

**ARIZONA CODE OF JUDICIAL ADMINISTRATION**  
**Part 1: Judicial Branch Administration**  
**Chapter 5: Court Automation**  
**Section: 1-508 Required Data Elements**

**A. Definitions.** In this section, the following definitions apply:

“Director” means the Director of the Administrative Office of the Courts (AOC).

“Case management system (CMS)” means the information system that captures, maintains, and provides access to data related to cases, enabling systematic control of records through their lifecycle.

“Clerk of superior court” means a person elected to the office provided by Article 6, Section 23 of the Arizona Constitution.

“Court” means the appellate, superior, juvenile, justice, and municipal courts and probation departments in each county.

“Court leadership” means the presiding judge of a court, superior court administrator, justice court administrator, municipal court administrator, chief probation officer, juvenile court director, clerk of court and chief judge of the court of appeals.

“Data elements” means the set of defined data elements and codes adopted by the Arizona Judicial Council.

“Implement” means adding and using the required data element in a case management system.

**B. Applicability.** The following section shall govern courts’ implementation and reporting of the required data elements as adopted by the Arizona Judicial Council.

**C. Purpose.** Required data elements for courts are promulgated to ensure the quality, completeness, and consistency of Arizona court data across the judicial branch for case management, allocation of resources, and data integration projects between the courts and other justice system stakeholders.

**D. Administration.** The Director shall provide the phased implementation of the required data elements.

**E. General Provisions for Court Leadership.**

1. All courts shall collect in their CMS and other information systems the required data elements listed in Appendix A, pursuant to a phased implementation schedule promulgated by the Director. Court leadership is responsible for collecting all required data elements.

2. Court leadership shall establish policies and procedures on the proper use and entry of the required data elements, including staff training and regular data quality review.
3. Court leadership shall update annually the Arizona Required Data Elements Checklist. Court leadership in the superior court shall coordinate the submission of a consolidated checklist for the superior court and the clerk of superior court. The presiding judge of each limited jurisdiction court, the clerk of the superior court in each county, and each department director shall sign the completed checklist and forward their approval to the presiding judge of the superior court of the county by January 31 of each calendar year. The presiding judge of the superior court in each county, or their designee, shall review and sign their approval of the completed checklist by March 1 of each calendar year. This requirement does not include juvenile and probation departments until specifically required by administrative directive.

**F. Requests for Extension of Time to Implement Data Elements.** Court leadership may request an extension of time for implementation of a required data element based on a compelling business reason, along with a plan for timely implementation, as follows:

1. With the approval of the presiding judge of the county, written requests for extension of time to implement a required data element may be submitted to the Administrative Office of the Courts in a manner determined by the Director.
2. The Director shall review and render a written decision on requests for extensions of time to implement a required data element.