



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 9/19/2023

**= Mandatory, information must be provided*

Click or tap the boxes to enter text. If not applicable, indicate "N/A".

***Title:**

Pima County Clerk of Superior Court Case Flow Management Fee Ordinance

***Introduction/Background:**

Perhaps the single most pressing item of any elected official's second term is establishing an agenda that is solely theirs. When taking office, a newly elected official will spend the first few years dealing with items left by the prior administration, completing overlapping projects or tasks (from one administration to the next) and then working to establish their own agenda items.

Heading into the second term, Mr. Harrison will be pursuing a multi-pronged strategy of working towards creating new business processes, mentoring and transferring knowledge to younger employees and growing new talent, and modernizing the workplace. The biggest challenges for the next couple of years centers on realigning business processes to meet existing IT initiatives, while evolving the organization and work environment to attract new staff, retain existing employees and foster the promotion of internal talent to be able to take the current Clerk functions to the next level of customer service and administrative standards.

***Discussion:**

Efiling, more than any other initiative, will change how the Clerk and the Court conducts business going forward. The shift from paper reliant to a "paper-lite" court will require major shifts within departments that deal with paper-based transactions, daily.

The biggest impact to the Clerk of Superior Court's business flow is efilings. While early iterations of efilings had a gradual impact, the expended efforts in 2020 saw the paper population decrease by about 35% since the initial rollout of efilings, in late 2010.

Work processes and associated job duties will need to be addressed to meet the current needs and changes to document workflow processes within the various Clerk units. This massive shift in document workflow processes is the driver of a shift in the changes within the Clerk's office that will necessitate changes to existing job functions.

The business shift will be PC-heavy. That will require training staff on PCs and business software, shifting from pushing paper to PC based QA tasks and reconciling all financials electronically. The move to a digital workflow will require modern workspaces that leverage the latest in ergonomic surfaces and PC/monitor set ups. These changes to our business processes require expenditures to maintain the expectations of the users of the services that the Clerk's Office provides.

***Conclusion:**

The realignment of job functions will require a new Human Capital Investment (HCI) model that focuses on employee enrichment, employee retention, and providing career opportunities within the Clerk's Office.

There are many other strategic projects in the plan that will benefit the public, legal community, and the judicial branch in Pima County. Without the proposed additional funding from the proposed increase in filing fees, these strategic initiatives and projects will put the Clerk's Office out of step with statewide strategic projects that are currently underway. The mission of upholding the principles of due process, procedural fairness, transparency and equal access for all are satisfied through the implementation of new technologies, and dovetails with the Clerk's strategic vision for Mr. Harrison's second term. Using technology and realigning business processes to achieve our goals regarding employee recruitment, retention and development sets up the Clerk's Office for the immediate future and for future generations.

***Recommendation:**

To address the immediate and future needs of the Clerk's Office and to minimize the impact on the General Fund, the Clerk's Office is recommending the implementation of a new Clerk fund – the Pima County Clerk of the Superior Court Case Flow Management Fee (\$75). The Pima County Clerk of the Superior Court is requesting this increase to meet the continued demands of the Clerk's Office while offsetting the cost from the taxpayer. By enacting the proposed fee, most of the cost of supporting the processing of documents and files in a non-paper manner will be recovered by those who use the services, and not the taxpayers at large.

***Fiscal Impact:**

If the county were to cover the existing and ongoing expenditures by adopting an increase in the base budget, that would require an increase for FY24-25 of 4.0% to 6.0%, to cover additional 01 and 02 Appropriations, to be sustained for the foreseeable future. The Clerk's Office is requesting this new ordinance to meet the current and future demands placed on our department by external forces. Initial revenue forecasts for FY 2023-2024 are expected to be in the \$200,000 to \$500,000 range for the proposed fee. This is revenue that will offset the needs from the general fund and target the users of the services provided. Ultimately, the funds used to implement the planned initiatives will enhance the services provided by the Clerk's Office to the public, legal community, and the judicial system in Pima County.

***Board of Supervisor District:**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ All

Department: Clerk of Superior Court

Telephone: 520-724-3201

Contact: Ray Rivas, Chief Deputy

Telephone: 520-724-3271

Department Director Signature: _____

Date: August 30, 2023


Deputy County Administrator Signature: _____

Date: _____

County Administrator Signature: _____

Date: 8/31/2023



To: Board of Supervisors and Jan Leshar, Pima County Administrator
From: Gary Harrison, Pima County Clerk of the Superior Court 
RE: Establishing Clerk of the Superior Court Case Flow Management Fund
Dated: August 28, 2023

Introduction

The Clerk of the Superior Court's Office, which was established by the Arizona Constitution (**Article 6 Section 23 - Superior court; clerk**) as one of several elected offices with specific and special duties, serves as the official record keeper and fiduciary for all matters pertaining to Pima County Superior Court. As such, the Clerk of the Superior Court is the holder of the historical record – with court documents dating back to the 1800s.

The complexity of mandated, and public service Clerk functions can be simplified into the following roles:

- Provides the public, court, and the legal community access to all records (as directed by A.R.S., State/Local Administrative Order, Federal Mandate, etc.) of the Superior Court in Pima County (*access to digital and physical historical assets*)
- Attends each Superior Court session to record the actions of the court (*court services*)
- Processes initiating and subsequent Superior Court actions in civil, criminal, juvenile, probate, adoption, or domestic relations matters (*court services*)
- Processes all records in juvenile dependency, delinquency, severance, and adoption cases (*court services*)
- Collects and disburses court-ordered fees, fines, and victim restitution in an expedient manner (*fiduciary functions*)
- Receives, distributes, and preserves official court documents and data (*digital and physical assets*)
- Manages exhibits for all court cases (*physical assets*)
- Issues and records marriage licenses (*county service*)
- Processes passport applications (*county service*)

Clerk of the Court Ecosystem

The Pima County Clerk of the Superior Court (Clerk's Office) oversees five court disciplines – Civil, Criminal, Family Law, Juvenile and Probate. At a more granular level, the Clerk's Office also oversees services in support of very critical community functions – such as Adoptions, Orders of Protection/Injunctions Against Harassment, and accepts passport applications. As the public facing entity of the judicial system in Pima County, all court-related business starts and ends with the Clerk's Office. The Clerk's Office serves as the historical court record keeper for Pima County. As such, the Clerk's Office creates and maintains case file dossiers for every matter presented to Superior Court. This historical archive dates to the 1800s and requires four physical locations to preserve and store documents and exhibits.

The Clerk's Office processes and maintains an average of just over **1 million** court filings (documents) per year spread across all benches. The Clerk's Office resources oversee an average of 1.4 million data transactions per year (2017-2021). These data entry transactions are the foundation for case management content, court-ordered obligation tracking, electronic document management/retrieval, court fee receipting/collections, electronic filing, court hearing scheduling and other data feeds used locally and statewide (Exhibit A). As the court fiduciary, the Clerk's Office collects and disburses an average of \$20 million dollars per year over the last five calendar years. This includes the Clerk's Office's efforts in recovering delinquent court-ordered obligations and restitution through both the State's FARE and Tax Intercept Program. The Clerk's Office's case management system (Agave) provides crucial services to the State, federal and local law enforcement, court partners and the county at large.

Each of the services are staffed by the Clerk's Office frontline workers that provide superior customer service to the community. Even when the Superior Court reduced onsite proceedings during the thick of the COVID pandemic (early 2020 – late 2021), the Clerk's Office stayed open to the community as an essential public service.

The Need for Alternative Resources

The Clerk's Office has been on the forefront of automation dating back to the 1980s. In the late 80s/90s, the Clerk's Office utilized mini-mainframes to track and collect criminal fines/fees and court-ordered child support. As an early adopter of technology, the Clerk's Office implemented an electronic document management system in 1992. As the Clerk's Office's automation efforts continued to evolve into the 2000s and 2010s, the focus began to lean toward digitizing workflows, particularly the filing of documents. Currently the Clerk's Office accepts e-filing of documents in Criminal, Civil, and Family Law matters. This change in our business

process impacts how the Clerk of the Superior Court provides services to Pima County residents. These changes to our business processes require expenditures to maintain the expectations of the users of the services that the Clerk's Office provides. Funding issues, rising inflation costs, technology hardware shortages and the challenges of recruiting staff locally could pose challenges to current and future Clerk functions. To ignore these signs would place the Clerk's Office as the bottleneck to the administration of justice.

Sustainability and Moving Forward

To address the immediate and future needs of the Clerk's Office and to minimize the impact on the General Fund, the Clerk's Office is recommending the implementation of a new Clerk fund – the **Pima County Clerk of the Superior Court Case Flow Management Fund (\$75)**.

Pursuant to A.R.S. §11-251.05 and §A.R.S. 11-251.08, which authorize the Board of Supervisors to adopt and enforce all ordinances necessary or proper to carry out the duties, responsibilities, and functions of the county government and to adopt the fee schedule, the Pima County Clerk of the Superior Court is requesting this increase to meet the continued demands of the Clerk's Office while offsetting the cost from the taxpayer. If the county were to cover the existing and ongoing expenditures by adopting an increase in the base budget, that would require an increase for FY24-25 of 4.0% to 6.0%, to cover additional 01 and 02 Appropriations, to be sustained for the foreseeable future. By enacting the proposed fee, most of the cost of supporting the processing of documents and files in a non-paper manner will be recovered by those who use the services, and not the taxpayers at large.

As of January of 2023, Pima County has one of the lowest Court filing fee rates in the state. The difference in rates can be attributed to the other counties' BOS sanctioned ordinance increases to the State's base filing fee schedule (See Attachment 1). This increase would align Pima County filing fees with the fee schedule that has been in place in Maricopa County for well over a decade.

The implementation of the proposed fees will dovetail with the ***Courts in Pima County Information Technology Strategic Plan: 2024-2026***. This plan was recently submitted to the AOC where the strategic agenda includes:

- Promoting Access to Justice
- Promoting Judicial Branch Excellence and Innovation
- Promoting Public Trust and Confidence
- Improving Court Processes to Better Serve the Public

- Protecting Children, Families, and Communities

Some of the related initiatives specific to the Clerk's Office are as follows:

- Expanding the case types available for e-filing to include Probate and Juvenile filings
- Providing improved access to case data and documents that encompasses agency access, party access, and public access
- Eliminating paper document files and reducing storage and labor costs in the next 5-10 years
- Converting multi-part forms used in criminal proceedings to non-paper electronic documents
- Replacing current "inked" fingerprints on Sentencing and Disposition Minute Entries with a digital image
- Automating the Application for Deferral or Waiver process to eliminate paperwork and reduce waiting times

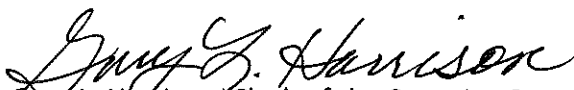
There are many other strategic projects in the plan that will benefit the public, legal community, and the judicial branch in Pima County. Without the proposed additional funding from the proposed increase in filing fees, these strategic initiatives and projects will put Pima County out of step with statewide strategic projects that are currently underway.

In addition to the strategic initiatives that are technology driven, these changes to our automated processes will necessitate other changes to our business practices and case flow processes. These changes will also be reflected in our exposure to the public and require changes to our customer service lobbies, including the expanded use of kiosks, public-use terminals and an enhanced online presence. This will also necessitate an increase in Human Capital Investment (HCI). Staff training, employee development, and retention will need to be enhanced to handle the new technology and the transition from touching paper to the quality control of digital images. Also required will be the updating of the work environment including offices, workstations, chairs, and other Clerk of Superior Court specific equipment that will be necessary as we move forward in the next 3 to 5 years. As we have experienced in the transition from paper to electronic documents in other case types (Criminal, Civil, Family Law), the remaining two case types (Probate and Juvenile) will require additional resources due to the confidential nature of the cases in juvenile dependency actions, and the statutory requirements (original Wills) in probate matters.

Conclusion

The Clerk's Office is requesting this new ordinance to meet the current and future demands placed on our department by external forces. Initial revenue forecasts for FY 2023-2024 are expected to be in the \$200,000 to \$500,000 range for the proposed fee. This is revenue that will offset the needs from the general fund and target the users of the services provided. Projects that have been part of the Clerk's 5-year Strategic Plan since 2017 and statewide projects that are part of the current Strategic Plan will require funding to support a change in our business processes, additional expenditures in HCI, and updating of the current work environment, that can be primarily covered by this fee increase. Ultimately, the funds used to implement the planned initiatives will enhance the services provided by the Clerk's Office to the public, legal community, and the judicial system in Pima County.

Thank you for your consideration.

A handwritten signature in black ink that reads "Gary L. Harrison". The signature is fluid and cursive, with the first name "Gary" and last name "Harrison" clearly legible.

Gary L. Harrison, Clerk of the Superior Court in Pima County

Attachment: Proposed Fee Schedule

A.R.S. 12-284 CLASS	SERVICE	BASE FEE	CURRENT TOTAL	CFMF	NEW TOTAL
<u>CIVIL</u>					
A	Complaint, notice of appeal under section 12-904 or petition	\$188.00	\$258.00	\$75.00	\$333.00
B	Answer, notice of appearance under section 12-907 or initial appearance	\$100.00	\$170.00	\$75.00	\$245.00
A	Petition for change of name	\$188.00	\$258.00	\$75.00	\$333.00
A	Filing Intervenor	\$188.00	\$258.00	\$75.00	\$333.00
A	Foreign judgment	\$188.00	\$258.00	\$75.00	\$333.00
A	Change of venue to this county	\$188.00	\$218.00	\$75.00	\$293.00
A	Tax court case	\$188.00	\$258.00	\$75.00	\$333.00
E	Civil traffic appeal	\$30.00	\$85.00	\$75.00	\$160.00
<u>DOMESTIC RELATIONS</u>					
C	Petition for dissolution of marriage	\$149.00	\$274.00	\$75.00	\$349.00
D	Response or initial appearance in dissolution	\$74.00	\$199.00	\$75.00	\$274.00
C	Petition for legal separation	\$149.00	\$274.00	\$75.00	\$349.00
D	Response or initial appearance in legal separation	\$74.00	\$199.00	\$75.00	\$274.00
C	Petition for annulment	\$149.00	\$274.00	\$75.00	\$349.00
D	Response to petition for annulment	\$74.00	\$199.00	\$75.00	\$274.00
C	Petition for domestic relations case for which a fee is not specifically prescribed: foreign judgment for custody; establish support/custody.	\$149.00	\$204.00	\$75.00	\$279.00
<u>TRANSFER FROM JUSTICE COURTS</u>					
A	Appellant (except under A.R.S. § 12-1809 & 13-3602)	\$188.00	\$243.00	\$75.00	\$318.00

	Appellee (except under A.R.S. 12-1809 & 13-3602)	\$100.00	\$155.00	\$75.00	\$230.00
A	Ownership of real property becomes issue (Plaintiff / Appellant)	\$188.00	\$243.00	\$75.00	\$318.00
B	Ownership of real property becomes an issue (Defendant)	\$100.00	\$155.00	\$75.00	\$230.00
B	Jurisdiction exceeded appellee (within 20 days of filing)	\$100.00	\$155.00	\$75.00	\$230.00

ITEM 6

SLIDES WITH PERTINENT INFORMATION (4)

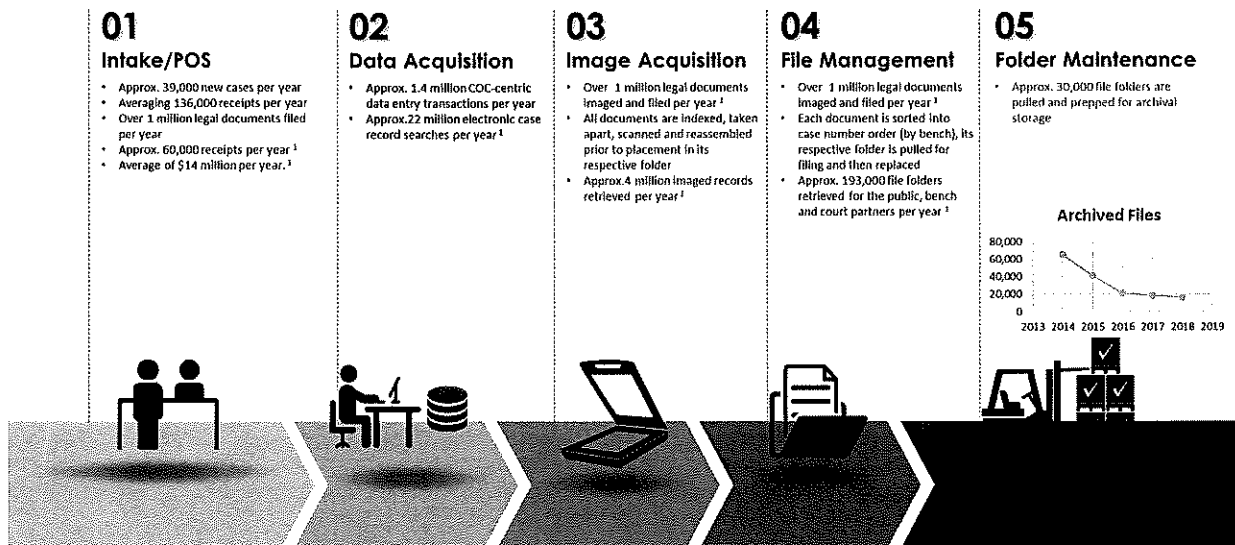
ATTACHMENT 1

Examples of common filing fees (Not exhaustive)

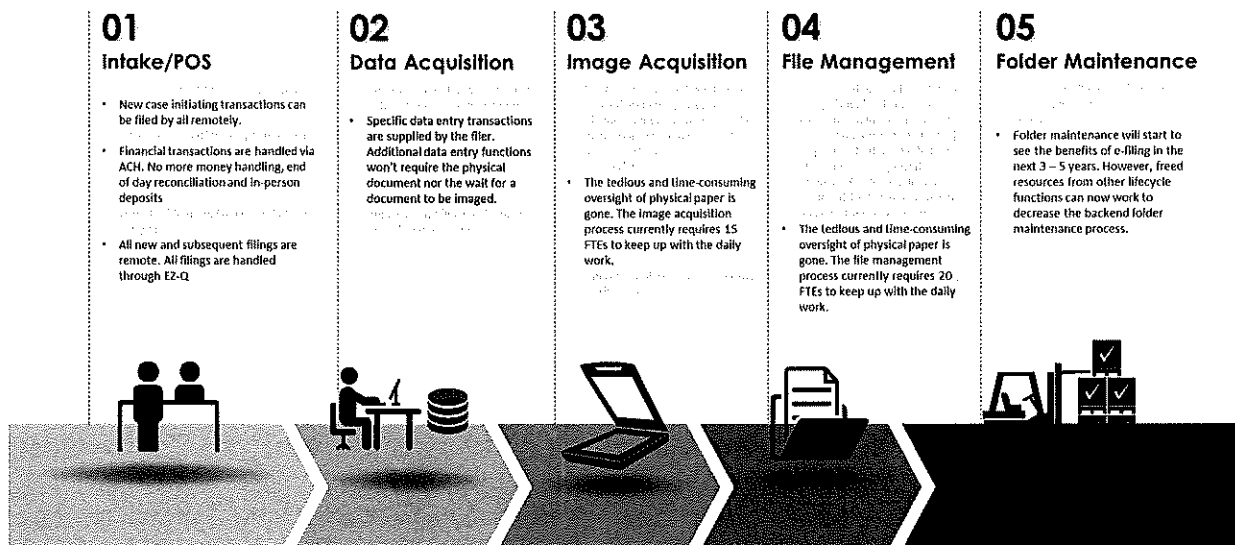
A.R.S. 12-284 CLASS	SERVICE	BASE FEE	PIMA COUNTY CURRENT	MARICOPA COUNTY CURRENT	PINAL COUNTY CURRENT	COCONINO COUNTY CURRENT	COCHISE COUNTY CURRENT	PROPOSED PIMA CFMF	PROPOSED NEW PIMA TOTAL
<u>CIVIL</u>									
A	Compairnt/Petition	\$ 188.00	\$ 258.00	\$ 333.00	\$ 318.00	\$ 303.00	\$ 268.00	\$ 75.00	\$ 333.00
B	Answer/Response	\$ 100.00	\$ 170.00	\$ 245.00	\$ 230.00	\$ 215.00	\$ 180.00	\$ 75.00	\$ 245.00
A	Petition for Change of Name	\$ 188.00	\$ 258.00	\$ 333.00	\$ 318.00	\$ 303.00	\$ 268.00	\$ 75.00	\$ 333.00
A	Change of Venue to This County	\$ 188.00	\$ 258.00	\$ 333.00	\$ 318.00	\$ 303.00	\$ 268.00	\$ 75.00	\$ 333.00
E	Civil Traffic Appeal	\$ 30.00	\$ 85.00	\$ 160.00	\$ 105.00	\$ 95.00		\$ 75.00	\$ 160.00
	<u>DOMESTIC RELATIONS</u>								
C	Petition for Dissolution of Marriage	\$ 149.00	\$ 274.00	\$ 349.00	\$ 294.00	\$ 319.00	\$ 284.00	\$ 75.00	\$ 349.00
D	Response/Answer	\$ 74.00	\$ 199.00	\$ 274.00	\$ 219.00	\$ 289.00	\$ 209.00	\$ 75.00	\$ 274.00
C	Legal Decision Making/Custody/Paternity Matters	\$ 149.00	\$ 204.00	\$ 279.00	\$ 224.00	\$ 249.00	\$ 214.00	\$ 75.00	\$ 279.00
C	Petition For Legal Separation	\$ 149.00	\$ 274.00	\$ 349.00	\$ 294.00	\$ 319.00	\$ 284.00	\$ 75.00	\$ 349.00
D	Legal Separation Answer/Response	\$ 74.00	\$ 199.00	\$ 274.00	\$ 219.00	\$ 289.00	\$ 209.00	\$ 75.00	\$ 274.00
	<u>PROBATE, CONSERVATORSHIP, GUARDIANSHIP</u>								
C	Application For Informal Appointment	\$ 149.00	\$ 204.00	\$ 279.00	\$ 224.00	\$ 324.00	\$ 214.00	\$ 75.00	\$ 279.00
C	Petition for Formal Appointment	\$ 149.00	\$ 204.00	\$ 279.00	\$ 224.00	\$ 324.00	\$ 214.00	\$ 75.00	\$ 279.00
C	Petition To Appoint Guardian/Conservator	\$ 149.00	\$ 204.00	\$ 279.00	\$ 224.00	\$ 324.00	\$ 214.00	\$ 75.00	\$ 279.00
C	Petition For Transfer of Real property	\$ 149.00	\$ 204.00	\$ 279.00	\$ 224.00	\$ 324.00	\$ 214.00	\$ 75.00	\$ 279.00

DOCUMENT WORKFLOW: COMPARASON OF PHYSICAL VS. ELECTRONIC

PHYSICAL DOCUMENT LIFECYCLE (End to End)



ELECTRONIC DOCUMENT LIFECYCLE (End to End)



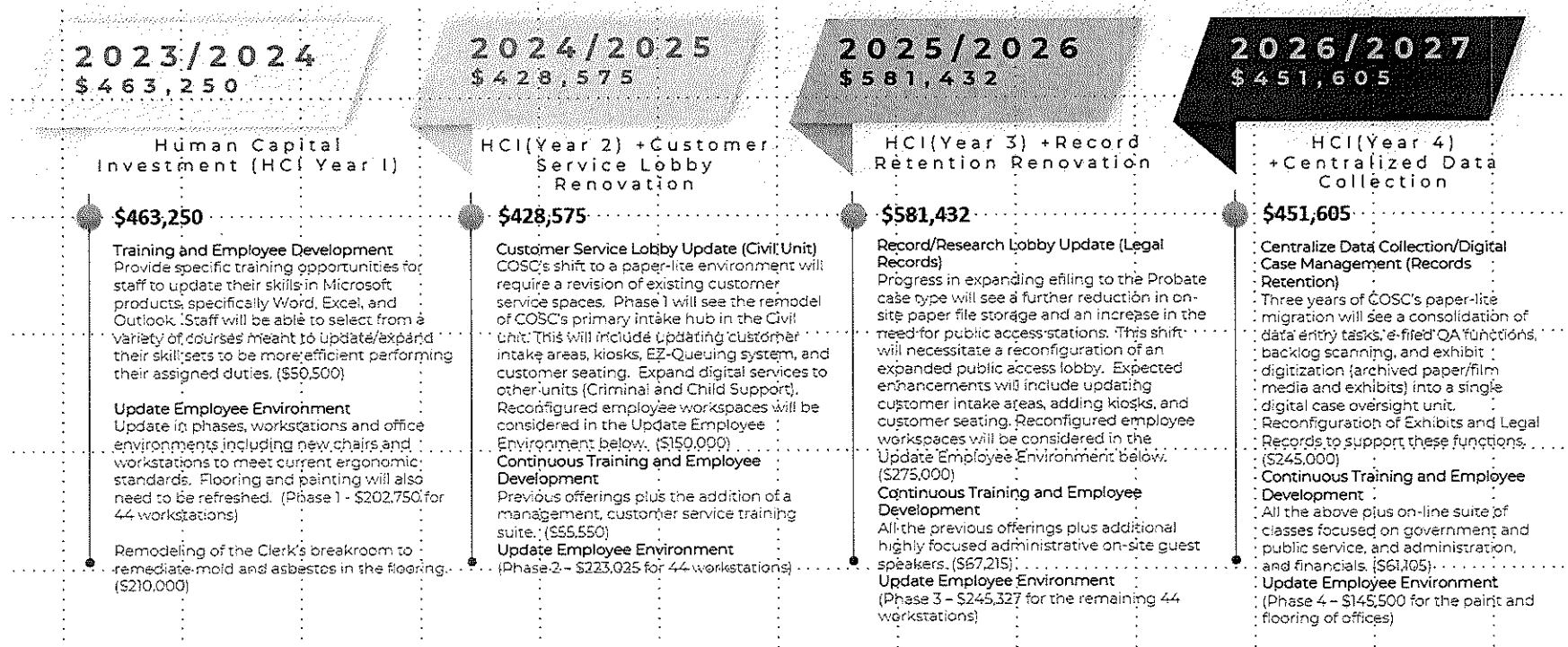
The document workflow within the Clerk of Superior Court's Office (COC) is a collection of complex pathways from point of service intake services to end of life retention functions. The human capital and expertise needed to process, file, and manage a single document is surprising.

As the document workflow continues to evolve from paper to electronic, employees must be increasingly more precise in completing their assigned tasks. Tasks that were once clerical in nature will now require keen data entry and data analysis skills.

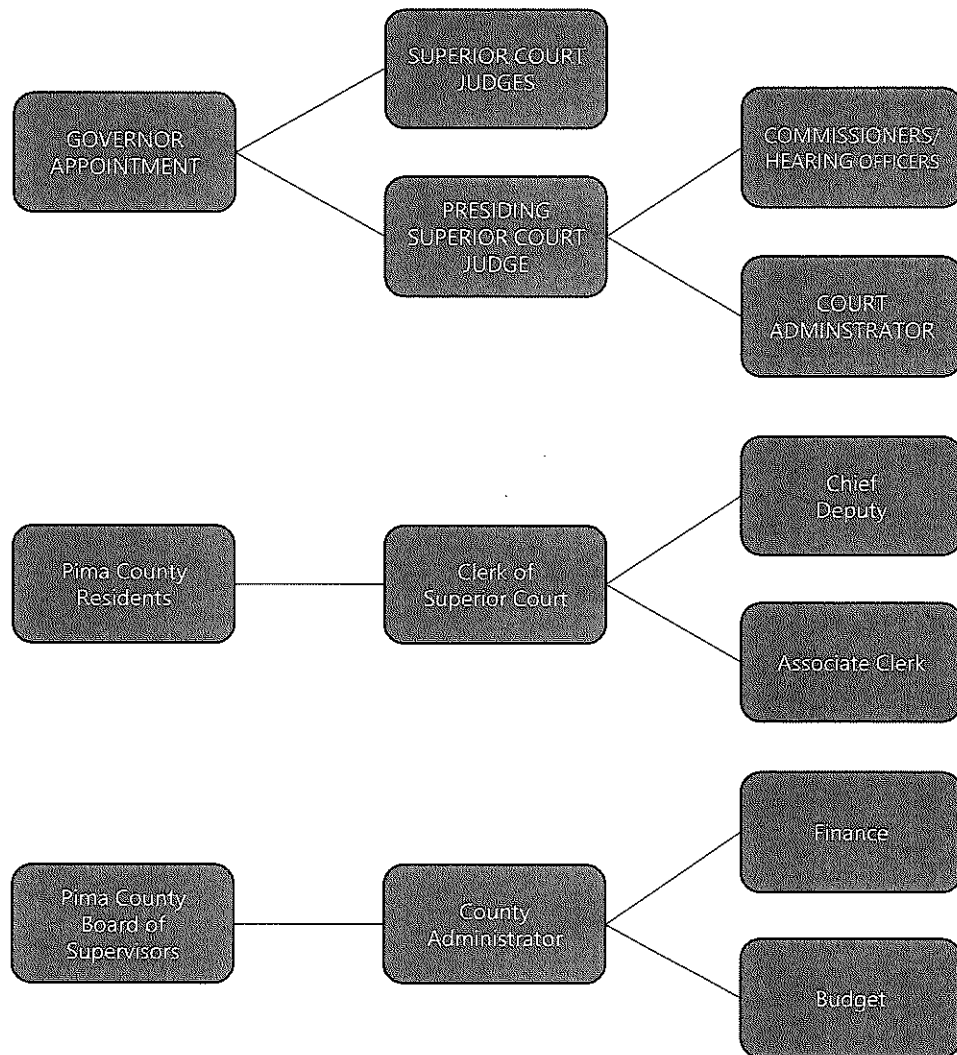
Migrating toward a paper-lite document flow simplifies the legal system for the public, streamlines the end-to-end paper workflow and provides a pathway towards realigning the Clerk's workforce to be better prepared for the demands of a modern workplace.

Current funding not meeting the needs of the Clerk's office.

In a paper-lite environment, the substantial shift from a hybrid paper/electronic model (that is mostly fueled by filed paper and scanned) has been a massive change in the business model. Clerk of Court staff will no longer have all the manual functions of a traditional clerical position. The business shift will be PC-heavy. That will require training staff on PCs and business software, shifting from pushing paper to PC based QA tasks and reconciling all financials electronically.



The realignment of job functions will require a new Human Capital Investment (HCI) model. HCI focuses on employee enrichment, employee retention, and providing staff pathways towards long lasting careers within the Clerk's Office.



Article 6, Section 23 of the Arizona State Constitution : There shall be in each county a clerk of the superior court. The clerk shall be elected by the qualified electors of this county at the general election and shall hold office for a term of four years from and after the first Monday in January next succeeding his election. The clerk shall have such powers and perform such duties as may be provided by law or rule of the supreme court or superior court. He shall receive such compensation as may be provided by law.

ARS 12-282 Establishes the Clerk of Superior Court is the official custodian of records for the Superior Court and shall take charge and keep safe all records filed. This Statute also enumerates the fiduciary responsibilities and duties of the office.

ORDINANCE 2023- _____

AN ORDINANCE OF THE BOARD OF SUPERVISORS OF PIMA COUNTY, ARIZONA, ADOPTING A SCHEDULE OF FEES FOR COURT SERVICES AS PROVIDED TO THE PUBLIC BY THE PIMA COUNTY CLERK OF THE SUPERIOR COURT, ESTABLISHING THE PIMA COUNTY CLERK OF THE SUPERIOR COURT CASE FLOW MANAGEMENT FUND (CFMF) AND AUTHORIZING EXPENDITURES THEREFROM.

THE BOARD OF SUPERVISORS OF PIMA COUNTY ARIZONA FINDS THAT:

1. The services provided by the Clerk of the Superior Court of Pima County, Arizona, are consumed by easily identifiable members of the public, to wit: litigants in Superior Court proceedings; and as a matter of public policy, the Pima County Board of Supervisors ("Board") favors easing the burden on taxpayers by recovering all or part of the cost of processing cases in the Superior Court from those who cause the expenditure.
2. The Board finds that countywide the Clerk of the Superior Court expends substantial monies on the case flow management of documents, which are not completely offset by the fees currently collected.

BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF PIMA COUNTY ARIZONA:

ARTICLE 1 – AUTHORITY AND SCOPE

- Sec. 100 This Ordinance is adopted pursuant to A.R.S. § 11-251.05 and A.R.S. § 11-251.08, which authorizes the Board of Supervisors to adopt and enforce all ordinances necessary or proper to carry out the duties, responsibilities, and functions of the county government and to adopt the fee schedules for any specific services provided by the county to the public.
- Sec. 101 The Attorney General of the State of Arizona has rendered an Opinion, 195-18 (R94-63) *Court Fees and Surcharges* (December 19, 1995), that authorizes the Pima County Board of Supervisors to "establish fees for services provided by the state superior courts located within the county"

- Sec. 102 The Pima County Board of Supervisors encourages county departments and the Clerk of the Superior Court of Arizona in Pima County to pursue alternative revenue in lieu of increasing taxation.
- Sec. 103 The citizens of Pima County, County departments, the Superior Court of Arizona in Pima County and the Pima County Board of Supervisors directly benefit from the use of alternative sources that support the continued development and enhancement of Clerk of the Superior Court services.
- Sec. 104 Maximizing the efficiency of the Clerk of the Superior Court's ability to process electronically filed documents, analyze and quality control electronic documents will directly benefit the citizens and legal community of Pima County by improving public access to court records and timely and efficiently processing electronic documents. This will allow the Clerk of the Superior Court the ability to conform to future document processing requirements.
- Sec. 105 The Administrative Office of the Courts (AOC) has ordered via Administrative Order 2021-183 "*...that any e-filed document that meets the requirements described herein shall be accepted by the clerk*" that requires by extension that the Pima County Clerk of the Superior Court shall implement and maintain staffing, environment, protocols, and workflows for receiving, processing, providing, retaining, and destroying electronic documents.

ARTICLE 2 – SHORT TITLE

- Sec. 200 This Ordinance may be referred to as the "Pima County Clerk of the Superior Court Case Flow Management Fee Ordinance."

ARTICLE 3 - FEES

- Sec. 300 The Board has the authority to adopt a fee schedule to cover expenses for case flow management of electronic documents within the Clerk of the Superior Court's office, which enhances services provided to the litigants of their utilization of the Superior Court within Pima County.
- Sec. 301 Such fee schedule will be identified as the Case Flow Management Fee Schedule.
- Sec. 302 The Board has the authority to revise the fee schedule as needed to keep current with the rising expenses to perform such Clerk of the Superior Court case flow development or enhancement services for the administration of justice. The

adoption of this fee will bring Pima County in line with fees charged by other counties within Arizona.

- Sec. 303 The adoption or revision of a fee schedule will not affect any change in the Ordinance itself.
- Sec. 304 In addition to all other fees assessed against a litigant filing original pleadings/petitions and answers/responses in civil, probate and domestic relations cases, the Clerk of the Superior Court shall, as authorized and directed by the Board, assess, and collect from each litigant, excepting those exempt under A.R.S. § 12-304, a Pima County Clerk of the Superior Court Case Flow Management fee in the amount of seventy-five dollars (\$75.00).
- Sec. 305 If a check that has been presented to the Clerk of the Superior Court is returned by a payee for insufficient funds, the Court shall assess a **non-sufficient funds fee**.

ARTICLE 4 – ESTABLISHMENT OF A FUND

- Sec. 400 The Board of Supervisors has the authority to establish the **Pima County Clerk of the Superior Court Case Flow Management Fund**, to be referred to as the “CFMF Fund,” and to be maintained by Pima County, through the Finance Department, solely for the purposes provided by this Ordinance. The Clerk of the Superior Court will create a separate revenue and expense cost center to establish the “CFMF Fund.”
- Sec. 401 All fees collected by the Clerk of the Superior Court pursuant to this Ordinance shall be tendered to the Pima County Treasurer and deposited into the CFMF Fund.
- Sec. 402 Monies in the CFMF Fund established by this Ordinance will be subject to continuing appropriation and shall not lapse.
- Sec. 403 Monies in the CFMF Fund shall be expended solely at the discretion and direction of the Pima County Clerk of the Superior Court for the purpose of modernizing, developing and enhancing the case flow management of documents within the Clerk of the Superior Court’s office. This includes, but is not limited to, the acquisition of hardware, procuring of software, hiring of additional staff, training, and officing requirements to meet current legislative mandates and future requirements from statutes, Rules and Administrative Orders and Directives regarding the processing of documents within the Clerk’s Office.

ARTICLE 5 – PROCEDURES

Sec. 500 In order to expend monies from the CFMF Fund, the Clerk of the Superior Court, or their designee, shall approve in writing the expense for the department.

ARTICLE 6 – EFFECTIVE DATE

Sec. 600 This Ordinance shall become effective thirty (30) days from the date of adoption by the Board.

PASSED AND ADOPTED by the Board of Supervisors, Pima County, Arizona, this _____ day of _____, 2023.

Chair, Pima County Board of Supervisors

ATTEST:

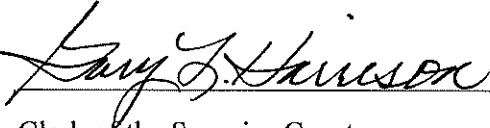
APPROVED AS TO FORM:

Melissa Manriquez, Clerk of the Board



Daniel Jurkowitz, Deputy County Attorney

APPROVED AS TO CONTENT:



Clerk of the Superior Court

GARY HARRISON
Pima County Clerk of the Superior Court
IMPACTED FILING FEE SCHEDULE
PROPOSED CFMF FEE

CIVIL

Complaint, or petition	\$75
Answer, notice of appearance under section §12-907 or initial appearance	\$75
Petition for change of name	\$75
Additional plaintiffs or defendants	\$75
Filing Intervenor	\$75
Foreign judgment	\$75
Change of venue to this county	\$75
Tax court case	\$75
Civil traffic appeal	\$75

DOMESTIC

Petition for dissolution of marriage	\$75
Response or initial appearance in dissolution	\$75
Petition for legal separation	\$75
Response or initial appearance in legal separation	\$75
Petition for annulment	\$75
Response to petition for annulment	\$75
Change of venue to this county (except under A.R.S. § 25-502(G))	\$75
Petition or Response for domestic relations case for which a fee is not specifically prescribed: foreign judgment for custody; establish support/custody/paternity.	\$75

TRANSFER

Appellant (except under A.R.S. §12-1809 & §13-3602)	\$75
Appellee (except under A.R.S. §12-1809 & §13-3602)	\$75
Ownership of real property becomes issue (Plaintiff/Appellant)	\$75

Ownership of real property becomes an issue (Defendant)	\$75
Jurisdiction exceeded appellee (within 20 days of filing)	\$75

PROBATE

Petition in formal testacy or appointment	\$75
Application for informal probate or informal appointment	\$75
Petition to appoint guardian or conservator	\$75
Opposing petition in testacy, or appointment proceedings	\$75
Petition for transfer of real property	\$75
Post judgment activities in probate cases	\$75
Single estate application or petition under A.R.S. §14-3938	\$75