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IN THE SUPERIOR COURT OF ARIZONA
IN AND FOR THE COUNTY OF PINAL

BY AK
DEPUTY

IN THE MATTER OF ESTABLISHING) ADMINISTRATIVE ORDER
ADMINISTRATIVE DUTIES OF THE)
PRESIDING JUSTICE OF THE PEACE)
JUDGE)
_____) NO. 2023- 00019

WHEREAS, the Presiding Judge of the Superior Court of Arizona in and for Pinal County is the Chief Judicial Executive Officer of the County and has administrative supervision over all courts in Pinal County pursuant to Article VI of the Arizona Constitution and Arizona Supreme Court Administrative Order No. 2017-79; and

WHEREAS, Arizona Supreme Court Administrative Order 2005-22 mandates that 'in any county in which two or more justice courts are located, the justices of the peace of the county shall select a presiding justice of the peace and perform administrative duties as delegated by the presiding judge of the county.

NOW, THEREFORE, IT IS ORDERED that the following administrative duties are delegated to the presiding justice of the peace:

1. Assist and coordinate annual budget requests from each justice court for submittal to the Presiding Judge as part of the coordinated budget request to the Board of Supervisors.
2. Review and assist individual justice courts in the county with the preparation of requests to the Board of Supervisors, the presiding judge of the county, or the Supreme Court, for the expenditure and use of funds that are provided by law to the operation of the courts.
3. Develop a fine and fee schedule in coordination with the presiding municipal court judges and the presiding judge of the county.
4. Coordinate compliance by the justice courts in the county with statistical reporting, jury management, and records management policies and procedures established by the Supreme Court.
5. Liaison with Pinal County management to assist on issues related to justice courts and assist with compliance with Pinal County merit rules.

Duties and Responsibilities Presiding JP

6. Coordinate establishment of policies and procedures within the justice courts in the county regarding, docketing, calendaring and case management, and court forms.
7. Make recommendations to the presiding judge of the county regarding justice court administrative support in the areas of human resources, finance, technology, training, and other services required in the administration of justice.
8. Participate in the selection, appointment, and supervision of county support staff for Justice Court administration if created and funded by the county. The Presiding Justice of the Peace will manage/supervise these staff.
9. Meet regularly with the superior court's Limited Jurisdiction Program Manager to discuss relevant issues that affect the justice courts and the administration of justice.
10. Assist the Limited Jurisdiction Program Manager to implement directives from the Pinal County Superior Court Administration.
11. Meet regularly with the presiding judge of the county to discuss relevant issues that affect the justice courts.
12. Perform other duties that may be delegated by the presiding judge of the county.

DATED this 15 day of March, 2023.


Joseph R. Georgini,
Presiding Judge


Copies to:

All Limited Jurisdiction Judges
Rebecca Padilla, Clerk of Court
Katrina Solis, Limited Jurisdiction Program Manager