

CHAPTER: N/A TITLE: Case Flow Management	HISTORICAL DOC: #45 CREATION DATE: 04/20/10	REVISION DATE: 08/16/10 & 12/3/13, 2/26/14, 7/11/14
AUTHORITY: Model Time Standards; CourTools; Best practices	PREPARED BY: Judges and Management Team	APPROVED BY: J.Olcavage 3/07/14
PURPOSE: Develop and implement a process to improve the overall efficiency of case calendaring, fair and equal treatment of all parties and predictability of case processing timelines and events. *In the interest of justice a judge may deviate from this policy and scheduling guidelines.		

Policy #45 – Case Flow Management

Case Processing Standards for State Trial Courts were approved November 14, 2013 by the Arizona Supreme Court (AO # 2013-95). The time standards run from the date of filing to the date of disposition by entry of judgment.

Criminal DUI Misdemeanor

85% within 120 days
93% within 180 days

Criminal Misdemeanor

75% within 60 days
90% within 90 days
98% within 180 days

Protection Orders:

ExParte Hearing:
99% within 24 hours
Contested Hearings:
90% within 10 days
98% within 30 days

Civil Traffic:

75% within 30 days
90% within 60 days
98% within 90 days

Civil Local Ordinance:

75% within 60 days
90% within 90 days
98% within 180 days

Photo Enforcement:

55% within 90 days
60% within 120 days
100% within 180 days

Post-Conviction Proceedings following Criminal conviction:

98% within 180 days

As an adopter of the National Center for State Courts High Performance Court Framework principles, Scottsdale City Court strives to produce high quality administration of justice by giving each case individual attention, treating cases proportionately, demonstrating that court procedures are fair and understandable to all parties, and that there is administrative and judicial control over the legal process. As such, the following case flow time standards are established:

CRIMINAL CASES- DUI with Attorney

Arrestment: (ARR) *Scheduled within 30 days from the date of violation.*

Pretrial Conference: (PTC) *Scheduled within 20 days from Arrestment.*

Note: Case Preparedness Checklist: The checklist can be utilized to assist with identification of any outstanding issues that need to be resolved on or before either the Pretrial Conference or the Case Management Conference. The checklist is provided to all parties to the case on or before the Pretrial Conference.

Case Management Conference (CMC): All parties must appear and resolve any outstanding issues noted on their Case Preparedness Checklist. *Scheduled within 45 days of the Pretrial Conference.*

Trial Readiness Conference (TRC): All parties must appear at the TRC. A "Motion to Set Trial" must be completed. *Scheduled within 40 days of CMC.*

Calendar Call: (CC) Scheduled within 5 business days of the scheduled jury trial. Typically the Calendar Call and the Jury Trial dates are determined and scheduled as a "pair". *Scheduled no later than 40 days from the TRC.*

Jury Trial: (JT) All parties of a minimum of 3 cases set for jury trial must appear in person on the trial date. *Scheduled no later than 45 days from the TRC.*

Sentencing/Final Adjudication: *Scheduled no later than 10 days from the Jury Trial held date.*

CRIMINAL CASES- DUI with Pro Per

Arrestment: (ARR) *Scheduled within 30 days from the date of violation.*



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90% within 60 days
98% within 90 days

Civil Local Ordinance:

75% within 60 days
90% within 90 days
98% within 180 days

Photo Enforcement:

55% within 90 days
60% within 120 days
100% within 180 days

Post-Conviction Proceedings following Criminal conviction:

98% within 180 days



Pretrial Conference: (PTC) *Scheduled within 14 days from Arraignment.*

Note: Case Preparedness Checklist: The checklist can be utilized to assist with identification of any outstanding issues that need to be resolved on or before either the Pretrial Conference or the Case Management Conference. The checklist is provided to all parties to the case on or before the Pretrial Conference.

Case Management Conference (CMC): All parties must appear and resolve outstanding issues noted on their Case Preparedness Checklist. *Scheduled within 14 days of the Pretrial Conference.*

Trial Readiness Conference (TRC): All parties must appear at the TRC. A “Motion to Set Trial” must be completed. *Scheduled within 30 days of CMC.*

Calendar Call: (CC) Scheduled within 5 business days of the scheduled jury trial. Typically the Calendar Call and the Jury Trial dates are determined and scheduled as a “pair”. *Scheduled no later than 40 days from the TRC.*

Jury Trial: (JT) All parties of a minimum of 3 cases set for jury trial must appear in person on the trial date. *Scheduled no later than 45 days from the TRC.*

Sentencing/Final Adjudication: *Scheduled no later than 10 days from the Jury Trial held date.*

CRIMINAL CASES- Complex

Arraignment: (ARR) Scheduled within 30 days from the date of violation.

Pretrial Conference: (PTC) *Scheduled within 20 days from Arraignment.*

Note: Case Preparedness Checklist: The checklist can be utilized to assist with identification of any outstanding issues that need to be resolved on or before either the Pretrial Conference or the Case Management Conference. The checklist is provided to all parties to the case on or before the Pretrial Conference.

Case Management Conference (CMC): All parties must appear and resolve outstanding issues noted on their Case Preparedness Checklist. *Scheduled within 30 days of the Pretrial Conference.*

Trial Readiness Conference (TRC): All parties must appear at the TRC. A “Motion to Set Trial” must be completed. *Scheduled within 30 days of Case Management Conference.*

Calendar Call: (CC) Scheduled within 5 business days of the scheduled jury trial. Typically the Calendar Call and the Jury Trial dates are determined and scheduled as a “pair”. *Scheduled no later than 40 days from the TRC.*



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Civil Local Ordinance:

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90% within 90 days
98% within 180 days

Photo Enforcement:

55% within 90 days
60% within 120 days
100% within 180 days

Post-Conviction Proceedings following Criminal conviction:

98% within 180 days



Jury Trial: (JT) All parties of a minimum of 3 cases set for jury trial must appear in person on the trial date. *Scheduled no later than 45 days from the TRC.*

Sentencing/Final Adjudication: *Scheduled no later than 10 days from the Jury Trial held date.*

CRIMINAL CASES- Others

Arraignment: (ARR) *Scheduled within 30 days from the date of violation.*

Pretrial Conference: (PTC) *Scheduled within 20 days from Arraignment.*

Note: Case Preparedness Checklist: The checklist can be utilized to assist with identification of any outstanding issues that need to be resolved on or before either the Pretrial Conference or the Case Management Conference. The checklist is provided to all parties to the case on or before the Pretrial Conference.

Case Management Conference (CMC): All parties must appear and resolve outstanding issues noted on their Case Preparedness Checklist. *Scheduled within 20 days of the Pretrial Conference.*

Trial Readiness Conference (TRC): All parties must appear at the TRC. A "Motion to Set Trial" must be completed. *Scheduled within 20 days of Pretrial Conference.*

Calendar Call: (CC) Scheduled within 5 business days of the scheduled jury trial. Typically the Calendar Call and the Jury Trial dates are determined and scheduled as a "pair". *Scheduled no later than 30 days from the TRC.*

Jury Trial: (JT) All parties of a minimum of 3 cases set for jury trial must appear in person on the trial date. *Scheduled no later than 35 days from the TRC.*

Sentencing/Final Adjudication: *Scheduled no later than 10 days from the Jury Trial held date.*

CIVIL TRAFFIC: All civil court dates are set for Court business days and are not set on weekends or Court holidays.

Arraignment: *Schedule 21-30 days from date of violation.*

Hearings: *Schedule within 21-30 days of hearing request.*

Defensive Driving School Deadline: *Schedule 45 days from arraignment date.*

PHOTO ENFORCEMENT (PE):

PE Arraignment Date: *Schedule 60 days from notice of violation mail date.*

PE Acknowledgement Date: *Schedule 30 days from notice of violation mail date.*

CRIMINAL CASE PREPAREDNESS CHECKLIST

Defendant's Name: _____

Case Number: _____

Areas/Issues that could impact the preparedness of the case:

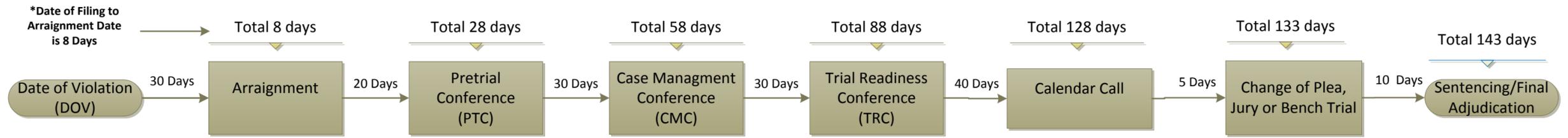
- Does the Defendant reside out of state? Yes No
- Is all discovery completed? Yes No
 - If no, date discovery was requested? _____
- Have all witness interviews been completed? Yes No
 - If no, when was request made? _____
 - When is interview scheduled? _____
- Is scientific testing completed? Yes No
 - Date requested _____
- Have experts been retained? Yes No
 - If no, when will they be retained? _____
- Are there any outstanding issues? Yes No
 - If yes, what issues remain? _____

Date: _____ Defendant/Defense Counsel: _____

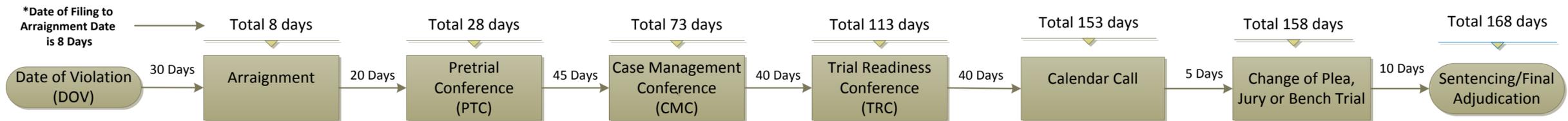
Date: _____ Prosecutor _____

Scottsdale City Court Criminal Case Flow Proceedings Timeline

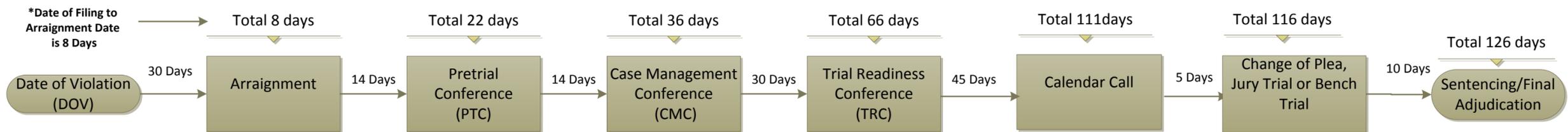
Case Flow 1: Complex Cases



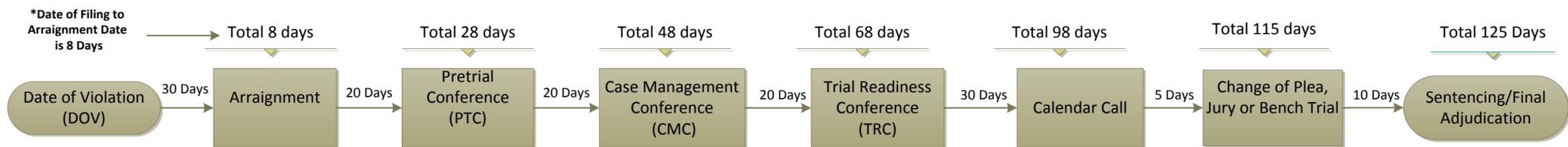
Case Flow 2: DUI Case with Attorney Representation



Case Flow 3: DUI Case with Pro Per Representation



Case Flow 4: All Other Cases (Non-Complex)



***Per Case Processing Standards for State Trial Courts, time runs from the date of filing to the date of disposition by entry of judgment**