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KRISTI YOUTSEY RUIZ  
CLERK OF SUPERIOR COURT

2009 AUG 10 AM 10:12

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

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DEPUTY

IN AND FOR THE COUNTY OF PINAL

IN RE )  
 )  
COLLECTION OF CONSTABLE )  
FEES )  
\_\_\_\_\_ )

ADMINISTRATIVE ORDER

NO. 2009-00 74

**WHEREAS**, on December 3, 2008, by Administrative Order 2008-0053, the Presiding Judge of Pinal County entered an order requiring the justice courts to collect a five dollar (\$5.00) writ fee adopted by Pinal County Ordinance Number 062707-CEC; and,

**WHEREAS**, the cost centers for the Pinal County Constables has been transferred from the Justice Courts budget to the oversight of Superior Court Administration; and,

**WHEREAS**, the Presiding Judge of the Superior Court of Arizona in Pinal County is the chief judicial officer of the county and has administrative authority over all courts in Pinal County pursuant to Article VI of the Arizona Constitution, Arizona Supreme Court Administrative Order No. 2005-32, issued May 16, 2005, and Rule 92, Rules of the Supreme Court of Arizona; and,

**WHEREAS**, the Presiding Judge of Pinal County has determined it is mandatory for the Justice of the Peace Courts to collect all constable fees and provide the constable a receipt of each transaction.

**IT IS HEREBY ORDERED**, if the Constable receives any fees for services rendered, he or she shall deposit said fees with the justice court within three (3) business days of receipt. Collected fees shall be submitted by the justice court to the County Treasurer in accordance with Minimum Accounting Standards, and the County Treasurer shall deposit the fees collected into the County General Fund and Constable Ethics Committee Fund pursuant to A.R.S. § 22-138.

Done this 23<sup>rd</sup> day of June, 2009.

*[Handwritten signature]*

HONORABLE ROBERT CARTER OLSON  
PRESIDING JUDGE

Administrative Order No. 2009 – 00  
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Original: Filed with the Clerk  
Copies To: Justices of the Peace  
Kristi Youtsey Ruiz, Clerk of the Court  
Stephanie Jordan, Dep. Court Administrator



## Superior Court of Arizona Pinal County

ROBERT CARTER OLSON  
PRESIDING JUDGE

DIVISION 9

**TO:** Pinal County Constables

**FROM:** Honorable Robert Carter Olson, Presiding Judge  
Superior Court in Pinal County

**DATE:** June 23, 2009

**SUBJECT:** Oversight of Constable Cost Centers by Court Administration

As you are aware, the constable budgets (cost centers) have been transferred from the Justice Courts to Superior Court, Court Administration. Court administration will be able to help with your administrative duties in an effort to allow you to focus on your primary function of serving orders and processes for your respective justice court. In order for court administration to properly assist you and make sure your cost centers are properly maintained, they will need your cooperation. Therefore, pursuant to A.R.S. § 22-131(A)... "these duties [of the constable] may be enforced by the presiding judge of the superior court in the county...":

- ❖ Pursuant to A.R.S. § 11-445(J) and (K), beginning July 1, 2009, instead of filing with the clerk of the justice court, the constable shall file the original work activity log and reimbursement for travel expenses claim to court administration within five (5) business days after the end of each month. In turn, court administration will retain a copy of the work log and the reimbursement for travel expenses claim will be sent to the Finance Department.
  - The original copies should be mailed to court administration. A constable who personally delivers the work log to court administration shall not claim the mileage as a travel expense.
  - Faxed copies will be accepted only if the original has been mailed but will not reach court administration within five (5) business days after the end of the month. Reimbursement for travel expenses will not be paid until the original has been received by Court Administration.
  - Pursuant to A.R.S. 11-445(K), the work logs are public records and a copy shall be kept by the constable and the original shall be kept by court administration in accordance with Arizona Code of Judicial Administration § 4-302.

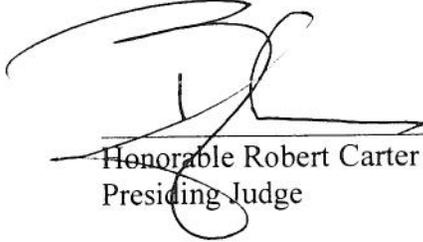
- ❖ Administrative Order 2008-0053 issued December 3, 2008, requires the justice courts to collect all constable fees, including the \$5.00 writ fee.
  - The constable should not be collecting fees. All fees should be paid by the party to the justice court prior to service.
- ❖ In addition to A.R.S. § 22-137(D), the constable shall mail a copy of any training certificates received to court administration within 30 calendar days after the training has been completed.
  - Court Administration will help keep track of training received and provide reminders, if necessary, to complete the required hours of training.
- ❖ The Constables cost center includes funds for office supplies. If you need to order office supplies, please fax or email your request to court administration. Once the supplies have been ordered they will be shipped to the justice court for you to pick up.

We look forward to working with you and should you have any need to contact court administration, you may contact:

Stephanie Jordan  
Deputy Court Administrator  
P.O. Box 1748  
971 Jason Lopez Cir.  
Florence, AZ 85232  
W: (520) 866-5412  
F: (520) 866-5401  
[SJordan@courts.az.gov](mailto:SJordan@courts.az.gov)

Michael Malone  
Justice Court Liaison  
P.O. Box 1748  
971 Jason Lopez Cir.  
Florence, AZ 85232  
W: (520) 866-5443  
F: (520) 866-5401  
[MMalone@courts.az.gov](mailto:MMalone@courts.az.gov)

Sincerely,



Honorable Robert Carter Olson  
Presiding Judge