR NUMBER: | 2004006042 |
| DEFENDANT: | [redacted], Edward |
| DATE & TIME TO APPEAR: | May 12, 2004, @ 9:00 a.m. |
| YOU WILL BE APPEARING BEFORE | PANEL # 340 |

Grand Jury is located @ 101 W Jefferson, Phoenix, AZ, (East Court Building), 9th Floor.

Please call Mary @ (602) 372-0103 upon receipt of this request.

WE MUST HAVE CONFIRMATION FROM YOU ASAP !!!!!
IF YOU ARE NOT ABLE TO ATTEND, PLEASE LET ME KNOW WHO YOU ARE SENDING IN YOUR PLACE TO DO HEARSAY.

Thank you! – Mary [redacted]

## Exhibit 6 – Data Elements list cross-referenced by Warrant Type

This appendix provides a spreadsheet that lists most data elements found on Maricopa County warrants, summons and subpoena (“WSS”) documents. In this spreadsheet, the data elements are named according to the emerging national standards reflected in the Global Justice XML Data Model (“GJXDM”). The list of data elements herein is intended to highlight those WSS data elements that are necessary to support WSS processing countywide. This list is not intended to be all-inclusive of every possible WSS data element used or captured by every Maricopa County agency, nor does this list contain every warrant data element described in the GJXDM. Rather, this spreadsheet list is provided to give responding vendors an understanding of the magnitude and scope of WSS data exchanged among County agencies. This list cross-references which data elements are common across different types of warrants, and which elements are also common to summons and subpoenas

# Maricopa County Warrants, Summons & Subpoenas
# Overview of Data Elements

| | **Warrants Data Elements-Short List** *(applicable for most warrant types):* *(many of the data elements listed are complex elements)* |
|---|---|
| **1** | Type/Title |
| **2** | Court Identification *(warrant ordering/issuing agency)* |
| **3** | Service Agency |
| **4** | Arresting Agency/ORI |
| **5** | Law Enforcement Officer Name |
| **6** | Law Enforcement Officer Badge Number |
| **7** | Warrant Number |
| **8** | Warrant Issue Date |
| **9** | Judicial Officer Name |
| **10** | DR Number *(law enforcement department/booking report number)* |
| **11** | Arrest Date |
| **12** | Arrest Time |
| **13** | Arrest Location |
| **14** | Charge(s) *(offenses)* |
| **15** | Offense(s) Date(s) |
| **16** | Offense(s) Location(s) |
| **17** | Bond Amount |
| **18** | Defendant Name *(warrant subject)* |
| **19** | Defendant DOB |
| **20** | Defendant Hair Color |
| **21** | Defendant Eye Color |
| **22** | Defendant Height |
| **23** | Defendant Weight |
| **24** | Defendant Sex |
| **25** | Defendant Race |
| **26** | Defendant Address |
| **27** | Defendant SSN |
| **28** | Defendant Operator's License Number |
| **29** | Defendant Operator's License State |
| **30** | Service Date |
| **31** | Service Location/Address |

| | |
|---|---|
| **32** | Service Time |
| **33** | Cautions |
| **34** | Victim Rights Notification |
| **35** | Extraditable |
| **36** | Official Signature |
| **37** | Court Seal |
| **38** | Plaintiff |
| **39** | Comments |
| **40** | Arresting Officer's name |
| **41** | Date of Arrest |
| **42** | Agency |
| | **Summons Data Elements-Short List:**<br>*(many of the data elements listed are complex elements)* |
| **1** | Complaint Number |
| **2** | Complaint Date |
| **3** | Court Identification |
| **4** | Summons Number |
| **5** | Summons Issue Date |
| **6** | Judicial Officer Name |
| **7** | DR Number |
| **8** | Charge(s) *(offenses)* |
| **9** | Appearance Date |
| **10** | Appearance Location |
| **11** | Defendant Name *(summons subject)* |
| **12** | Defendant Address |
| **13** | Service Date |
| **14** | Service Location/Address |
| **15** | Official Signature |
| **16** | Court Seal |
| **17** | Plaintiff |
| **18** | Comments |
| **19** | Agency |

| | **Subpoena Data Elements-Short List:**<br>*(many of the data elements listed are complex elements)* |
|---|---|
| **1** | Complaint Number |
| **2** | Complaint Date |
| **3** | Court Identification |
| **4** | Subpoena Number |
| **5** | Subpoena Issue Date |
| **6** | Judicial Officer Name |
| **7** | Case Number |
| **8** | Attorney Name |
| **9** | Appearance Date |
| **10** | Appearance Location |
| **11** | Defendant Name |
| **12** | Charge(s) *(offenses)* |
| **13** | Witness/Victim Name *(subpoena subject)* |
| **14** | Witness/Victim Address |
| **15** | Attorney Contact Information |
| **16** | Service Location/Address (served and attempted service locations) |
| **17** | Official Signature |
| **18** | Court Seal |
| **19** | Seal Date |
| **20** | Comments |
| **21** | Records to produce (Duces Tecum) |
| **22** | Plaintiff |
| **23** | |

**Maricopa Document Types/Data Elements Cross-reference:**

| **WSS XML Tags Outlined** *(excerpt, for example purposes)* | **AW** | **BW** | **CAW** | **CSAW** | **Juv AW** | **SUBP** | **SUMM** | **Form IV** |
|---|---|---|---|---|---|---|---|---|
| arrestWarrantDetail *(also used as sample outline for summons)* | X | X | X | X | X | | X | |
| warrantNumber | X | X | X | X | X | | X | |

| **WSS XML Tags Outlined** *(excerpt, for example purposes)* | **AW** | **BW** | **CAW** | **CSAW** | **Juv AW** | **SUBP** | **SUMM** | **Form IV** |
|---|---|---|---|---|---|---|---|---|
| warrantIssueDate | x | x | x | x | x | | x | |
| warrantExpirationDate | | | x | | x | | | |
| offenseInformation | x | x | | x | x | | x | x |
| offenseCode | | | | | | | | |
| offenseDate | | | | | | | | |
| offensePlace | | | | | | | | |
| geographicalLimitation | | | x | x | | x | | |
| bondAmount | x | | | | | | | |
| purgeAmount | | | | | | | | |
| releaseAmount | | | | x | | | | |
| emancipationDate | | | | | x | | | |
| comment | x | x | x | x | x | | x | x |
| warrantSubject *(also used as sample outline for summons)* | x | x | x | x | x | | x | x |
| identification | x | x | x | x | x | | x | x |
| personTaxID *(SSN)* | | | | | | | | |
| personDriverLicenseID | | | | | | | | |
| personName | | | | | | | | |
| namePrefix | | | | | | | | |
| firstName | | | | | | | | |
| middleName | | | | | | | | |
| lastName | | | | | | | | |
| nameSuffix | | | | | | | | |
| personDescription | x | x | x | x | x | | | x |
| sex | | | | | | | | |
| height | | | | | | | | |

| **WSS XML Tags Outlined** *(excerpt, for example purposes)* | **AW** | **BW** | **CAW** | **CSAW** | **Juv AW** | **SUBP** | **SUMM** | **Form IV** |
|---|---|---|---|---|---|---|---|---|
| weight | | | | | | | | |
| eyeColor | | | | | | | | |
| hairColor | | | | | | | | |
| scarsMarksTattoos | | | | | | | | |
| scarsMarksTattoosDescription | | | | | | | | |
| comment | | | | | | | | |
| birthDate | | | | | | | | |
| birthPlace | | | | | | | | |
| ethnicity | | | | | | | | |
| race | | | | | | | | |
| ... | | | | | | | | |
| residence | x | x | x | x | x | | x | x |
| postalAddress | | | | | | | | |
| addressLine | | | | | | | | |
| city | | | | | | | | |
| state | | | | | | | | |
| postalCode | | | | | | | | |
| country | | | | | | | | |
| fullAddress | | | | | | | | |
| telephone | | | | | | | | |
| ... | | | | | | | | |
| caution | x | x | | | x | | | x |
| comment | x | x | x | x | x | | | x |
| vehicle | x | x | | x | x | | | |
| vehicleType | | | | | | | | |

| **WSS XML Tags Outlined** *(excerpt, for example purposes)* | **AW** | **BW** | **CAW** | **CSAW** | **Juv AW** | **SUBP** | **SUMM** | **Form IV** |
|---|---|---|---|---|---|---|---|---|
| vehicleStyle | | | | | | | | |
| vehicleMake | | | | | | | | |
| vehicleModel | | | | | | | | |
| vehicleBrand | | | | | | | | |
| vehicleModelYear | | | | | | | | |
| state | | | | | | | | |
| vehicleColor | | | | | | | | |
| vin | | | | | | | | |
| vehicleOwnerAppliedName | | | | | | | | |
| vehicleDescription | | | | | | | | |
| vehicleOwner | | | | | | | | |
| vehicleOwnerAddress | | | | | | | | |
| ... | | | | | | | | |
| subjectLastContactDate | x | x | | | x | | | |
| subjectLastContactPlace | x | x | | | x | | | |
| courtReference *(also use for summons/subpoenas)* | x | x | x | x | x | x | x | x |
| agency | x | x | x | x | x | x | x | x |
| agencyID | | | | | | | | |
| entityName | | | | | | | | |
| ori | | | | | | | | |
| postalAddress | | | | | | | | |
| ... | | | | | | | | |
| telephone | | | | | | | | |
| ... | | | | | | | | |
| fax | | | | | | | | |

| **WSS XML Tags Outlined** *(excerpt, for example purposes)* | **AW** | **BW** | **CAW** | **CSAW** | **Juv AW** | **SUBP** | **SUMM** | **Form IV** |
|---|---|---|---|---|---|---|---|---|
| ... | | | | | | | | |
| contactPerson | | | | | | | | |
| courtRecordNumber | x | x | x | x | x | x | x | |
| courtCaseNumber | x | x | x | x | x | x | x | |
| judge | x | x | x | x | x | x | x | |
| prosecutorReference *(also use for summons/subp.)* | x | | | | | x | | |
| agency | x | | | | | x | | |
| agencyID | | | | | | | | |
| entityName | | | | | | | | |
| ori | | | | | | | | |
| postalAddress | | | | | | | | |
| ... | | | | | | | | |
| telephone | | | | | | | | |
| ... | | | | | | | | |
| fax | | | | | | | | |
| ... | | | | | | | | |
| contactPerson | | | | | | | | |
| prosecutorCaseNumber | x | | | | | x | | |
| prosecutor | x | | | | | x | | |
| lawEnforcementReference *(also use for summ./subp.)* | x | x | x | x | x | | x | x |
| agency | x | x | x | x | x | | x | x |
| agencyID | | | | | | | | |
| entityName | | | | | | | | |
| ori | | | | | | | | |
| postalAddress | | | | | | | | |

| **WSS XML Tags Outlined** *(excerpt, for example purposes)* | **AW** | **BW** | **CAW** | **CSAW** | **Juv AW** | **SUBP** | **SUMM** | **Form IV** |
|---|---|---|---|---|---|---|---|---|
| ... | | | | | | | | |
| telephone | | | | | | | | |
| ... | | | | | | | | |
| fax | | | | | | | | |
| ... | | | | | | | | |
| contactPerson | | | | | | | | |
| ncicRecordNumber | x | x | | | x | | | |
| stateRecordNumber *(ACIC)* | x | x | | x | x | | | |
| lawEnforcementCaseNumber *(DR#)* | x | x | | x | x | | x | x |
| extraditionLimitation | x | x | x | x | x | | | |
| warrantActivity *(service)* *(also use for summons/subp.)* | x | x | x | x | x | x | x | x |
| notifyAgency | x | x | x | x | x | x | x | |
| agency | | | | | | | | |
| agencyID | | | | | | | | |
| entityName | | | | | | | | |
| ori | | | | | | | | |
| postalAddress | | | | | | | | |
| ... | | | | | | | | |
| telephone | | | | | | | | |
| ... | | | | | | | | |
| fax | | | | | | | | |
| ... | | | | | | | | |
| contactPerson | | | | | | | | |
| lastUpdate | | | | | | | | |
| lastUpdateTime | | | | | | | | |

| **WSS XML Tags Outlined** *(excerpt, for example purposes)* | **AW** | **BW** | **CAW** | **CSAW** | **Juv AW** | **SUBP** | **SUMM** | **Form IV** |
|---|---|---|---|---|---|---|---|---|
| lastUpdateBy | | | | | | | | |
| warrantServedDate | x | x | x | x | x | x | x | |
| warrantDetainer | x | | | | | | | |
| agency | x | | | | | | | |
| agencyID | | | | | | | | |
| entityName | | | | | | | | |
| ori | | | | | | | | |
| postalAddress | x | | | | | | | |
| ... | | | | | | | | |
| telephone | x | | | | | | | |
| ... | | | | | | | | |
| fax | x | | | | | | | |
| ... | | | | | | | | |
| contactPerson | x | | | | | | | |
| detainerStartDate | x | | | | | | | |
| detainerReleaseDate | x | | | | | | | |
| incarceratedAt | x | | | | | | | |
| comment | x | | | | | | | |
| Property | x | | | | | | | x |
| PropertyType *(extends SuperType)* | x | | | | | | | x |
| PropertyDescriptionText *(crime property)* | x | | | | | | | x |
| PropertyDescriptionText *(Duces Tecum)* | | | | | | x | | |
| Victim | x | x | | | x | x | | x |
| VictimType *(extends PersonType)* | x | x | | | x | x | | x |
| VictimID | x | | | | | x | | x |

| **WSS XML Tags Outlined** *(excerpt, for example purposes)* | **AW** | **BW** | **CAW** | **CSAW** | **Juv AW** | **SUBP** | **SUMM** | **Form IV** |
|---|---|---|---|---|---|---|---|---|
| personName | x | | | | | x | | x |
| ... | | | | | | | | |
| residence | x | | | | | x | | x |
| postalAddress | | | | | | | | |
| ... | | | | | | | | |
| Witness | | | | | | x | | |
| WitnessType *(extends PersonType)* | | | | | | x | | |
| WitnessID | | | | | | x | | |
| personName | | | | | | x | | |
| ... | | | | | | | | |
| residence | | | | | | x | | |
| postalAddress | | | | | | | | |
| ... | | | | | | | | |

Data Analysis Search Engine PropertySearch

File Options Help

- [illegible]
  - AREA
  - CANCEL DATE
  - CANCEL FLAG
  - CANCEL OPERATOR
  - CANCEL REASON
  - CATAGORY
  - EMANCIPATION DATE
  - EXTRADITE?
  - FILING OFFICER
  - FILING PERSON
  - GEOPICKUP
  - ISSUED BY ORI
  - ISSUING JUDGE
  - JACKET ID NUMBER
  - JACKET TYPE
  - LAST CHANGE DATE
  - LAST CHANGE USER
  - LOCATING DATE
  - LOCATING ORI
  - NATIONAL WARRANT NUMBER
  - OPERATOR
  - ORI
  - QUERY?
  - RECORD EXPUNGED
  - REISSUE WARRANT
  - REISSUE WARRANT DATE
  - SECTION
  - SERVED BY FREE FORM
  - SERVED BY ID NUMBER
  - STATE WARRANT NUMBER
  - TEMPORARY WARRANT NUMBER
  - TIME
  - TYPE
  - VEHICLE ID NUMBER
  - WARRANT ACTION
  - WARRANT DATE
  - WARRANT ENTRY DATE
  - WARRANT NUMBER

Done

New World Data Elements

Data Analysis Search Engine - PropertySearch

File Options Help

- WARRANT RECALL
- [redacted]
  - BOND AMOUNT
  - BOND TYPE
  - COURT OF CASE NUMBER
  - COURT ORI
  - COURT TYPE OF CASE NUMBER
  - CRIME CODE
  - GROUP ORI
  - LAST CHANGE DATE
  - LAST CHANGE TIME
  - LAST CHANGE USER
  - OFFENSE OCCURRED DATE
  - OFFENSE OCCURRED TIME
  - OFFENSE/ARREST CODE
  - ORI
  - POLICE CASE NUMBER
  - POLICE CASE ORI
  - TRIAL COURT CASE
  - WARRANT NUMBER
  - WARRANT SEQUENCE NUMBER
- [redacted]
  - ASSOCIATED NUMBER
  - ASSOCIATED TYPE
  - LAST CHANGE DATE
  - LAST CHANGE TIME
  - LAST CHANGE USER
  - ORI
  - SEQUENCE NUMBER
  - WARRANT NUMBER
- [redacted]
  - ASSOCIATED REASON
  - JACKET NUMBER
  - JACKET TYPE
  - LAST CHANGE DATE
  - LAST CHANGE TIME
  - LAST CHANGE USER
  - ORI
  - SEQUENCE NUMBER

Done

New World Data Elements

96C

Data Analysis Search Engine PropertySearch

File Options Help

- SEQUENCE NUMBER
- SUBJECT TYPE
- WARRANT NUMBER
- [redacted]
- ADDRESS NUMBER
- CITY
- DATE OF BIRTH
- Drivers License Number
- Drivers License State
- FILE REFERENCE 01
- FILE REFERENCE 02
- FILE REFERENCE 03
- FILE REFERENCE 04
- FILE REFERENCE 05
- FILE REFERENCE 06
- FILE REFERENCE 07
- FILE REFERENCE 08
- FILE REFERENCE 09
- FILE REFERENCE 10
- FILE REFERENCE 11
- FILE REFERENCE 12
- FILE REFERENCE 13
- FILE REFERENCE 14
- FILE REFERENCE 15
- FILE REFERENCE 16
- FILE REFERENCE 17
- FILE REFERENCE 18
- FILE REFERENCE 19
- FILE REFERENCE 20
- FILE REFERENCE 21
- FILE REFERENCE 22
- FILE REFERENCE 23
- FILE REFERENCE 24
- FILE REFERENCE 25
- FILE REFERENCE 26
- FILE REFERENCE 27
- FILE REFERENCE 28
- FILE REFERENCE 29
- FILE REFERENCE 30

Done

New World Data Elements

Data Analysis Search Engine PropertySearch

File Options Help

- FILE REFERENCE 29
- FILE REFERENCE 30
- FILE REFERENCE 31
- FILE REFERENCE 32
- FILE REFERENCE 33
- FILE REFERENCE 34
- FILE REFERENCE 35
- FILE REFERENCE 36
- FILE REFERENCE 37
- FILE REFERENCE 38
- FILE REFERENCE 39
- FILE REFERENCE 40
- HGHT-FEET/INCHES
- JACKET TYPE
- LAST CHANGE DATE
- LAST CHANGE USER
- ORI
- PERSON ID NUMBER
- PERSONS NAME
- PHONE NUMBER
- RACE
- SEX
- SOCIAL SECURITY NUMBER
- STATE
- WEIGHT-IN POUNDS
- ZIP CODE
- [illegible]
  - ADDRESS REFERENCE NUMBER
  - AGE IF NO DOB
  - BACK MARKS
  - BACK SCARS
  - BACK TATOOS
  - BEARD
  - BLOOD TYPE
  - BUILD
  - CITY OF BIRTH
  - COMPLEXION
  - DECEASED
  - EMPLOYER CITY

Done.

New World Data Elements

Data Analysis Search Engine - PropertySearch

File Options Help

- [ ] COMPLEXION
- [ ] DECEASED
- [ ] EMPLOYER CITY
- [ ] EMPLOYER NAME
- [ ] EMPLOYER ORI
- [ ] EMPLOYER PHONE NUMBER
- [ ] EMPLOYER REGISTRY NUMBER
- [ ] EMPLOYER STATE
- [ ] EMPLOYER ZIP CODE
- [ ] ETHNIC
- [ ] EYE COLOR
- [ ] FACIAL MARKS
- [ ] FACIAL SCARS
- [ ] FACIAL TATOOS
- [ ] FERERAL ID NUMBER
- [ ] FINGERPRINT #1
- [ ] FINGERPRINT #10
- [ ] FINGERPRINT #2
- [ ] FINGERPRINT #3
- [ ] FINGERPRINT #4
- [ ] FINGERPRINT #5
- [ ] FINGERPRINT #6
- [ ] FINGERPRINT #7
- [ ] FINGERPRINT #8
- [ ] FINGERPRINT #9
- [ ] FINGERPRINT METHOD (H/O)
- [ ] GANG AFFILIATION
- [ ] GLASSES
- [ ] HAIR COLOR
- [ ] HAIR LENGTH
- [ ] HAIR STYLE
- [ ] HAND PREFERENCE
- [ ] HANDICAP
- [ ] HANDICAP (2)
- [ ] HANDICAP (3)
- [ ] HANDICAP (4)
- [ ] ID NUMBER - STATE
- [ ] JACKET TYPE
- [ ] KNOWN OFFENDER

Done

New World Data Elements

Data Analysis Search Engine PropertySearch

File Options Help

- [ ] ID NUMBER - STATE
- [ ] JACKET TYPE
- [ ] KNOWN OFFENDER
- [ ] LAST CHANGE DATE
- [ ] LAST CHANGE USER
- [ ] LEFT ARM MARK
- [ ] LEFT ARM SCAR
- [ ] LEFT ARM TATOO
- [ ] LEFT HAND MARK
- [ ] LEFT HAND SCAR
- [ ] LEFT HAND TATOO
- [ ] LEFT LEG MARK
- [ ] LEFT LEG SCAR
- [ ] LEFT LEG TATOO
- [ ] MARITIAL STATUS
- [ ] MUSTACHE
- [ ] OCCUPATION
- [ ] ORI
- [ ] OTHER ID 1
- [ ] OTHER ID 1 NUMBER
- [ ] OTHER ID 2
- [ ] OTHER ID 2 NUMBER
- [ ] OTHER ID 3
- [ ] OTHER ID 3 NUMBER
- [ ] OTHER ID 4
- [ ] OTHER ID 4 NUMBER
- [ ] OTHER MARKS
- [ ] OTHER MARKS
- [ ] OTHER SCARS
- [ ] OTHER TATOOS
- [ ] PERSON ID NUMBER
- [ ] POSITION
- [ ] PRIMARY LANGUAGE
- [ ] RELIGION
- [ ] RIGHT ARM MARK
- [ ] RIGHT ARM SCAR
- [ ] RIGHT ARM TATOO
- [ ] RIGHT HAND TATOO
- [ ] RIGHT HAND SCAR

Done.

New World Data Elements

Data Analysis Search Engine PropertySearch

File Options Help

- MUSTACHE
- OCCUPATION
- ORI
- OTHER ID 1
- OTHER ID 1 NUMBER
- OTHER ID 2
- OTHER ID 2 NUMBER
- OTHER ID 3
- OTHER ID 3 NUMBER
- OTHER ID 4
- OTHER ID 4 NUMBER
- OTHER MARKS
- OTHER MARKS
- OTHER SCARS
- OTHER TATOOS
- PERSON ID NUMBER
- [illegible]
- PRIMARY LANGUAGE
- RELIGION
- RIGHT ARM MARK
- RIGHT ARM SCAR
- RIGHT ARM TATOO
- RIGHT HAND TATOO
- RIGHT HANDMARK
- RIGHT HANDSCAR
- RIGHT LEG MARK
- RIGHT LEG SCAR
- RIGHT LEG TATOO
- SCHOOL
- SECONDARY LANGUAGE
- SPEECH CHARACTERISTICS
- STATE ID NUMBER
- STATE/COUNTRY
- TEETH
- TORSO MARKS
- TORSO SCARS
- TORSO TATOO
- VOICE CHARACTERISTIC

New World Data Elements

Done.

## Exhibit 7 – JIEM Information Exchanges

## Investigation, Incident

**Exchange:** 1.01.15, Law enforcement finds probable cause to ask County Attorney to request arrest warrant
During the **Investigation** process, at the **Incident** event, **if law enforcement determines that a crime was committed**, and **if law enforcement finds probable cause to request a warrant**, the **Law Enforcement** sends the **Incident Report**, to the **County Attorney** for the **Arrest Warrant Request** event in the **At Large** process.

**Exchange:** 1.01.21, Subject fails to comply with court orders, law enforcement requests arrest warrant from County Attorney
During the **Investigation** process, at the **Incident** event, **if law enforcement determines that a crime was committed**, **if law enforcement finds probable cause to request a warrant**, and **if subject fails to comply with a court order**, the **Law Enforcement** sends the **Incident Report**, to the **County Attorney** for the **Arrest Warrant Request** event in the **At Large** process.

### Prosecution Charging Decision

**Exchange:** 1.14.65, County Attorney files charges and requests summons from court
During the **Investigation** process, at the **Prosecution Charging Decision** event, **if prosecutor finds sufficient evidence to file charges**, and **if prosecutor finds probable cause to request a summons**, the **County Attorney** sends the **Arrest Warrant**, **Criminal Complaint**, and **Summons**, to the **Clerk of Court** for the **Summons Review** event in the **At Large** process.

## At Large, Arrest Warrant Request

**Exchange:** 2.20.01, County Attorney requests arrest warrant from Justice Court
During the **At Large** process, at the **Arrest Warrant Request** event, **if prosecutor finds probable cause to request a warrant**, the **County Attorney** sends the **Form IV - Probable Cause**, to the **Justice Court** for the **Arrest Warrant Review** event in the **At Large** process.

**Exchange:** 2.20.03, County Attorney requests arrest warrant and petition to revoke probation from Justice Court
During the **At Large** process, at the **Arrest Warrant Request** event, **if prosecutor finds probable cause to request a warrant**, and **if prosecutor finds probable cause to file a probation violation**, the **County Attorney** sends the **Arrest Warrant**, and **PTR Petition to Revoke**, to the **Justice Court** for the **Arrest Warrant Review** event in the **At Large** process.

**Exchange:** 2.20.05, Subject fails to comply with court orders, County Attorney requests arrest warrant from Justice Court
During the **At Large** process, at the **Arrest Warrant Request** event, **if subject fails to comply with a court order**, **if prosecutor finds probable cause to request a warrant**, and **if subject was releases to Pre-trial Services for monitoring** , the **County Attorney** sends the **Arrest Warrant**, and **PRR - Petition to Review/Revoke Release Conditions**, to the **Justice Court** for the **Arrest Warrant Review** event in the **At Large** process.

### Arrest Warrant Review

**Exchange:** 2.21.05, Superior Court issues arrest warrant in filed case, sends to Sheriff
During the **At Large** process, at the **Arrest Warrant Review** event, **if court finds probable cause to issue a warrant**, the **Clerk of Court** sends the **Arrest Warrant**, to the **Sheriff** for the **Update State Warrant File** event in the **At Large** process.

**Exchange:** 2.21.07, Justice Court issues arrest warrant in filed case, sends to Sheriff
During the **At Large** process, at the **Arrest Warrant Review** event, **if court finds probable cause to issue a warrant**, the **Justice Court** sends the **Arrest Warrant**, to the **Sheriff** for the **Update State Warrant File** event in the **At Large** process.

**Exchange:** 2.21.17, Subject fails to comply with terms of probation, Superior Court sends arrest warrant to sheriff
During the **At Large** process, at the **Arrest Warrant Review** event, **if court finds probable cause to issue a warrant**, and **if subject violates terms of probation**, the **Clerk of Court** sends the **Arrest Warrant**, to the **Sheriff** for the **Update State Warrant File** event in the **At Large** process.

**Exchange:** 2.21.23, Juvenile subject fails to comply with terms of probation, Juvenile Court sends arrest warrant to Juvenile Probation
During the **At Large** process, at the **Arrest Warrant Review** event, **if court finds probable cause to issue a warrant**, and **if subject violates terms of probation**, the **Juvenile Court** sends the **Juvenile arrest warrant**, to the **Juvenile Probation** for the **Update Case File** event in the **At Large** process.

**Exchange:** 2.21.53, Superior Court rejects arrest warrant request and notifies County Attorney
During the **At Large** process, at the **Arrest Warrant Review** event, **if court does not find probable cause to issue a warrant**, the **Clerk of Court** sends the **Arrest Warrant**, to the **County Attorney** for the **Update Case File** event in the **At Large** process.

### Arrest on Warrant

**Exchange:** 2.22.03, Law enforcement arrests subject on an arrest warrant, Sheriff notifies Superior Court to cancel warrant
During the **At Large** process, at the **Arrest on Warrant** event, **if law enforcement arrests subject on an arrest warrant**, the **Sheriff** sends the **Arrest Warrant**, and **Return of Service**, to the **Clerk of Court** for the **Warrant Cancellation** event in the **At Large** process.

**Exchange:** 2.22.05, Law enforcement arrests subject on an arrest warrant, notifies Sheriff
During the **At Large** process, at the **Arrest on Warrant** event, **if law enforcement arrests subject on an arrest warrant**, the **Law Enforcement** sends the **Arrest Warrant**, and **Return of Service**, to the **Sheriff** for the **Update State Warrant File** event in the **At Large** process.

**Exchange:** 2.22.09, Law enforcement arrests subject on a bench warrant, Sheriff notifies court to cancel warrant
During the **At Large** process, at the **Arrest on Warrant** event, **if law enforcement arrests subject on a bench warrant**, the **Sheriff** sends the **Bench Warrant**, and **Return of Service**, to the **Clerk of Court** for the **Warrant Cancellation** event in the **At Large** process.

**Exchange:** 2.22.11, Law enforcement arrests subject on a bench warrant, Sheriff notifies state repository
During the **At Large** process, at the **Arrest on Warrant** event, **if law enforcement arrests subject on a bench warrant**, the **Sheriff** sends the **Bench Warrant**, and **Return of Service**, to the **DPS** for the **Update State Warrant File** event in the **At Large** process.

**Exchange:** 2.22.13, Law enforcement arrests subject on a bench warrant, notifies Sheriff
During the **At Large** process, at the **Arrest on Warrant** event, **if law enforcement arrests subject on a bench warrant**, the **Law Enforcement** sends the **Bench Warrant**, and **Return of Service**, to the **Sheriff** for the **Update State Warrant File** event in the **At Large** process.

**Exchange:** 2.22.21, Law enforcement takes subject into custody, sends booking report to jail
During the **At Large** process, at the **Arrest on Warrant** event, **if subject is taken into custody**, the **Law Enforcement** sends the **Booking Record**, to the **Jail** for the **Booking** event in the **Detention** process.

**Exchange:** 2.22.23, Law enforcement notifies victim services that subject has been arrested on a warrant
During the **At Large** process, at the **Arrest on Warrant** event, **if victim has been identified**, and **if subject is taken into custody**, the **Law Enforcement** sends the **Arrest Report**, to the **Victim Services** for the **Victim Notification** event in the **At Large** process.

### Warrant Cancellation

**Exchange:** 2.24.01, Court recalls warrant, notifies sheriff
During the **At Large** process, at the **Warrant Cancellation** event, **if court recalls warrant**, the **Clerk of Court** sends the **Order to Recall Warrant**, to the **Sheriff** for the **Update State Warrant File** event in the **At Large** process.

**Exchange:** 2.24.03, Court recalls warrant, Sheriff notifies state repository
During the **At Large** process, at the **Warrant Cancellation** event, **if court recalls warrant**, the **Sheriff** sends the **Arrest Warrant**, and **Order to Recall Warrant**, to the **DPS** for the **Update State Warrant File** event in the **At Large** process.

**Exchange:** 2.24.05, Court recalls warrant, notifies Juvenile Probation
During the **At Large** process, at the **Warrant Cancellation** event, **if court recalls warrant**, the **Clerk of Court** sends the **Order to Recall Warrant**, and **PTR Petition to Revoke**, to the **Juvenile Probation** for the **Update Case File** event in the **At Large** process.

### Summons Request

**Exchange:** 2.26.01, Prosecutor requests summons from Superior Court
During the **At Large** process, at the **Summons Request** event, **if prosecutor finds probable cause to request a summons**, **if law enforcement determines it not necessary to detain or arrest subject**, and **if law enforcement does not consider subject dangerous**, the **County Attorney** sends the **Arrest Warrant**, and **Summons**, to the **Clerk of Court** for the **Summons Review** event in the **At Large** process.

### Summons Review

**Exchange:** 2.27.01, Court issues summons, send to Sheriff
During the **At Large** process, at the **Summons Review** event, **if court finds probable cause to issue a summons**, the **Clerk of Court** sends the **Criminal Complaint**, and **Summons**, to the **Sheriff** for the **Summons Service** event in the **At Large** process.

**Exchange:** 2.27.05, Court issues summons in filed case to County Attorney
During the **At Large** process, at the **Summons Review** event, **if court finds probable cause to issue a summons**, and **if prosecutor has filed charges**, the **Clerk of Court** sends the **Summary of Proceedings**, and **Summons**, to the **County Attorney** for the **Update Case File** event in the **At Large** process.

**Exchange:** 2.27.07, Court issues summons in filed case to Constable
During the **At Large** process, at the **Summons Review** event, **if court finds probable cause to issue a summons**, and **if prosecutor has filed charges**, the **Justice Court** sends the **Summary of Proceedings**, and **Summons**, to the **Constable** for the **Summons Service** event in the **At Large** process.

### Summons Service

**Exchange:** 2.28.01, Maricopa County Justice agency serves summons
During the **At Large** process, at the **Summons Service** event, **if no condition specified**, the **Law Enforcement** sends the **Return of Service**, and **Summons**, to the **Clerk of Court** for the **Court Appearance** event in the **Pre-disposition Court** process.

**Exchange:** 2.28.03, Adult Probation or Sheriff serves summons to subject on probation
During the **At Large** process, at the **Summons Service** event, **if subject currently is on probation**, the **Adult Probation** sends the **Return of Service**, and **Summons**, to the **Clerk of Court** for the **Review Hearing** event in the **Post-disposition Court** process.

**Exchange:** 2.28.05, Sheriff serves summons to subject on probation, notifies Adult Probation
During the **At Large** process, at the **Summons Service** event, **if subject currently is on probation**, the **Sheriff** sends the **Return of Service**, and **Summons**, to the **Adult Probation** for the **Update Case File** event in the **At Large** process.

**Exchange:** 2.28.11, Maricopa County Justice Agency unable to serve summons
During the **At Large** process, at the **Summons Service** event, **if law enforcement unable to serve a summons**, the **Sheriff** sends the **Return of Service**, and **Summons**, to the **County Attorney** for the **Arrest Warrant Request** event in the **At Large** process.

### Victim Notification

**Exchange:** 2.95.01, Victim notified of subject arrest on warrant
During the **At Large** process, at the **Victim Notification** event, **if law enforcement arrests subject on a warrant**, the **Victim Services** sends the **Victim Notification Letter**, to the **Victim** for the **Update Records** event in the **At Large** process.

### Detention, Escape

**Exchange:** 3.42.09, Jail notifies law enforcement of escape
During the **Detention** process, at the **Escape** event, **if no condition specified**, the **Jail** sends the **Escape Notice**, to the **Law Enforcement** for the **Arrest on Warrant** event in the **At Large** process.

### Pre-disposition Court, Court Appearance

**Exchange:** 4.48.12, Court sends bench warrant to Sheriff
During the **Pre-disposition Court** process, at the **Court Appearance** event, **if subject fails to appear**, and **if court finds non-appearance unjustified**, the **Clerk of Court** sends the **Bench Warrant**, to the **Sheriff** for the **Update State Warrant File** event in the **Pre-disposition Court** process.

**Exchange:** 4.48.13, Sheriff sends bench warrant to state repository
During the **Pre-disposition Court** process, at the **Court Appearance** event, **if subject fails to appear**, and **if court finds non-appearance unjustified**, the **Sheriff** sends the **Bench Warrant**, to the **DPS** for the **Update State Warrant File** event in the **Pre-disposition Court** process.

**Exchange:** 4.48.19, Court sends failure to appear notice to motor vehicle
During the **Pre-disposition Court** process, at the **Court Appearance** event, **if subject fails to appear**, **if court finds non-appearance unjustified**, and **if charge is reportable to motor vehicles**, the **Justice Court** sends the **Failure to Appear Notice**, to the **DMV** for the **Update Records** event in the **Pre-disposition Court** process.

### Subpoena Request

**Exchange:** 4.62.01, County Attorney asks court to issue subpoena
During the **Pre-disposition Court** process, at the **Subpoena Request** event, **if prosecutor determines that witness testimony is required**, the **County Attorney** sends the **Subpoena**, to the **Clerk of Court** for the **Subpoena Issuance** event in the **Pre-disposition Court** process.

**Exchange:** 4.62.03, Defense asks court to issue subpoena
During the **Pre-disposition Court** process, at the **Subpoena Request** event, **if defense determines that witness testimony required**, the **Indigent Representation** sends the **Subpoena**, to the **Clerk of Court** for the **Subpoena Issuance** event in the **Pre-disposition Court** process.

### Subpoena Issuance

**Exchange:** 4.63.01, Court informs Constable of subpoena
During the **Pre-disposition Court** process, at the **Subpoena Issuance** event, **if no condition specified**, the **Justice Court** sends the **Subpoena**, to the **Constable** for the **Subpoena Service** event in the **Pre-disposition Court** process.

**Exchange:** 4.63.05, Court sends law enforcement subpoena to appear at hearing
During the **Pre-disposition Court** process, at the **Subpoena Issuance** event, **if prosecutor determines that law enforcement testimony is required**, the **Clerk of Court** sends the **Subpoena**, to the **Law Enforcement** for the **Update Case File** event in the **Pre-disposition Court** process.

**Exchange:** 4.63.07, County Attorney sends law enforcement subpoena to appear at hearing
During the **Pre-disposition Court** process, at the **Subpoena Issuance** event, **if prosecutor determines that law enforcement testimony is required**, the **County Attorney** sends the **Subpoena**, to the **Law Enforcement** for the **Update Case File** event in the **Pre-disposition Court** process.

### Subpoena Service

**Exchange:** 4.64.01, Constable informs court of subpoena service
During the **Pre-disposition Court** process, at the **Subpoena Service** event, **if constable serves subpoena**, the **Constable** sends the **Return of Service**, and **Subpoena**, to the **Justice Court** for the **Court Appearance** event in the **Pre-disposition Court** process.

**Exchange:** 4.64.05, Sheriff informs court of subpoena service
During the **Pre-disposition Court** process, at the **Subpoena Service** event, **if sheriff serves a subpoena**, the **Sheriff** sends the **Return of Service**, and **Subpoena**, to the **Clerk of Court** for the **Court Appearance** event in the **Pre-disposition Court** process.

### Victim Notification

**Exchange:** 4.95.13, Victim services notifies victim that subject failed to appear and bench warrant was issued
During the **Pre-disposition Court** process, at the **Victim Notification** event, **if subject fails to appear**, and **if court finds non-appearance unjustified**, the **Victim Services** sends the **Victim Notification Letter**, to the **Victim** for the **Update Records** event in the **Pre-disposition Court** process.

### Post-disposition Court, Court Appearance

**Exchange:** 6.78.00, Superior Court sends bench warrant for FTA to Sheriff
During the **Post-disposition Court** process, at the **Court Appearance** event, **if subject fails to appear**, and **if court finds non-appearance unjustified**, the **Clerk of Court** sends the **Bench Warrant**, to the **Sheriff** for the **Arrest on Warrant** event in the **At Large** process.

**Exchange:** 6.78.03, Sheriff sends bench warrant for FTA to state repository
During the **Post-disposition Court** process, at the **Court Appearance** event, **if subject fails to appear**, and **if court finds non-appearance unjustified**, the **Sheriff** sends the **Bench Warrant**, to the **DPS** for the **Update State Warrant File** event in the **At Large** process.

**Exchange:** 6.78.07, Court does not issue warrant based on FTA and informs Adult Probation
During the **Post-disposition Court** process, at the **Court Appearance** event, **if subject fails to appear**, and **if court finds non-appearance justified**, the **Clerk of Court** sends the **Summary of Proceedings**, to the **Adult Probation** for the **Status Review** event in the **Post-disposition Supervision** process.

### Post-disposition Supervision, Probation Violation Filing Decision

**Exchange:** 7.80.07, County Attorney requests warrant and probation violation from court
During the **Post-disposition Supervision** process, at the **Probation Violation Filing Decision** event, **if prosecutor finds probable cause to file a probation violation**, and **if prosecutor finds probable cause to request a warrant**, the **County Attorney** sends the **Arrest Warrant**, and **PTR Petition to Revoke**, to the **Clerk of Court** for the **Summons Review** event in the **At Large** process.

### Sex Offender Registration

**Exchange:** 7.86.13, Law enforcement informs County Attorney of subject's failure to appear for sex offender registration
During the **Post-disposition Supervision** process, at the **Sex Offender Registration** event, **if subject fails to appear for sex offender registration**, the **Law Enforcement** sends the **Incident Report**, to the **County Attorney** for the **Arrest Warrant Request** event in the **At Large** process.

### Incarceration, Escape

**Exchange:** 8.42.01, Corrections informs law enforcement of subject's escape
During the **Incarceration** process, at the **Escape** event, **if subject escapes from state prison**, the **DOC** sends the **Escape Notice**, to the **Law Enforcement** for the **Arrest on Warrant** event in the **At Large** process.

### Capture

**Exchange:** 8.43.03, Corrections informs sheriff of subject's capture
During the **Incarceration** process, at the **Capture** event, **if subject is returned to state prison**, the **DOC** sends the **Capture Notice**, to the **Sheriff** for the **Update Local Warrant File** event in the **Incarceration** process.

### Victim Notification

**Exchange:** 8.95.11, Victim services notifies victim of subject's detainer
During the **Incarceration** process, at the **Victim Notification** event, **if subject has a detainer**, and **if subject is transferred to local custody**, the **Victim Services** sends the **Victim Notification Letter**, to the **Victim** for the **Update Records** event in the **Incarceration** process.

## Exhibit 8 – Convergent Architecture Standards

## Exhibit 8: ICJIS Convergent Architecture Framework

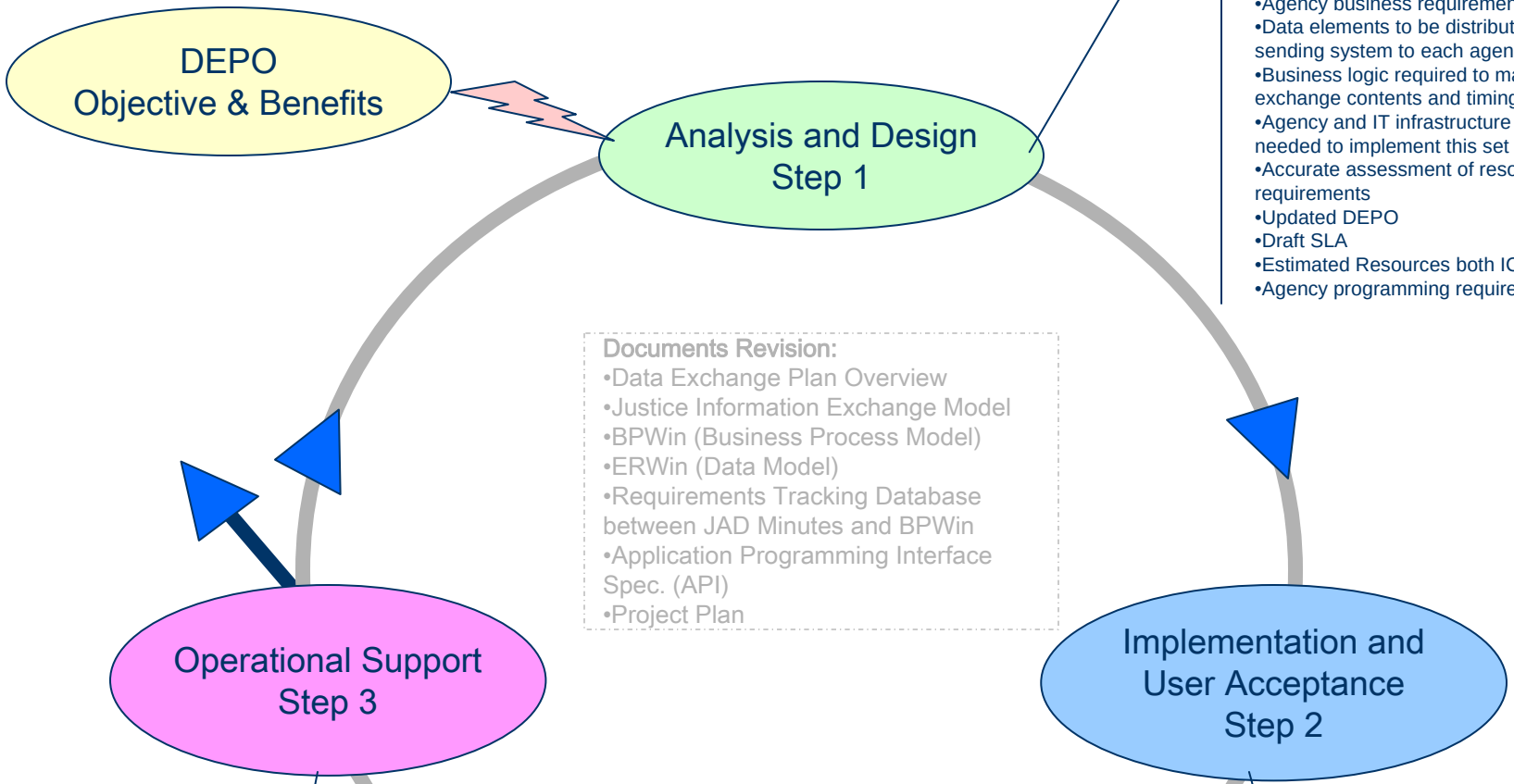
### ICJIS Convergent Framework

| Architecture Component | Non ICJIS Components | | ICJIS Enterprise Zone Components | |
|---|---|---|---|---|
| | Non Standard | Watch List | Integration | Convergence |
| Development Tools | | VisualAge PacBase | Visual IDE's and Rules BasedTools including: MS Visual Studio, Dreamweaver, Access, IBM's VisualAge, Java, Symatics Visual Cafe, Borland's Jbuilder, VisualAge PacBase | ➢ Rules-based tools<br>➢ Use Case tools<br>➢ Modeling tools |
| Application Server (SW) | Oracle's Application Server, non J2EE compliant application servers | Microsoft's .NET | Tier 1 J2EE Application Servers including: WebLogic, Netscape's iPlanet, Microsoft's 3 tier DNA/Web Services Architecture | IBM's WebSphere Advanced Server (J2EE Application Server) |
| Application Architecture | Mainframe/Terminal COBOL, proprietary application servers | Microsoft's .NET, Sun's ONE, UDDI Standards | Microsoct's n-tier DNA/Web Services Architecture | n- tier using Sun's Java 2 Enterprise edition (J2EE) |
| Databases | Sybase | | Tier 1SQL Relational Databases including: Oracle, Informix, MS SQL Server | IBM DB2 |
| Hardware | AS/400, BULL mainframes | Linux | Tier 1 Unix including: Sun, IBM RS/6000, Windows NT/ 2000 | ➢ HP UNIX<br>➢ IBM/AIX |
| Desktops | Terminals, Apple Mac | Linux | Microsoft Windows 9x/ME/2K, IE Browser | Microsoft Windows 9x/ME/2K, IE Browser |

# Exhibit 9 – Documentation for Custom Development

# ICJIS Data Exchange Project Development Framework

# Data Exchange Project Life Cycle




**Highlights:**
- Agency business requirements for all agencies
- Data elements to be distributed from the sending system to each agency system
- Business logic required to manage the exchange contents and timing
- Agency and IT infrastructure configuration needed to implement this set of exchanges.
- Accurate assessment of resource and budget requirements
- Updated DEPO
- Draft SLA
- Estimated Resources both ICJIS and J&LE
- Agency programming requirements

Documents Revision:
- Data Exchange Plan Overview
- Justice Information Exchange Model
- BPWin (Business Process Model)
- ERWin (Data Model)
- Requirements Tracking Database between JAD Minutes and BPWin
- Application Programming Interface Spec. (API)
- Project Plan

**Highlights:**
- Identify integrated development environment requirements
- Software development tools
- Modeling requirements
- Agency interface types
- Agency programming requirements
- User acceptance test process
- Agency Budgets/Actual ICJIS and J&LE
- Integration Testing
- Data Exchange
- Revised SLA

**Highlights:**
- Service Level Agreement (SLA) for the IIE will need to be provided
- Complete set of contact information
- Alert procedures
- Satisfactory completion of operational tests prior to going into operational use

# Data Exchange Goals & Assumptions

- Effective and timely implementation of approved exchanges
  - Using a defined and repeatable process
- Success of exchanges will be measured against validated Stakeholder benefits
  - As documented in the Exchange DEPO
- CCN utilization will influence exchange complexity and schedule
- Exchanges must be fully integrated with agency business processes and systems
  - SLA's will document agreements
  - Agency resources needed to implement exchanges will be identified and tracked

# Dissection of Data Exchange Plan Overview

- Core Elements
  - Objective:  Background Information (Problem)
  - Proposed Solution (Solution)
  - Stakeholders (Direct or Indirect parties to solution)
  - Benefit (Stakeholders interest in solution)
  - Implementation Approach (What will be done)
  - Project Assumptions and Risks
  - Project Staffing
  - Deliverables Produced (Documents, Code, Tests, SLA)
  - Resource Estimates (Projected Time and Dollars)
  - Milestones and Schedule (Project Task and Milestones)
  - Required Tools, Software and Training (Everything to Create)
  - Required Configuration (JIEM tool)

# Project Roles ICJIS and Agency

| Project Deliverable | Concept | | Step 1 | | Step 2 | | Step 3 | |
|---|---|---|---|---|---|---|---|---|
| | DEPO | | Analysis and Design | | Implementation and User Acceptance | | Operational Support | |
| | Primary | Support | Primary | Support | Primary | Support | Primary | Support |
| Project Plan | IPM | IAA | IPM | IAA | IPM | ABTA | IPM | ABTA |
| Data Exchange Plan Overview | | | IAA | IPM | IAA | IPM | IAA | IPM |
| JAD/Stakeholder Meeting Minutes | | | IAA | RAC | | | | |
| JAD/Stakeholder Homework | | | IAA | RAC | | | | |
| Requirements Tracking Database between JAD Minutes and | | | RAC | IAA | RAC | | | |
| Justice Information Exchange Model (JIEM a.k.a. State | | | RAC | IAA | ABTA | RAC | | |
| BPWin (Business Process Model) | | | RAC | IAA | ABTA | RAC | | |
| ERWin (Data Model) | | | RAC | IAA | ABTA | RAC | | |
| Application Programming Interface Spec. (API) | | | RAC | IPM | RAC | ABTA | | |
| Business and Technology Summary Plan | | | IPM | IAA | ABTA | IAA | | |
| Test Plan | | | RAC | ABTA | RAC | ABTA | | |
| Production Configuration | | | | | ADC | ABTA | | |
| Agency Programming Specifications | | | RAC | ABTA | ADC | RAC | | |
| Development and Testing Summary | | | | | ADC | ABTA | | |
| Business and Technology Final Plan | | | | | ABTA | IAA | | |
| Release Documents | | | | | ADC | ABTA | OS | ADC |
| Stakeholder user acceptance and sign off | | | IAA | IPM | IPM | IAA | IAA | ABTA |
| SLA and ITSM Revised Plan | | | OS | IAA | OS | ABTA | OS | ABTA |

| Legend | |
|---|---|
| IAA | ICJIS Agency Analyst |
| IPM | ICJIS Project Manager |
| ADC | Agency Developer/Consultant |
| ABTA | Agency Business and Technical Analyst |
| RAC | Requirements Analyst/Consultant |
| OS | Operations/Support |

# Project Roles Agency

| Agency Specific Project Deliverable | Concept | | Step 1 | | Step 2 | | Step 3 | |
|---|---|---|---|---|---|---|---|---|
| | DEPO | | Analysis and Design | | Implementation and User Acceptance | | Operational Support | |
| | Primary | Support | Primary | Support | Primary | Support | Primary | Support |
| Current Data Exchange Information Document | | | ABTA | ADC | | | | |
| Future Data Exchange Informaiton Document | | | ABTA | ADC | | | | |
| Identified Project Resources | | | ABTA | ADC | | | | |
| Agency Project Plan | | | ABTA | ADC | ABTA | ADC | | |
| Data Exchange | | | ABTA | ADC | ADC | ABTA | OS | ABTA |
| Test | | | ABTA | ADC | ADC | ABTA | | |

| Legend | |
|---|---|
| IAA | ICJIS Agency Analyst |
| IPM | ICJIS Project Manager |
| ADC | Agency Developer/Consultant |
| ABTA | Agency Business and Technical Analyst |
| RAC | Requirements Analyst/Consultant |
| OS | Operations/Support |

- Proposed Solution (example Schedule Court Event Data Exchange)
  - Document the proposed solution. With input from both technical and business stakeholders answering:
    - Who will receive the solution?
    - What is the solution addressing?
    - Where is the solution being implemented?
    - Why is this a solution?
    - When is this a solution and no longer a solution?
    - How is this solution addressing the problem?

## Step 1: Analysis and Design

- Stakeholders Sender and Receivers
  - Document the stakeholders solution. Answering the following questions (Includes both Business and Technical):
    - Who is a stakeholder in this process?
    - What is the stakeholders interest in this process?
    - Where are they a stakeholder in this process?
    - Why are they a stakeholder?
    - When are they a stakeholder?
    - How is it they are a stakeholder in this process?

- Planned Benefits
  - Document the proposed solution. Answering the following questions:
    - Who will receive benefits from the solution
    - What is the benefit received from the solution
    - Where is the benefit of the solution being received in business process
    - Why is this a benefit to the stakeholder
    - When is this a benefit to the stakeholder
    - How is this benefit in solving the problem

# Step 1: Analysis and Design

- Schedule Court Event Minutes
  - Exercise

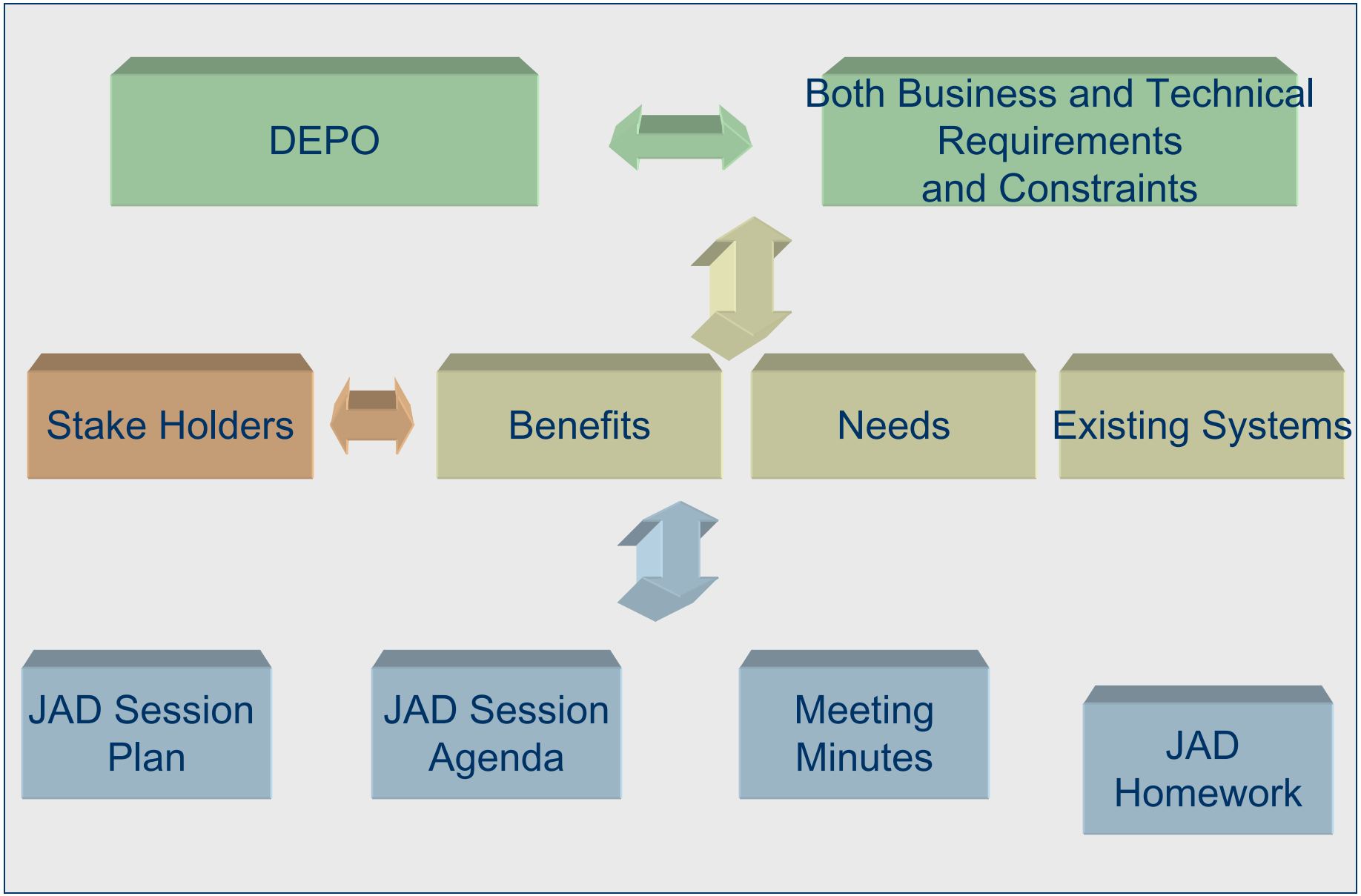
## Step 1: Analysis and Design

- Implementation Approach
  - Analysis and Design (Scope and top level design from previous steps determines the following)
    - Driven by the stakeholders needs and benefits
  - Implementation (Development)
  - User Acceptance
    - This should come partially from the benefits.
  - Operational Support
    - What will be required for support?

# Step1:  Analysis and Design

- Project Staff and Role with roles and responsibilities

# Step 1: Analysis and Design - JAD Inputs

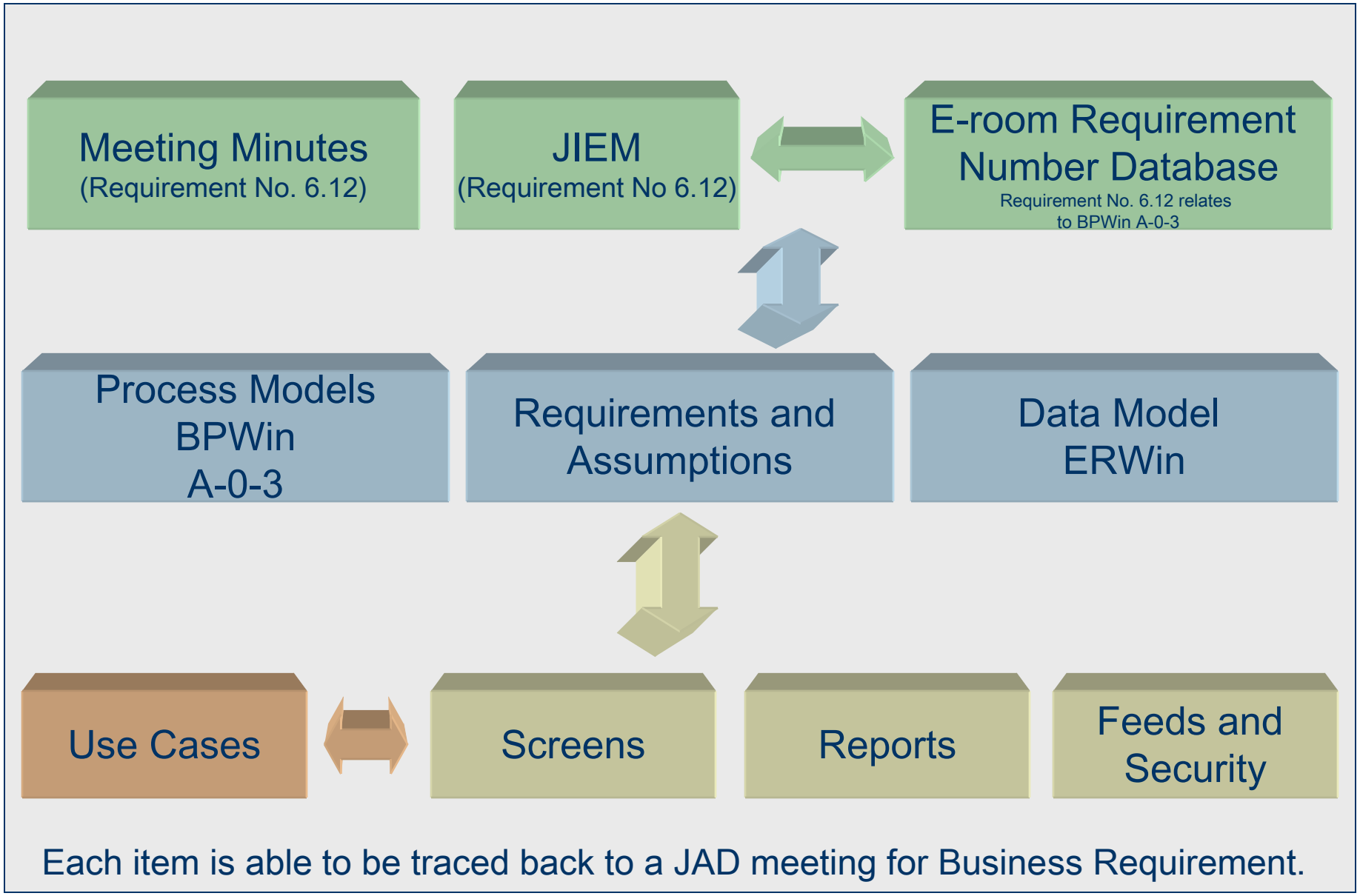


Step 1: Analysis and Design –
Begin with the End in Mind – Stephen Covey

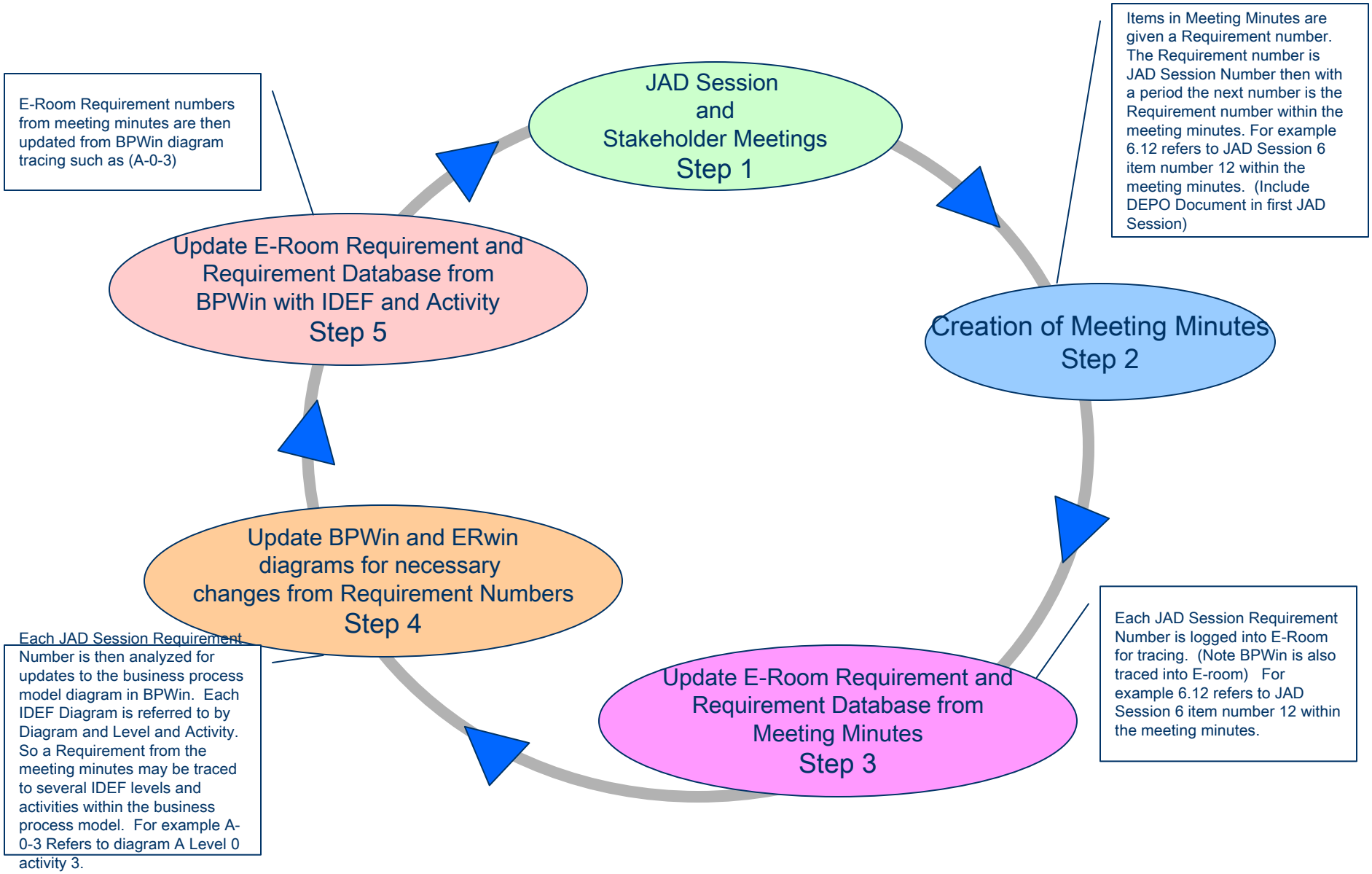
- From the JAD Session you need to get
  - Updates for Stakeholders, Benefits, and Problem Definitions
  - Program Expectations by Stakeholder
  - Requirements for programmers to be able to create application without having to hold JAD session each time they have a question.
    - Justice Information Exchange Model (JIEM a.k.a. State Charts)
    - BPWin (Business Process Model)
    - ERWin (Data Model)
    - Requirements Tracking Database between JAD Minutes and BPWin
    - Application Programming Interface Spec. (API)
    - Project Plan
    - Business and Technology Summary Plan
    - SLA and ITSM Preliminary Plan
    - Preliminary Test Plan
    - Agency Deliverables
      - Data Exchange Mapping with Data Dictionary
      - Current Erwin Diagram
      - Identification of current data exchange information usage in business and system
      - Identification of future data exchange information usage in business and system
      - Identification of Business and Technical Resources
      - Project Plan

- JAD Session Agenda
  - Provide leading questions to extract information for both Business and Technical Documents.
    - Stakeholders, Benefits, and Problem Definitions
      - Key questions setup around
        - Who
        - What
        - Where
        - When
        - How
        - Why
  - Facilitator will then be able to have the scribe follow the agenda for the meeting minutes and the requirements will be traceable to the JAD session.

Step 1: Analysis and Design - JAD Outputs



# Step 1: Analysis and Design - Requirements Tracing Life Cycle



## Step 1: Analysis and Design - Tracing Example
## From Meeting Minutes

**INTEGRATED CRIMINAL JUSTICE INFORMATION SYSTEM**
Scheduled Court Event Data Exchange JAD Session Meeting
Wednesday, September 17, 2003

| **Members:** | |
|---|---|
| Jill Woods – ICJIS | Trudy Rafiti – MCAO |
| Steve Gonzales – Justice Courts | Donna Cross – ICJIS |
| Kathy Guy – JIS | Ray Ybarra – Public Defender |
| Bob Kimmell – Criminal Court Admin | Chuck Brokschmidt – Public/Legal Defender |
| Bill Callahan – Juvenile Court | Viji Neelakanlan – Public Defender |
| Diane Bailey – MCSO | Amy Bagdol – Public Defender |
| Keana Pullin – MCSO | Maria Poyner – Legal Defender |
| Rose Calvert – MCSO | Penny Stinson – Pretrial Services |
| Lt. Connie Neio – MCSO | Bill Edel – Juvenile Probation |
| Sgt. Lisa Lamoureux – MCSO | Gracie Hernandez – Justice Court |
| JL Doyle – Adult Probation | Rose Adams – ICJIS |
| Laura Carr – Adult Probation | Dexter Thomas – Criminal Court Admin |
| Nancy O'Brien – Adult Probation | Katherine Johnson – ICJIS |
| David Goodwin – COC/ICJIS | |
| Gary Furash - MCAO | |

J. Woods started the meeting at 13:09. The meeting began with the introduction of the all members. A list of background rules were presented to ensure efficient procedure of the meeting.

1. **Agenda Item 1 – Plan Overview (For Information)**

   1.1. J. Woods presented an overview of the exchange, current problems and benefits that the exchange would bring about for the stakeholders, at which point the Clerk of the Court, Juvenile Court and Juvenile Probation asked to be added to the list of stakeholders' list.

   1.2. Additional benefits of the exchange were pointed out: (Requirements SCE 1.1)

      1.2.1. Reduces error rate from court reset. (MCSO)
      1.2.2. More consistent receipt of information for MCSO. E-mail issues would be eliminated. On occasions, MCSO would not receive e-mails that resulted in failing to get defendants to court. (MCSO)
      1.2.3. Relationships with the courts would improve. (MCSO)
      1.2.4. Reduced frustration between agencies and staff.
      1.2.5. Duplicate effort would be greatly reduced (printing, faxing, mailing, multiple phone calls, etc.) and there are approximately 600 ~ 700 transports per day.
      1.2.6. Safety of officers in jail would be enhanced. There have been instances

## Step 1: Analysis and Design - Tracing Example To E-Room

Address http://156.42.223.1/eRoom/icjis/eProjectManagement/0_c0ec Go

**1** edit

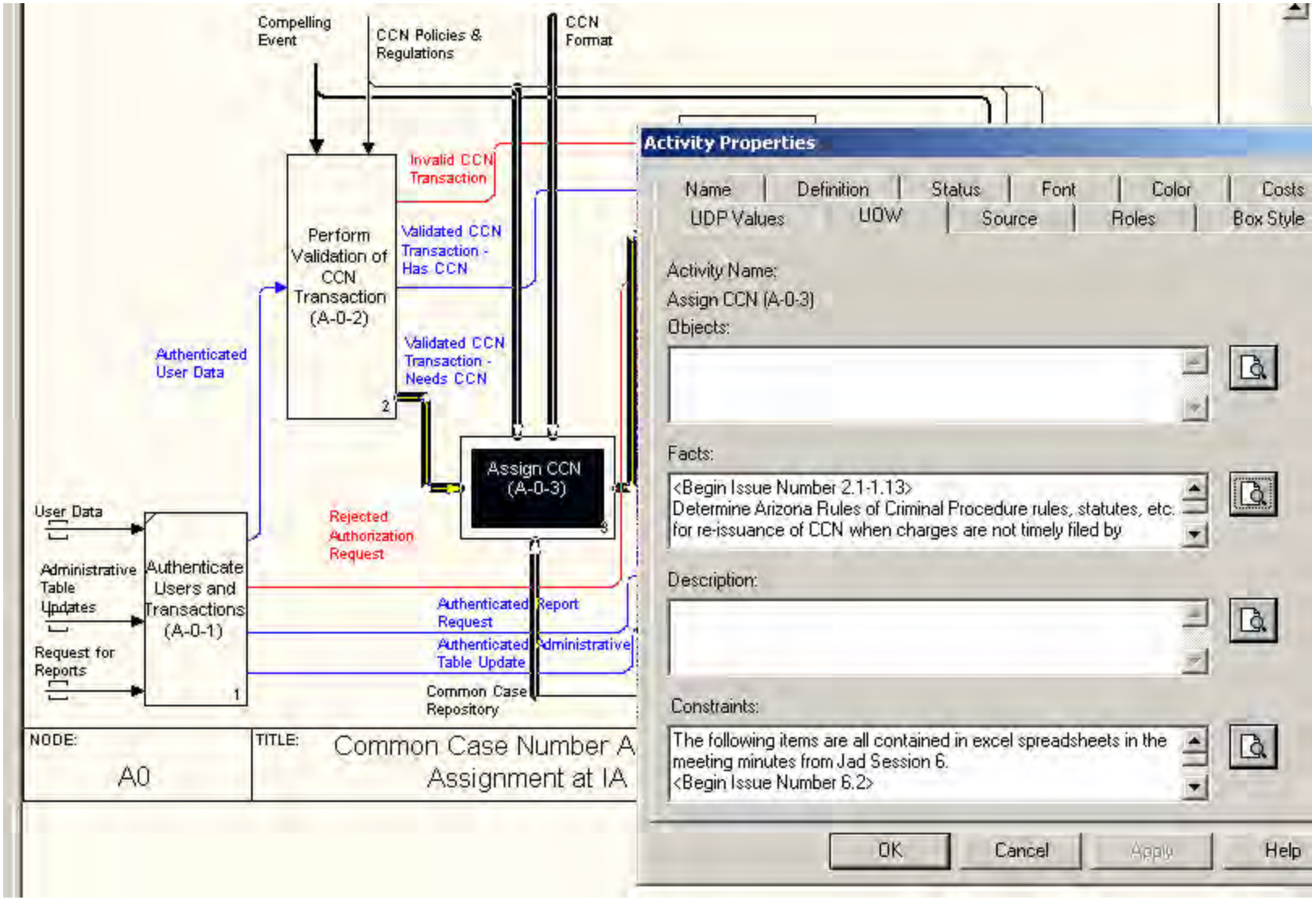
a database entry created by Eric Tingom on 7 Oct 03

next summary

| | |
|---|---|
| JAD Mtg # | 1 |
| JAD Mtg Date | 17 Sep 2003 |
| Issue # | 1 |
| Description | 1.2. Additional benefits of the exchange were pointed out: |
| Status/Purpose | Requirements |
| BPWin Diagram | A0 |
| Business Risk | |
| Tech Risk | |
| Enterprise Benefit | |
| Scope Change | No |
| Out of Scope | No |
| Assigned To | |
| Resolve By | |
| Date Resolved | |
| Address At JAD Mtg # | |
| Comments | **Meeting Summary** (Eric Tingom, TSquared, 7 Oct 03 6:26am)<br>1.2.1. Reduces error rate from court reset. (MCSO)<br>1.2.2. More consistent receipt of information for MCSO. E-mail issues would be eliminated. On occasions, MCSO would not receive e-mails that resulted in failing to get defendants to court. (MCSO)<br>1.2.3. Relationships with the courts would improve. (MCSO)<br>1.2.4. Reduced frustration between agencies and staff. |

Done Internet

# Step 1: Analysis and Design - Tracing Example To BPWin



## Step 1: Analysis and Design - Tracing Example
## Back to E-Room

Address http://156.42.223.1/eRoom/icjis/eProjectManagement/0_c0ec Go

**1** edit

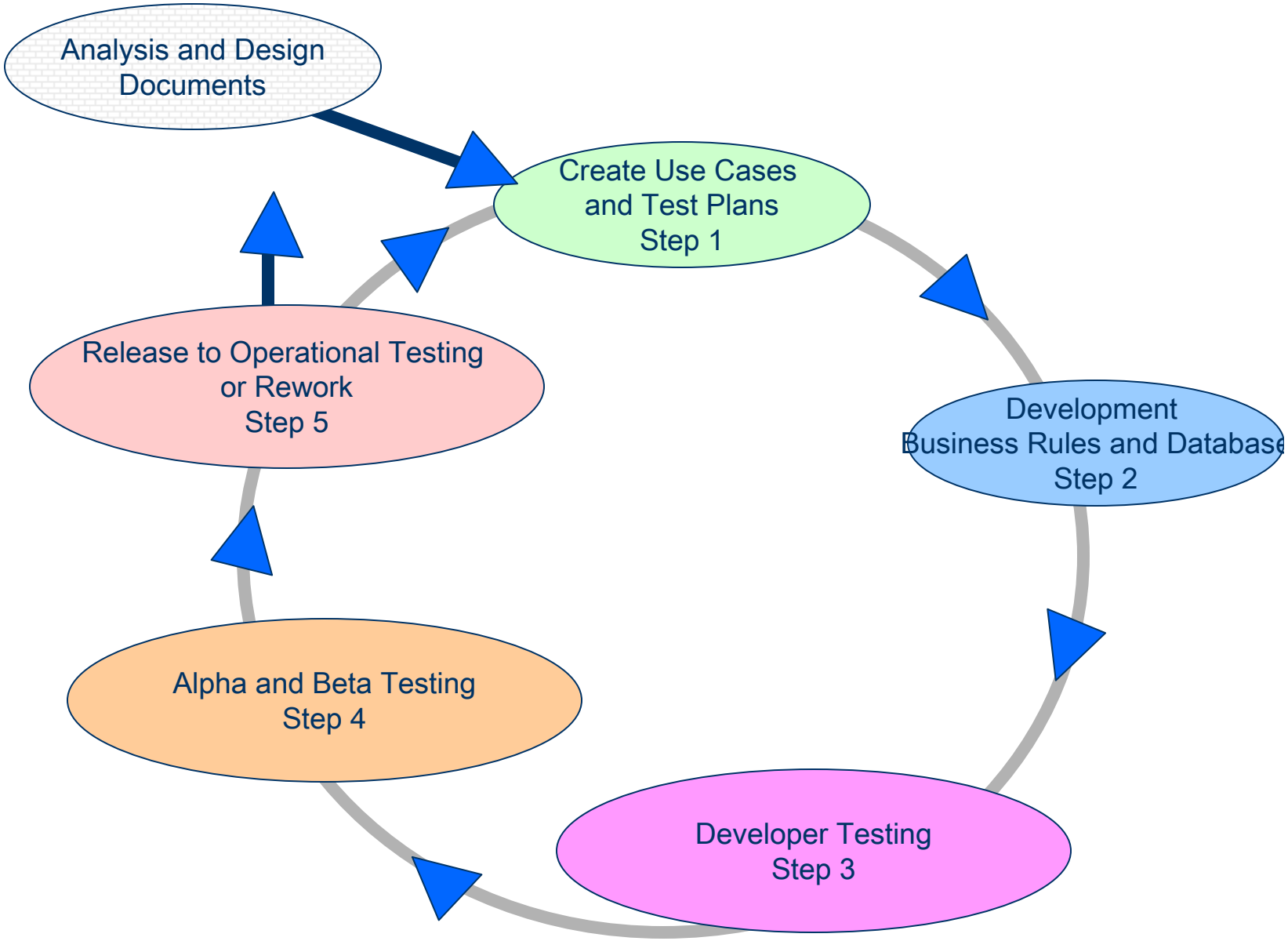
a database entry created by Eric Tingom on 7 Oct 03

next summary

| | |
|---|---|
| JAD Mtg # | 1 |
| JAD Mtg Date | 17 Sep 2003 |
| Issue # | 1 |
| Description | 1.2. Additional benefits of the exchange were pointed out: |
| Status/Purpose | Requirements |
| BPWin Diagram | A0 |
| Business Risk | |
| Tech Risk | |
| Enterprise Benefit | |
| Scope Change | No |
| Out of Scope | No |
| Assigned To | |
| Resolve By | |
| Date Resolved | |
| Address At JAD Mtg # | |
| Comments | **Meeting Summary** (Eric Tingom, TSquared, 7 Oct 03 6:26am)<br>1.2.1. Reduces error rate from court reset. (MCSO)<br>1.2.2. More consistent receipt of information for MCSO. E-mail issues would be eliminated. On occasions, MCSO would not receive e-mails that resulted in failing to get defendants to court. (MCSO)<br>1.2.3. Relationships with the courts would improve. (MCSO)<br>1.2.4. Reduced frustration between agencies and staff. |

Done Internet

Step 2: Implementation and User Acceptance - Life Cycle

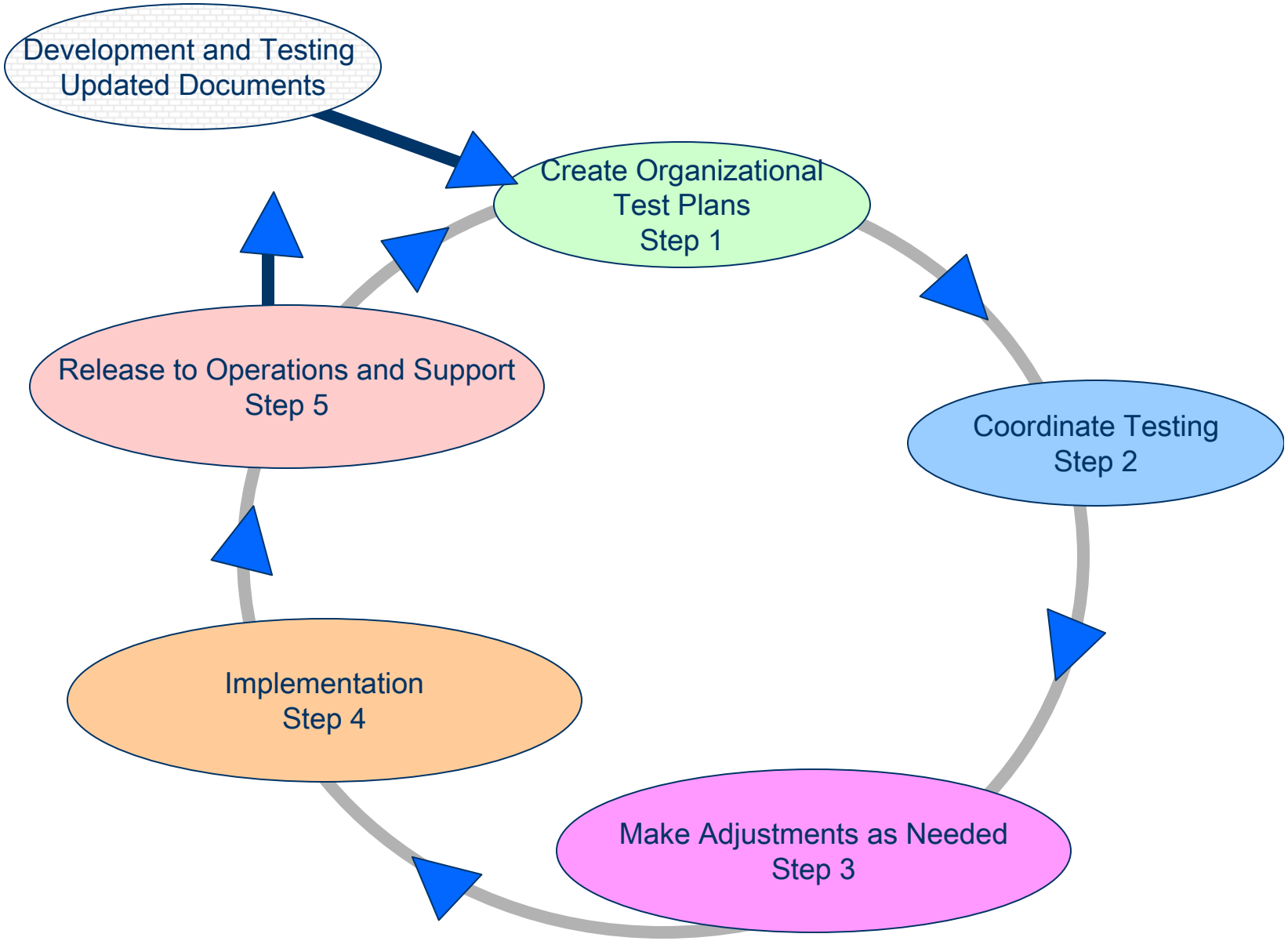


Step 2: Implementation and User Acceptance – Outputs

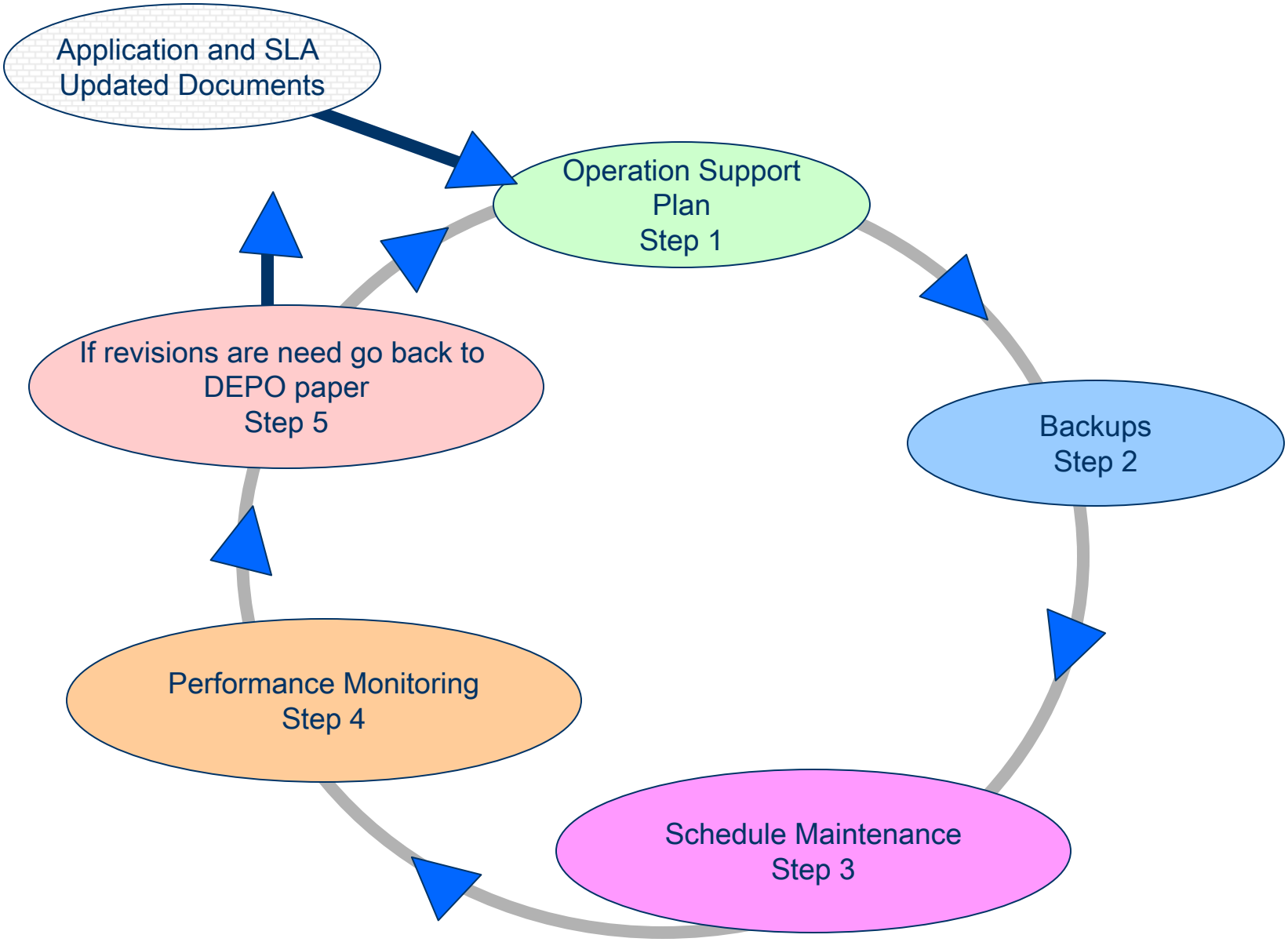
- Application
- Updated Documents
  - Project Plan
  - Justice Information Exchange Model (JIEM a.k.a. State Charts)
  - BPWin (Business Process Model)
  - ERWin (Data Model)
  - Requirements Tracking Database between JAD Minutes and BPWin
  - Application Programming Interface Spec. (API)
  - Business and Technology Summary Plan
  - SLA and ITSM Revised Plan
  - Test Plan
  - Production Configuration
  - Development and Testing Summary

- Updated Documents Continued
  - Agency Programming Specifications
  - Business and Technology Final Plan
  - Data Exchange Plan Overview
  - Release Documents
  - Stakeholder user acceptance and sign off

Step 2: Implementation and User Acceptance - Life Cycle



Step 3:  Operational Support - Life Cycle



## Exhibit 10 – Project Management Conventions

## Project Plan

### *Overview*

ICJIS project plans are the process, method, and planning documents that are used to track, control, measure, and report on the project status to assure that they deliver the expected results on time and within budget while meeting the strictest quality standards. The major components of a project plan are:

- Budget
- Tasks/milestones
- Schedules with dependencies
- Resource allocations
- Project team with skill sets and expertise
- Deliverables

### *Project Plans Link and the ICJIS Project Process*

ICJIS Project Plans are designed to contain key components (e.g., JAD sessions; requirements development; programming; testing) that link with the ICJIS Project Process phases and the required review and approval steps. A major focus is to estimate, budget, schedule, and track costs and resources. Costs are reflective of areas such as hardware and software technology, education and training, and any necessary consulting support. In addition, the Project Plan is used designate and track the resource allocations, task sequencing and duration, and the skill sets and expertise for the project team that will be used to execute the project plan. The result is to assure ICJIS projects are delivered on time, within budget, optimizing resource allocations and usage, with minimal risk, to provide the ICJIS project meeting the necessary Justice Agency business requirements.

## Project Controls

Effective project managers will ensure that the proper controls are in place, and that project metrics are established to ensure the project remains on time and on budget while achieving the deliverables outlined in the project plan. The following project controls are used by ICJIS:

### *Scope Management*

The project scope provides ICJIS stakeholders with the baseline understanding of what the project is to achieve. ICJIS scope management controls include:

ICJIS Project Process: The ICJIS Project Process prescribes the approval process for new ICJIS projects. It begins with a vision statement that is the first step in the ICJIS project process and specifies the initial scope and objectives of the project. Visioning and the subsequent PPO developed for step two of the ICJIS Project Process produces stakeholder requirements and project deliverables that comprise customer expectations for the project. For changes in scope, an analysis would be performed with the results going back through the ICJIS project process approval.

### *Schedule Management*

Schedule management involves the preparation of a project plan to assist the project manager with monitoring and tracking project performance. The following identifies schedule management controls:

Project Plan: The project plan is developed in "Step 2" of the ICJIS Project Approval Process and maintained through "Step 5". This is the primary tool used by project managers to manage the performance of the project.
Weekly Project Manager Meetings: Project managers meet weekly with ICJIS management to monitor the timely completion of deliverables.
Project Management: Project managers are responsible for tracking project performance against project plans.
Monthly Project Status Report: The status report is used by ICJIS management and ICJIS stakeholders to track the timely completion of projects.

***Cost Management***

Cost management involves the estimating of project costs to assist the project manager with accurately measuring the performance of the project in terms of initial budget versus actual expenditures. The following identifies cost management controls:
Fiscal Year Budget Plan: Cost estimates are developed for each ICJIS project and approved per the ICJIS Project Process.
Detailed Project Budget: Project budgets are included in the PPO that is developed in "Step 2" of the ICJIS Project Process. Once detailed project budgets are approved in a PPO or DEPO, they are entered and maintained in the ICJIS Financial Report.
Budget Management: ICJIS personnel are responsible for updating the IJCIS Financial Report.
Budget Changes: The ICJIS Project or Data Exchange process is used to approve changes to budgets.
Monthly Project Status Report: This report includes the ICJIS Financial Report used for reporting to ICJIS stakeholders project performance against budget.

***Quality Management***

Quality management helps ensure that the project deliverables meet the expectations of users, developed in accordance to specifications and standards, and is completed on time and within budget. The following identifies quality management controls:
Scope Management: Project scope is managed by the project manager based upon the approved vision statement and PPO for the project or the DEPO for the data exchange.
Schedule Management: Project plans are prepared by the responsible project manager using standard templates. Plans are reviewed by the department project manager for compliance with standard templates.
Cost Management: Project budgets are monitored by the project manager and reported monthly to all ICJIS stakeholders.
Weekly Project Manager Meetings: Plans are reviewed by department management with weekly reviews by the department project coordinator. Weekly project manager meetings are held to discuss the status of projects and their potential impact on project schedules.
Monthly Project Status Report: Project performance is reported monthly to ICJIS stakeholders.

Project Coordinator: Is responsible for reviewing all documentation and plans to help ensure that quality deliverables are produced for each project.

***Issue and Risk Management***

Effective issue and risk management helps ensure that issues and risks are identified early so that timely resolutions can be implemented. The following identifies issue management controls:

Early Identification: Issues and risks are identified early in the project vision statement and or in the development of the PPO or DEPO.
Weekly Project Manager Meetings: New potential project issues or risks may first be raised at the weekly project manager meetings. This will result in resolution or recommending that the issue or risk be brought to the attention of the associated project committee.
Project Committee Meetings: New potential project issues or risks may first be raised at regular meetings, design sessions or referred from weekly project manager meetings. Issues or risks may require in-depth analysis. In-depth analysis and recommendations that impact cost, schedule, or scope would then be taken back through the ICJIS project approval process.
Monthly Project Status Report: New project issues and risks are reported monthly to ICJIS stakeholders.

## Components for Successful Project Management

ICJIS projects comply with quality standards, and include the following components.

- Project manager's checklist, to ensure utilization of tools, principles, and practices.
- Project initiation meetings.
- Project document repository, with documents available through a shared web environment.
- Project specification to provide details of the project's objectives, requirements, deliverables, and expectations.
- Project plan, regularly maintained, and periodic snapshot reports to stakeholders.
- Quality assurance procedures (ITSM Guidelines) for change, issue configuration, and correspondence management.
- Periodic project review meetings will be held to include agency analysts, project managers, and ICJIS management.
- Periodic project briefings for stakeholders (especially at mileposts).
- Formal review and acceptance of deliverables.
- Regular project status reports, presented at regular project review meetings, and formal monthly project status reports distributed to ICJIS stakeholders

Final project closeout presentation and report presented to stakeholders. This includes stakeholder feedback and sign-off..

# Exhibit 11 – ICJIS Test Plan Template

## Table of Contents

1. Introduction ..... 34
1.1. Purpose ..... 34
1.2. Background ..... 34
1.3. Scope ..... 34
1.3.1. Assumptions and Constraints ..... 34
1.3.2. Features ..... 35
1.3.3. Risk Management ..... 35
1.4. Project Identification ..... 35
2. Requirements for Test ..... 35
3. Test Strategy ..... 35
3.1. Test Documentation ..... 35
3.1.1. Test Design ..... 35
3.1.2. Test Specifications ..... 35
3.1.3. Test Procedure ..... 35
3.2. Testing Types ..... 35
3.2.1. Function Testing ..... 35
3.2.2. User Interface Testing ..... 35
3.2.3. Performance Profiling ..... 35
3.2.4. Security and Access Control Testing ..... 35
3.2.5. Failover and Recovery Testing ..... 35
3.2.6. Configuration Testing ..... 35
3.3. Tools ..... 35
3.3.1. Software Adaptations for Testing ..... 35
4. Resources ..... 35
4.1. Roles ..... 35
4.2. System ..... 35
5. Project Milestones ..... 35
6. Deliverables ..... 35
6.1. Test Model ..... 35
6.2. Test Logs ..... 35
6.3. Defect Reports ..... 35
7. Appendix A Project Tasks ..... 35

# Test Plan

# 1. Introduction

## *1.1. Purpose*

This Test Plan document for the Common Case Number Application supports the following objectives:

- Identify existing project information and the software components being tested.
- List the recommended Requirements for Test (high level).
- Recommend and describe the testing strategies to be employed.
- Identify the required resources and provide an estimate of the test efforts.
- List the deliverable elements of the test project.
- Describe the testing environment and tools.
- Identify general risks for the given testing approach.

## *1.2. Background*

The Common Case Number application is a component that generates case numbers in a sequence to be issued to different criminal justice agencies. The component resides in an area accessible to participating agencies. The application is constructed in Java using Versata and resides in a Web Sphere application server that is accessible via the ICJIS Integration Engine. The Integration Engine is made up of several components connecting all the criminal justice agencies. The Integration Engine defines a common access strategy through shared technology that is being implemented by the participating agencies.

Agencies using the component must adhere to the rules about request and response formats. Requests and responses will be submitted through the Integration Engine. Each agency is responsible for constructing the application logic to handle requests and responses.

## *1.3. Scope*

This plan covers the entire testing effort for the Common Case Number application.

### 1.3.1. Assumptions and Constraints

- Unit Testing has been accomplished on each of the software components being tested by the developer/vendor.
- The limited amount of functionality in the application dictates that the expense of the testing effort be kept to reasonable levels. Automated tools and the development of non-production code for the purposes of testing will be kept to a minimum.

### 1.3.2. Features

This plan covers the following features that will be available on January 3, 2003.

- The ability to request and receive a new common case number.
- The ability to request and receive a new defendant sequence number for an existing common case number.
- The ability to query the information about a common case number based on common case number, DR/agency, or defendant name.
- The ability to add, update, and query for various data such as status, location, defendant names, historical case numbers, and other data specific to the case.
- The ability to limit access to the common case number information based on status of the case and the agency requesting the query.
- The ability to add manually assigned common case numbers to the common case number list.
- The ability to check for duplicate case information prior to creating a new common case number.
- The ability to link common case numbers to each other.
- The ability to return error messages to the requestor when invalid conditions or states occur in the application.
- The ability to accept requests in a standardized format.
- The ability to communicate with the Integration Engine to accept and reply to requests.

### 1.3.3. Risk Management

| No | Risk Description | Avoidance/Mitigation Plan | Contingency Plan | Owner |
|---|---|---|---|---|
| 1 | Complexity of the number of components in the environment may make isolation of the causes of failures difficult | Assign technical resources to research failures as needed, make test failure analysis a priority for the technical team | | |
| 2 | Because test development is occurring prior to completion of requirements and technical specifications, some less obvious tests may be missed | Revise test plan and designs on a regular schedule, making impact analysis part of the revision procedure | Manage errors in production | |
| 3 | Time constraints may prohibit execution of all tests | Place most important tests first in the priority list | Manage errors in production | |
| 4 | Tests that rely on agency interfaces to implement may be delayed | Ensure that all tests can be executed independently of agency interfaces | Manage errors in production | |

| No | Risk Description | Avoidance/Mitigation Plan | Contingency Plan | Owner |
|---|---|---|---|---|
| 5 | Lack of documentation of components may cause irrelevant testing to be done or not enough testing | Ensure that all components are documented to the point where comprehensive testing is possible. | Manage errors in production | |
| 6 | The test environment may mask or not contain elements that will cause errors in production | Make allowance for a "test" phase in production where successful operation is not critical (i.e. parallel testing) | Manage errors in production | |
| 7 | Regression testing will be conducted manually, potentially causing errors to go undetected or causing delays in the schedule | Ensure that adequate time is allowed for impact analysis and traceability is maintained so that an optimal amount of regression testing can be performed | Perform minimal regression testing and manage errors in production | |
| 8 | Changes will be implemented without documentation or notice, causing untested software to be implemented in production | Maintain configuration management policies for software releases | Allow untested software and manage errors in production | |

## *1.4. Project Identification*

The table below identifies the documentation and availability used for developing the *test plan*:

| Document (and version / date) | Created or Available | Received or Reviewed | Author or Resource | Notes |
|---|---|---|---|---|
| Requirements Specification | ☒ Yes ☐ No | ☒ Yes ☐ No | Eric Tingom, Kim Kelly | Business Decisions Document |
| Use-Case Reports | ☒ Yes ☐ No | ☐ Yes ☒ No | Brian Finney | From Wiki Web |
| Project Plan | ☒ Yes ☐ No | ☒ Yes ☐ No | Larry Bernosky | |
| Design Specifications | ☒ Yes ☐ No | ☐ Yes ☒ No | Tom Gendron | Integration Engine Specifications |
| Prototype | ☒ Yes ☐ No | ☒ Yes ☐ No | Brian Finney, David Gleason | |
| Agency Interface Design | ☐ Yes ☒ No | ☐ Yes ☐ No | | |
| Business Model or Flow | ☒ Yes ☐ No | ☐ Yes ☒ No | George Roundy | BPWin |
| Data Model or Flow | ☒ Yes ☐ No | ☐ Yes ☒ No | George Roundy, David Gleason | ERWin |
| Business Functions and Rules | ☒ Yes ☐ No | ☐ Yes ☒ No | Brian Finney, David Gleason | Versata Rules |
| Project or Business Risk Assessment | ☒ Yes ☐ No | ☒ Yes ☐ No | Larry Bernosky | |

# 2. Requirements for Test

The listing below identifies those items—use cases, functional requirements, and non-functional requirements—that have been identified as targets for testing. This list represents what will be tested.

- Use Cases identified for Version 2 of the application, for implementation on January 2, 2003. Details of the functionality in the Use Cases are derived from requirements gathered during JAD sessions with the participating agencies.
- Operation of the Integration Engine and all system components required for successful access to the Common Case Number generator component by participating agencies.
- Configuration of test and production environments for security, reliability, and availability.
- Ability for agencies participating in the test to successfully send and receive information to the component

# 3. Test Strategy

The tests identified in this plan have been prioritized in the following order. Tests will be constructed and executed in this order, and resources will be applied to the tests in the order specified below.

**Minimum Required Test Types**
All tests specified in the following types must be executed as part of the testing phase.

| Priority | Domain | Number | Description |
|---|---|---|---|
| 1 | | 3.1.1. | Function Testing (includes Data Integrity and Business Cycle Testing) |
| 2 | | 3.1.2. | Performance Profiling (includes Load Testing, Stress and Volume Testing) |
| 3 | | 3.1.3. | Security and Access Control Testing |
| 4 | | 3.1.4. | User Interface Testing |

**Lower Priority Tests Types**
The following tests are less critical, although certain specific tests from these types may be escalated to critical status.

| Priority | Domain | Number | Description |
|---|---|---|---|
| 5 | Tech | 3.1.5. | Failover and Recovery Testing |
| 6 | Tech | 3.1.6. | Installation Testing (Include Configuration Testing) |

## *3.1. Test Documentation*

Tests are organized into Test Designs, Specifications, and Procedures. These three classes of test information are designed to manage the complexity of details involved in organizing, tracking, and executing tests.

### 3.1.1. Test Design

A Test Design defines the logical approach for a given set of tests. This is done by examining features for logical grouping, taking test coverage requirements into account, and describing the approach to testing the software.

The Test Design contains the following information

- Test Design Identifier - unique number plus a name for the design
  e.g. *1 Security Tests*
- References to requirements being tested
- Features to be tested
- Approach
- List of Test Specifications
- Pass/Fail Criteria
- Required Hardware/Software
- Optional results reporting requirements

For each Test Design, a set of Test Specifications and/or Procedures will be developed.

### 3.1.2. Test Specifications

Test Specifications contain the details of individual tests for a given test design. A test design may require more than one test specification. The test specification will typically consist of:

- Test Identification - Test Design number + sequence number within the test design plus a name for the specification
  e.g. *1.1 Authorization Failure Test*
- Dependencies on other tests, environmental requirements, special constraints
- Test Inputs including Test Data, User Inputs, etc
- Expected Results

### 3.1.3. Test Procedure

Test Procedures document the step by step execution instructions. In cases where there is a one-to-one correspondence between a Test Specification and the Test Procedure, this information could be included in the Test Specification. The Test Procedure includes:

- Test Identification - Test Specification number + sequence number within the test specification plus a name for the procedure
  e.g. *1.1.1 Force Failure of Agency Authorization*
- Description of the procedure
- Steps including setup, execution instructions, measurements, and optional restart instructions

## *3.2. Testing Types*

### 3.2.1. Function Testing

Function testing of the target-of-test should focus on any requirements for test that can be traced directly to use cases or business functions and business rules. The goals of these tests are to verify proper data acceptance, processing, and retrieval, and the appropriate implementation of the business rules. This type of testing is based upon black box techniques; that is verifying the application and its internal processes by interacting with the application via the Graphical User Interface (GUI) and analyzing the output or results. Identified below is an outline of the testing recommended for each application:

| | |
|---|---|
| Test Objective: | Ensure proper target-of-test functionality, including navigation, data entry, processing, and retrieval. |
| Technique: | Execute each use case, use-case flow, or function, using valid and invalid data, to verify the following:<br>• The expected results occur when valid data is used.<br>• The appropriate error or warning messages are displayed when invalid data is used.<br>• Each business rule is properly applied. |
| Completion Criteria: | • All planned tests have been executed.<br>• All identified defects have been addressed. |
| Special Consideration | Identify or describe those items or issues (internal or external) that impact the implementation and execution of function test |

#### Data and Database Integrity Testing

The databases and the database processes should be tested as a subsystem within the Common Case Number Application. These subsystems should be tested without the target-of-test's User Interface as the interface to the data. Additional research into the DataBase Management System (DBMS) needs to be performed to identify the tools and techniques that may exist to support the testing identified below.

| | |
|---|---|
| Test Objective: | Ensure database access methods and processes function properly and without data corruption. |
| Technique: | • Invoke each database access method and process, seeding each with valid and invalid data or requests for data.<br>• Inspect the database to ensure the data has been populated as intended, all database events occurred properly, or review the returned data to ensure that the correct data was retrieved for the correct reasons |
| Completion Criteria: | All database access methods and processes function as designed and without any data corruption. |

| | |
|---|---|
| Special Consideration | • Testing may require a DBMS development environment or drivers to enter or modify data directly in the databases.<br>• Processes should be invoked manually.<br>• Small or minimally sized databases (limited number of records) should be used to increase the visibility of any non-acceptable events. |

### Business Cycle Testing

Business Cycle Testing should emulate the activities performed on the Common Case Number Application over time. A period should be identified, such as one year, and transactions and activities that would occur during a year's period should be executed. This includes all daily, weekly, and monthly cycles and, events that are date-sensitive, such as ticklers.

| | |
|---|---|
| Test Objective | Ensure proper target-of-test and background processes function according to required business models and schedules. |
| Technique: | Testing will simulate several business cycles by performing the following:<br>• The tests used for target-of-test's function testing will be modified or enhanced to increase the number of times each function is executed to simulate several different users over a specified period.<br>• All time or date-sensitive functions will be executed using valid and invalid dates or time periods.<br>• All functions that occur on a periodic schedule will be executed or launched at the appropriate time.<br>• Testing will include using valid and invalid data to verify the following:<br>• The expected results occur when valid data is used.<br>• The appropriate error or warning messages are displayed when invalid data is used.<br>• Each business rule is properly applied. |
| Completion Criteria: | • All planned tests have been executed.<br>• All identified defects have been addressed. |
| Special Consideration | • System dates and events may require special support activities<br>• Business model is required to identify appropriate test requirements and procedures. |

### 3.2.2. User Interface Testing

User Interface (UI) testing verifies a user's interaction with the software. The goal of UI testing is to ensure that the User Interface provides the user with the appropriate access and navigation through the functions of the target-of-test. In addition, UI testing ensures that the objects within the UI function as expected and conform to corporate or industry standards.

| | |
|---|---|
| Test Objective: | Verify the following:<br>• Navigation through the target-of-test properly reflects business functions and requirements, including window-to-window, field-to- field, and use of access methods (tab keys, mouse movements, accelerator keys)<br>• Window objects and characteristics, such as menus, size, position, state, and focus conform to standards. |
| Technique: | Create or modify tests for each window to verify proper navigation and object states for each application window and objects. |
| Completion Criteria: | Each window successfully verified to remain consistent with benchmark version or within acceptable standard |
| Special Consideration | Not all properties for custom and third party objects can be accessed. |

### 3.2.3. Performance Profiling

Performance profiling is a performance test in which response times, transaction rates, and other time-sensitive requirements are measured and evaluated. The goal of Performance Profiling is to verify performance requirements have been achieved. Performance profiling is implemented and executed to profile and tune a target-of-test's performance behaviors as a function of conditions such as workload or hardware configurations.
Note: Transactions below refer to "logical business transactions". These transactions are defined as specific use cases that an actor of the system is expected to perform using the target-of-test, such as add or modify a given contract.

| | |
|---|---|
| Test Objective: | Verify performance behaviors for designated transactions or business functions under the following conditions:<br>• normal anticipated workload<br>• anticipated worst case workload |
| Technique: | • Use Test Procedures developed for Function or Business Cycle Testing.<br>• Modify data files to increase the number of transactions or the scripts to increase the number of iterations each transaction occurs.<br>• Scripts should be run on one machine (best case to benchmark single user, single transaction) and be repeated with multiple clients (virtual or actual, see Special Considerations below). |

| | |
|---|---|
| Completion Criteria: | • Single Transaction or single user: Successful completion of the test scripts without any failures and within the expected or required time allocation per transaction.<br>• Multiple transactions or multiple users: Successful completion of the test scripts without any failures and within acceptable time allocation. |
| Special Consideration | Comprehensive performance testing includes having a background workload on the server.<br>There are several methods that can be used to perform this, including:<br>• "Drive transactions" directly to the server, usually in the form of Structured Query Language (SQL) calls.<br>• Create "virtual" user load to simulate many clients, usually several hundred. Remote Terminal Emulation tools are used to accomplish this load. This technique can also be used to load the network with "traffic".<br>• Use multiple physical clients, each running test scripts to place a load on the system.<br>Performance testing should be performed on a dedicated machine or at a dedicated time. This permits full control and accurate measurement.<br>The databases used for Performance Testing should be either actual size or scaled equally. |

## Load Testing

Load testing is a performance test which subjects the target-of-test to varying workloads to measure and evaluate the performance behaviors and ability of the target-of-test to continue to function properly under these different workloads. The goal of load testing is to determine and ensure that the system functions properly beyond the expected maximum workload. Additionally, load testing evaluates the performance characteristics, such as response times, transaction rates, and other time sensitive issues).
Note: Transactions below refer to "logical business transactions". These transactions are defined as specific functions that an end user of the system is expected to perform using the application, such as add or modify a given contract.

| | |
|---|---|
| Test Objective: | Verify performance behavior time for designated transactions or business cases under varying workload conditions. |
| Technique: | • Use tests developed for Function or Business Cycle Testing.<br>• Modify data files to increase the number of transactions or the tests to increase the number of times each transaction occurs. |
| Completion Criteria: | Multiple transactions or multiple users: Successful completion of the tests without any failures and within acceptable time allocation. |
| Special Consideration | • Load testing should be performed on a dedicated machine or at a dedicated time. This permits full control and accurate measurement.<br>• The databases used for load testing should be either actual size or scaled equally. |

### Stress Testing

Stress testing is a type of performance test implemented and executed to find errors due to low resources or competition for resources. Low memory or disk space may reveal defects in the target-of-test that aren't apparent under normal conditions. Other defects might result from competition for shared resources like database locks or network bandwidth. Stress testing can also be used to identify the peak workload the target-of-test can handle.
Note: References to transactions below refer to logical business transactions.

| | |
|---|---|
| Test Objective: | Verify that the target-of-test functions properly and without error under the following stress conditions:<br>• little or no memory available on the server (RAM and DASD)<br>• maximum actual or physically capable number of clients connected or simulated<br>• multiple users performing the same transactions against the same data or accounts<br>• worst case transaction volume or mix (see Performance Testing above).<br>Notes: The goal of Stress Testing might also be stated as identify and document the conditions under which the system FAILS to continue functioning properly.<br>Stress Testing of the client is described under section 3.1.11, Configuration Testing. |
| Technique: | • Use tests developed for Performance Profiling or Load Testing.<br>• To test limited resources, tests should be run on a single machine, and RAM and DASD on server should be reduced or limited.<br>• For remaining stress tests, multiple clients should be used, either running the same tests or complementary tests to produce the worst-case transaction volume or mix. |
| Completion Criteria: | All planned tests are executed and specified system limits are reached or exceeded without the software failing or conditions under which system failure occurs is outside of the specified conditions. |
| Special Consideration | • Stressing the network may require network tools to load the network with messages or packets.<br>• The DASD used for the system should temporarily be reduced to restrict the available space for the database to grow.<br>• Synchronization of the simultaneous clients accessing of the same records or data accounts. |

### Volume Testing

Volume Testing subjects the target-of-test to large amounts of data to determine if limits are reached that cause the software to fail. Volume Testing also identifies the continuous maximum load or volume the target-of-test can handle for a given period. For example, if the target-of-test is processing a set of database records to generate a report, a Volume Test would use a large test database and check that the software behaved normally and produced the correct report.

| | |
|---|---|
| Test Objective: | Verify that the target-of-test successfully functions under the following high volume scenarios:<br>• Maximum (actual or physically- capable) number of clients connected, or simulated, all performing the same, worst case performance) business function for an extended period.<br>• Maximum database size has been reached (actual or scaled) and multiple queries or report transactions are executed simultaneously. |
| Technique: | • Use tests developed for Performance Profiling or Load Testing.<br>• Multiple clients should be used, either running the same tests or complementary tests to produce the worst-case transaction volume or mix (see Stress Testing above) for an extended period.<br>• Maximum database size is created (actual, scaled, or filled with representative data) and multiple clients used to run queries and report transactions simultaneously for extended periods. |
| Completion Criteria: | • All planned tests have been executed and specified system limits are reached or exceeded without the software or software failing. |
| Special Consideration | What period of time would be considered an acceptable time for high volume conditions, as noted above? |

### 3.2.4. Security and Access Control Testing

Security and Access Control Testing focus on two key areas of security:

- Application-level security, including access to the Data or Business Functions
- System-level Security, including logging into or remote access to the system.

Application-level security ensures that, based upon the desired security, actors are restricted to specific functions or use cases, or are limited in the data that is available to them. For example, everyone may be permitted to enter data and create new accounts, but only managers can delete them. If there is security at the data level, testing ensures that" user type one" can see all customer information, including financial data, however," user two" only sees the demographic data for the same client.

System-level security ensures that only those users granted access to the system are capable of accessing the applications and only through the appropriate gateways.

| | |
|---|---|
| Test Objective: | Application-level Security:<br>• Verify that an actor can access only those functions or data for which their user type is provided permissions.]<br>System-level Security:<br>• Verify that only those actors with access to the system and applications are permitted to access them.] |
| Technique: | Application-level Security:<br>• Identify and list each user type and the functions or data each type has permissions for.<br>• Create tests for each user type and verify each permission by creating transactions specific to each user type.<br>• Modify user type and re-run tests for same users. In each case, verify those additional functions or data are correctly available or denied.<br>System-level Access:<br>• See Special Considerations below |
| Completion Criteria: | For each known actor type the appropriate function or data are available, and all transactions function as expected and run in prior Application Function tests. |
| Special Considerations: | Access to the system must be reviewed or discussed with the appropriate network or systems administrator. This testing may not be required as it may be a function of network or systems administration. |

### 3.2.5. Failover and Recovery Testing

Failover and Recovery Testing ensures that the target-of-test can successfully failover and recover from a variety of hardware, software or network malfunctions with undue loss of data or data integrity.

Failover testing ensures that, for those systems that must be kept running, when a failover condition occurs, the alternate or backup systems properly "take over" for the failed system without loss of data or transactions.

Recovery testing is an antagonistic test process in which the application or system is exposed to extreme conditions, or simulated conditions, to cause a failure, such as device Input/Output (I/O) failures or invalid database pointers and keys. Recovery processes are invoked and the application or system is monitored and inspected to verify proper application, or system, and data recovery has been achieved.

| | |
|---|---|
| Test Objective: | Verify that recovery processes (manual or automated) properly restore the database, applications, and system to a desired, known, state. The following types of conditions are to be included in the testing:<br>• power interruption to the client<br>• power interruption to the server<br>• communication interruption via network servers<br>• interruption, communication, or power loss to DASD and or DASD controllers<br>• incomplete cycles (data filter processes interrupted, data synchronization processes interrupted).<br>• invalid database pointer or keys<br>• invalid or corrupted data element in database |

| | |
|---|---|
| Technique: | Tests created for Function and Business Cycle testing should be used to create a series of transactions. Once the desired starting test point is reached, the following actions should be performed, or simulated, individually:<br>• Power interruption to the client: power the PC down.<br>• Power interruption to the server: simulate or initiate power down procedures for the server.<br>• Interruption via network servers: simulate or initiate communication loss with the network (physically disconnect communication wires or power down network servers or routers.<br>• Interruption, communication, or power loss to DASD and DASD controllers: simulate or physically eliminate communication with one or more DASD controllers or devices.<br>Once the above conditions or simulated conditions are achieved, additional transactions should be executed and upon reaching this second test point state, recovery procedures should be invoked.<br>Testing for incomplete cycles utilizes the same technique as described above except that the database processes themselves should be aborted or prematurely terminated.<br>Testing for the following conditions requires that a known database state be achieved. Several database fields, pointers, and keys should be corrupted manually and directly within the database (via database tools). Additional transactions should be executed using the tests from Application Function and Business Cycle Testing and full cycles executed. |
| Completion Criteria: | In all cases above, the application, database, and system should, upon completion of recovery procedures, return to a known, desirable state. This state includes data corruption limited to the known corrupted fields, pointers or keys, and reports indicating the processes or transactions that were not completed due to interruptions. |
| Special Considerations: | • Recovery testing is highly intrusive. Procedures to disconnect cabling (simulating power or communication loss) may not be desirable or feasible. Alternative methods, such as diagnostic software tools may be required.<br>• Resources from the Systems (or Computer Operations), Database, and Networking groups are required.<br>• These tests should be run after hours or on an isolated machine. |

### 3.2.6. Configuration Testing

Configuration testing verifies the operation of the target-of-test on different software and hardware configurations. In most production environments, the particular hardware specifications for the client workstations, network connections and database servers vary. Client workstations may have different software loaded—for example, applications, drivers, and so on—and at any one time, many different combinations may be active using different resources.

| | |
|---|---|
| Test Objective: | Verify that the target-of-test functions properly on the required hardware and software configurations. |
| Technique: | • Use Function Test scripts.<br>• Open and close various non-target-of-test related software, such as the Microsoft applications, Excel and Word, either as part of the test or prior to the start of the test.<br>• Execute selected transactions to simulate actor's interacting with the target-of-test and the non-target-of-test software.<br>• Repeat the above process, minimizing the available conventional memory on the client workstation. |
| Completion Criteria: | For each combination of the target-of-test and non-target-of-test software, all transactions are successfully completed without failure. |
| Special Considerations: | • What non-target-of-test software is needed, is available, and is accessible on the desktop?<br>• What applications are typically used?<br>• What data are the applications running; for example, a large spreadsheet opened in Excel or a 100- page document in Word?<br>• The entire systems, netware, network servers, databases, and so on also needs to be documented as part of this test. |

### Installation Testing

Installation testing has two purposes. The first is to insure that the software can be installed under different conditions—such as a new installation, an upgrade, and a complete or custom installation—under normal and abnormal conditions. Abnormal conditions include insufficient disk space, lack of privilege to create directories, and so on. The second purpose is to verify that, once installed, the software operates correctly. This usually means running a number of the tests that were developed for Function Testing.

| | |
|---|---|
| Test Objective: | Verify that the target-of-test properly installs onto each required hardware configuration under the following conditions:<br>• new installation, a new machine, never installed previously with Common Case Number Application<br>• update, machine previously installed Common Case Number Application, same version<br>• update, machine previously installed Common Case Number Application, older version |
| Technique: | • Manually or develop automated scripts, to validate the condition of the target machine— new - Common Case Number Application never installed; Common Case Number Application same version or older version already installed).<br>• Launch or perform installation.<br>• Using a predetermined sub-set of function test scripts, run the transactions. |
| Completion Criteria: | Common Case Number Application transactions execute successfully without failure. |
| Special Considerations: | What Common Case Number Application transactions should be selected to comprise a confidence test that Common Case Number Application has been successfully installed and no major software components are missing? |

## *3.3. Tools*

The following tools will be employed for this project:

| | Tool | Vendor/In-house | Version |
|---|---|---|---|
| Test Coverage (traceability) | Access | In House | |
| Test Management | Access | In House | |
| Defect Tracking | Access | In House | |
| Project Management | Project 2000 | Microsoft | 2000/98 |

### 3.3.1. Software Adaptations for Testing

#### CCN Application

A facility for logging errors is used to monitor the internal status of the application under test conditions.
A facility for verifying the results of processing is used to isolate the CCN application logic from the surrounding components for the purposes of locating the fault points in case of errors.

#### Interface to Integration Engine

Logging of HTTP communications between the CCN application and the Integration Engine can be enabled for the purposes of testing.
The ability to examine data messages transported by the interface from the Integration Engine to the CCN application is used to isolate problems with communications between the components.

#### Integration Engine

Logging of transactions posted by the Integration Engine for CCN is used for the purposes of testing.
Facilities to examine the content of messages, results of validations, and successful and failed communications are used to isolate the Integration Engine from the other components and to troubleshoot computing environment issues.

#### User Interface Component

A log of transactions sent and received from the integration engine for CCN transactions is created for testing purposes.

#### Computing Environment

Standard operating system facilities are used to monitor active connections, running processes, resource usage levels, and connectivity issues.

# 4. Resources

This section presents the recommended resources for the Common Case Number Application project, their main responsibilities, and their knowledge or skill set.

## *4.1. Roles*

This table shows the staffing assumptions for the project.

| Human Resources | | |
|---|---|---|
| Worker | Minimum Resources Recommended (hours per week) | Specific Responsibilities or Comments |
| Larry Bernosky, Test Project Manager | 3 | Provides management oversight.<br>Responsibilities:<br>provide technical direction<br>acquire appropriate resources |
| Jennifer Tingom, Test Manager | 5 | Provides management reporting on test effort<br>Responsibilities:<br>administer test management system<br>Produce and present status reports |
| Jennifer Tingom, Test Designer | 15 | Identifies, prioritizes, and implements test cases.<br>Responsibilities:<br>generate test plan<br>generate test model<br>evaluate effectiveness of test effort |
| Tester | 30 | Executes the tests.<br>Responsibilities:<br>execute tests<br>log results<br>recover from errors<br>document change requests |
| David Gleason, Test System Administrator | 5 | Ensures test environment and assets are managed and maintained.<br>Responsibilities:<br>administer test system<br>install and manage access to test systems |
| David Gleason, Database Administrator, Database Manager | 10 | Ensures test data (database) environment and assets are managed and maintained.<br>Responsibilities:<br>administer test data (database) |

### 4.2. System

The following table sets forth the system resources for the testing project.
The specific elements of the test system are not fully known at this time. It is recommended that the system simulate the production environment, scaling down the accesses and database sizes if and where appropriate.
[Note: Delete or add items as appropriate.]

| System Resources | |
|---|---|
| Resource | Name / Type |
| Database Server | |
| Network or Subnet | TBD |
| Server Name | TBD |
| Database Name | TBD |
| Client Test PC's | |
| Include special configuration require | TBD |
| Test Repository | |
| Network or Subnet | TBD |
| Server Name | TBD |
| Test Development PC's | TBD |

## 5. Project Milestones

Testing of Common Case Number Application should incorporate test activities for each of the test efforts identified in the previous sections. Separate project milestones should be identified to communicate project status accomplishments.

| Milestone Task | Effort | Start Date | End Date |
|---|---|---|---|
| Test Plan | 20 hours | 7/17/02 | 7/31/02 |
| Test Design | 100 hours | 8/2/02 | 8/15/02 |
| Implement Test Data | 20 hours | 8/5/02 | 8/15/02 |
| Test Environment Established | | 8/15/02 | 8/15/02 |
| Execute Test | 60 hours | 8/15/02 | 9/15/02 |

## 6. Deliverables

**Test Plan**
Created by Jennifer Tingom
Delivered to Larry Bernosky on 7/24/02

**Test Designs, Specifications, and Procedures**
Created by Jennifer Tingom, Eric Tingom, Kim V. Kelly, George Roundy
Delivered to Larry Bernosky on 8/15/02

**Test Management Database and Procedures**
Created by Eric Tingom, Jennifer Tingom, and George Roundy
Delivered to Larry Bernosky, Jennifer Tingom on 7/26/02

## 6.1. Test Model

**Test Coverage Report (Traceability)**
Listing of tests and their associated requirements from the perspective of the traceability model.

**Test Development Status Report**
Reports test designs, specifications, and procedures and their current status.

**Test Execution Status Report**
Lists tests that have passed, failed, or have not been executed. Shows percentage of tests passed vs executed and percentage of tests never executed.

**Defect Tracking Status Report**
Shows the defects detected, their related requirements and tests, and the current status of the repair.

## 6.2. Test Logs

Testers record the results of tests manually during execution in the space provided in the test documentation, then record the results or submit the reports for recording in the Test Management database. The test management database will track multiple executions for each test.
The following information is recorded for each test procedure that is executed:

Test Identifier
Tester
Date Run
Pass or Fail
Failure Description if appropriate
Defect Number generated if appropriate

## 6.3. Defect Reports

When a defect is discovered, the following steps are taken:

Obtain a defect number from the Test Management database and enter the title, date, and status of the defect.
Enter the defect number and details of the defect in the Wiki Web/eRoom for the repair.

Daily/Every two days

The outstanding defects are reviewed for assignment.
Completed defects are reviewed for configuration/release impact and status update.
Technical resources are notified of the new and outstanding defects assigned to them.
Technical resources review the list of outstanding defects at any time and identify issues that require their attention, taking the assignment for the repairs.

When a defect is repaired

Repairs are completed and are either implemented immediately if appropriate or are queued up for release.
Technical resources updates corrective action and status in the Wiki Web/eRoom

# 7. Appendix A Project Tasks

Below are the test-related tasks:

- Plan Test
  - identify requirements for test
  - assess risk
  - develop test strategy
  - identify test resources
  - create schedule
  - generate Test Plan
- Design Test
  - prepare workload analysis
  - identify and describe test cases
  - identify and structure test procedures
  - review and assess test coverage
- Implement Test
  - record or program test scripts

identify test-specific functionality in the Design and Implementation Model
establish external data sets

- Execute Test
  - execute Test procedures
  - evaluate execution of Test
  - recover from halted Test
  - verify the results
  - investigate unexpected results
  - log defects
- Evaluate Test
  - evaluate Test-case coverage
  - evaluate code coverage
  - analyze defects
  - determine if Test Completion Criteria and Success Criteria have been achieved

## Exhibit 12 – Court Rules and State Statutes

TEXT

16A A.R.S. Rules Crim.Proc., Rule 2.4

I28E3B430EE-E211D7B4AD9-9A20D90991A
Arizona Statutes Annotated Currentness
RULES OF CRIMINAL PROCEDURE
Rules of Criminal Procedure (Refs & Annos)
II. PRELIMINARY PROCEEDINGS
II. Preliminary Proceedings
**RULE 2. COMMENCEMENT OF CRIMINAL PROCEEDINGS**
Rule 2. Commencement of Criminal Proceedings (Refs & Annos)
Rule 2.4. Duty of Magistrate Upon Filing of Complaint

**Rule 2.4. Duty of Magistrate Upon Filing of Complaint**

TEXT a

**a.** If a complaint is made upon oath before a magistrate, the magistrate shall make a determination whether there is probable cause to believe an offense has been committed and the defendant committed it. The magistrate shall then proceed under Rule 3.1 if a determination of probable cause is made. If no such determination is made, the magistrate shall dismiss the complaint.

TEXT b

**b.** If a complaint is signed by a prosecutor, the magistrate shall proceed under Rule 3.1.

CREDIT

CREDIT(S)

Amended May 7, 1975, effective Aug. 1, 1975; July 28, 1993, effective Dec. 1, 1993; Jan. 24, 2003, effective March 1, 2003.

ANNOTATIONS (Notes of Decisions Index )

Current with amendments received through May 1, 2004.

Copyright © 2004 by West, a Thomson business. All rights reserved.
AZ ST RCRP Rule 2.4
END OF DOCUMENT

Copr. (C) West 2004 No Claim to Orig. U.S. Govt. Works

TEXT

16A A.R.S. Rules Crim.Proc., Rule 3.1

I2919DF60EE-E211D7A0BFC-C4C671DE671
Arizona Statutes Annotated Currentness
RULES OF CRIMINAL PROCEDURE
Rules of Criminal Procedure (Refs & Annos)
II. PRELIMINARY PROCEEDINGS
II. Preliminary Proceedings
**RULE 3. ARREST WARRANT OR SUMMONS UPON COMMENCEMENT OF CRIMINAL PROCEEDINGS**
Rule 3. Arrest Warrant or Summons Upon Commencement of Criminal Proceedings (Refs & Annos)
Rule 3.1. Issuance of warrant or summons

**Rule 3.1. Issuance of warrant or summons**

TEXT a

**a. Issuance.** Upon presentment of an indictment, or on a finding of probable cause made pursuant to Rule 2.4 (a), the magistrate shall immediately issue a warrant or summons, or a notice of supervening indictment under Rule 12.7(c). Upon presentment of a complaint signed by a prosecutor, the magistrate shall immediately issue a summons or notice of supervening indictment under Rule 12.7(c) or, after a finding of probable cause, issue a warrant.

TEXT b

**b. Preference of Summons.** Unless good cause exists for the issuance of a warrant, a summons shall issue if the defendant is not in custody and the offense charged is bailable as a matter of right, and there is reason to believe that the defendant will respond to it. If a warrant is requested or issued, the prosecutor or court shall state the reasons for the issuance of the warrant rather than a summons.

TEXT c

**c. Subsequent Issuance of Warrant.** An arrest warrant shall issue if:

TEXT c (1)

(1) a defendant who has been summoned fails to appear, or,

TEXT c (2)

(2) there is **good** cause to believe that **the defendant** will fail to appear, or

TEXT c (3)

(3) the summons cannot readily be served or delivered.

TEXT d

**d. Requirement for Warrant.** Before the arrest warrant may issue, a magistrate must determine that probable cause exists that the defendant committed the offense or find that such a determination had previously been made.

CREDIT

CREDIT(S)

Amended May 21, 1992, effective Dec. 1, 1992; July 28, 1993, effective Dec. 1, 1993; Jan. 24, 2003, effective March 1, 2003.

ANNOTATIONS (Notes of Decisions Index )

Current with amendments received through May 1, 2004.

Copyright © 2004 by West, a Thomson business. All rights reserved.
AZ ST RCRP Rule 3.1
END OF DOCUMENT

Copr. (C) West 2004 No Claim to Orig. U.S. Govt. Works

TEXT

16A A.R.S. Rules Crim.Proc., Rule 3.2

I292C2EE0EE-E211D7B4AD9-9A20D90991A
Arizona Statutes Annotated Currentness
RULES OF CRIMINAL PROCEDURE
Rules of Criminal Procedure (Refs & Annos)
II. PRELIMINARY PROCEEDINGS
II. Preliminary Proceedings
**RULE 3. ARREST WARRANT OR SUMMONS UPON COMMENCEMENT OF CRIMINAL PROCEEDINGS**
Rule 3. Arrest Warrant or Summons Upon Commencement of Criminal Proceedings (Refs & Annos)
Rule 3.2. Content of Warrant or Summons

**Rule 3.2. Content of Warrant or Summons**

TEXT a

**a. Warrant.** The warrant shall be signed by the issuing magistrate and shall contain the name of the defendant or, if the defendant's name is unknown, any name or description by which the defendant can be identified with reasonable certainty. It shall state the offense with which the defendant is charged and whether the offense is one to which victims' rights provisions apply. It shall command that the defendant be arrested and brought before the issuing magistrate or, if the issuing magistrate is absent or unable to act, the nearest or most accessible magistrate in the same county. If the defendant is bailable as a matter of right, it shall state the amount of a secured appearance bond.

TEXT b

**b. Summons.** The summons shall be in the same form as the warrant except that it shall summon the defendant to appear at a stated time and place within 7 days of the date of service. At the request of the prosecutor the summons shall command the defendant to report to a designated place to be photographed and fingerprinted prior to defendant's appearance in response to the summons. Failure to so report shall result in defendant's arrest at the time of defendant's appearance in response to the summons, unless good cause for such failure is shown, whereupon the magistrate shall direct the defendant to report immediately for such photographing and fingerprinting.

TEXT c

**c. Summons for Felony Offense.** On the issuance and service of a summons for a defendant who is charged with a felony offense, a violation of Title 13, Chapter 14, or Title 28, Chapter 4, [FN1] or a domestic violence offense as defined in § 13-3601, the court shall order that the defendant be fingerprinted by the appropriate law enforcement agency and that the defendant appear at a designated time and place for fingerprinting.

CREDIT

CREDIT(S)

Amended July 28, 1993, effective Dec. 1, 1993; Oct. 6, 1997, effective Dec. 1, 1997. Amended Jan. 6, 2000, effective June 1, 2000.

TEXT

[FN1] A.R.S.A. §§ 13-1401 et seq., 28-1301 et seq.

ANNOTATIONS (Notes of Decisions Index )

Current with amendments received through May 1, 2004.

Copyright © 2004 by West, a Thomson business. All rights reserved.
AZ ST RCRP Rule 3.2
END OF DOCUMENT

Copr. (C) West 2004 No Claim to Orig. U.S. Govt. Works

TEXT

16A A.R.S. Rules Crim.Proc., Rule 3.3

I293DBB10EE-E211D7A0BFC-C4C671DE671
Arizona Statutes Annotated Currentness
RULES OF CRIMINAL PROCEDURE
Rules of Criminal Procedure (Refs & Annos)
II. PRELIMINARY PROCEEDINGS
II. Preliminary Proceedings
**RULE 3. ARREST WARRANT OR SUMMONS UPON COMMENCEMENT OF CRIMINAL PROCEEDINGS**
Rule 3. Arrest Warrant or Summons Upon Commencement of Criminal Proceedings (Refs & Annos)
Rule 3.3. Execution and return of warrant

**Rule 3.3. Execution and return of warrant**

TEXT a

**a. By Whom.** The warrant shall be directed to, and may be executed by, all peace officers in the state.

TEXT b

**b. Manner of Execution.** A warrant shall be executed by arrest of the defendant. The officer need not have the warrant in possession at the time of the arrest, but upon request the officer shall show the warrant to the defendant as soon as possible. If the officer does not have the warrant in possession at the time of the arrest, he or she shall inform the defendant of the offense charged and of the fact that a warrant has been issued.

TEXT c

**c. Return.** Return of the warrant shall be made either to the magistrate who issued it or to the magistrate before whom the defendant makes his or her initial appearance.

CREDIT

CREDIT(S)

Amended July 28, 1993, effective Dec. 1, 1993.

ANNOTATIONS (Notes of Decisions Index )

Current with amendments received through May 1, 2004.

Copyright © 2004 by West, a Thomson business. All rights reserved.
AZ ST RCRP Rule 3.3
END OF DOCUMENT

Copr. (C) West 2004 No Claim to Orig. U.S. Govt. Works

THOMSON

AZ ST RCRP Rule 3.3

c Docs In Sequence

TEXT

16A A.R.S. Rules Crim.Proc., Rule 3.4

I29507FC0EE-E211D7B4AD9-9A20D90991A
Arizona Statutes Annotated Currentness
RULES OF CRIMINAL PROCEDURE
Rules of Criminal Procedure (Refs & Annos)
II. PRELIMINARY PROCEEDINGS
II. Preliminary Proceedings
**RULE 3. ARREST WARRANT OR SUMMONS UPON COMMENCEMENT OF CRIMINAL PROCEEDINGS**
Rule 3. Arrest Warrant or Summons Upon Commencement of Criminal Proceedings (Refs & Annos)
Rule 3.4. Service of summons

**Rule 3.4. Service of summons**

The summons may be served in the same manner as the summons in a civil action, except that service may not be by publication. In addition, a summons may be served by certified or registered mail, return receipt requested. Return of the receipt shall be prima facie evidence of service.

ANNOTATIONS (Notes of Decisions Index )

Current with amendments received through May 1, 2004.

Copyright © 2004 by West, a Thomson business. All rights reserved.
AZ ST RCRP Rule 3.4
END OF DOCUMENT

Copr. (C) West 2004 No Claim to Orig. U.S. Govt. Works

TEXT

16A A.R.S. Rules Crim.Proc., Rule 3.5

I29636B80EE-E211D7A0BFC-C4C671DE671
Arizona Statutes Annotated Currentness
RULES OF CRIMINAL PROCEDURE
Rules of Criminal Procedure (Refs & Annos)
II. PRELIMINARY PROCEEDINGS
II. Preliminary Proceedings
**RULE 3. ARREST WARRANT OR SUMMONS UPON COMMENCEMENT OF CRIMINAL PROCEEDINGS**
Rule 3. Arrest Warrant or Summons Upon Commencement of Criminal Proceedings (Refs & Annos)
Rule 3.5. Defective warrant

**Rule 3.5. Defective warrant**

A warrant of arrest shall not be invalidated, nor shall any person in custody thereon be discharged, because of a defect in form. The warrant may be amended by any magistrate to remedy such defect.

REFERENCES -- LAW REVIEW AND JOURNAL COMMENTARIES

Current with amendments received through May 1, 2004.

Copyright © 2004 by West, a Thomson business. All rights reserved.
AZ ST RCRP Rule 3.5
END OF DOCUMENT

Copr. (C) West 2004 No Claim to Orig. U.S. Govt. Works

TEXT

16A A.R.S. Rules Crim.Proc., Rule 4.1

I29872020EE-E211D7A0BFC-C4C671DE671
Arizona Statutes Annotated Currentness
RULES OF CRIMINAL PROCEDURE
Rules of Criminal Procedure (Refs & Annos)
II. PRELIMINARY PROCEEDINGS
II. Preliminary Proceedings
**RULE 4. INITIAL APPEARANCE AND ARRAIGNMENT**
Rule 4. Initial Appearance and Arraignment (Refs & Annos)
Rule 4.1. Procedure upon arrest

**Rule 4.1. Procedure upon arrest**

TEXT a

**a. Timeliness of Appearance Before Magistrate.** A person arrested shall be taken before a magistrate without unnecessary delay. If the person is not brought before a magistrate within 24 hours after arrest, he or she shall immediately be released.

TEXT b

**b. On Arrest Without a Warrant.** A person arrested without a warrant shall be taken before the nearest or most accessible magistrate in the county of arrest, whereupon a complaint, if one has not already been filed, shall promptly be prepared and filed. If a complaint is not filed within 48 hours from the time of the initial appearance before the magistrate, the defendant shall be released from jail, and the preliminary hearing date, if any, shall be vacated.

TEXT c

**c. On Arrest With a Warrant.**

TEXT c (1)

(1) A person arrested in the county in which the warrant was issued shall be taken before the magistrate who issued the warrant, or, if the magistrate is absent or unable to act, the nearest or most accessible magistrate in the same county.

TEXT c (2)

(2) A person arrested in a county other than the one in which the warrant was issued shall be taken before the nearest or most accessible magistrate in the county of arrest. If such person is eligible for release as a matter of right, he or she shall be released in accordance with Rule 7.2. If the person is not released immediately, the magistrate shall direct that he or she be taken to the county where the warrant originated to appear before the issuing magistrate, or, if the magistrate is absent or unable to act, before the nearest or most accessible magistrate.

TEXT d

**d. Assurance of Availability of Magistrate and the Setting of a Time for Initial Appearance.** Each presiding judge shall take such steps as are necessary to assure that a magistrate is available every day of the week to hold initial appearances required by Section (a). In addition, the presiding judge shall also assure that at least

one fixed time is set each day for conducting initial appearances and that local law enforcement agencies have been notified of the fixed time(s).

CREDIT

CREDIT(S)

Amended May 7, 1975, effective Aug. 1, 1975; Nov. 12, 1991, effective Dec. 31, 1991; July 28, 1993, effective Dec. 1, 1993.

ANNOTATIONS (Notes of Decisions Index )

Current with amendments received through May 1, 2004.

Copyright © 2004 by West, a Thomson business. All rights reserved.
AZ ST RCRP Rule 4.1
END OF DOCUMENT

Copr. (C) West 2004 No Claim to Orig. U.S. Govt. Works

TEXT

16A A.R.S. Rules Crim.Proc., Rule 4.2

I299B6B70EE-E211D7B4AD9-9A20D90991A
Arizona Statutes Annotated Currentness
RULES OF CRIMINAL PROCEDURE
Rules of Criminal Procedure (Refs & Annos)
II. PRELIMINARY PROCEEDINGS
II. Preliminary Proceedings
**RULE 4. INITIAL APPEARANCE AND ARRAIGNMENT**
Rule 4. Initial Appearance and Arraignment (Refs & Annos)
Rule 4.2. Initial Appearance

**Rule 4.2. Initial Appearance**

TEXT a

**a. In General.** At the suspect's initial appearance, the magistrate shall:

TEXT a (1)

(1) Ascertain the suspect's true name and address and, if necessary, amend the formal charges to reflect it, instructing the suspect to notify the court promptly of any change of address;

TEXT a (2)

(2) Inform the defendant of the charges against him or her;

TEXT a (3)

(3) Inform the defendant of his or her rights to counsel and to remain silent;

TEXT a (4)

(4) Determine whether probable cause exists for the purpose of release from custody. If no probable cause is found, the defendant shall immediately be released from custody;

TEXT a (5)

(5) Appoint counsel if the suspect is eligible for and requests appointed counsel under Rule 6;

TEXT a (6)

(6) Consider any views and comments offered by the victim concerning the issue of release. The magistrate may provide the victim with an opportunity to submit his or her views and comments on the issue of the suspect's release in written form in lieu of oral testimony;

TEXT a (7)

(7) Determine the conditions of release in accordance with Rule 7.2; and

TEXT a (8)

(8) For summoned defendants charged with a felony offense, a violation of Title 13, Chapter 14, or Title 28, Chapter 4, [FN1] or a domestic violence offense as defined in § 13-3601 the court shall order that the defendant be fingerprinted at the designated time and place by the appropriate law enforcement agency if the court has reasonable cause to believe that the defendant was not previously fingerprinted.

TEXT b

**b. Misdemeanors: Felonies Charged by Indictment.** When a suspect charged with a misdemeanor or indicted for a felony is brought before a magistrate for defendant's initial appearance, defendant may, in addition to the procedures set forth in Section (a), be arraigned in the manner prescribed by Rule 14, if counsel is present or waived. If the appearance is before a magistrate without jurisdiction to try the offense, the magistrate shall transfer the case to the proper court for arraignment. If the court finds that delay of the arraignment is indispensable to the interests of justice, the court shall provide sufficient time for notice pursuant to Rule 39(b)(2) when setting a date and time for the continued arraignment.

TEXT c

**c. Felonies Charged by Complaint.** When a suspect is charged in a complaint, the magistrate shall, in addition to the procedures required by Section (a):

TEXT c (1)

(1) Inform the suspect of his or her right to a preliminary hearing and the circumstances under which and procedures by which that right may be waived; and

TEXT c (2)

(2) Unless waived, set the time for a preliminary hearing in accordance with Rule 5.1.

CREDIT

CREDIT(S)

CREDIT

Amended May 7, 1975, effective Aug. 1, 1975; Nov. 12, 1991, effective Dec. 31, 1991; July 28, 1993, effective Dec. 1, 1993. Amended June 17, 1999, effective Oct. 1, 1999; Jan. 6, 2000, effective June 1, 2000.

TEXT

[FN1] A.R.S.A. §§ 13-1401 et seq., 28-1301 et seq.

<Editor's Note: The Jan. 6, 2000 amendment inadvertently failed to include subpar. (4) from the previous amendment of Rule 4.2(a) on June 17, 1999. This version includes the previously omitted subpar. (4) of Rule 4.2 (a), and renumbers subpars. (4) to (7) of the Jan. 6, 2000 version as subpars. (5) to (8), accordingly.>

ANNOTATIONS (Notes of Decisions Index )

Current with amendments received through May 1, 2004.

Copyright © 2004 by West, a Thomson business. All rights reserved.
AZ ST RCRP Rule 4.2
END OF DOCUMENT

Copr. (C) West 2004 No Claim to Orig. U.S. Govt. Works

AZ ST MARICOPA SUPER CT Rule 4.13 TEXT

17B A.R.S. Super.Ct.Local Prac.Rules, Maricopa County, Rule 4.13

I3CDC4D70C3-FA11D787C0D-D18882E330A
Arizona Statutes Annotated Currentness
LOCAL RULES OF PRACTICE SUPERIOR COURT
Local Rules of Practice Superior Court (Refs & Annos)
MARICOPA COUNTY
Maricopa County (Refs & Annos)
**RULE 4. CRIMINAL CASES**
Rule 4. Criminal Cases
Rule 4.13. Revocation of probation

**Rule 4.13. Revocation of probation**

TEXT a

**a. Notification of Adult Probation Department.** Before the county attorney files a petition to revoke probation, the county attorney shall notify the Adult Probation Department of the intention to do so and determine whether violation proceedings are being contemplated by the Adult Probation Department.

TEXT b

**b. Revocation Petition and Violation Report.** A copy of a petition to revoke probation shall be attached to the warrant or summons served upon the defendant. A copy of the violation of probation report filed by the supervising adult probation officer shall be made available for inspection by the defendant and the defendant's counsel not less than forty-eight (48) hours prior to the disposition hearing.

CREDIT

CREDIT(S)

Amended March 21, 1989, effective May 1, 1989.

Current with amendments received through May 1, 2004.

Copyright © 2004 by West, a Thomson business. All rights reserved.
AZ ST MARICOPA SUPER CT Rule 4.13
END OF DOCUMENT

Copr. (C) West 2004 No Claim to Orig. U.S. Govt. Works

THOMSON WEST

TEXT

16A A.R.S. Rules Crim.Proc., Rule 5.1

I29C03180EE-E211D7B4AD9-9A20D90991A
Arizona Statutes Annotated Currentness
RULES OF CRIMINAL PROCEDURE
Rules of Criminal Procedure (Refs & Annos)
II. PRELIMINARY PROCEEDINGS
II. Preliminary Proceedings
**RULE 5. PRELIMINARY HEARING**
Rule 5. Preliminary Hearing (Refs & Annos)
Rule 5.1. Right to preliminary hearing; waiver; postponement

**Rule 5.1. Right to preliminary hearing; waiver; postponement**

TEXT a

**a. Right to Preliminary Hearing.** When a complaint is filed charging the defendant with the commission of a felony, a preliminary hearing shall commence before a magistrate not later than 10 days following defendant's initial appearance if the defendant is in custody and not later than 20 days following defendant's initial appearance if the defendant is not in custody unless:

TEXT a (1)

(1) The complaint has been dismissed;

TEXT a (2)

(2) The hearing is waived; or

TEXT a (3)

(3) The defendant has been transferred from the juvenile court for criminal prosecution on specified charges;

TEXT a (4)

(4) The magistrate orders the hearing postponed as provided in Section (c).

TEXT b

**b. Waiver.** A preliminary hearing may be waived by written waiver, signed by the defendant, his or her counsel and the prosecutor.

TEXT c

**c. Postponement.** If a preliminary hearing has not been commenced within 10 days as required in Section (a), the defendant shall be released from custody automatically, unless he or she is charged with a non-bailable offense, whereupon the magistrate shall immediately notify the presiding judge of that county of the delay and the reasons therefor. Upon motion of any party, or on his or her own initiative, the magistrate may postpone the hearing beyond the 20-day limit specified in Section (a), upon finding that extraordinary circumstances exist and that delay is indispensable to the interests of justice, entering a written order detailing the reasons for his or her finding and giving the parties prompt notice thereof.

TEXT d

**d. Demand for Hearing.** A defendant who is in custody may demand that the preliminary hearing be held as soon as practicable, whereupon the magistrate shall commence the hearing with only such delay as is necessary to secure the attendance of counsel, court reporter and necessary witnesses.

CREDIT

CREDIT(S)

Amended May 7, 1975, effective Aug. 1, 1975; July 28, 1993, effective Dec. 1, 1993; Jan. 27, 1994, effective June 1, 1994.

ANNOTATIONS (Notes of Decisions Index )

Current with amendments received through May 1, 2004.

Copyright © 2004 by West, a Thomson business. All rights reserved.
AZ ST RCRP Rule 5.1
END OF DOCUMENT

Copr. (C) West 2004 No Claim to Orig. U.S. Govt. Works

TEXT

16A A.R.S. Rules Crim.Proc., Rule 12.7

I2E713670EE-E211D7A0BFC-C4C671DE671
Arizona Statutes Annotated Currentness
RULES OF CRIMINAL PROCEDURE
Rules of Criminal Procedure (Refs & Annos)
IV. PRETRIAL PROCEDURES
IV. Pretrial Procedures
**RULE 12. THE GRAND JURY**
Rule 12. The Grand Jury (Refs & Annos)
Rule 12.7. Indictment

**Rule 12.7. Indictment**

TEXT a

**a. Number of Grand Jurors Necessary to Indict.** An indictment shall not be returned without the concurrence of at least 9 grand jurors. If a person is in custody or has posted bond on a matter presented to the grand jury and no indictment is returned, the foreman shall promptly so report to the court in writing.

TEXT b

**b. Return of Indictment.** The indictment shall be returned in open court by the foreman in the presence of the grand jury and the prosecutor.

TEXT c

**c. Notice of Supervening Indictment.** If the defendant has previously had an initial appearance under Rule 4.2, the court shall prepare and send to the defendant and defendant's counsel a notice of supervening indictment in lieu of issuing a warrant or summons.

CREDIT

CREDIT(S)

Amended July 28, 1993, effective Dec. 1, 1993.

ANNOTATIONS (Notes of Decisions Index )

Current with amendments received through May 1, 2004.

Copyright © 2004 by West, a Thomson business. All rights reserved.
AZ ST RCRP Rule 12.7
END OF DOCUMENT

Copr. (C) West 2004 No Claim to Orig. U.S. Govt. Works

THOMSON

TEXT

17 A.R.S. Rules Crim.Proc., Rule 27.6

ICAB7ABC0C3-C411D787C0D-D18882E330A
Arizona Statutes Annotated Currentness
RULES OF CRIMINAL PROCEDURE
Rules of Criminal Procedure
VII. POST-VERDICT PROCEEDINGS
VII. Post-verdict Proceedings
**RULE 27. PROBATION AND PROBATION REVOCATION**
Rule 27. Probation and Probation Revocation (Refs & Annos)
Rule 27.6. Initial appearance after arrest

**Rule 27.6. Initial appearance after arrest**

When a probationer is arrested on a warrant issued under Rule 27.5(b), his or her probation officer, if any, shall be notified immediately, and the probationer shall be taken without unreasonable delay before the court from which the warrant was issued, who shall advise the probationer of his or her rights to counsel under Rule 6, inform the probationer that any statement he or she makes prior to the hearing may be used against him or her, set the date of the revocation hearing, and make a release determination under Rule 7.2(b).

CREDIT

CREDIT(S)

Amended July 28, 1993, effective Dec. 1, 1993; Feb. 4, 1999, effective June 1, 1999.

ANNOTATIONS (Notes of Decisions Index )

Current with amendments received through May 1, 2004.

Copyright © 2004 by West, a Thomson business. All rights reserved.
AZ ST RCRP Rule 27.6
END OF DOCUMENT

Copr. (C) West 2004 No Claim to Orig. U.S. Govt. Works

TEXT

16 A.R.S. Rules of Civil Procedure, Rule 45

I5854B0D0C3-F811D79B009-1A1D60DFEFE
Arizona Statutes Annotated Currentness
RULES OF CIVIL PROCEDURE FOR THE SUPERIOR COURTS OF ARIZONA
Rules of Civil Procedure for the Superior Courts of Arizona (Refs & Annos)
VI. TRIALS
VI. Trials (Refs & Annos)
Rule 45. Subpoena

**Rule 45. Subpoena**

TEXT (a)

**(a) Form; issuance.**

TEXT (a) (1)

(1) Every subpoena shall

TEXT (a) (1) (A)

(A) state the name of the Arizona court from which it is issued; and

TEXT (a) (1) (B)

(B) state the title of the action, the name of the court in which it is pending, and its civil action number; and

TEXT (a) (1) (C)

(C) command each person to whom it is directed to attend and give testimony or to produce and permit inspection and copying, designated books, documents or tangible things in the possession, custody or control of that person, or to permit inspection of premises, at a time and place therein specified; and

TEXT (a) (1) (D)

(D) set forth the recipients' rights and obligations under the subpoenas as follows:

TEXT

**Your Duties In Responding To This Subpoena**

You have the duty to produce the documents requested as they are kept by you in the usual course of business, or you may organize the documents and label them to correspond with the categories set forth in this subpoena. See Rule 45(d)(1) of the Arizona Rules of Civil Procedure.
If this subpoena asks you to produce and permit inspection and copying of designated books, papers, documents, tangible things, or the inspection of premises, you need not appear to produce the items unless the subpoena states that you must appear for a deposition, hearing or trial. See Rule 45(c)(2)(A) of the Arizona Rules of Civil Procedure.

**Your Right To Object**

The party or attorney serving the subpoena has a duty to take reasonable steps to avoid imposing an undue burden or expense on you. The Superior Court enforces this duty and may impose sanctions upon the party or attorney serving the subpoena if this duty is breached. See Rule 45(c)(1) of the Arizona Rules of Civil Procedure.
You may object to this subpoena if you feel that you should not be required to respond to the request(s) made. Any

objection to this subpoena must be made within 14 days after it is served upon you, or before the time specified for compliance, by providing a written objection to the party or attorney serving the subpoena. See Rule 45(c)(2)(B) of the Arizona Rules of Civil Procedure.
If you object because you claim the information requested is privileged or subject to protection as trial preparation material, you must express the objection clearly, and support each objection with a description of the nature of the document, communication or item not produced so that the demanding party can contest the claim. See Rule 45 (d)(2) of the Arizona Rules of Civil Procedure.
If you object to the subpoena in writing you do not need to comply with the subpoena until a court orders you to do so. It will be up to the party or attorney serving the subpoena to seek an order from the court to compel you to provide the documents or inspection requested, after providing notice to you. See Rule 45(c)(2)(B) of the Arizona Rules of Civil Procedure.
If you are not a party to the litigation, or an officer of a party, the court will issue an order to protect you from any significant expense resulting from the inspection and copying commanded. See Rule 45(c)(2)(B) of the Arizona Rules of Civil Procedure.
You also may file a motion in the superior court of the county in which the case is pending to quash or modify the subpoena if the subpoena:
(i) does not provide a reasonable time for compliance;
(ii) requires a non-party or officer of a party to travel to a county different from the county where the person resides or does business in person; or to travel to a county different from where the subpoena was served; or to travel to a place farther than 40 miles from the place of service; or to travel to a place different from any other convenient place fixed by an order of a court, except that a subpoena for you to appear and testify at trial can command you to travel from any place within the state;
(iii) requires the disclosure of privileged or protected information and no waiver or exception applies; or
(iv) subjects you to an undue burden. *See* Rule 45(c)(3)(A) of the Arizona Rules of Civil Procedure.
If this subpoena:
(i) requires disclosure of a trade secret or other confidential research, development, or commercial trade information; or
(ii) requires disclosure of an unretained expert's opinion or information not describing specific events or occurrences in dispute and resulting from the expert's study made not at the request of any party; or
(iii) requires a person who is not a party or an officer of a party to incur substantial travel expense;
The court may either quash or modify the subpoena, or the court may order you to appear or produce documents only upon specified conditions, if the party who served the subpoena shows a substantial need for the testimony or material that cannot be otherwise met without undue hardship and assures that you will be reasonably compensated. See Rule 45(c)(3)(B) of the Arizona Rules of Civil Procedure.

A command to produce evidence or to permit inspection may be joined with a command to appear at trial or hearing or at deposition, or may be issued separately.

TEXT (a) (2)

(2) A subpoena commanding attendance at a trial or hearing shall issue from the superior court for the county in which the hearing or trial is to be held. A subpoena for attendance at a deposition shall issue from the superior court for the county in which the case is pending. If separate from a subpoena commanding the attendance of a person, a subpoena for production or inspection shall issue from the superior court for the county in which the production or inspection is to be made.

TEXT (a) (3)

(3) The clerk shall issue a subpoena signed but otherwise is blank to a party requesting it who shall complete it before service.

TEXT (b)

**(b) Service.**

TEXT (b) (1)

(1) A subpoena may be served by any person who is not a party and is not less than eighteen years of age. Service

of a subpoena upon a person named therein shall be made by delivering a copy thereof to such person and if the person's attendance is commanded, by tendering to that person the fees for one day's attendance and the mileage allowed by law. When the subpoena is issued on behalf of the state or an officer or agency thereof, fees and mileage need not be tendered. Prior notice of any commanded production of documents and things or inspection of premises before trial shall be served on each party in the manner prescribed by Rule 5(c).

TEXT (b) (2)

(2) A subpoena may be served anywhere within the state.

TEXT (b) (3)

(3) Proof of service when necessary shall be made by filing with the clerk of the court of the county in which the case is pending a statement of the date and manner of service and of the names of the persons served, certified by the person who made service.

TEXT (c)

**(c) Protection of Persons Subject to Subpoenas.**

TEXT (c) (1)

(1) A party or an attorney responsible for the service of a subpoena shall take reasonable steps to avoid imposing undue burden or expense on a person subject to that subpoena. The superior court of the county where the subpoena was issued shall enforce this duty and impose upon the party or attorney in breach of this duty an appropriate sanction, which may include, but is not limited to, lost earnings and a reasonable attorneys' fee.

TEXT (c) (2) (A)

(2)(A) A person commanded to produce and permit inspection and copying of designated books, papers, documents, or tangible things, or inspection of premises need not appear in person at the place of production or inspection unless commanded to appear for deposition, hearing or trial.

TEXT (c) (2) (B)

(B) Subject to paragraph (d)(2) of this rule, a person commanded to produce and permit inspection and copying may, within 14 days after the service of the subpoena or before the time specified for compliance if such time is less than 14 days after service, serve upon the party or attorney designated in the subpoena written objection to inspection or copying of any or all of the designated materials or of the premises. If objection is made, the party serving the subpoena shall not be entitled to inspect and copy the materials except pursuant to an order of the court by which the subpoena was issued. If objection has been made, the party serving the subpoena may, upon notice to the person commanded to produce, move at any time for an order to compel the production. Such an order to compel production shall protect any person who is not a party or an officer of a party from significant expense resulting from the inspection and copying commanded.

TEXT (c) (3) (A)

(3)(A) On timely motion, the superior court of the county in which the case is pending or from which a subpoena was issued shall quash or modify the subpoena if it

TEXT (c) (3) (A) (i)

(i) fails to allow reasonable time for compliance;

TEXT (c) (3) (A) (ii)

(ii) requires a person who is not a party or an officer of a party to travel to a place other than the county in which the person resides or transacts business in person or is served with a subpoena, or within forty miles from the place of service, or such other convenient place fixed by an order of court, except that, subject to the provisions of clause (c)(3)(B)(iii) of this rule, such a person may in order to attend trial be commanded to travel from any such place within the state, or

TEXT (c) (3) (A) (iii)

(iii) requires disclosure of privileged or other protected matter and no exception or waiver applies, or

TEXT (c) (3) (A) (iv)

(iv) subjects a person to undue burden.

TEXT (c) (3) (B)

(B) If a subpoena

TEXT (c) (3) (B) (i)

(i) requires disclosure of a trade secret or other confidential research, development, or commercial information, or

TEXT (c) (3) (B) (ii)

(ii) requires disclosure of an unretained expert's opinion or information not describing specific events or occurrences in dispute and resulting from the expert's study made not at the request of any party, or

TEXT (c) (3) (B) (iii)

(iii) requires a person who is not a party or an officer of a party to incur substantial travel expense.

TEXT

The court may, to protect a person subject to or affected by the subpoena, quash or modify the subpoena or, if the party in whose behalf the subpoena is issued shows a substantial need for the testimony or material that cannot be otherwise met without undue hardship and assures that the person to whom the subpoena is addressed will be reasonably compensated, the court may order appearance or production only upon specified conditions.

TEXT (d)

**(d) Duties in Responding to Subpoena.**

TEXT (d) (1)

(1) A person responding to a subpoena to produce documents shall produce them as they are kept in the usual course of business or shall organize and label them to correspond with the categories in the demand.

TEXT (d) (2)

(2) When information subject to a subpoena is withheld on a claim that it is privileged or subject to protection as trial preparation materials, the claim shall be made expressly and shall be supported by a description of the nature of the documents, communications, or things not produced that is sufficient to enable the demanding party to contest the claim.

TEXT (e)

**(e) Contempt.** Failure of any person without adequate excuse to obey a subpoena served upon that person may be deemed a contempt of the superior court of the county from which the subpoena issued. An adequate cause for failure to obey exists when a subpoena purports to require a non-party to attend or produce at a place not within the limits provided by clause (ii) of subparagraph (c)(3).

TEXT (f)

**(f) Failure to Produce Documentary Evidence.** Upon failure to produce documentary evidence as provided in this Rule, secondary evidence of the books, papers, documents or tangible things may be given at trial.

TEXT (g)

**(g) ADA Notification. [FN1]** The subpoena shall state that "Requests for reasonable accommodation for persons with disabilities must be made to the court by parties at least 3 working days in advance of a scheduled court proceeding."

CREDIT

CREDIT(S)

Amended July 17, 1970, effective Nov. 1, 1970; July 6, 1983, effective Sept. 7, 1983; Sept. 15, 1987, effective Nov. 15, 1987; Oct. 9, 1996, effective Dec. 1, 1996.

TEXT

[FN1] Caption added by the publisher in 1995. Although not included in the October 9, 1996 court order, the Arizona Supreme Court has given the publisher permission to redesignate former par. (h) as par. (g).

ANNOTATIONS (Notes of Decisions Index )

Current with amendments received through May 1, 2004.

Copyright © 2004 by West, a Thomson business. All rights reserved.
AZ ST RCP Rule 45
END OF DOCUMENT

Copr. (C) West 2004 No Claim to Orig. U.S. Govt. Works

TEXT

16 A.R.S. Rules of Civil Procedure, Rule 64.1(a)

I49072100C4-0A11D79B009-1A1D60DFEFE
Arizona Statutes Annotated Currentness
RULES OF CIVIL PROCEDURE FOR THE SUPERIOR COURTS OF ARIZONA
Rules of Civil Procedure for the Superior Courts of Arizona (Refs & Annos)
VIII. PROVISIONAL AND FINAL REMEDIES AND SPECIAL PROCEEDINGS
VIII. Provisional and Final Remedies and Special Proceedings
RULE 64.1. CIVIL ARREST WARRANT
Rule 64.1. Civil Arrest Warrant (Refs & Annos)
Rule 64.1(a). Definition

**Rule 64.1(a). Definition**

A "civil arrest warrant" is an order issued in a non-criminal matter, directed to any peace officer in the state, to arrest the individual named therein and bring such person before the court.

CREDIT

CREDIT(S)

CREDIT

Added March 27, 1985, effective June 1, 1985.

REFERENCES -- LIBRARY REFERENCES

Current with amendments received through May 1, 2004.

Copyright © 2004 by West, a Thomson business. All rights reserved.
AZ ST RCP Rule 64.1(a)
END OF DOCUMENT

Copr. (C) West 2004 No Claim to Orig. U.S. Govt. Works

TEXT

16 A.R.S. Rules of Civil Procedure, Rule 64.1(b)

I626BADA0C4-0A11D79B009-1A1D60DFEFE
Arizona Statutes Annotated Currentness
RULES OF CIVIL PROCEDURE FOR THE SUPERIOR COURTS OF ARIZONA
Rules of Civil Procedure for the Superior Courts of Arizona (Refs & Annos)
VIII. PROVISIONAL AND FINAL REMEDIES AND SPECIAL PROCEEDINGS
VIII. Provisional and Final Remedies and Special Proceedings
RULE 64.1. CIVIL ARREST WARRANT
Rule 64.1. Civil Arrest Warrant (Refs & Annos)
Rule 64.1(b). When issued

**Rule 64.1(b). When issued**

The court may, on motion of a party or on its own motion, issue a civil arrest warrant if it finds that the person for whom the warrant is sought:

TEXT (1)

(1) Having been ordered by the court to appear personally at a specific time and location, and having received actual notice of such order, including a warning that failure to appear may result in the issuance of a civil arrest warrant, has failed to appear as ordered; or

TEXT (2)

(2) Having been served personally with a subpoena to appear in person, at a specific time and location, which contains a warning that failure to appear may result in the issuance of a civil arrest warrant, has failed to appear.

CREDIT

CREDIT(S)

Added March 27, 1985, effective June 1, 1985. Amended Feb. 18, 1992, effective May 1, 1992.

REFERENCES -- LIBRARY REFERENCES

Current with amendments received through May 1, 2004.

Copyright © 2004 by West, a Thomson business. All rights reserved.
AZ ST RCP Rule 64.1(b)
END OF DOCUMENT

Copr. (C) West 2004 No Claim to Orig. U.S. Govt. Works

TEXT

16 A.R.S. Rules of Civil Procedure, Rule 64.1(c)

I7A70F860C4-0A11D79B009-1A1D60DFEFE
Arizona Statutes Annotated Currentness
RULES OF CIVIL PROCEDURE FOR THE SUPERIOR COURTS OF ARIZONA
Rules of Civil Procedure for the Superior Courts of Arizona (Refs & Annos)
VIII. PROVISIONAL AND FINAL REMEDIES AND SPECIAL PROCEEDINGS
VIII. Provisional and Final Remedies and Special Proceedings
RULE 64.1. CIVIL ARREST WARRANT
Rule 64.1. Civil Arrest Warrant (Refs & Annos)
Rule 64.1(c). Content of warrant

**Rule 64.1(c). Content of warrant**

The civil arrest warrant shall be ordered by the judge and issued by the clerk. It shall contain the name of the person to be arrested and a description by which such person can be identified with reasonable certainty. It shall command that the person named be brought before the judge or, if the judge is absent or unable to act, the nearest or most accessible judge in the same county. The warrant shall set forth a bond in a reasonable amount to guarantee the appearance of the arrested person, or an order that the arrested person be held without bond until the arrested person is seen by a judge.

CREDIT

CREDIT(S)

Added March 27, 1985, effective June 1, 1985. Amended Sept. 15, 1987, effective Nov. 15, 1987.

REFERENCES -- LIBRARY REFERENCES

Current with amendments received through May 1, 2004.

Copyright © 2004 by West, a Thomson business. All rights reserved.
AZ ST RCP Rule 64.1(c)
END OF DOCUMENT

Copr. (C) West 2004 No Claim to Orig. U.S. Govt. Works

TEXT

16 A.R.S. Rules of Civil Procedure, Rule 64.1(d)

I9273D220C4-0A11D79B009-1A1D60DFEFE
Arizona Statutes Annotated Currentness
RULES OF CIVIL PROCEDURE FOR THE SUPERIOR COURTS OF ARIZONA
Rules of Civil Procedure for the Superior Courts of Arizona (Refs & Annos)
VIII. PROVISIONAL AND FINAL REMEDIES AND SPECIAL PROCEEDINGS
VIII. Provisional and Final Remedies and Special Proceedings
RULE 64.1. CIVIL ARREST WARRANT
Rule 64.1. Civil Arrest Warrant (Refs & Annos)
Rule 64.1(d). Time and manner of execution

**Rule 64.1(d). Time and manner of execution**

A civil arrest warrant is executed by the arrest of the person named therein. Unless the court otherwise directs upon a showing of good cause, a civil arrest warrant shall not be executed between the hours of ten p.m. and six-thirty a.m. The arrested person shall be brought immediately before the issuing judge if it is reasonably possible to do so. In any event, the arrested person shall be brought before the issuing judge, or a judge in the county of arrest, within 24 hours of the execution of the warrant. If the person is arrested in a county other than the county of issue, the arresting officer shall notify the sheriff in the county of issue who shall, as soon as possible, take custody of the arrested person and transport the arrested person to the issuing judge.

CREDIT

CREDIT(S)

Added March 27, 1985, effective June 1, 1985. Amended Sept. 15, 1987, effective Nov. 15, 1987.

REFERENCES -- LIBRARY REFERENCES

Current with amendments received through May 1, 2004.

Copyright © 2004 by West, a Thomson business. All rights reserved.
AZ ST RCP Rule 64.1(d)
END OF DOCUMENT

Copr. (C) West 2004 No Claim to Orig. U.S. Govt. Works

TEXT

16 A.R.S. Rules of Civil Procedure, Rule 64.1(e)

IAA64D190C4-0A11D79B009-1A1D60DFEFE
Arizona Statutes Annotated Currentness
RULES OF CIVIL PROCEDURE FOR THE SUPERIOR COURTS OF ARIZONA
Rules of Civil Procedure for the Superior Courts of Arizona (Refs & Annos)
VIII. PROVISIONAL AND FINAL REMEDIES AND SPECIAL PROCEEDINGS
VIII. Provisional and Final Remedies and Special Proceedings
RULE 64.1. CIVIL ARREST WARRANT
Rule 64.1. Civil Arrest Warrant (Refs & Annos)
Rule 64.1(e). Duty of court after execution of warrant

**Rule 64.1(e). Duty of court after execution of warrant**

The judge shall advise the arrested person of the nature of the proceedings, release the arrested person on the least onerous terms and conditions which reasonably guarantee the required appearance, and set the date of the next court appearance.

CREDIT

CREDIT(S)

Added March 27, 1985, effective June 1, 1985. Amended Sept. 15, 1987, effective Nov. 15, 1987.

REFERENCES -- LIBRARY REFERENCES

Current with amendments received through May 1, 2004.

Copyright © 2004 by West, a Thomson business. All rights reserved.
AZ ST RCP Rule 64.1(e)
END OF DOCUMENT

Copr. (C) West 2004 No Claim to Orig. U.S. Govt. Works

TEXT

16 A.R.S. Rules of Civil Procedure, Rule 64.1(f)

IC2566D40C4-0A11D79B009-1A1D60DFEFE
Arizona Statutes Annotated Currentness
RULES OF CIVIL PROCEDURE FOR THE SUPERIOR COURTS OF ARIZONA
Rules of Civil Procedure for the Superior Courts of Arizona (Refs & Annos)
VIII. PROVISIONAL AND FINAL REMEDIES AND SPECIAL PROCEEDINGS
VIII. Provisional and Final Remedies and Special Proceedings
RULE 64.1. CIVIL ARREST WARRANT
Rule 64.1. Civil Arrest Warrant (Refs & Annos)
Rule 64.1(f). Forfeiture of bond

**Rule 64.1(f). Forfeiture of bond**

The procedure for the forfeiture of bonds in criminal cases shall apply.

CREDIT

CREDIT(S)

Added March 27, 1985, effective June 1, 1985.

REFERENCES -- LIBRARY REFERENCES

Current with amendments received through May 1, 2004.

Copyright © 2004 by West, a Thomson business. All rights reserved.
AZ ST RCP Rule 64.1(f)
END OF DOCUMENT

Copr. (C) West 2004 No Claim to Orig. U.S. Govt. Works

8-341. Disposition and commitment; definitions

A. After receiving and considering the evidence on the proper disposition of the case, the court may enter judgment as follows:

1. It may award a delinquent juvenile:

(a) To the care of the juvenile's parents, subject to supervision of a probation department.

(b) To a probation department, subject to any conditions as the court may impose, including a period of incarceration in a juvenile detention center of not more than one year.

(c) To a reputable citizen of good moral character, subject to the supervision of a probation department.

(d) To a private agency or institution, subject to the supervision of a probation officer.

(e) To the department of juvenile corrections.

(f) To maternal or paternal relatives, subject to the supervision of a probation department.

(g) To an appropriate official of a foreign country of which the juvenile is a foreign national who is unaccompanied by a parent or guardian in this state to remain on unsupervised probation for at least one year on the condition that the juvenile cooperate with that official.

2. It may award an incorrigible child:

(a) To the care of the child's parents, subject to the supervision of a probation department.

(b) To the protective supervision of a probation department, subject to any conditions as the court may impose.

(c) To a reputable citizen of good moral character, subject to the supervision of a probation department.

(d) To a public or private agency, subject to the supervision of a probation department.

(e) To maternal or paternal relatives, subject to the supervision of a probation department.

B. If a juvenile is placed on probation pursuant to this section, the period of probation may continue until the juvenile's eighteenth birthday, except that the term of probation shall not exceed one year if all of the following apply:

1. The juvenile is not charged with a subsequent offense.

2. The juvenile has not been found in violation of a condition of probation.

3. The court has not made a determination that it is in the best interests of the juvenile or the public to require continued supervision. The court shall state by minute entry or written order its reasons for finding that continued supervision is required.

4. The offense for which the juvenile is placed on probation does not involve the discharge, use or

threatening exhibition of a deadly weapon or dangerous instrument or the intentional or knowing infliction of serious physical injury on another.

5. The offense for which the juvenile is placed on probation does not involve a violation of title 13, chapter 14 or 35.1.

6. Restitution ordered pursuant to section 8-344 has been made.

C. If a juvenile is adjudicated as a first time felony juvenile offender, the court shall provide the following written notice to the juvenile:

You have been adjudicated a first time felony juvenile offender. You are now on notice that if you are adjudicated of another offense that would be a felony offense if committed by an adult and if you commit the other offense when you are fourteen years of age or older, you will be placed on juvenile intensive probation, which may include home arrest and electronic monitoring, or you may be placed on juvenile intensive probation and may be incarcerated for a period of time in a juvenile detention center, or you may be committed to the department of juvenile corrections or you may be prosecuted as an adult. If you are convicted as an adult of a felony offense and you commit any other offense, you will be prosecuted as an adult.

D. If a juvenile is fourteen years of age or older and is adjudicated as a repeat felony juvenile offender, the juvenile court shall place the juvenile on juvenile intensive probation, which may include home arrest and electronic monitoring, may place the juvenile on juvenile intensive probation, which may include incarceration for a period of time in a juvenile detention center, or may commit the juvenile to the department of juvenile corrections pursuant to subsection A, paragraph 1, subdivision (e) of this section for a significant period of time.

E. If the juvenile is adjudicated as a repeat felony juvenile offender, the court shall provide the following written notice to the juvenile:

You have been adjudicated a repeat felony juvenile offender. You are now on notice that if you are arrested for another offense that would be a felony offense if committed by an adult and if you commit the other offense when you are fifteen years of age or older, you will be tried as an adult in the criminal division of the superior court. If you commit the other offense when you are fourteen years of age or older, you may be tried as an adult in the criminal division of the superior court. If you are convicted as an adult, you will be sentenced to a term of incarceration. If you are convicted as an adult of a felony offense and you commit any other offense, you will be prosecuted as an adult.

F. The failure or inability of the court to provide the notice required under subsections C and E of this section does not preclude the use of the prior adjudications for any purpose otherwise permitted.

G. After considering the nature of the offense and the age, physical and mental condition and earning capacity of the juvenile, the court shall order the juvenile to pay a reasonable monetary assessment if the court determines that an assessment is in aid of rehabilitation. If the director of the department of juvenile corrections determines that enforcement of an order for monetary assessment as a term and condition of conditional liberty is not cost-effective, the director may require the youth to perform an equivalent amount of community service in lieu of the payment ordered as a condition of conditional liberty.

H. If a child is adjudicated incorrigible, the court may impose a monetary assessment on the child of not

more than one hundred fifty dollars.

I. A juvenile who is charged with unlawful purchase, possession or consumption of spirituous liquor is subject to section 8-323. The monetary assessment for a conviction of unlawful purchase, possession or consumption of spirituous liquor by a juvenile shall not exceed five hundred dollars. The court of competent jurisdiction may order a monetary assessment or equivalent community service.

J. The court shall require the monetary assessment imposed under subsection G or H of this section on a juvenile who is not committed to the department of juvenile corrections to be satisfied in one or both of the following forms:

1. Monetary reimbursement by the juvenile in a lump sum or installment payments through the clerk of the superior court for appropriate distribution.

2. A program of work, not in conflict with regular schooling, to repair damage to the victim's property, to provide community service or to provide the juvenile with a job for wages. The court order for restitution or monetary assessment shall specify, according to the dispositional program, the amount of reimbursement and the portion of wages of either existing or provided work that is to be credited toward satisfaction of the restitution or assessment, or the nature of the work to be performed and the number of hours to be spent working. The number of hours to be spent working shall be set by the court based on the severity of the offense but shall not be less than sixteen hours.

K. If a juvenile is committed to the department of juvenile corrections the court shall specify the amount of the assessment imposed pursuant to subsection G or H of this section.

L. After considering the length of stay guidelines developed pursuant to section 41-2816, subsection C, the court may set forth in the order of commitment the minimum period during which the juvenile shall remain in secure care while in the custody of the department of juvenile corrections. When the court awards a juvenile to the department of juvenile corrections or an institution or agency, it shall transmit with the order of commitment copies of a diagnostic psychological evaluation and educational assessment if one has been administered, copies of the case report, all other psychological and medical reports, restitution orders, any request for postadjudication notice that has been submitted by a victim and any other documents or records pertaining to the case requested by the department of juvenile corrections or an institution or agency. The department shall not release a juvenile from secure care before the juvenile completes the length of stay determined by the court in the commitment order unless the county attorney in the county from which the juvenile was committed requests the committing court to reduce the length of stay. The department may release the juvenile from secure care without a further court order after the juvenile completes the length of stay determined by the court or may retain the juvenile in secure care for any period subsequent to the completion of the length of stay in accordance with the law.

M. Written notice of the release of any juvenile pursuant to subsection L of this section shall be made to any victim requesting notice, the juvenile court that committed the juvenile and the county attorney of the county from which the juvenile was committed.

N. Notwithstanding any law to the contrary, if a person is under the supervision of the court as an adjudicated delinquent juvenile at the time the person reaches eighteen years of age, treatment services may be provided until the person reaches twenty-one years of age if the court, the person and the state agree to the provision of the treatment and a motion to transfer the person pursuant to section 8-327 has not been filed or has been withdrawn. The court may terminate the provision of treatment services after

the person reaches eighteen years of age if the court determines that any of the following apply:

1. The person is not progressing toward treatment goals.

2. The person terminates treatment.

3. The person commits a new offense after reaching eighteen years of age.

4. Continued treatment is not required or is not in the best interests of the state or the person.

O. On the request of a victim of an act that may have involved significant exposure as defined in section 13-1415 or that if committed by an adult would be a sexual offense, the prosecuting attorney shall petition the adjudicating court to require that the juvenile be tested for the presence of the human immunodeficiency virus. If the victim is a minor the prosecuting attorney shall file this petition at the request of the victim's parent or guardian. If the act committed against a victim is an act that if committed by an adult would be a sexual offense or the court determines that sufficient evidence exists to indicate that significant exposure occurred, it shall order the department of juvenile corrections or the department of health services to test the juvenile pursuant to section 13-1415. Notwithstanding any law to the contrary, the department of juvenile corrections and the department of health services shall release the test results only to the victim, the delinquent juvenile, the delinquent juvenile's parent or guardian and a minor victim's parent or guardian and shall counsel them regarding the meaning and health implications of the results.

P. If a juvenile has been adjudicated delinquent for an offense that if committed by an adult would be a felony, the court shall provide the department of public safety Arizona automated fingerprint identification system established in section 41-2411 with the juvenile's fingerprints, personal identification data and other pertinent information. If a juvenile has been committed to the department of juvenile corrections the department shall provide the fingerprints and information required by this subsection to the Arizona automated fingerprint identification system. If the juvenile's fingerprints and information have been previously submitted to the Arizona automated fingerprint identification system the information is not required to be resubmitted.

Q. Access to fingerprint records submitted pursuant to subsection P of this section shall be limited to the administration of criminal justice as defined in section 41-1750. Dissemination of fingerprint information shall be limited to the name of the juvenile, juvenile case number, date of adjudication and court of adjudication.

R. For the purposes of this section:

1. "First time felony juvenile offender" means a juvenile who is adjudicated delinquent for an offense that would be a felony offense if committed by an adult.

2. "Repeat felony juvenile offender" means a juvenile to whom both of the following apply:

(a) Is adjudicated delinquent for an offense that would be a felony offense if committed by an adult.

(b) Previously has been adjudicated a first time felony juvenile offender.

3. "Sexual offense" means oral sexual contact, sexual contact or sexual intercourse as defined in section 13-1401.

8-354. Modification of supervision

A. The juvenile probation officer shall periodically examine the needs of each juvenile who is granted intensive probation and the risks of modifying the level of supervision of the juvenile. The court may at any time modify the placement or the level of supervision of a juvenile who is granted intensive probation.

B. The court may issue a warrant for the arrest of a juvenile who is granted intensive probation. If the juvenile commits an additional offense or violates a condition, the court may revoke intensive probation at any time before the expiration or termination of the period of intensive probation and hold disposition of the juvenile in accordance with section 8-341.

11-441. Powers and duties

A. The sheriff shall:

1. Preserve the peace.

2. Arrest and take before the nearest magistrate for examination all persons who attempt to commit or who have committed a public offense.

3. Prevent and suppress all affrays, breaches of the peace, riots and insurrections which may come to the knowledge of the sheriff.

4. Attend all courts, except justice and police courts, when an element of danger is anticipated and attendance is requested by the presiding judge, and obey lawful orders and directions issued by the judge.

5. Take charge of and keep the county jail, including a county jail under the jurisdiction of a county jail district, and the prisoners therein.

6. Endorse upon all process and notices the year, month, day, hour and minute of reception, and issue to the person delivering it, on payment of fees, a certificate showing the names of the parties, title of paper and time of reception.

7. Serve process and notices in the manner prescribed by law and certify under the sheriff's hand upon the process or notices the manner and time of service, or if the sheriff fails to make service, the reasons for failure, and return them without delay. When returnable to another county, the sheriff may enclose such process or notices in an envelope, addressed to the officer from whom received, and deposit it postage prepaid in the post office. The return of the sheriff is prima facie evidence of the facts stated in the return.

8. Secure, as soon as possible, the home of a deceased person located outside the boundaries of an incorporated city or town if the sheriff is unable to determine or locate the heirs or executor of the deceased person.

B. The sheriff may in the execution of the duties prescribed in subsection A, paragraphs 1 through 4 command the aid of as many inhabitants of the county as the sheriff deems necessary.

C. The sheriff shall conduct or coordinate within the county search or rescue operations involving the life or health of any person, or may assist in such operations in another county at the request of that county's sheriff, and may request assistance from any persons or agencies in the fulfillment of duties under this subsection.

D. The sheriff may, in the execution of the duties prescribed in this section, request the aid of volunteer posse and reserve organizations located in the county.

E. The sheriff may assist in the execution of the duties prescribed in this section in another county at the request of that county's sheriff.

F. The sheriff may require any prisoner who is on work release to reimburse the county for reasonable expenses incurred in connection with the release.

12-126. Seal; affixing of seal

A. The superior court shall have a seal which shall be the vignette of Abraham Lincoln with the words "seal of the superior court of the state of Arizona in and for the county of _____" surrounding the vignette. The seal shall be kept by the clerk of the court.

B. The seal of the superior court need not be affixed to any proceedings in the court except a summons or writ, the proof of a will, the appointment of an executor, administrator or guardian, or the authentication of a copy of a record or proceedings of the court or its officers for the purpose of record or evidence in another court or place.

C. The seal may be affixed by impressing it on the paper or on a substance attached to the paper, and capable of receiving the impression.

13-706. Death warrant; return

A. After a conviction and sentence of death are affirmed and the first post-conviction relief proceedings have concluded, the supreme court shall issue a warrant of execution that authorizes the director of the state department of corrections to carry out the execution thirty-five days after the supreme court's mandate or order denying review or upon motion by the state. The supreme court shall grant subsequent warrants of execution on a motion by the state. The time for execution shall be fixed for thirty-five days after the state's motion is granted.

B. Upon the execution of a sentence of death, the director of the state department of corrections shall make a return upon the death warrant to the court which pronounced sentence and the supreme court, showing the time, mode and manner in which it was executed.

13-4071. Subpoena; issuance; duty of clerk

A. The process by which attendance of a witness before a court or magistrate is required is a subpoena.

B. The subpoena may be signed and issued:

1. By a magistrate before whom a complaint is laid for witnesses, either on behalf of the state or the defendant.

2. By the county attorney, attorney general, municipal prosecutor or city prosecutor for witnesses to appear before the grand jury, or for witnesses on a complaint, indictment or information to appear before the court in which the complaint, indictment or information is to be heard or tried or by the county attorney, attorney general, municipal prosecutor or city prosecutor for witnesses requested by a grand jury.

3. By the clerk of the court in which an indictment or information is to be tried, or by the clerk as authorized in subsection C.

C. The clerk of the court or the clerk's designee shall upon request of the county attorney or attorney general issue a subpoena for witnesses to appear before the grand jury, without prior authorization by a grand jury, provided all of the following occur:

1. A duly impaneled grand jury is sworn and is in existence at the time of the issuance of such subpoena.

2. The county attorney or attorney general designates the subpoena with the standard identifying grand jury number.

3. The county attorney or attorney general reports to the foreman of the grand jury, or in the foreman's absence the acting foreman, the fact of the issuance of the subpoena within ten days following its issuance or, if the grand jury is in recess, at the first succeeding session of the grand jury after the expiration of the ten day period.

4. The county attorney or attorney general reports to the presiding judge of the superior court the fact of the issuance of the subpoena within ten days following its issuance.

D. The clerk shall, at any time, upon application of the defendant, and without charge, issue as many blank subpoenas, subscribed by the clerk as clerk, for witnesses as the defendant requires.

13-2812. Unlawful grand jury disclosure; classification

A. A person commits unlawful grand jury disclosure if the person knowingly discloses to another the nature or substance of any grand jury testimony or any decision, result or other matter attending a grand jury proceeding, except in the proper discharge of official duties, at the discretion of the prosecutor to inform a victim of the status of the case or when permitted by the court in furtherance of justice.

B. Unlawful grand jury disclosure is a class 1 misdemeanor.

13-3845. Extradition documents; contents

A. A warrant of extradition shall not be issued unless the documents presented by the executive authority making the demand show that:

1. Except in cases arising under section 13-3846, the accused was present in the demanding state at the time of the commission of the alleged crime, and thereafter fled from the state;

2. The accused is now in this state; and

3. The accused is lawfully charged by indictment found or by information filed by a prosecuting officer and supported by affidavit to the facts, or by affidavit made before a magistrate in that state, with having committed a crime under the laws of that state, or that he has been convicted of a crime in that state and has escaped from confinement or broken his parole.

B. In addition to the information required by subsection A of this section, a warrant of extradition shall not be issued unless the documents presented by the executive authority making the demand include:

1. A photograph and photo affidavit identifying the accused as the fugitive charged with the offense; or

2. Fingerprints certified by the issuing authority that can be used to identify the accused as the fugitive charged with the offense.

13-4072. Service of subpoena

A. A subpoena may be served by any person.

B. A subpoena may be served by any of the following methods:

1. Personal service.

2. Certified mail.

3. First class mail, if a certificate of service and return card is returned by the addressee.

C. Personal service of a subpoena is made by showing the original to the witness personally, informing him of its contents and delivering a copy of the subpoena to such witness. Written return of service of a subpoena must be made without delay, stating the time and place of service.

D. Subpoenas may be served by certified mail for delivery to addressee only. The subpoena shall be registered and mailed, postage and registry fee prepaid, to the addressee with a request endorsed on the envelope in the usual form for the return of the letter to the sender if not delivered within five days. The receipt of such certified letter by the addressee is deemed valid service upon him and the returned receipt signed by the addressee named in the subpoena is prima facie evidence of notification.

E. Subpoenas may be served by first class mail if the addressee is supplied with a certificate of service and return card. The return of such card signifies and states that the addressee has received official notice to appear in court, that he waives all further service of subpoena and that he submits to the jurisdiction of the court for the purposes set forth in the subpoena. The return of the signed card is prima facie evidence of notification.

F. A peace officer shall serve in his county any subpoena delivered to him for service, either on behalf of this state or the defendant.

G. The methods described in this section also apply to out-of-county subpoenas as set forth in section 13-4076.

13-4073. Refusal to attend, be sworn or testify as contempt; civil liability

A. Disobedience to a subpoena or refusal to be sworn or to testify as a witness may be punished by the court or magistrate as a contempt.

B. A witness disobeying a subpoena issued on behalf of defendant, unless he shows good cause for his non-attendance, is liable to defendant in the sum of one hundred dollars, which may be recovered in a civil action, if defendant is damaged by the non-attendance of such witness.

13-4074. Attendance of witness; liability for non-attendance

A. When a witness has been subpoenaed in a criminal action, the witness shall attend and be present in the court before which he has been summoned at the time named in the subpoena and from time to time without further subpoena, until finally discharged by the court.

B. Should the witness subpoenaed neglect to attend and be present in court, the cost of procuring the attendance of such witness when required by the court, shall be taxed against the witness unless excused by the court for good cause shown, and if the witness has entered into an undertaking to appear, the undertaking is forfeited in the same manner as undertakings of bail.

13-4075. Removal of prisoner to attend as witness; procedure; duty of sheriff

A. When the testimony of a material witness for the state or for defendant is required in a criminal action before a court of record, and the witness is a prisoner in the state prison, or a jail, an order for his temporary removal from such prison or jail, and for his production before the court, may be made by the court in which the action is pending, or by the judge thereof. If the prison or jail is without the county in which the application is made, the order shall be made only upon the affidavit of the attorney for the state or for defendant, showing that the testimony is material and necessary. The granting of the order is in the discretion of the court or judge.

B. The order provided in subsection A of this section shall be executed by the sheriff of the county in which it is made, who shall bring the prisoner before the court, safely keep him and, when he is no longer required as a witness, return him to the prison or jail from which he was taken.

13-4091. Definitions

In this article, unless the context otherwise requires:

1. "Witness" includes a person whose testimony is desired in any proceeding or investigation by a grand jury or in a criminal action, prosecution or proceeding.

2. "State" includes any territory of the United States and the District of Columbia.

3. "Summons" includes a subpoena, order or other notice requiring the appearance of a witness.

13-4092. Summoning witness in this state to testify in another state

A. If a judge of a court of record in any state which by its laws has made provision for commanding persons within that state to attend and testify in this state certifies under the seal of such court that there is a criminal prosecution pending in such court, or that a grand jury investigation has commenced or is about to commence, that a person being within this state is a material witness in such prosecution, or grand jury investigation, and that his presence will be required for a specified number of days, upon presentation of such certificate to any judge of a court of record in the county in which such person is, such judge shall fix a time and place for a hearing, and shall make an order directing the witness to appear at a time and place certain for a hearing.

B. If at a hearing the judge determines that the witness is material and necessary, that it will not cause undue hardship to the witness to be compelled to attend and testify in the prosecution or a grand jury investigation in the other state, and that the laws of the state in which the prosecution is pending, or grand jury investigation has commenced or is about to commence, will give to him protection from arrest and the service of civil and criminal process, he shall issue a summons, with a copy of the certificate attached, directing the witness to attend and testify in the court where the prosecution is pending, or where a grand jury investigation has commenced or is about to commence at a time and place specified in the summons. In any such hearing the certificate shall be prima facie evidence of all the facts stated therein.

C. If the certificate recommends that the witness be taken into immediate custody and delivered to an officer of the requesting state to assure his attendance in the requesting state, such judge may, in lieu of notification of the hearing, direct that such witness be forthwith brought before him for the hearing; and the judge at the hearing being satisfied of the desirability of such custody and delivery, for which determination the certificate shall be prima facie proof of such desirability may, in lieu of issuing subpoena or summons, order that the witness be forthwith taken into custody and delivered to an officer of the requesting state.

D. If the witness, who is summoned as above provided, after being paid or tendered by some properly authorized person the sum of ten cents a mile for each mile by the ordinary traveled route to and from the court where the prosecution is pending and five dollars for each day that he is required to travel and attend as a witness, fails without good cause to attend and testify as directed in the summons, he shall be punished in the manner provided for the punishment of a witness who disobeys a summons issued from a court of record in this state.

13-4093. Witness from another state summoned to testify in this state

A. If a person in any state, which by its laws has made provision for commanding persons within its borders to attend and testify in criminal prosecutions, or grand jury investigations commenced or about to commence, in this state, is a material witness in a prosecution pending in a court of record in this state, or in a grand jury investigation which has commenced or is about to commence, a judge of such court may issue a certificate under the seal of the court stating these facts and specifying the number of days the witness will be required. This certificate shall be presented to a judge of a court of record in the county in which the witness is found.

B. If the certificate recommends that the witness be taken into immediate custody and delivered to an officer of this state to assure his attendance in this state, such judge may direct that the witness be forthwith brought before him; and the judge being satisfied of the desirability of such custody and delivery, for which determination the certificate shall be prima facie proof, may order that the witness be forthwith taken into custody and delivered to an officer of this state, which order shall be sufficient authority to the officer to take the witness into custody and hold him unless and until he may be released by bail, recognizance or order of the judge issuing the certificate.

C. If the witness is summoned to attend and testify in this state he shall be tendered the sum of ten cents a mile for each mile by the ordinary traveled route to and from the court where the prosecution is pending and five dollars for each day that he is required to travel and attend as a witness. A witness who has appeared in accordance with the provisions of the summons shall not be required to remain within this state a longer period of time than the period mentioned in the certificate, unless otherwise ordered by the court. If such witness, after coming into this state, fails without good cause to attend and testify as directed in the summons, he shall be punished in the manner provided for the punishment of any witness who disobeys a summons issued from a court of record in this state.

13-4094. Exemption from arrest and service of process

A. If a person comes into this state in obedience to a summons directing him to attend and testify in this state he shall not while in this state pursuant to such summons be subject to arrest or the service of process, civil or criminal, in connection with matters which arose before his entrance into this state under the summons.

B. If a person passes through this state while going to another state in obedience to a summons to attend and testify in that state or while returning therefrom, he shall not while so passing through this state be subject to arrest or the service of process, civil or criminal, in connection with matters which arose before his entrance into this state under the summons.

13-4405.01. Issuance and execution of arrest warrants

A. Beginning on the effective date of this section, on the issuance of an arrest warrant, the court issuing the warrant shall state in the warrant whether the person named in the warrant is to be arrested for or is to be charged with committing a criminal offense as defined in section 13-4401 or is materially related to a criminal offense as defined in section 13-4401.

B. On receipt of notice of an arrest or an impending arrest of a suspect and if applicable pursuant to subsection A of this section, the agency that is responsible for holding the original warrant shall notify the law enforcement agency that was responsible for the original investigation of the offense of the impending incarceration of a suspect who is arrested on the law enforcement agency's warrant.

C. On receiving notice that the warrant was executed pursuant to subsection B of this section, the law enforcement agency that was responsible for the original investigation of the offense shall do all of the following if the victim has requested notice pursuant to section 13-4405:

1. Notify the victim of the arrest and of the time, place and date for the initial appearance.

2. Inform the victim of the telephone number of the custodial agency in which the arrested person is held.

3. Provide the custodial agency with the victim information pursuant to section 13-4405 so that the custodial agency may notify the victim of the release of the suspect pursuant to section 13-4412, if applicable.

D. A law enforcement agency is not required to provide victim information pursuant to Section 13-4405, subsections C and E to the custodial agency at the time a suspect is taken into custody unless the law enforcement agency that performs that warrant arrest is also the law enforcement agency that was responsible for the original investigation of the offense.

E. The victim's right to be informed of an arrest or a release after a suspect is arrested pursuant to a warrant applies to warrants that are issued on or after September 1, 1996.

F. Law enforcement, courts and custodial agencies are not liable pursuant to section 13-4437 for the failure to inform a victim of the arrest or release of a suspect on warrants that were issued before September 1, 1996.

13-4412. Notice of release or escape

A. The sheriff or municipal jailer shall, on request, notify the victim of the release of the accused.

B. The custodial agency shall immediately give notice to a victim and the prosecutor's office of an escape by, and again upon the subsequent rearrest of, an incarcerated person who is accused or convicted of committing a criminal offense against the victim. The custodial agency shall give notice by any reasonable means.

Federal Rules of Civil Procedure - Arizona



**(c) Other Proof.** This rule does not prevent the proof of official records or of entry or lack of entry therein by any other method authorized by law.

[Amended February 28, 1966, effective July 1, 1966; March 2, 1987, effective August 1, 1987; April 30, 1991, effective December 1, 1991.]

## RULE 44.1 DETERMINATION OF FOREIGN LAW

A party who intends to raise an issue concerning the law of a foreign country shall give notice by pleadings or other reasonable written notice. The court, in determining foreign law, may consider any relevant material or source, including testimony, whether or not submitted by a party or admissible under the Federal Rules of Evidence. The court's determination shall be treated as a ruling on a question of law.

[Adopted February 28, 1966, effective July 1, 1966; amended November 20, 1972, effective July 1, 1975; March 2, 1987, effective August 1, 1987.]

## RULE 45. SUBPOENA

**(a) Form; Issuance.**

(1) Every subpoena shall

(A) state the name of the court from which it is issued; and

(B) state the title of the action, the name of the court in which it is pending, and its civil action number; and

(C) command each person to whom it is directed to attend and give testimony or to produce and permit inspection and copying of designated books, documents or tangible things in the possession, custody or control of that person, or to permit inspection of premises, at a time and place therein specified; and

(D) set forth the text of subdivisions (c) and (d) of this rule.

A command to produce evidence or to permit inspection may be joined with a command to appear at trial or hearing or at deposition, or may be issued separately.

(2) A subpoena commanding attendance at a trial or hearing shall issue from the court for the district in which the hearing or trial is to be held. A subpoena for attendance at a deposition shall issue from the court for the district designated by the notice of deposition as the district in which the deposition is to be taken. If separate from a subpoena commanding the attendance of a person, a subpoena for production or inspection shall issue from the court for the district in which the production or inspection is to be made.

(3) The clerk shall issue a subpoena, signed but otherwise in blank, to a party requesting it, who shall complete it before service. An attorney as officer of the court may also issue and sign a subpoena on behalf of

(A) a court in which the attorney is authorized to practice; or

(B) a court for a district in which a deposition or production is compelled by the subpoena, if the deposition or production pertains to an action pending in a court in which the attorney is authorized to practice.

**(b) Service.**

(1) A subpoena may be served by any person who is not a party and is not less than 18 years of age. Service of a subpoena upon a person named therein shall be made by delivering a copy thereof to such person and, if the person's attendance is commanded, by tendering to that person the fees for one day's attendance and the mileage allowed by law. When the subpoena is issued on behalf of the United States or an officer or agency thereof, fees and mileage need not be tendered. Prior notice of any commanded production of documents and things or inspection of premises before trial shall be served on each party in the manner prescribed by Rule 5(b).

(2) Subject to the provisions of clause (ii) of subparagraph (c)(3)(A) of this rule, a subpoena may be served at any place within the district of the court by which it is issued, or at any place without the district that is within 100 miles of the place of the deposition, hearing, trial, production, or inspection specified in the subpoena or at any place within the state where a state statute or rule of court permits service of a subpoena issued by a state court of general jurisdiction sitting in the place of the deposition, hearing, trial, production, or inspection specified in the subpoena. When a statute of the United States provides therefor, the court upon proper application and cause shown may authorize the service of a subpoena at any other place. A subpoena directed to a witness in a foreign country who is a national or resident of the United States shall issue under the circumstances and in the manner and be served as provided in Title 28, U.S.C. § 1783.

(3) Proof of service when necessary shall be made by filing with the clerk of the court by which the subpoena is issued a statement of the date and manner of service and of the names of the persons served, certified by the person who made the service.

**(c) Protection of Persons Subject to Subpoenas.**

(1) A party or an attorney responsible for the issuance and service of a subpoena shall take reasonable steps to avoid imposing undue burden or expense on a person subject to that subpoena. The court on behalf of which the subpoena was issued shall enforce this duty and impose upon the party or attorney in breach of this duty an appropriate sanction, which may in-

clude, but is not limited to, lost earnings and a reasonable attorney's fee.

(2)(A) A person commanded to produce and permit inspection and copying of designated books, papers, documents or tangible things, or inspection of premises need not appear in person at the place of production or inspection unless commanded to appear for deposition, hearing or trial.

(B) Subject to paragraph (d)(2) of this rule, a person commanded to produce and permit inspection and copying may, within 14 days after service of the subpoena or before the time specified for compliance if such time is less than 14 days after service, serve upon the party or attorney designated in the subpoena written objection to inspection or copying of any or all of the designated materials or of the premises. If objection is made, the party serving the subpoena shall not be entitled to inspect and copy the materials or inspect the premises except pursuant to an order of the court by which the subpoena was issued. If objection has been made, the party serving the subpoena may, upon notice to the person commanded to produce, move at any time for an order to compel the production. Such an order to compel production shall protect any person who is not a party or an officer of a party from significant expense resulting from the inspection and copying commanded.

(3)(A) On timely motion, the court by which a subpoena was issued shall quash or modify the subpoena if it

(i) fails to allow reasonable time for compliance;

(ii) requires a person who is not a party or an officer of a party to travel to a place more than 100 miles from the place where that person resides, is employed or regularly transacts business in person, except that, subject to the provisions of clause (c)(3)(B)(iii) of this rule, such a person may in order to attend trial be commanded to travel from any such place within the state in which the trial is held, or

(iii) requires disclosure of privileged or other protected matter and no exception or waiver applies, or

(iv) subjects a person to undue burden.

(B) If a subpoena

(i) requires disclosure of a trade secret or other confidential research, development, or commercial information, or

(ii) requires disclosure of an unretained expert's opinion or information not describing specific events or occurrences in dispute and resulting from the expert's study made not at the request of any party, or

(iii) requires a person who is not a party or an officer of a party to incur substantial expense to travel more than 100 miles to attend trial, the court may, to protect a person subject to or affected by the subpoena, quash or modify the subpoena or, if the party in whose behalf the subpoena is issued shows a substantial need for the testimony or material that cannot be otherwise met without undue hardship and assures that the person to whom the subpoena is addressed will be reasonably compensated, the court may order appearance or production only upon specified conditions.

**(d) Duties in Responding to Subpoena.**

(1) A person responding to a subpoena to produce documents shall produce them as they are kept in the usual course of business or shall organize and label them to correspond with the categories in the demand.

(2) When information subject to a subpoena is withheld on a claim that it is privileged or subject to protection as trial preparation materials, the claim shall be made expressly and shall be supported by a description of the nature of the documents, communications, or things not produced that is sufficient to enable the demanding party to contest the claim.

**(e) Contempt.** Failure by any person without adequate excuse to obey a subpoena served upon that person may be deemed a contempt of the court from which the subpoena issued. An adequate cause for failure to obey exists when a subpoena purports to require a non-party to attend or produce at a place not within the limits provided by clause (ii) of subparagraph (c)(3)(A).

[Amended December 27, 1946, effective March 19, 1948; December 29, 1948, effective October 20, 1949; March 30, 1970, effective July 1, 1970; April 29, 1980, effective August 1, 1980; April 29, 1985, effective August 1, 1985; March 2, 1987, effective August 1, 1987; April 30, 1991, effective December 1, 1991.]

## RULE 46. EXCEPTIONS UNNECESSARY

Formal exceptions to rulings or orders of the court are unnecessary; but for all purposes for which an exception has heretofore been necessary it is sufficient that a party, at the time the ruling or order of the court is made or sought, makes known to the court the action which the party desires the court to take or the party's objection to the action of the court and the grounds therefor; and, if a party has no opportunity to object to a ruling or order at the time it is made, the absence of an objection does not thereafter prejudice the party.

[Amended March 2, 1987, effective August 1, 1987.]

## RULE 47. SELECTION OF JURORS

**(a) Examination of Jurors.** The court may permit the parties or their attorneys to conduct the examination of prospective jurors or may itself conduct the examination. In the latter event, the court

# ARIZONA RULES OF COURT

## FEDERAL

2003

FOR STATE RULES, SEE ARIZONA RULES OF COURT, 2003 STATE EDITION

THOMSON
WEST