



JUSTICE COURTS



**Gregory S. Stewart,
Presiding Justice of
the Peace
Vacant, Justice Court
Administrator**

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.

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

2013-2018 OBJECTIVES

- CR-** To standardize 100% of court enhancement fee with Superior Court's by FY15/16.
- CR-** Standardize 100% of court policies and procedures within all precincts by FY14/15.
- CR-** Increase the percentage of cases filed in electronic format to 100% by FY2018.
- CR-** Percentage of reliable transportation services.
- CR-** To maintain case load ratio per clerk at 800:1 100% of the time by FY17/18.
- CR-** Increase the percent of court interpreters available to 100% by FY2015.
- CR-** Increase the percentage of court staff to attend Administrative Office of the Courts education training to 100% by FY2016.
- CR-** That justice of the peace cases are heard in a timely manner 100% of the time by FY2017.
- CHSW-** To protect the public, staff and all parties in the courtroom 100% of the time by FY2016.

Strategic Plan: www.yumacountyaz.gov/strategicplan



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2014 RESULTS

- ✓ 100% of court enhancement fee is standardized.
- ✓ 0% of court policies and procedures are standardized.
- ✓ 0% of cases are being filed in electronic format.
- ✓ 50% of transportation is reliable.
- ✓ 0% of the time case load ratio per clerk is at 800:1.
- ✓ 90% of the time court interpreters are available.
- ✓ 80% of court staff has attended AOC education training.
- ✓ 0% of peace cases are heard in a timely manner.
- ✓ 90% of the time the public, staff and all parties are protected in the courtroom.

PERFORMANCE REPORTING

Performance Measure Actuals & Benchmark - Justice Courts

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

Department Goal:	Target/Benchmark				
Measure:	FY2014	FY2015	FY2016	FY2017	FY2018
Strengthening the Administration of Justice.					
% of court enhancement fee standardized.	100%	100%	100%	100%	100%
% of cases being filed in electronic format.	0%	60%	75%	90%	100%
To Maintain a Professional Workforce.					
% of court policies and procedures standardized.	0%	70%	90%	100%	100%
% of time court interpreters are available.	90%	100%	100%	100%	100%
% of court staff who attend AOC education training.	80%	90%	100%	100%	100%
% of time the public, staff and all parties are protected in the courtroom.	90%	95%	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%	90%	100%	100%	100%
% of cases heard in a timely manner.	0%	50%	60%	100%	100%



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AUTHORIZED FULL TIME EQUIVALENT

Authorized Positions by Major Function				
	2011-12	2012-13	2013-14	2014-15
Justices	4.30	4.00	4.00	4.00
Justice Court Administration	3.20	3.20	3.00	3.00
Court Support Services	24.00	25.00	26.50	26.20
Total	31.50	32.20	33.50	33.20

The change in FTE is due to personnel changes that occurred during the fiscal year.

2015 ANNUAL BUDGET

Revenue: General Fund support is at the level needed for General Fund expenditures. The decrease in Special Revenues is primarily the result of a projected decrease in Justice Court # 1 Fines and Judge Pro Tem Fees.

Personnel: There are no substantial changes this fiscal year.

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

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

Justice Court Precinct #1	Actual 2011-12	Actual 2012-13	Budget 2013-14	Estimate 2013-14	Budget 2014-15	% Change
Sources						
General Revenue	\$ 1,067,464	\$ 1,080,413	\$ 1,185,832	\$ 1,185,832	\$ 1,155,440	-2.56%
Special Revenue	210,006	220,549	301,356	211,654	186,458	-38.13%
Balance Forward	196,148	162,727	113,405	161,311	119,949	5.77%
Total Sources	\$ 1,473,618	\$ 1,463,689	\$ 1,600,593	\$ 1,558,797	\$ 1,461,847	-8.67%
Uses						
Personnel	1,156,640	1,144,626	1,253,813	1,229,079	1,260,437	0.53%
Supplies & Services	150,194	153,695	120,619	121,145	115,962	-3.86%
Capital Outlay	-	-	-	-	-	N/A
Debt Service	-	-	-	-	-	N/A
Reserves & Contingencies	-	-	222,104	-	81,391	-63.35%
Total Uses	\$ 1,306,834	\$ 1,298,321	\$ 1,596,536	\$ 1,350,224	\$ 1,457,790	-8.69%
Other Sources & Uses						
Transfers In	2,056	2,056	2,056	2,056	2,056	N/A
Transfers Out	(6,113)	(6,113)	(6,113)	(6,113)	(6,113)	N/A
Total Other Sources & Uses	\$ (4,057)	\$ (4,057)	\$ (4,057)	\$ (4,057)	\$ (4,057)	0.00%
Other Restricted	\$ 162,727	\$ 161,311	\$ -	\$ 204,516	\$ -	N/A



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2015 ANNUAL BUDGET-(Concluded)

Revenue: General Fund Support is at the level needed for General Fund expenditures. The decrease in Special Revenues is primarily the result of a projected decrease in Justice Court # 2 Fines and Judge Pro Tem Fees.

Personnel: There are no significant changes this fiscal year.

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

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

Transfers: The transfer is to the Justice Court Enhancement Fees Fund for a Justice Clerk I position.

Justice Court Precinct #2	Actual 2011-12	Actual 2012-13	Budget 2013-14	Estimate 2013-14	Budget 2014-15	% Change
Sources						
General Revenue	\$ 289,547	\$ 311,848	\$ 394,774	\$ 395,289	\$ 429,271	8.74%
Special Revenue	62,893	48,825	78,548	85,771	46,906	-40.28%
Balance Forward	81,058	86,782	50,755	3,943	7,828	-84.58%
Total Sources	\$ 433,498	\$ 447,455	\$ 524,077	\$ 485,003	\$ 484,005	-7.65%
Uses						
Personnel	296,435	384,541	436,142	426,176	426,559	-2.20%
Supplies & Services	47,281	55,971	47,828	47,906	48,783	2.00%
Capital Outlay	-	-	-	-	-	N/A
Debt Service	-	-	-	-	-	N/A
Reserves & Contingencies	-	-	37,107	-	5,663	-84.74%
Total Uses	\$ 343,716	\$ 440,512	\$ 521,077	\$ 474,082	\$ 481,005	-7.69%
Other Sources & Uses						
Transfers In	-	-	-	-	47,546	N/A
Transfers Out	(3,000)	(3,000)	(3,000)	(3,000)	(50,546)	1584.87%
Total Other Sources & Uses	\$ (3,000)	\$ (3,000)	\$ (3,000)	\$ (3,000)	\$ (3,000)	0.00%
Other Restricted	\$ 86,782	\$ 3,943	\$ -	\$ 7,921	\$ -	N/A

Revenue: General Fund support is at the level needed for General Fund expenditures. The decrease in Special Revenues is primarily the result of a projected decrease in Justice Court # 3 Fines and Judge Pro Tem Fees.

Personnel: There are no significant changes this fiscal year.

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

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

Justice Court Precinct #3	Actual 2011-12	Actual 2012-13	Budget 2013-14	Estimate 2013-14	Budget 2014-15	% Change
Sources						
General Revenue	\$ 297,778	\$ 293,169	\$ 314,654	\$ 321,591	\$ 333,402	5.96%
Special Revenue	55,541	46,434	75,789	57,836	51,847	-31.59%
Balance Forward	450,811	169,727	142,714	136,052	119,646	-16.16%
Total Sources	\$ 804,130	\$ 509,330	\$ 533,157	\$ 515,479	\$ 504,895	-5.30%
Uses						
Personnel	300,680	322,171	355,592	348,102	346,495	-2.56%
Supplies & Services	30,723	48,107	45,036	54,667	48,900	8.58%
Capital Outlay	-	-	-	-	-	N/A
Debt Service	-	-	-	-	-	N/A
Reserves & Contingencies	-	-	129,529	-	106,500	-17.78%
Total Uses	\$ 331,403	\$ 370,278	\$ 530,157	\$ 402,769	\$ 501,895	-5.33%
Other Sources & Uses						
Transfers In	-	-	-	-	-	N/A
Transfers Out	(303,000)	(3,000)	(3,000)	(3,000)	(3,000)	0.00%
Total Other Sources & Uses	\$ (303,000)	\$ (3,000)	\$ (3,000)	\$ (3,000)	\$ (3,000)	0.00%
Other Restricted	\$ 169,727	\$ 136,052	\$ -	\$ 109,710	\$ -	N/A