



# 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 Guerrero 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):	Juan M. Guerrero
Precinct #3 (East County):	Russ Jones

## 2013-2018 OBJECTIVES

**CR-** To standardize 100% of court enhancement fee with Superior Court's by FY15/16.

- ✓ 100% of court enhancement fee is standardized.

**CR-** Standardize 70% of court policies and procedures within all precincts by FY14/15.

- ✓ 0% of court policies and procedures are standardized.

**CR-** Increase the percentage of cases filed in electronic format to 100% by FY2018.

- ✓ 0% of cases are being filed in electronic format.

**CR-** Increase percent of reliable transportation services to 100% by FY14/15.

- ✓ 50% of transportation is reliable.

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

- ✓ 0% of the time case load ratio per clerk is at 800:1.



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## 2013-2018 OBJECTIVES-(Concluded)

**CR-** Increase the percent of court interpreters available to 100% by FY2015.

- ✓ 100% of the time court interpreters are available.

**CR-** Increase the percentage of court staff to attend Administrative Office of the Courts education training to 100% by FY2016.

- ✓ 80% of court staff has attended AOC education training.

**CR-** That justice of the peace cases are heard in a timely manner 100% of the time by FY2017.

- ✓ 0% of peace cases are heard in a timely manner.

**CHSW-** To protect the public, staff and all parties in the courtroom 100% of the time by FY2016.

- ✓ 0% of the time the public, staff and all parties are protected in the courtroom.

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

## 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
<b>Strengthening the Administration of Justice.</b>					
% of court enhancement fee standardized.	100%	100%	100%	100%	100%
% of cases being filed in electronic format.	0%	60%	75%	90%	100%
<b>To Maintain a Professional Workforce.</b>					
% of court policies and procedures standardized.	0%	0%	50%	75%	100%
% of time court interpreters are available.	100%	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.	0%	50%	75%	100%	100%
<b>To Improve Operational Efficiencies.</b>					
% 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%

## AUTHORIZED FULL TIME EQUIVALENT

Authorized Positions by Major Function				
	2012-13	2013-14	2014-15	2015-16
<b>Justices</b>	4.00	4.00	4.00	4.00
<b>Justice Court Administration</b>	3.20	3.00	3.00	3.00
<b>Court Support Services</b>	25.00	26.50	26.20	26.20
<b>Total</b>	<b>32.20</b>	<b>33.50</b>	<b>33.20</b>	<b>33.20</b>

There are no staffing changes for fiscal year 2015-16.



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## 2016 ANNUAL BUDGET

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

**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 2012-13	Actual 2013-14	Budget 2014-15	Estimate 2014-15	Budget 2015-16	% Change
<b>Sources</b>						
General Revenue	\$ 1,080,413	\$ 1,126,061	\$ 1,155,440	\$ 1,068,830	\$ 1,159,063	0.31%
Special Revenue	166,086	209,553	186,458	213,779	238,147	27.72%
Balance Forward	162,727	106,848	119,949	162,317	186,382	55.38%
<b>Total Sources</b>	<b>\$ 1,409,226</b>	<b>\$ 1,442,462</b>	<b>\$ 1,461,847</b>	<b>\$ 1,444,926</b>	<b>\$ 1,583,592</b>	<b>8.33%</b>
<b>Uses</b>						
Personnel	1,144,626	1,156,380	1,260,437	1,125,956	1,258,680	-0.14%
Supplies & Services	153,695	119,708	115,962	128,531	122,623	5.74%
Capital Outlay	-	-	-	-	-	N/A
Debt Service	-	-	-	-	-	N/A
Reserves & Contingencies	-	-	81,391	-	198,232	143.56%
<b>Total Uses</b>	<b>\$ 1,298,321</b>	<b>\$ 1,276,088</b>	<b>\$ 1,457,790</b>	<b>\$ 1,254,487</b>	<b>\$ 1,579,535</b>	<b>8.35%</b>
<b>Other Sources &amp; Uses</b>						
Transfers In	2,056	2,056	2,056	2,056	2,056	0.00%
Transfers Out	(6,113)	(6,113)	(6,113)	(6,113)	(6,113)	0.00%
<b>Total Other Sources &amp; Uses</b>	<b>\$ (4,057)</b>	<b>\$ (4,057)</b>	<b>\$ (4,057)</b>	<b>\$ (4,057)</b>	<b>\$ (4,057)</b>	<b>0.00%</b>
Other Restricted	<u>\$ 106,848</u>	<u>\$ 162,317</u>	<u>\$ -</u>	<u>\$ 186,382</u>	<u>\$ -</u>	<u>N/A</u>

**Revenue:** General Fund Support is at the level needed for General Fund expenditures. There are no substantial changes in Special Revenue.

**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 transfers are for a Justice Clerk I position in the Justice Court Enhancement Fees Fund.

Justice Court Precinct #2	Actual 2012-13	Actual 2013-14	Budget 2014-15	Estimate 2014-15	Budget 2015-16	% Change
<b>Sources</b>						
General Revenue	\$ 311,848	\$ 370,715	\$ 429,271	\$ 431,556	\$ 381,445	-11.14%
Special Revenue	48,824	56,713	46,906	50,518	56,331	20.09%
Balance Forward	86,782	50,709	7,828	24,904	37,971	385.07%
<b>Total Sources</b>	<b>\$ 447,454</b>	<b>\$ 478,137</b>	<b>\$ 484,005</b>	<b>\$ 506,978</b>	<b>\$ 475,747</b>	<b>-1.71%</b>
<b>Uses</b>						
Personnel	337,774	406,672	426,559	414,368	413,394	-3.09%
Supplies & Services	55,971	43,561	48,783	51,639	52,132	6.87%
Capital Outlay	-	-	-	-	-	N/A
Debt Service	-	-	-	-	-	N/A
Reserves & Contingencies	-	-	5,663	-	7,221	27.51%
<b>Total Uses</b>	<b>\$ 393,745</b>	<b>\$ 450,233</b>	<b>\$ 481,005</b>	<b>\$ 466,007</b>	<b>\$ 472,747</b>	<b>-1.72%</b>
<b>Other Sources &amp; Uses</b>						
Transfers In	-	-	47,546	47,546	13,689	-71.21%
Transfers Out	(3,000)	(3,000)	(50,546)	(50,546)	(16,689)	-66.98%
<b>Total Other Sources &amp; Uses</b>	<b>\$ (3,000)</b>	<b>\$ (3,000)</b>	<b>\$ (3,000)</b>	<b>\$ (3,000)</b>	<b>\$ (3,000)</b>	<b>0.00%</b>
Other Restricted	<u>\$ 50,709</u>	<u>\$ 24,904</u>	<u>\$ -</u>	<u>\$ 37,971</u>	<u>\$ -</u>	<u>N/A</u>



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## 2016 ANNUAL BUDGET-(Concluded)

**Revenue:** General Fund support is at the level needed for General Fund expenditures. There are no substantial changes in Special Revenues.

**Personnel:** The increase is primarily the result of increases in the Temporary Employee, Health Insurance and Other Employee Benefits line items in the Justice Court Enhancement Fees Fund.

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

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

Justice Court Precinct #3	Actual 2012-13	Actual 2013-14	Budget 2014-15	Estimate 2014-15	Budget 2015-16	% Change
<b>Sources</b>						
General Revenue	\$ 293,169	\$ 313,211	\$ 333,402	\$ 333,552	\$ 338,113	1.41%
Special Revenue	46,425	58,043	51,847	53,941	60,941	17.54%
Balance Forward	169,727	143,739	119,646	136,137	116,452	-2.67%
<b>Total Sources</b>	<b>\$ 509,321</b>	<b>\$ 514,993</b>	<b>\$ 504,895</b>	<b>\$ 523,630</b>	<b>\$ 515,506</b>	<b>2.10%</b>
<b>Uses</b>						
Personnel	314,475	328,131	346,495	353,917	375,957	8.50%
Supplies & Services	48,107	47,725	48,900	50,261	50,799	3.88%
Capital Outlay	-	-	-	-	-	N/A
Debt Service	-	-	-	-	-	N/A
Reserves & Contingencies	-	-	106,500	-	85,750	-19.48%
<b>Total Uses</b>	<b>\$ 362,582</b>	<b>\$ 375,856</b>	<b>\$ 501,895</b>	<b>\$ 404,178</b>	<b>\$ 512,506</b>	<b>2.11%</b>
<b>Other Sources &amp; Uses</b>						
Transfers In	-	-	-	-	-	N/A
Transfers Out	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)	0.00%
<b>Total Other Sources &amp; Uses</b>	<b>\$ (3,000)</b>	<b>\$ (3,000)</b>	<b>\$ (3,000)</b>	<b>\$ (3,000)</b>	<b>\$ (3,000)</b>	<b>0.00%</b>
Other Restricted	\$ 143,739	\$ 136,137	\$ -	\$ 116,452	\$ -	N/A