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LYNN FAZZ
CLERK OF SUPERIOR COURT
YUMA, ARIZONA

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF YUMA

In the Matter of:)	
)	Administrative Order
)	2025-33
SELECTION OF SPECIAL JUDICIAL OFFICERS)	(Replaces 2020-22)
)	
)	

Pursuant to the Arizona Supreme Court Administrative Order 2004-101 and previous orders adopting the Arizona Code of Judicial Administration § 1-305 Selection of Special Judicial Officers, Superior Court in Yuma County amends Administrative Order 2020-22 updating the standards governing the selection of all special judicial officers in Yuma County.

IT IS ORDERED that the following standards shall govern the selection of all special judicial officers in Yuma County, including judges pro tempore, commissioners, hearing officers, juvenile court referees. All judges responsible for appointing or recommending appointment of special judicial officers shall follow these procedures. The procedures for city courts shall be consistent with existing provisions of city charters and ordinances.

1. Special judicial officers shall be selected through an open and competitive process from candidates who are highly competent and respected by their peers and clients and who bring a diversity of background, experience and skills to the bench. Persons applying for judicial office shall be required to meet the minimum qualifications by law, as well as special qualifications which might be listed in a recruitment notice.

2. Any opening for a special judicial officer position will be made public and announced through the following procedures:

A. Public announcement by Yuma County on the public website. The position announcement will be provided to the Yuma County Human Resources Department for routine processing and posting through normal procedures within that department.

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B. The position announcement will be provided to the Yuma County Bar Association.

3. The announcement shall include:

- A. Qualifications for the position.
- B. Identification of the appointing authority.
- C. Salary.
- D. Physical location (s) of duty post (s).
- E. Equal Opportunity Employment Statement.
- F. Special requirements or skills as approved by the Presiding Superior Court Judge.

4. Application for special judicial officer positions will include the following:

- A. An application using the approved Yuma County NeoGov employment application form.
- B. Supplemental Application for Superior Court Commissioner (if applicable).
- C. A resume which describes background, all aspects of personal and professional background, qualifications, experience, and any pertinent information related to the position applied for.
- D. Three professional and three personal references.
- E. Applications and resumes will be forwarded as directed on the position announcement.

5. The selection process will be such as to be sensitive to representation of the ethnic, gender and political diversity of the community and area or jurisdiction of that judicial officer's court. The process will consist of:

- A. The Presiding Superior Court Judge appoints a Selection Committee comprised of no less than three individuals. The Selection Committee shall disclose among themselves to the Presiding Judge any cause for bias in favor or against any applicant reviewed.
- B. The Court Administrator will coordinate all Selection Committee activities and will be responsible for all administrative duties pertaining to screening, selection and appointment.

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D. Selection Committee will select no more than eight applicants for an interview with the Selection Committee.

E. Following the interviews, the Selection Committee will recommend not more than three applicants for appointment to the position. They may rank them in order of preference. If the position is in the Justice Courts, the Presiding Superior Court Judge will consult with that judicial officer. The Presiding Superior Court Judge will make the ultimate selection and appointment.

F. The Selection Committee will consist of a minimum of:

1. An attorney who is a member of the Yuma County Bar Association;
2. A member of the public;
3. An individual appointed by the Presiding Superior Court Judge.

6. Appointment of a special judicial officer will be for a maximum period of 12 months generally coinciding with the July 1 fiscal year. Re-appointment will depend on an annual evaluation performed by the judge of the court in which the special judicial officer serves.

7. Evaluations will contain the minimum information:

- A. Term of appointment.
- B. Date appointment is to expire.
- C. Information from both professional and public participants in the legal process.
- D. Statements by the judge of the court in which the appointee serves, including assessment of job performance, training needs, if any, and assessment of the appointee's impact on the judicial process within that court.

8. The Presiding Judge may appoint part-time special judicial officers to perform duties in the Superior Court or Justice Courts as needed on less than a full-time basis without the appointment of a Selection Committee.

9. Temporary appointments of full and part-time special judicial officers shall be made by the Presiding Judge in a manner which serves the best interest of the court. Such an appointment will not exceed 12 months, and any subsequent appointment must be made in accordance with the requirements of normal appointments of special judicial officers.

10. Volunteers or employees of a court who also perform other duties in addition to special judicial officer responsibilities will not be subject to the rules herein for full and part-time appointees.

11. The judge of the court in which the full or part-time judicial officer presides shall certify to the Presiding Judge that each appointee has met the following:

- A. New employee orientation at the county and Superior Court levels as appropriate.
- B. COJET requirements.
- C. Has received training and education appropriate to the duties performed and comparable to that received by the judge or judges of that court.

DATED this 12th day of December 2025.


Honorable David M. Haws
Presiding Judge

Copies to:

Hon. Mark Wayne Reeves, Div. 1
Hon. R. Erin Farrar, Div. 2
Hon. Claudia González, Div. 3
Hon. Roger A. Nelson, Div. 5
Hon. Nathaniel Sorenson, Div. 6
Hon. Darci D. Weede, Div. 7
Hon. Eliza B. Johnson, Comm. 2
Hon. Levi Gunderson, Comm. 3
Hon. Gregory Stewart, Justice Court Precinct 1
Hon. Scarlett Harper, Justice Court Precinct 2
Hon. Russ Jones, Justice Court Precinct 3/Wellton Municipal Court
Hon. James Coil, Yuma Municipal Court
Hon. Danae Figueroa, San Luis Municipal Court
Hon. Edna Lugo, Somerton Municipal Court
Kathleen M. Schaben, Court Administrator
Imelda Arellano-Nuñez, Director of Juvenile Court
Ryan M. Byrd, Chief Adult Probation Officer
Dona Miller-Robbins, Judicial Case Manager
Reyna Curiel, Justice Court Administrator
Ian McGaughey, Yuma County Administrator
Karolyn Kaczorowski, Yuma County Attorney
Sheriff Leon N. Wilmot, Yuma County Sheriff
Raymond Hanna, Yuma County Legal Defender
William Fox, Yuma County Legal Defender
Yuma County Bar Association