

Tucson City Court Administrative Order

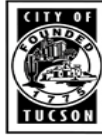
SUBJECT PROCESSING CIVIL TRAFFIC PLEADINGS	NUMBER 80-9	PAGE 1 of 2
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I. PURPOSE

The purpose of this Administrative Order is to ensure that the processing of civil traffic pleadings submitted to the Court is accomplished in a timely and efficient manner.

II. POLICY

- A.** When a pleading is received for a civil traffic case, it will be date/time stamped and logged in the Court's automated case management system as motion filed.
- 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 pleadings are to be filed in the case file.
- C.** When a civil traffic pleading is received on time and staff cannot take action in accordance with Court Administrative Order 80-1, Civil Traffic Authorities and Delegations, the motion is to be routed to a Limited Special Magistrate (LSM) through Motions Workflow. If the matter has been set for civil hearing or otherwise assigned to a LSM, the motion is to be routed to the assigned LSM. When there is no assigned LSM, the motion is to be routed to a LSM through motions workflow utilizing the balancing matrix developed within the motion workflow application. LSM's who grant motions for actions requiring a hearing will set the matter on their calendar and become the assigned LSM for the case.
- D.** When a motion is received where the defendant is contesting or denying charges, a hearing shall be set on a Limited Special Magistrates calendar.
- E.** When a Notice of Appearance (NOA) is received on time (prior to arraignment date) or after the arraignment date but before the case is defaulted, a plea of not responsible is to be entered and the case set for the appropriate hearing (review hearing for repair (non-moving) violations or a civil hearing for moving violations). When a NOA is received six days or more after the arraignment date and no hearing has been set, the NOA is sent to a Limited Special Magistrate utilizing the balancing matrix developed within the motion workflow application. If a hearing has been set, it is to be routed to the assigned Limited Special Magistrate.



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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 biennially or as needed.

PRESIDING MAGISTRATE

DATE