



## Tucson City Court Administrative Order

SUBJECT  <b>PROCESSING CRIMINAL CASE PLEADINGS</b>	NUMBER 80-10	PAGE 1 of 2
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### I. PURPOSE

To ensure that the processing of pleadings in criminal cases submitted to the Court is accomplished in a timely and efficient manner

### II. POLICY

- A. When a pleading is received for a criminal case, it will be date/time stamped and logged in the Court's automated case management system as motion filed. The pleading along with the corresponding file will be routed to the assigned magistrate for appropriate action.
- B. The following pleadings do not require review by a judicial officer: motions for disclosure, discovery, or production or responses thereto, notices of supplemental disclosure, discovery or production, supplements to pretrial statements, or notices of appearance. These types of motions are to be filed in the case file.
- C. Staff will review notices of completion of counseling/community service and accept as proof of compliance if received within five days of the due date. Staff will update the Court's automated case management system and prepare a clerk's notice of acceptance with the original being placed in the case file and a copy provided to the defendant or defendant's attorney. Any questionable or late notice of completion will be routed to the assigned Judge or Presiding Magistrate (if there is no assigned Judge) for review. All civil traffic proof of compliance will be processed in accordance with CAO 80-1, Civil Traffic Authorities and Delegations.
- D. In criminal cases when a Notice of Appearance (NOA), with or without a motion, and/or a motion to quash is received where the defendant failed to appear at arraignment; the NOA and all attached documents will be routed to the magistrate conducting arraignments (courtroom 2) for appropriate action. The case will be assigned and scheduled using the Assignment Balancing Application (ABA).
- E. If the State files a motion to dismiss in a case where completion of a diversion program was ordered, the motion will be routed to the magistrate ordering the diversion. Diversions ordered by special magistrates are to be routed to the Presiding Magistrate for action.




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III. **IMPLEMENTING PROCEDURES**

Court Managers are to develop internal departmental procedures consistent with this Court Administrative Order.

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

  
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PRESIDING MAGISTRATE

*1/29/13*  
\_\_\_\_\_  
DATE