Tucson City Court Administrative Order

SUBJECT	NUMBER	PAGE
PARKING CASELOAD – DATA CONVERSION	80-18	1 of 2

	PAGE ISSUE DATE
	October 26, 2012
	REVISED DATE
	November 29, 2012

I.   PURPOSE

To prepare parking caseload for data conversion to AJACS, the new Case Management System (CMS). Implementation of AJACS is estimated for 2014.

II.   POLICY

1.   Parking cases filed more than ten years ago (prior to October 1, 2002) which remain pending and in which there has been no court action taken and no defendant contact with the court within the past 36 months unless designated otherwise – dismiss, complete/terminate. Waive/suspend fines/fees assessed or remaining. Clarification of "unless designated otherwise" – there is a minute entry in the case file stating to not dismiss the case.

2.   Parking cases filed more than five but less than 10 years (January 2002 – January 1, 2007) that remain pending with $10.00 or less due on the case – dismiss, complete/terminate and waive/suspend remaining fines/fees.

3.   Parking cases filed more than three years ago (prior to October 25, 2009) in which only two events are entered on the Register of Actions – (filed event and scheduled arraignment) – dismiss, complete/terminate by utilizing an automated program developed by the Court IT division.

4.   Parking cases filed more than three years ago (prior to October 25, 2009) in which the party name is a license number, VIN number or named PARKING with no record of the owner's name (MVD nonresponse)– dismiss, complete/terminate.

5.   For pending defaulted parking cases in which the defendant mailed in payment (after but close to the due date) which would have paid the case in full (without default/time fees applied) – waive/suspend the fines/fees remaining and complete/terminate the case. It is realized that the money will be allocated incorrectly.

6.   For paper parking citations found which are not entered in AZTEC – create a log noting the citation numbers and dispose of the paper citations per retention/ destruction guidelines.

Tucson City Court Administrative Order

SUBJECT	NUMBER	PAGE
PARKING CASELOAD – DATA CONVERSION	80-18	2 of 2
	PAGE ISSUE DATE October 26, 2012 REVISED DATE November 29, 2012	

7.   Parking cases in which a default judgment has been added due to a failure to appear and in which the distribution boxes are not marked on the order – dismiss, complete/terminate, waive/suspend any fines/fees remaining.

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

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DATE   11/30/12