



Tucson City Court Administrative Order

SUBJECT PROCESSING RULE 10.2 PLEADINGS	NUMBER 80-11	PAGE 1 of 1
	PAGE ISSUE DATE July 6, 2010 REVISED DATE January 18, 2013	

I. **PURPOSE**

To ensure that pleadings submitted under Rule 10.2 of the Rules of Criminal Procedure in criminal cases submitted to the Court are accomplished in a timely and efficient manner.

II. **POLICY**

When a Rule 10.2 pleading is received in a criminal case it will be date/time stamped and forwarded to Court Services Division to be logged in the Court's automated case management system as a pleading filed with an appropriate event code to indicate the type of pleading. The pleading will then be routed with the case file to the Presiding Magistrate for appropriate action. After making a decision, the Presiding Magistrate will route the Rule 10.2 pleading to the Judicial Services Division which will update the pleading in the automated case management system and forward the case file to the assigned magistrate.

III. **IMPLEMENTING INSTRUCTIONS**

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.



PRESIDING MAGISTRATE

1/29/13

DATE