



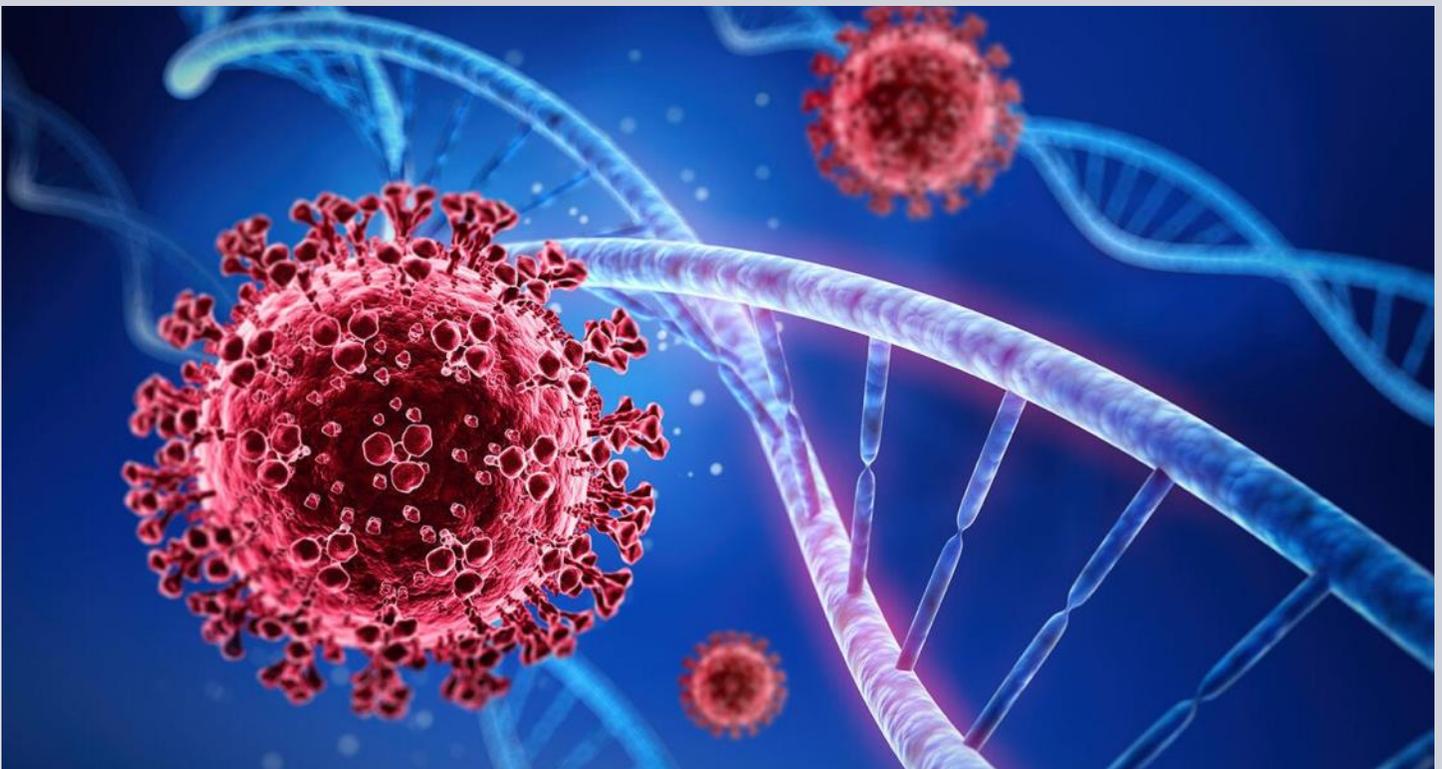
Annual Report

FY 2019/2020

SCOTTSDALE CITY COURT COVID-19 RESPONSE

At the start of the COVID-19 pandemic, the City of Scottsdale closed most of its city departments to the public except for a very few which stayed open in a limited manner. The Court remained open because of immediate, strong measures that were taken to minimize the number of people in the building, administratively allowing staff to work from home, maintaining social distances, and dispersing on-site staff proximity to the fullest extent possible.

The Court created Pandemic Response Guidelines which included staffing level phases depending on the COVID-19 impact on Court operations. This plan drove the Court's onsite and teleconferencing staffing resource decisions. In addition, to the response guidelines the court took action and implemented many new procedures and processes to sustain operations and to mitigate exposure.



SCOTTSDALE CITY COURT COVID-19 RESPONSE

SCREENING PROCEDURES

- ◇ Compliant with Arizona Supreme Court AO 2020-9 Screening Guidelines Level 3
- ◇ Temperature < 100.4 and COVID symptom screening
- ◇ Any individual not meeting the temperature guidelines or passing the symptom screening is not allowed in the courthouse
- ◇ Security staff is masked and gloved
- ◇ All Court visitors are required to wear masks
- ◇ Court staff is required to wear masks when social distancing is not possible
- ◇ Equipment, courtrooms, public areas and all touch points are sanitized
- ◇ Screening requirements are posted on the Court's website and on physical signage



SCOTTSDALE CITY COURT COVID-19 RESPONSE

JURY PROCESS CHANGES

The jury process was impacted heavily by the COVID-19 Pandemic. In order to maintain social distancing, the Court's jury process was held off-site at the Scottsdale Civic Center Library Auditorium. The venue was selected due to the amount of seating and space needed to meet appropriate 6' of social distancing standards for juror check-in and the voir dire process. CDC Social Distancing Guidelines were enforced, seating and floors were marked for social distance. Once the jury selection process was completed, the empaneled jurors relocated to the Court for the trial.

Jurors were also subjected to COVID-19 Health Screening, including temperature checks, and a COVID-19 questionnaire. All jurors were mandated to wear face masks, the Court provided one if the juror did not have one. Face shields were also made available for jurors upon request. The Court also provided hand sanitizer and wipes for the jurors. Jury Instructions were prepackaged and were not to be shared and all writing instruments were discarded after juror use.

All jury trials took place in Courtroom 5 during the height of the pandemic. This is the court's largest courtroom and staff was able to house all parties to the trial maintaining the 6' of social distance. The judge, the well and the witnesses were protected by plexiglass barriers on the bench, the clerk area and the witness stand. Attorney tables were turned to face each other in order to provide line of sight to the jurors. The jurors were seated in the public seating area of the courtroom, with proper distancing maintained. Livestreams of the proceedings were available or witnesses waiting outside to testify. Masks and face shields were again made available to all parties upon request.

Jury deliberation was conducted in the court's Jury Assembly Room. The chairs and tables were spaced to ensure proper distancing. The jurors also continued to wear masks during deliberation.



TECHNOLOGY

ENABLING A REMOTE WORKFORCE

In March, the Court enabled a telecommute option for staff due to the COVID-19 Pandemic. This allowed the court to continue operations with a reduced number of staff onsite, while maintaining social distancing requirements to the fullest extent. Remote staff were able to log-in virtually for their work day. At any given time, up to 50% of the court staff were working remotely. An A & B rotation plan was implemented to be invoked if Court operations were impacted by a COVID-19 outbreak within Court staff.



OPERATIONAL TECHNOLOGY

Many of the calendars were reduced or continued in the courtrooms due to the pandemic, however, the Court quickly began using available technology to hold Remote Hearings via MS Teams (telephonic and video), iPad/Facetime, Zoom, and teleconferencing. The Online Dispute Resolution that was piloted in FY 2018/2019, went live and allowed customers to take care of their cases without needing to come into the Court.

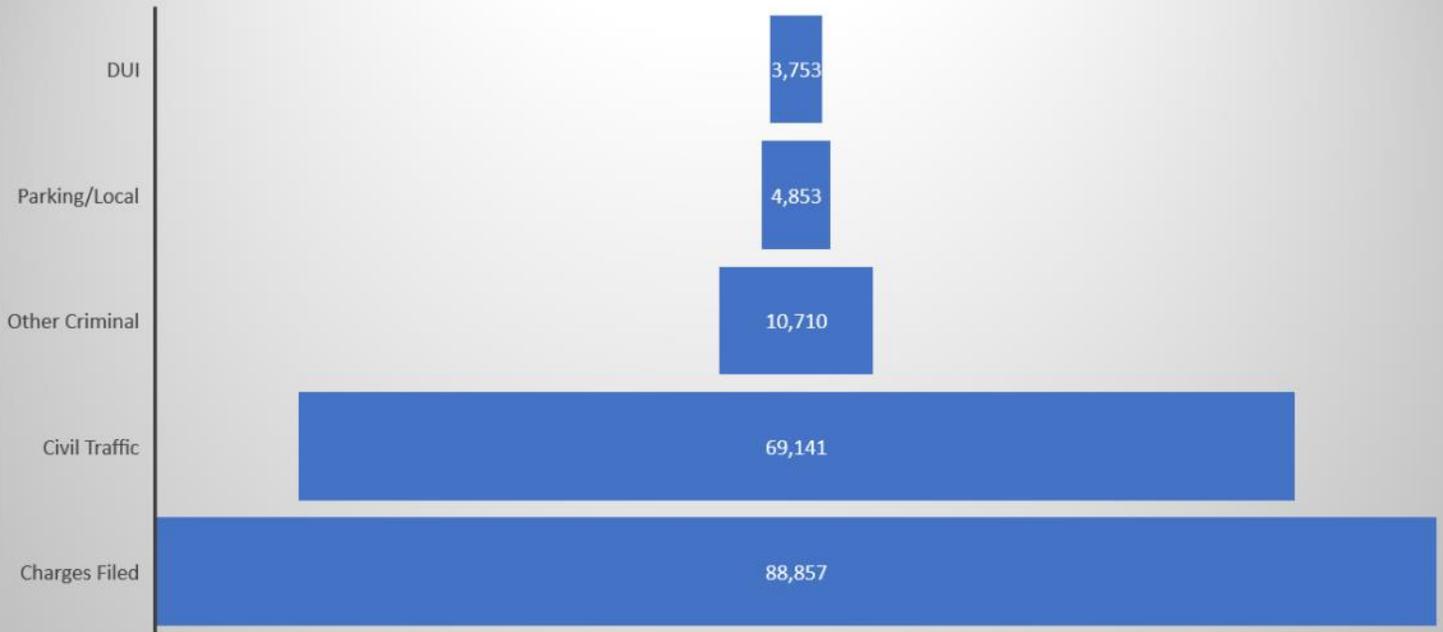
TRAINING

COMMITTEE ON JUDICIAL EDUCATION AND TRAINING (COJET)

Court employees are mandated to receive active annual training in accordance to the Arizona Code of Judicial Administration. However, due to the pandemic of COVID-19, all required training was canceled for calendar year 2020, by the chief justice.

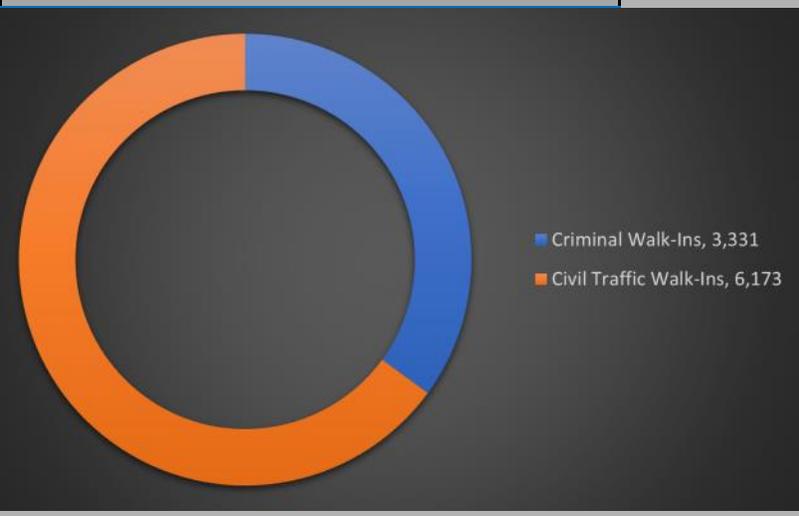
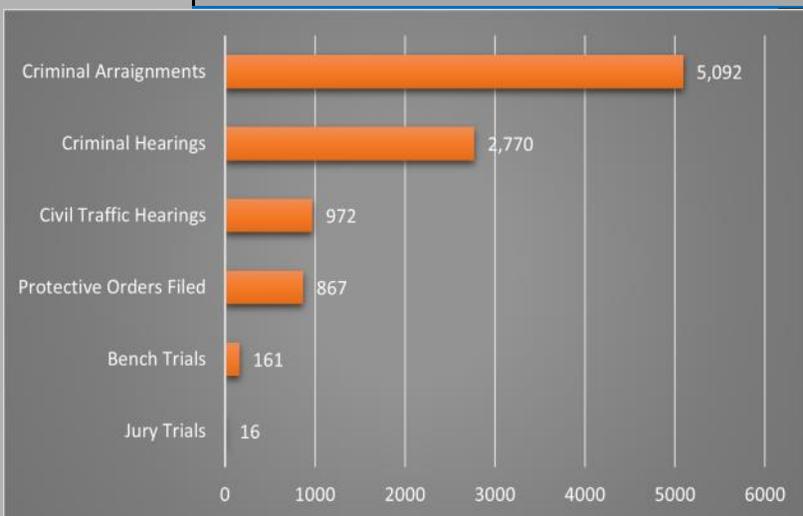
STATISTICS

Fiscal Year 2020 Charges Filed



HEARINGS HELD

WALK-INS



PROGRAMS

BUDGET (MILLIONS)

Community Restitution Hours Completed:	Total Revenue: \$16.1
Ordered: 2,209	In lieu of Fine: 5,469
FTE Equivalent: 3.7	City: \$8.7
Defensive Driving Completed: 18,973	State: \$6.2
Online Motions Filed: 5,379	County: \$535,222
New Automated Recurring Billing Enroll: 620	Restitution: \$221,025
	Total Expenditure: \$6.2

FUTURE

This last year brought unprecedented experiences for us all at the Court, and in our personal lives. We learned how to adapt and change with the added technology while we began hearings via Teams and Zoom.

As we look toward the future for the Court, the use of technology will be a much more integral part of providing judicial access for all of court customers.

