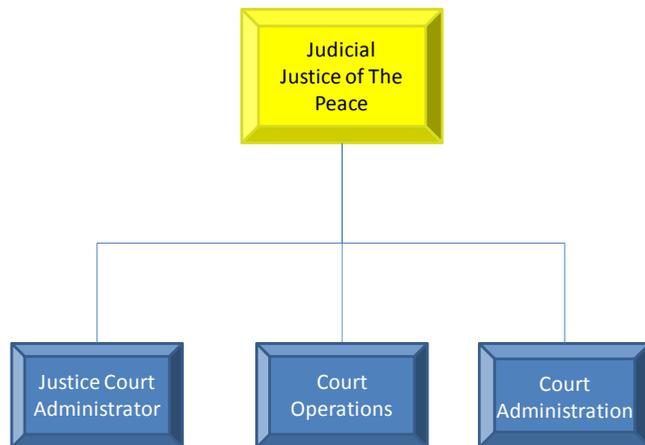


MISSION STATEMENT

The Justice Court in Yuma County is committed to provide justice and equal access to all under the law, to promote organizational excellence in all business and service areas while treating all persons with respect and sensitivity.

ORGANIZATION



There are three (3) Justices of the Peace, each is an elected official. The Justice Court Administrator is appointed by the Presiding Justice of the Peace.

MAJOR FUNCTIONS

Judicial: Consists of three elected Justice of the Peace (Judge Lozano for Precinct Two, Judge Stewart for Precinct One, and Judge Jones for Precinct Three) and one appointed Justice Pro-tempore (Judge Torok for Precinct One) tasked to provide all citizens an opportunity to be heard and have a judgment rendered. In addition, the Justice of the Peace is responsible for all actions initiated and or heard in that Precinct.

Court Operations: Ensures that all court actions are recorded and or documented in accordance with statutes, rules, and rulings issued by the court. Support Justice by applying case flow management, accounting, and customer service standards to all work and production assignments.

Administration: Serves the Justice Court with budgeting, information technology, collections monitoring, strategic planning, workflow, and procedural analysis. Makes recommendations to Judicial Officers as needed.

The Justices of the Peace are:

Precinct #1 (City of Yuma, generally):	Gregory S Stewart
Precinct #2 (South County):	Jorge F. Lozano
Precinct #3 (East County):	Russ Jones

JUSTICE COURTS



PERFORMANCE REPORTING

Performance Measure Actuals & Benchmark - Justice Courts

The following measures are departmental priorities identified in the County-wide Strategic Plan:

Department Goal: Measure:	Target/Benchmark				
	FY2014	FY2015	FY2016	FY2017	FY2018
Strengthening the Administration of Justice.					
% of court enhancement fee standardized.	0%	50%	100%	100%	100%
% of cases being filed in electronic format.	0%	25%	50%	75%	100%
To Maintain a Professional Workforce.					
% of court policies and procedures standardized.	0%	100%	100%	100%	100%
% of time court interpreters are available.	75%	100%	100%	100%	100%
% of court staff who attend AOC education training.	20%	50%	100%	100%	100%
% of time.	50%	75%	100%	100%	100%
To Improve Operational Efficiencies.					
% of reliable transportation services.	50%	100%	100%	100%	100%
% of time case load ratio per clerk is at 800:1.	0%	25%	50%	75%	100%
% of cases heard in a timely manner.	0%	20%	40%	100%	100%

STRATEGIC GOALS

Administration

County Resources

Goal: Strengthening the Administration of Justice.

Objective: To standardize 100% of court enhancement fee with Superior Court's by FY15/16.

Indicator: Percent of court enhancement fee standardized.

Current Status: 0%

Strategy: Request an increase of court enhancement fees to be equal to those collected in the Superior Courts.

Goal: To Maintain a Professional Workforce.

Objective: Standardize 100% of court policies and procedures within all precincts by FY14/15.

Indicator: Percent of court policies and procedures standardized.

Current Status: 0%

Strategy: Request continued funding and hire a justice court administrator.

Court Operations

County Resources

Goal: Strengthening the Administration of Justice.

Objective: Increase the percentage of cases filed in electronic format to 100% by FY2018.

Indicator: Percentage of cases being filed in electronic format.

Current Status: 0%

Strategy: Request funding to create an electronic filing and docketing system for the courts.



PERFORMANCE REPORTING (CONT)

Court Operations (continued)

County Resources

Goal: To Improve Operational Efficiencies.

Objective: Increase percent of reliable transportation services to 100% by FY14/15.

Indicator: Percentage of reliable transportation services.

Current Status: 0%

Strategy: Secure funding through the general fund or through special revenue for purchase of reliable vehicles.

Objective: To maintain case load ratio per clerk at 800:1 100% of the time by FY17/18.

Indicator: Percent of time case load ratio per clerk is at 800:1.

Current Status: 0%

Strategy: Request funds to hire additional court clerks when average case load exceeds 800 cases per clerk.

Goal: To Maintain a Professional Workforce.

Objective: Increase the percent of court interpreters available to 100% by FY2015.

Indicator: Percentage of time court interpreters are available.

Current Status: 75%

Strategy: Promote interpreter services and access for court users within the courts.

Court Operations (concluded)

County Resources

Goal: To Maintain a Professional Workforce.

Objective: Increase the percentage of court staff to attend Administrative Office of the Courts education training to 100% by FY2016.

Indicator: Percent of court staff who attend AOC education training.

Current Status: 20%

Strategy: Request increase in training and travel budget.

Judicial

County Resources

Goal: To Improve Operational Efficiencies.

Objective: That justice of the peace cases are heard in a timely manner 100% of the time by FY2017.

Indicator: Percent of cases heard in a timely manner.

Current Status: 0%

Strategy: Create on-call judge pro tem program or hire a part time judge pro tem.

Community Health, Safety and Well-being.

Goal: To Maintain a Professional Workforce.

Objective: To protect the public, staff and all parties in the courtroom 100% of the time by FY2016.

Indicator: Percent of time.

Current Status: 50%

Strategy: Request funding to hire at least two security officers per site.

JUSTICE COURTS



INITIATIVES NEW FOR 2014

Court Operations

- Justice Courts will seek to establish a caseload ratio per clerk of 800:1 for greater productivity, accuracy and efficiency.
- Justice Courts will establish performance measures to improve Court operations.

Administration

- Justice Court will hire a Justice Court Administrator in FY13-14. One of the primary objectives of the position will be to develop and implement standardized, consistent policies and procedures within all precincts
- Replace the Justice Courts case management system, AZTEC, with AJACS. Extensive training will be undertaken by the AOC to minimize disruption. Justice Court will ensure that all Court staff are trained in the new Court case management system. The purpose is to make the transition and conversion more seamless.

INITIATIVES PRIOR YEAR STATUS

Court Support Services:

- To make the workload per employee more comparable with State recommendations.

Status: Discontinued

Administration:

- Driving Under the Influence (DUI) Pilot Project - 85% of all DUI's will be adjudicated 180 days from the date the case is filed in Justice Court.

Status: Discontinued

Court Leader Development-In cooperation with Ed Services at the AOC, the Court will ensure that court staff are trained according to their actual court function. In addition, all evaluations will be court operation centric. The CLIA has initiated a Court Supervisor certification program which starting with the current class will receive the title and certification of Az Court Supervisor.

Status: Discontinued

Organizational Commitment-A modern Justice Court is not how many (including co-workers) view the Court. The purpose is to develop court staff and technology that reflects the important trust and responsibility placed with each and every "court professional".

Status: Discontinued



JUSTICE COURTS

STAFFING LEVELS

Authorized Positions by Classification

	2010-11	2011-12	2012-13	2013-14
Justice of the Peace	3.00	3.00	3.00	3.00
Judge Pro Tem	1.30	1.30	1.00	1.00
Justice Court Administrator II	1.00	1.00	1.00	1.00
Administrative Manager	2.00	2.00	2.00	2.00
Budget Manager	0.20	0.20	0.20	0.00
Court Marshal	1.00	1.00	1.00	1.00
Information/Technology Mgr.	0.25	0.00	0.00	0.00
Network System Administrator	0.25	0.00	0.00	0.00
Chief Clerk	1.00	1.00	1.00	1.00
Chief Civil Clerk	1.00	1.00	1.00	1.00
Chief Criminal Clerk	1.00	1.00	1.00	1.00
Chief Traffic Clerk	1.00	1.00	1.00	1.00
Account Clerk III	1.00	1.00	1.00	1.00
Computer Technician	0.00	0.20	0.20	0.20
Justice Clerk III	0.00	1.00	1.00	1.00
Court Attendant	2.00	2.00	2.00	2.00
Court Security Officer	0.00	0.00	1.00	1.00
Justice Clerk II	8.00	7.00	7.00	7.00
Court Interpreter	0.30	0.30	0.30	0.30
Justice Clerk I	5.00	5.00	5.00	6.50
Data Entry Specialist	2.00	2.50	2.50	2.50
Total	31.30	31.50	32.20	33.50

Justice Court Precinct 1 has no staffing changes for fiscal year 2013-2014.

Justice Court Precinct 2 has an additional 1.5 FTE's for Justice Clerk I positions. These positions are in support of the departmental goal: To Improve Operational Efficiencies and Maintain a Professional Workforce.

Justice Court Precinct 3 has no staffing changes for fiscal year 2013-2014.

Authorized Positions by Major Function

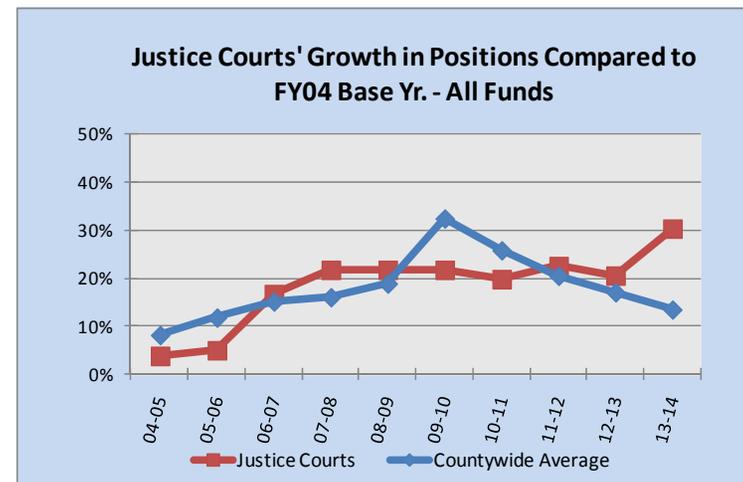
	2010-11	2011-12	2012-13	2013-14
Justices	4.30	4.30	4.00	4.00
Justice Court Administration	3.70	3.20	3.20	3.00
Court Support Services	23.30	24.00	25.00	26.50
Total	31.30	31.50	32.20	33.50

Authorized Positions by Funding Source

	2010-11	2011-12	2012-13	2013-14
General fund	26.39	25.89	25.48	26.78
Special revenue fund	4.91	5.61	6.72	6.72
Total	31.30	31.50	32.20	33.50

Authorized Positions by Precinct

	2010-11	2011-12	2012-13	2013-14
Justice Court Precinct 1	22.28	22.76	21.80	21.74
Justice Court Precinct 2	4.51	4.62	5.15	6.58
Justice Court Precinct 3	4.51	4.12	5.25	5.18
Total	31.30	31.50	32.20	33.50



Since fiscal year 2003-04 staffing levels for Justice Courts' have increased by 30.4%. This is above the County average of 13.5%. Justice Courts housed 25.7 positions in fiscal year 2003-04.

JUSTICE COURTS



FUNDING LEVELS

Revenue: General Fund support is at the level needed for General Fund expenditures. The increase in Special Revenues is primarily the result of a projected increase in Justice Court # 1 Fines.

Personnel: There are no substantial changes this fiscal year.

Supplies and Services: The net decrease is primarily comprised of a reduction in the Insurance Premiums Line item in the General Fund budget plus a reduction to the Other Purchased Services line item in the Enhancement Fees Fund.

Capital Outlay: There is no Capital Outlay budgeted this fiscal year.

Justice Court Precinct #1	Actual 2010-11	Actual 2011-12	Budget 2012-13	Estimate 2012-13	Budget 2013-14	% Change
Sources						
General Revenue	\$ 1,075,233	\$ 1,067,464	\$ 1,141,128	\$ 1,141,128	\$ 1,206,708	5.75%
Special Revenue	223,171	210,006	221,356	221,838	301,356	36.14%
Balance Forward	232,607	196,148	156,504	167,146	113,405	-27.54%
Total Sources	\$ 1,531,011	\$ 1,473,618	\$ 1,518,988	\$ 1,530,112	\$ 1,621,469	6.75%
Uses						
Personnel	1,202,454	1,152,221	1,247,221	1,247,219	1,264,234	1.36%
Supplies & Services	128,352	150,194	167,129	167,129	131,074	-21.57%
Capital Outlay	-	-	-	-	-	N/A
Debt Service	-	-	-	-	-	N/A
Reserves & Contingencies	-	-	100,581	2,359	222,104	120.82%
Total Uses	\$ 1,330,806	\$ 1,302,415	\$ 1,514,931	\$ 1,416,707	\$ 1,617,412	6.76%
Other Sources & Uses						
Transfers In	2,056	2,056	2,056	-	2,056	0.00%
Transfers Out	(6,113)	(6,113)	(6,113)	-	(6,113)	0.00%
Total Other Sources & Uses	\$ (4,057)	\$ (4,057)	\$ (4,057)	\$ -	\$ (4,057)	0.00%
Other Restricted	\$ 196,148	\$ 167,146	\$ -	\$ 113,405	\$ -	N/A

*FY2014 out of balance due to shared fund 02317.



FUNDING LEVELS (CONTINUED)

Revenue: General Fund Support is at the level needed for General Fund expenditures. The increase in Special Revenues is primarily the result of a projected increase in Justice Court # 2 Fines.

Personnel: The net increase is primarily the result of the addition of 1.5 FTEs.

Supplies and Services: There are no significant changes this fiscal year.

Capital Outlay: No Capital Outlay is budgeted this fiscal year.

Justice Court Precinct #2	Actual 2010-11	Actual 2011-12	Budget 2012-13	Estimate 2012-13	Budget 2013-14	% Change
Sources						
General Revenue	\$ 296,658	\$ 289,547	\$ 318,923	\$ 321,212	\$ 397,380	24.60%
Special Revenue	51,273	62,893	61,283	61,283	78,548	28.17%
Balance Forward	80,441	81,058	81,836	87,061	50,755	-37.98%
Total Sources	\$ 428,372	\$ 433,498	\$ 462,042	\$ 469,556	\$ 526,683	13.99%
Uses						
Personnel	295,212	296,156	347,614	275,566	438,748	26.22%
Supplies & Services	49,102	47,281	46,888	49,177	47,828	2.00%
Capital Outlay	-	-	-	-	-	N/A
Debt Service	-	-	-	-	-	N/A
Reserves & Contingencies	-	-	64,540	94,058	37,107	-42.51%
Total Uses	\$ 344,314	\$ 343,437	\$ 459,042	\$ 418,801	\$ 523,683	14.08%
Other Sources & Uses						
Transfers In	-	-	-	-	-	N/A
Transfers Out	(3,000)	(3,000)	(3,000)	-	(3,000)	0.00%
Total Other Sources & Uses	\$ (3,000)	\$ (3,000)	\$ (3,000)	\$ -	\$ (3,000)	0.00%
Other Restricted	\$ 81,058	\$ 87,061	\$ -	\$ 50,755	\$ -	N/A

JUSTICE COURTS



FUNDING LEVELS (CONCLUDED)

Revenue: General Fund support is at the level needed for General Fund expenditures. The increase in Special Revenues is primarily the result of a projected increase in Justice Court # 3 Fines.

Personnel: There are no significant changes this fiscal year.

Supplies and Services: The net increase is primarily the result of increases to the Electricity-Buildings, Telephone and Insurance Premiums line items.

Capital Outlay: No Capital Outlay is budgeted for this fiscal year.

Justice Court Precinct #3	Actual 2010-11	Actual 2011-12	Budget 2012-13	Estimate 2012-13	Budget 2013-14	% Change
Sources						
General Revenue	\$ 304,425	\$ 297,778	\$ 296,067	\$ 296,067	\$ 317,260	7.16%
Special Revenue	70,835	55,541	57,694	57,694	75,789	31.36%
Balance Forward	400,581	450,811	165,830	165,029	142,714	-13.94%
Total Sources	\$ 775,841	\$ 804,130	\$ 519,591	\$ 518,790	\$ 535,763	3.11%
Uses						
Personnel	289,366	305,378	344,326	272,848	358,198	4.03%
Supplies & Services	32,664	30,723	37,359	37,359	45,036	20.55%
Capital Outlay	-	-	-	-	-	N/A
Debt Service	-	-	-	-	-	N/A
Reserves & Contingencies	-	-	134,906	65,869	129,529	-3.99%
Total Uses	\$ 322,030	\$ 336,101	\$ 516,591	\$ 376,076	\$ 532,763	3.13%
Other Sources & Uses						
Transfers In	-	-	-	-	-	N/A
Transfers Out	(3,000)	(303,000)	-	-	(3,000)	N/A
Total Other Sources & Uses	\$ (3,000)	\$ (303,000)	\$ -	\$ -	\$ (3,000)	N/A
Other Restricted	\$ 450,811	\$ 165,029	\$ 3,000	\$ 142,714	\$ -	N/A

*FY2014 out of balance due to shared fund 02317.