



Tucson City Court Administrative Order

SUBJECT	NUMBER 10-1	PAGE 1 of 3
COURT ADMINISTRATIVE ORDERS SERIES (CAO)	PAGE ISSUE DATE December 18, 1987 REVISED DATE January 14, 2013	

I. PURPOSE

This Administrative Order establishes Tucson City Court's Administrative Order series (CAOs). The series sets forth Court orders with regard to the administrative matters specified therein and shall be the sole authority for the types of actions and processes described.

II. AUTHORITY

The administrative Orders derive their authority from the inherent power of the Court to issue such orders are necessary to the orderly conduct of its business and effective administration of justice within its jurisdiction. The Presiding Magistrate shall sign all CAOs. Any willful disobedience or circumvention of a CAO may be grounds for disciplinary action up to and including dismissal/termination.

III. SCOPE

CAOs apply to all matters covered therein and are legally binding on all court personnel and others conducting business with the Court if such business is a subject of one or more CAOs. If any CAO conflicts with or duplicates administrative directives, letters, orders, instructions, manuals, Superior Court Rules or other documents/directives of the executive branch of Tucson City Government, the CAO shall take precedence and be the sole governing directive. CAOs shall not however take precedence over statutes, the federal or state constitution, ordinances of this jurisdiction, the City Charter, and Code, or the orders of higher courts. Any conflict with the Civil Service Rules of the City of Tucson shall be resolved in favor of those rules. Administrative Directives of the executive branch may be adopted by incorporation herein.

IV. ADMINISTRATION

- A. Issuance. The Presiding Magistrate shall issue CAOs. Once issued, the Presiding Magistrate or designee shall conduct biennial reviews of each CAO for revision or deletion.



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B. Numbering. CAO series will be numbered as follows:

<u>Series</u>	<u>Subject</u>
10	Administration General
20	News, Information, and Education
30	Personnel
40	Purchasing/Contracting
50	Safety/Security
60	Facilities and Equipment Management
70	Court Technology
80	Authorities and Delegations
90	Reserved

Within a series CAOs will be numbered sequentially such as:

CAO 30-1 Employee Evaluations

CAO 50-9 Weapons in the Courthouse

C. Paragraphs. CAOs will follow outline form with the main paragraph titles of:

1. Purpose – purpose of the CAO.
2. Reference – any guiding statutes, policies, procedures, directives from external agencies.
3. Policy – statement of the CAO.
4. Implementing Instructions – assigned responsibilities for implementing the CAO.
5. CAOs will be written in MS Word using font Arial, 12 pitch, paragraphs to be justified in alignment.



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- D. Date. Each CAO will indicate the date of its original issue, followed immediately below by the latest revision date as in the example below:

PAGE ISSUE DATE
December 18, 1987
REVISED DATE
March 28, 2002

- E. Location. An electronic copy of all approved/signed Administrative Orders will be placed on the Tucson City Court intranet page. The original signed master set will be maintained in Court Administration.
- F. CAOs are required reading for all judicial, supervisory, and management staff. After initial review, all such staff will be required to read any new or revised CAOs. Court Administration will notify staff of all newly revised or created orders by email and it is the responsibility of each employee to read and adhere to revisions or newly created Orders.

REVIEW RESPONSIBILITY: The Presiding Magistrate or designee will review this Court Administrative Order for revision or deletion every two years or as needed.



PRESIDING MAGISTRATE

1/29/13

DATE