



Tucson City Court Administrative Order

SUBJECT DATA CONVERSION TO AJACS – CLOSING CASES FILED WITH COURT PRIOR TO 8/20/1999 IN WHICH NO ACTION HAS BEEN TAKEN AFTER 8/20/1999	NUMBER 80-24	PAGE 1 of 2
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I. PURPOSE

Court staff have been examining and considering cases that were filed with the Court prior to August 20, 1999 in which no meaningful action has been taken on the case. When the Court converted from REACT to a new case management system, AZTEC on 8/20/99, a large portion of the cases did not convert properly, therefore, will continue to be problematic if converted to a subsequent case management system, AJACS. Cases that meet the criteria defined below will be updated as follows: 1) Electronically with a script created by Court IT which will identify, update and close appropriate cases, or, 2) Manually by court employees. Case type is not a consideration for this order.

II. POLICY

Cases identified that were filed prior to 8/20/99 in which there has been no action taken on the case after 8/20/99, whether updated electronically with a script or manually when identified by a clerk, will be processed as follows:

1. Pre-Adjudicated/Post-Adjudicated Cases not in warrant status – change case status to “C” (complete/terminate). Cases in “C” (completed/terminated) case status will not convert to AJACS, therefore, it is not necessary to suspend fines/fees owed or vacate TICS entered for non-monetary sentencing obligations.
2. Pre-Adjudicated or Post-Adjudicated Cases in warrant status – quash warrant, change case status to “C” (complete/ terminate). Cases in “C” (completed/terminated) case status will not convert to AJACS, therefore, it is not necessary to suspend fines/fees owed or vacate TICS entered for non-monetary sentencing obligations.
3. If restitution is owed to the victim on any case, the case is exempt from this order.
4. Completed/terminated physical case files will be appropriately boxed/labeled and stored pursuant to the Records Retention and Disposition Schedule outlined in the Arizona Code of Judicial Administration, Part 4, Chapter 3, Section 4-302.



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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

DATE