



# JUSTICE COURTS



**Gregory S. Stewart,  
Presiding Justice of  
the Peace  
Martin A. Mendez,  
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 dignity.

## MAJOR FUNCTIONS

### Judicial:

Consists of three elected Justice of the Peace (Judge Stewart for Precinct One, Judge Guerrero for Precinct Two 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 FY2017.
  - ✓ 100% of court enhancement fee is standardized.
- CR-** Standardize 75% of court policies and procedures within all precincts by FY2017.
  - ✓ 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 FY2017.
  - ✓ 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.
- CR-** Increase the percent of court interpreters available to 100% by FY2017.
  - ✓ 100% of the time court interpreters are available.



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## 2013-2018 OBJECTIVES-(Concluded)

**CR-** Increase the percentage of court staff to attend Administrative Office of the Courts education training to 100% by FY2017.

- ✓ 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 FY2017.

- ✓ 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:	Target/Benchmark				
Measure:	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%	0%	90%	100%
<b>To Maintain a Professional Workforce.</b>					
% of court policies and procedures standardized.	0%	0%	0%	75%	100%
% of time court interpreters are available.	100%	100%	100%	100%	100%
% of court staff who attend AOC education training.	80%	90%	80%	100%	100%
% of time the public, staff and all parties are protected in the courtroom.	0%	50%	0%	100%	100%
<b>To Improve Operational Efficiencies.</b>					
% of reliable transportation services.	50%	100%	50%	100%	100%
% of time case load ratio per clerk is at 800:1.	0%	90%	0%	100%	100%
% of cases heard in a timely manner.	0%	50%	0%	100%	100%

## AUTHORIZED FULL TIME EQUIVALENT

Authorized Positions by Major Function				
	2013-14	2014-15	2015-16	2016-17
<b>Justices</b>	4.00	4.00	4.00	4.00
<b>Justice Court Administration</b>	3.00	3.00	3.00	3.00
<b>Court Support Services</b>	26.50	26.20	26.20	26.20
<b>Total</b>	<b>33.50</b>	<b>33.20</b>	<b>33.20</b>	<b>33.20</b>

The department transferred .68 FTE for a Justice Clerk I from special revenue funds to general fund funds to help stabilize the special revenue fund.



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## 2017 ANNUAL BUDGET

**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 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 2013-14	Actual 2014-15	Budget 2015-16	Estimate 2015-16	Budget 2016-17	% Change
<b>Sources</b>						
General Revenue	\$ 1,126,061	\$ 1,046,128	\$ 1,159,063	\$ 977,153	\$ 1,127,903	-2.69%
Special Revenue	209,553	232,956	238,147	255,127	255,128	7.13%
Balance Forward	106,848	162,317	186,382	171,097	197,699	6.07%
<b>Total Sources</b>	<b>\$ 1,442,462</b>	<b>\$ 1,441,401</b>	<b>\$ 1,583,592</b>	<b>\$ 1,403,377</b>	<b>\$ 1,580,730</b>	<b>-0.18%</b>
<b>Uses</b>						
Personnel	1,156,380	1,099,800	1,258,680	1,076,769	1,281,651	1.83%
Supplies & Services	119,708	130,915	122,623	128,452	117,132	-4.48%
Capital Outlay	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Reserves & Contingencies	-	-	205,071	-	181,490	-11.50%
<b>Total Uses</b>	<b>\$ 1,276,088</b>	<b>\$ 1,230,715</b>	<b>\$ 1,586,374</b>	<b>\$ 1,205,221</b>	<b>\$ 1,580,273</b>	<b>-0.38%</b>
<b>Other Sources &amp; Uses</b>						
Transfers In	2,056	2,056	8,895	5,656	5,656	-36.41%
Transfers Out	(6,113)	(41,645)	(6,113)	(6,113)	(6,113)	0.00%
<b>Total Other Sources &amp; Uses</b>	<b>\$ (4,057)</b>	<b>\$ (39,589)</b>	<b>\$ 2,782</b>	<b>\$ (457)</b>	<b>\$ (457)</b>	<b>-116.43%</b>
Other Restricted	\$ 162,317	\$ 171,097	\$ -	\$ 197,699	\$ -	-

**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 2013-14	Actual 2014-15	Budget 2015-16	Estimate 2015-16	Budget 2016-17	% Change
<b>Sources</b>						
General Revenue	\$ 370,715	\$ 405,548	\$ 381,445	\$ 381,488	\$ 407,895	6.93%
Special Revenue	56,712	54,527	56,331	58,015	59,036	4.80%
Balance Forward	50,709	24,903	37,971	45,574	8,564	-77.45%
<b>Total Sources</b>	<b>\$ 478,136</b>	<b>\$ 484,978</b>	<b>\$ 475,747</b>	<b>\$ 485,077</b>	<b>\$ 475,495</b>	<b>-0.05%</b>
<b>Uses</b>						
Personnel	406,672	388,156	413,394	413,394	418,679	1.28%
Supplies & Services	43,561	48,248	52,132	57,819	46,048	-11.67%
Capital Outlay	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Reserves & Contingencies	-	-	2,839	-	5,468	92.60%
<b>Total Uses</b>	<b>\$ 450,233</b>	<b>\$ 436,404</b>	<b>\$ 468,365</b>	<b>\$ 471,213</b>	<b>\$ 470,195</b>	<b>0.39%</b>
<b>Other Sources &amp; Uses</b>						
Transfers In	-	47,546	13,689	13,689	390	-97.15%
Transfers Out	(3,000)	(50,546)	(21,071)	(18,989)	(5,690)	-73.00%
<b>Total Other Sources &amp; Uses</b>	<b>\$ (3,000)</b>	<b>\$ (3,000)</b>	<b>\$ (7,382)</b>	<b>\$ (5,300)</b>	<b>\$ (5,300)</b>	<b>-28.20%</b>
Other Restricted	\$ 24,903	\$ 45,574	\$ -	\$ 8,564	\$ -	-



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## 2017 ANNUAL BUDGET-(Concluded)

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

Justice Court Precinct #3	Actual 2013-14	Actual 2014-15	Budget 2015-16	Estimate 2015-16	Budget 2016-17	% Change
<b>Sources</b>						
General Revenue	\$ 313,211	\$ 315,355	\$ 338,113	\$ 338,113	\$ 341,746	1.07%
Special Revenue	58,044	61,925	60,941	72,866	72,866	19.57%
Balance Forward	143,739	136,138	116,452	131,199	110,426	-5.17%
<b>Total Sources</b>	<b>\$ 514,994</b>	<b>\$ 513,418</b>	<b>\$ 515,506</b>	<b>\$ 542,178</b>	<b>\$ 525,038</b>	<b>1.85%</b>
<b>Uses</b>						
Personnel	328,131	329,576	375,957	375,957	370,156	-1.54%
Supplies & Services	47,725	49,643	50,799	51,495	51,176	0.74%
Capital Outlay	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Reserves & Contingencies	-	-	83,293	-	99,406	19.34%
<b>Total Uses</b>	<b>\$ 375,856</b>	<b>\$ 379,219</b>	<b>\$ 510,049</b>	<b>\$ 427,452</b>	<b>\$ 520,738</b>	<b>2.10%</b>
<b>Other Sources &amp; Uses</b>						
Transfers In	-	-	-	-	-	-
Transfers Out	(3,000)	(3,000)	(5,457)	(4,300)	(4,300)	-21.20%
<b>Total Other Sources &amp; Uses</b>	<b>\$ (3,000)</b>	<b>\$ (3,000)</b>	<b>\$ (5,457)</b>	<b>\$ (4,300)</b>	<b>\$ (4,300)</b>	<b>-21.20%</b>
Other Restricted	\$ 136,138	\$ 131,199	\$ -	\$ 110,426	\$ -	-