



# SUPERIOR COURT



**Hon. John N. Nelson,**  
**Presiding Judge**  
**Margaret C. Guidero,**  
**Court Administrator**

Superior Court in Yuma County is an essential part of a justice system that provides a fair and impartial forum for resolution of disputes; striving to provide meaningful access to the courts by all, including self-represented litigants; ensuring that those that violate the laws are held accountable; and helping protect children, families and the community from physical or financial harm.

## MAJOR FUNCTIONS

**Superior Court Judges:** Conduct over 17,000 hearings annually for criminal, civil, domestic relations, adoptions, mental health, probate guardianships & conservatorships. Two Judges handle Juvenile Court matters.

The Judges are:

Division 5: John N. Nelson, Presiding Judge

Division 3: Lawrence C. Kenworthy, Associate Presiding Judge

Division 1: Mark Wayne Reeves

Division 2: John Paul Plante

Division 4: David M. Haws

Division 6: Maria Elena Cruz

Commissioner 1/Judge Pro Tempore: Kathryn Stocking-Tate

Commissioner 2/Judge Pro Tempore: Stephen J. Rouff

Commissioner 3/Judge Pro Tempore: Lisa Bleich

The **Court Administrator:** Is appointed by the Presiding Judge and manages the following functions:

### Human Resources:

Manages recruitment, annual & sick leave, FMLA, Workers Compensations claims and employee grievances for Superior Court and assists with the compensation plan for Superior Court and court departments including Adult Probation, Juvenile Court and Clerk of Superior Court.

### Budget Division:

Plans, projects, manages & has general oversight & audit responsibility of 100 + funds of Adult Probation, Clerk of the Court, Justice Court, Juvenile Court & Superior Court.

### Judicial Collections:

Are performed by the Judicial Assistance Unit (JAU) which collects court-ordered fines & fees and criminal & civil assessments.

### Trial Related Services:

Court Trial Services pays for trial-related expenses.

### Law Library:

Provides meaningful access to the courts with case law and legal resources available to the public five days a week with bound volumes & an on-line legal reference sources.

### Court Support Services:

Consists of those people that provide direct assistance to the Judges when trials are being conducted.



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## MAJOR FUNCTIONS (Concluded)

### Court Information & Technology:

Provides automation & technology design & support for all court departments & critical services for "next generation" technology for the Justice Annex.

### Court Security:

Provides public safety services at the Courthouse, Adult Probation and the Juvenile Court facilities.

### Case Flow:

Develops policies and procedures to optimize the time it takes for cases to be processed.

### Conciliation Court:

Protects children & provides mediation services to determine custody & visitation for divorcing couples with minor children & education for divorcing parents with minor children.

## 2013-2018 OBJECTIVES

**CR-** By December 2014, provide Cost per Case data for Superior Court in order to comply with CourTools Measure 10 which is the average cost of processing a single case, by case type.

**CR-** By December 31, 2013, provide 100% of monthly budget performance reports & recommendations based on the reports to department heads & elected officials, within 5 days of receipt of the reports.

**CR-** Increase to 100% the timely submission of all budget documents by December 31, 2013.

**CS-** By December 31, 2018, increase compliance to 100% with recommended case processing standards for all case types.

**CS-** Increase the accuracy of Caseflow Reports to 80% by June 30, 2017.

**CR-** By December 31, 2017, complete 100% of strategies to relocate Superior Court support functions, excluding the Law Library, into the Justice Center.

**CS-** By December 31, 2014, complete 100% of strategies to establish one additional judicial division.

**CR-** By December 31, 2014, complete 100% of strategies to implement a Mental Health Court as part of the regular calendar in Superior Court.

**CHSW-** By December 31, 2013, increase the number of qualified mediators for domestic relations cases and Juvenile Court in Yuma to 4.

**CHSW-** By December 31, 2013, reduce expenses for contract mediators by 75% and reduce percentage of rescheduled mediations in Superior Court to 25%.

**CHSW-** By December 31, 2014, provide one education class per month for self-represented domestic relations litigants.

**CS-** By December 31, 2014, reduce the number of days to schedule mediation by 20 days and maintain reduction.

**CHSW-** By December 2015, reduce the percentage of hearings in non-criminal matters in Justice Court by 25%.

**CS-** By December 31, 2015, complete 100% of strategies to increase access of information to the public about Conciliation Court Services and family law issues.

**CS-** By June 30, 2014, implement 100% of an automated request tracking system.

**CS-** By June 30, 2014, provide a 100% reliable wireless broadband for public use in the Justice Center.



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## 2013-2018 OBJECTIVES-(Continued)

- CS-** Update 100% of servers to the most current operating system, MSSQL Server version, and storage management software versions by 2014.
- CR-** By June 30, 2017, increase the number of Court ITS staff certified in assigned duties to 8.
- CR-** Reduce backlog of requests for service by 95% by 2018.
- CR-** By June 30, 2016, upgrade 100% of obsolete, unsupported & underperforming equipment in all of the e-courtrooms.
- CR-** By June 30, 2016, complete 100% of court hosted website development.
- CR-** By June 30, 2017, increase the percent of replicated systems, applications and data moved to off site locations to 100%.
- CR-** Complete 100% of life cycle replacement of existing servers with virtualized servers by June 30, 2016.
- CHSW-** Annually, certify 100% of Court Security Officers in firearms, tasers, handcuffs, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) equipment.
- CHSW-** By December 31, 2014, replace 100% of obsolete court security surveillance and security systems in the Justice Center & Historic Courthouse.
- CHSW-** By December 31, 2015, replace 100% of obsolete court security surveillance and security systems in Justice Court Precinct #2 and Precinct #3.
- CHSW-** By December 31, 2013, complete 100% of the strategies to implement a career plan for Court Security Officers.
- CHSW-** By December 31, 2015, increase individual courtroom security to 100%.
- CHSW-** By December 31, 2015, digitize 100% of all court reporter notes consistent with the Arizona Supreme Court archive schedule.
- CR-** By December 31, 2015, implement 100% of Real-Time transcript capability among the Court Reporters.
- CS-** By December 31, 2013, increase qualified interpreter services provided for all case types in Justice Court and Superior Court to 100%.
- CR-** By December 31, 2014, translate into Spanish 100% of forms requested by court users for all court departments.
- CS-** By December 31, 2015, complete 100% of strategies to provide an internet site for customers to request transcripts.
- CHSW-** Increase percent of staff familiar with existing Language Access Plans & procedures regarding access to interpreter services to 100% by December 31, 2013.
- CR-** By June 30, 2015, reduce by 20%, and maintain the reduction in expenses for contract Spanish-language interpreter services.
- CR-** Increase the percent of fungible skills among staff interpreters to 100% by June 30, 2014.
- CR-** Annually, increase and maintain collections at 25% of delinquent Superior Court cases that are 5 years old or older.
- CR-** Annually, increase the percent of collections by 25% of delinquent Justice Court cases that are 5 years old or older.
- CHSW-** By December 2014, convert 100% of Superior Court debtor cases from manual processes to an automated database.
- CR-** Increase Judicial Assistance Unit (JAU) collections of delinquent debts by 30% by December 31, 2014.
- CS-** By December 31, 2014, increase the percentage of most commonly-used forms available for the public to 100%.



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## 2013-2018 OBJECTIVES-(Concluded)

**CS-** By December 31, 2013, increase the number of customers who access the Law Library services by 50%.

**CR-** By December 31, 2014, provide staff assistance 100% of the time that the Law Library & Self Service Center is open to the public.

## 2014 RESULTS

- ✓ 100% of case types to which a cost to process a case, from filing to disposition, can be calculated by fiscal year.
- ✓ 100% of monthly budget performance reports are provided to court department heads & elected officials within 5 days of receipt of the reports.
- ✓ 100% of the time budget documents are submitted in a timely manner.
- ✓ 10% of case processing standards for all case types is in compliance.
- ✓ 10% of Caseflow Reports are accurate.
- ✓ 0% of strategies to relocate Superior Court support functions, excluding the Law Library, into the Justice Center are complete.
- ✓ 25% of strategies to establish one additional judicial division are complete.
- ✓ 75% of strategies to implement a Mental Health Court as part of the regular calendar in Superior Court are complete.
- ✓ Currently, there are 4 qualified mediators for domestic relation cases and Juvenile Court.
- ✓ Expenses for contract mediators are reduced by 75% and reschedule mediations in Superior Court were reduced by 25%.
- ✓ 0 education classes are available per month for self-represented domestic relations litigants.
- ✓ Currently it takes 45 days to schedule a mediation.
- ✓ Hearings in non-criminal matters in Justice Courts have been reduced by 0%.
- ✓ 25% of strategies to increase access of information to the public about Conciliation Court Services and family law issues are complete.
- ✓ 0% of an automated request tracking system is implemented.
- ✓ 85% of the wireless broadband for public use in the Justice Center is reliable.
- ✓ 0% of servers are upgraded.
- ✓ 0 staff member has successfully obtained Court ITS certification.
- ✓ 15% of backlog of calls for service have been reduced.
- ✓ 10% of obsolete, unsupported and underperforming equipment was upgraded.
- ✓ 0% of the court hosted website is developed.
- ✓ 10% of replicated systems, applications & data were moved to offsite locations.
- ✓ 0% of existing servers have been virtualized.
- ✓ 100% of Court Security Officers are qualified or certified with firearms, tasers, handcuffs, CPR and AED equipment.
- ✓ 50% of obsolete court security surveillance and security systems in the Justice Center & Historic Courthouse were replaced.
- ✓ Less than 50% of obsolete equipment for court security surveillance and security systems in Justice Court Precinct #2 and Precinct #3 was replaced.
- ✓ 50% of strategies to implement a career plan for Court Security Officer are complete.
- ✓ 0% of courtrooms have 100% coverage as needed.



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## 2014 RESULTS-(Concluded)

- ✓ 50% of all court reporter notes are digitized.
- ✓ 25% of real-time capability among the Court Reporters is implemented.
- ✓ 100% of all case types are provided with qualified interpreter services.
- ✓ 65% of requested court forms are translated into Spanish.
- ✓ 50% of strategies to provide an internet site for customers to request transcripts are complete.
- ✓ 100% of staff is familiar with existing Language Plans & Procedures regarding access to interpreter services.
- ✓ 0% of expenses for contract Spanish-language interpreter services have been reduced.
- ✓ 50% of all staff interpreters are trained.
- ✓ Superior Court collections have increased by 25%.
- ✓ Justice Court collections have increased by 25%.
- ✓ 20% of Superior Court debtor cases are converted to the JAU automated database.
- ✓ Judicial Assistance Unit collections of delinquent debts increased by 30%.
- ✓ 50% of most commonly-used forms are available to the public.
- ✓ Customers who access the Law Library increased by 50%.
- ✓ 50% of the time the Law Library & Self Service Center provides staff assistance.

Strategic Plan: [www.yumacountyaz.gov/strategicplan](http://www.yumacountyaz.gov/strategicplan)

## PERFORMANCE REPORTING

### Performance Measure Actuals & Benchmark - Superior Court

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

Department Goal: Measure:	Target/Benchmark				
	FY2014	FY2015	FY2016	FY2017	FY2018
<b>Maintain a Professional Workforce and Improve Operational Efficiencies.</b>					
# of case types to which a cost to process a case, from filing to disposition, can be calculated by fiscal year.	100%	100%	100%	100%	100%
<b>Maintaining a Professional Workforce and Improving Operational Efficiencies.</b>					
% of monthly budget performance reports provided to court department heads & elected officials within 5 days of receipt of the reports.	100%	100%	100%	100%	100%
% of timely submission of budget documents.	100%	100%	100%	100%	100%
# of staff who successfully obtain certifications required by the Arizona Code of Judicial Administration at Part 1, Chapter 5, Section 1-507 (D) (5)(a).	0	3	5	7	8
% reduction in backlog of calls for service.	15%	30%	50%	75%	95%
% of Court Security Officers qualified or certified with firearms, tasers, handcuffs, CPR and AED equipment.	100%	100%	100%	100%	100%
% of obsolete equipment replaced.	50%	100%	100%	100%	100%
% of obsolete equipment replaced.	Less than 50%	50%	100%	100%	100%
% of time that the Law Library & Self Service Center provides staff assistance.	50%	100%	100%	100%	100%
<b>Strengthening the Administration of Justice.</b>					
% of compliance with case processing standards for all case types.	10%	40%	60%	80%	100%
% of accuracy of Caseload Reports.	10%	30%	50%	80%	100%
% of obsolete, unsupported & underperforming equipment that is upgraded.	10%	75%	100%	100%	100%
% of real-time capability implemented.	25%	50%	100%	100%	100%
% of increased collections.	25%	25%	25%	25%	25%
% of increased collections.	25%	50%	75%	100%	100%



# SUPERIOR COURT

## PERFORMANCE REPORTING-(Concluded)

### Performance Measure Actuals & Benchmark - Superior Court

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

Department Goal:	Target/Benchmark				
Measure:	FY2014	FY2015	FY2016	FY2017	FY2018
<b>Strengthening the Administration of Justice; Maintaining a Professional Workforce and Improving Operational Efficiencies.</b>					
% of strategies completed.	Pending	25%	50%	75%	100%
% of replicated systems, applications & data moved to off site locations.	10%	63%	75%	100%	100%
% of servers virtualized.	0%	100%	100%	100%	100%
% of courtrooms with 100% coverage, as needed.	0%	50%	100%	100%	100%
% reduction in expenses for contract Spanish-language interpreter services.	0%	20%	20%	20%	20%
% of all staff interpreters trained.	50%	100%	100%	100%	100%
% of Superior Court debtor cases converted to the JAU automated database.	20%	100%	100%	100%	100%
% increase in collections.	30%	50%	80%	100%	100%
<b>Strengthening the Administration of Justice; Protecting Children, Families and Communities.</b>					
% of strategies completed.	0%	50%	100%	100%	1%
% of strategies completed.	75%	100%	100%	100%	1%
<b>Protecting Children, Families &amp; Communities; Strengthening the Administration of Justice.</b>					
# of qualified mediators.	4	4	4	4	4
% reduction of contract mediator expenses.	75%	90%	92%	93%	95%
% of rescheduled mediations.	25%	10%	8%	5%	5%
# of days to schedule a mediation.	45	25	25	25	25
# of education classes per month.	0	12	12	12	12
<b>Protecting Children, Families and Communities; Strengthening the Administration of Justice; Maintaining a Professional Workforce and Improving Operational Efficiencies.</b>					
% reduction.	0%	0%	25%	25%	25%
<b>Protecting Children, Families and Communities; Strengthening the Administration of Justice; Improving Communications.</b>					
% of strategies completed.	25%	75%	100%	100%	100%
<b>Improving Communications.</b>					
% of implemented automated system.	0%	100%	100%	100%	100%
% of wireless broadband network that is reliable.	85%	100%	100%	100%	100%
% of servers upgraded.	0%	100%	100%	100%	100%
% increase of most commonly-used forms available.	50%	100%	100%	100%	100%
<b>Strengthening the Administration of Justice; Improving Communications.</b>					
% of website developed.	0%	100%	100%	100%	100%
% of all case types provided with qualified interpreter services.	100%	100%	100%	100%	100%
% of requested court forms translated into Spanish.	65%	100%	100%	100%	100%
% of strategies completed.	50%	75%	100%	100%	100%
% of staff familiar with existing Language Access Plans & procedures regarding access to interpreter services.	100%	100%	100%	100%	100%
<b>Maintaining a Professional Workforce and Improving Operational Efficiencies; Strengthening the Administration of Justice.</b>					
% of strategies completed.	50%	100%	100%	100%	100%
<b>Maintaining a Professional Workforce and Improving Operational Efficiencies; Improving Communications; Strengthening the Administration of Justice.</b>					
% of digitized court reporter notes.	50%	75%	100%	100%	100%
<b>Improving Communications; Improving the Legal Profession.</b>					
% of customer who access the Law Library.	50%	60%	70%	80%	90%



# SUPERIOR COURT

## AUTHORIZED FULL TIME EQUIVALENT

Authorized Positions by Major Function				
	2011-12	2012-13	2013-14	2014-15
Judges (incl. pro-tempores)	9.000	9.000	9.000	9.000
Court Support Services	21.00	22.50	23.00	23.00
Court Administrator	4.00	3.00	3.00	2.00
Conciliation	1.00	1.00	2.00	2.00
Court Security	10.00	10.00	10.00	10.00
Budget	1.20	1.20	2.00	2.00
Collections	6.00	6.00	7.00	7.00
Trial Related Services	2.70	2.70	3.00	3.00
Law Library	1.00	1.00	1.00	1.00
Information & Technology	5.95	5.95	5.95	5.95
Case Flow	1.00	1.00	1.00	1.00
Human Resources	0.00	1.00	1.00	1.00
<b>Total</b>	<b>62.850</b>	<b>64.350</b>	<b>67.950</b>	<b>66.950</b>

The decrease of 1 FTE is due to the transfer of the Receptionist/Clerk position to Clerk of Superior Court.

## 2015 ANNUAL BUDGET

Superior Court **OPERATIONS** (excluding Court Trial Services) is primarily funded through the General Fund.

**Revenue:** General Fund support is at the level needed for General Fund expenditures. The net decrease in Special Revenue is primarily the result of projected decreases in grant funding, earned revenue and fines in the Child Support Enhancement, Local Court Assistance, JCEF-CO Time Payment, Enhancement Fees and Case Management funds.

**Personnel:** The net increase is primarily the result of the transfer of a position from the Clerk of Superior Court in the Local Court Assistance fund along with increases in the Health Insurance and Other Employee Benefits line items.

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

**Capital Outlay:** There is no Capital outlay budgeted this fiscal year. **Transfers:** The transfers include a transfer from the General fund to Fill the Gap for personnel costs.

Superior Court-Admin, Security, JAU & IT	Actual 2011-12	Actual 2012-13	Budget 2013-14	Estimate 2013-14	Budget 2014-15	% Change
<b>Sources</b>						
General Revenue	\$ 4,023,462	\$ 4,112,042	\$ 4,486,342	\$ 4,437,182	\$ 4,585,265	2.20%
Special Revenue	797,398	746,164	787,385	725,914	695,879	-11.62%
Balance Forward	507,985	491,044	497,169	437,124	328,829	-33.86%
<b>Total Sources</b>	<b>\$ 5,328,845</b>	<b>\$ 5,349,250</b>	<b>\$ 5,770,896</b>	<b>\$ 5,600,220</b>	<b>\$ 5,609,973</b>	<b>-2.79%</b>
<b>Uses</b>						
Personnel	3,997,728	4,164,516	4,570,154	4,504,636	4,622,995	1.16%
Supplies & Services	743,509	689,654	718,302	748,686	728,186	1.38%
Capital Outlay	15,612	-	-	-	-	N/A
Debt Service	-	-	-	-	-	N/A
Reserves & Contingencies	-	-	459,771	-	349,787	-23.92%
<b>Total Uses</b>	<b>\$ 4,756,849</b>	<b>\$ 4,854,170</b>	<b>\$ 5,748,227</b>	<b>\$ 5,253,322</b>	<b>\$ 5,700,968</b>	<b>-0.82%</b>
<b>Other Sources &amp; Uses</b>						
Transfers In	128,291	89,639	173,848	175,628	167,576	-3.61%
Transfers Out	(141,178)	(118,702)	(163,515)	(163,515)	(155,463)	-4.92%
<b>Total Other Sources &amp; Uses</b>	<b>\$ (12,887)</b>	<b>\$ (29,063)</b>	<b>\$ 10,333</b>	<b>\$ 12,113</b>	<b>\$ 12,113</b>	<b>17.23%</b>
Other Restricted	\$ 559,109	\$ 466,017	\$ 33,002	\$ 359,011	\$ (78,882)	N/A

\*Unbalanced amounts due to shared fund 02213 and 02221 with Clerk of Superior Court.



# SUPERIOR COURT

## 2015 ANNUAL BUDGET-(Concluded)

Superior **Court Trial Services** is funded through the General Fund's general resources.

**Revenue:** General Fund support is at the level needed for General Fund expenditures.

**Personnel:** The net increase is primarily the result of an increase in the Other Employee Benefits line item.

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

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

Court Trial Services	Actual 2011-12	Actual 2012-13	Budget 2013-14	Estimate 2013-14	Budget 2014-15	% Change
<b>Sources</b>						
General Revenue	\$ 595,892	\$ 777,296	\$ 847,554	\$ 886,919	\$ 888,229	4.80%
Special Revenue	-	-	-	-	-	N/A
Balance Forward	-	-	-	-	-	N/A
<b>Total Sources</b>	<b>\$ 595,892</b>	<b>\$ 777,296</b>	<b>\$ 847,554</b>	<b>\$ 886,919</b>	<b>\$ 888,229</b>	<b>4.80%</b>
<b>Uses</b>						
Personnel	78,089	174,963	182,344	182,344	202,946	11.30%
Supplies & Services	515,747	600,277	663,154	663,154	683,227	3.03%
Capital Outlay	-	-	-	-	-	N/A
Debt Service	-	-	-	-	-	N/A
Reserves & Contingencies	-	-	-	-	-	N/A
<b>Total Uses</b>	<b>\$ 593,836</b>	<b>\$ 775,240</b>	<b>\$ 845,498</b>	<b>\$ 845,498</b>	<b>\$ 886,173</b>	<b>4.81%</b>
<b>Other Sources &amp; Uses</b>						
Transfers In	-	-	-	-	-	N/A
Transfers Out	(2,056)	(2,056)	(2,056)	(2,056)	(2,056)	N/A
<b>Total Other Sources &amp; Uses</b>	<b>\$ (2,056)</b>	<b>\$ (2,056)</b>	<b>\$ (2,056)</b>	<b>\$ (2,056)</b>	<b>\$ (2,056)</b>	<b>N/A</b>
Other Restricted	\$ -	\$ -	\$ -	\$ 39,365	\$ -	N/A