



## Tucson City Court Administrative Directive

SUBJECT  <b>CORRECTING PARTY NAME IN AZTEC WHEN FIRST AND LAST NAME HAS BEEN TRANSPosed</b>	NUMBER 260-17	PAGE 1 of 2
	PAGE ISSUE DATE September 12, 2008 REVISED DATE April 10, 2012	

### I. PURPOSE

The purpose of this administrative policy is to establish specific guidelines for correcting a defendant's party name in AZTEC when the defendant's first and last names have been transposed. This error occurs more frequently than others due to officer error when manually entering names incorrectly while issuing an electronic citation or when an officer writes the defendant's name incorrectly on a paper citation.

### II. POLICY

Defendant's party name information must be entered correctly in AZTEC for Motor Vehicle Division reporting purposes, to link cases correctly in the case management system, for FARE skip-tracing efforts and for effective retrieval by Court staff.

### III. PROCEDURE

This type of error is identified when the defendant appears in court to make a payment, requests a hearing or if the defendant reviews paperwork generated by the court or cannot retrieve information on the website.

- A. When the defendant appears in Court and the Public Service clerk or Judicial Assistant identifies that the defendant's name in AZTEC does not match the defendant's driver license (the last name and first name are transposed), the name will be corrected. The clerk will verify the name and make a copy of the defendant's driver license and make the necessary changes in AZTEC by editing the Party Name and Case Master screens. This name change does not require authorization from the citing officer or a judge. The clerk will attach the copy of the driver license to the citation and file appropriately.
- B. The intent of this policy is to change only those names that are entered into AZTEC in the wrong sequence, i.e., first name and last name transposed or first name, last name and middle initial transposed in some way. It must be apparent to staff that the name in AZTEC does match the driver license with the exception that the fields are populated incorrectly. If there is any variation in the name, i.e., different spelling, different first name, last name or initial



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and the clerk is unable to determine if it is the same defendant the matter must be routed to a Judge for ruling.

**REVIEW RESPONSIBILITY:** The Court Administrator or designee will review this Court Administrative Directive for revision or deletion every two years or as needed.

  
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PRESIDING MAGISTRATE

*April 10, 2012*  
\_\_\_\_\_  
DATE

Distribution: Court Managers