

Justice Court Green Valley

Expenditures: 403,533

FTEs 8.5

Revenues: 217,343

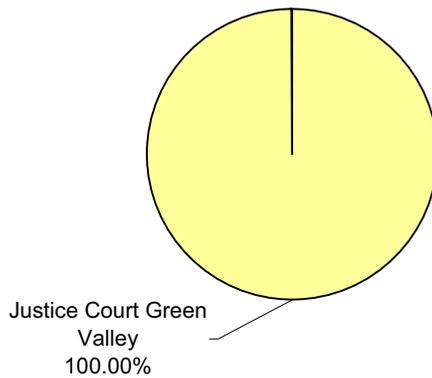
Function Statement:

Provide prompt and consistent delivery of judicial services according to law with respect and fairness to all parties. Manage court services in the most efficient and effective way to generate more revenues.

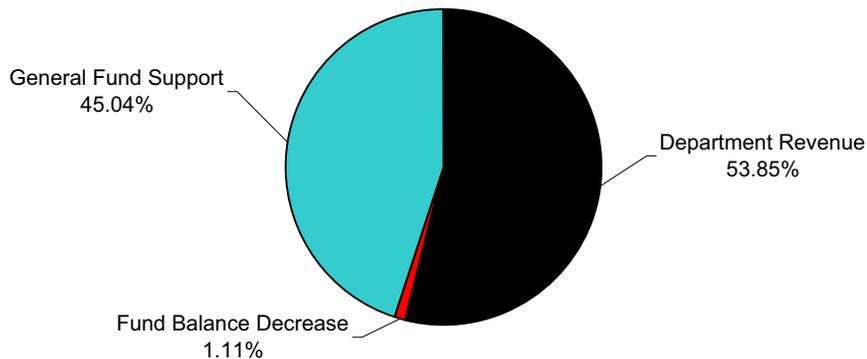
Mandates:

ARS Title 22: Justices of the Peace and Other Courts Not of Record; ARS Title 12: Courts and Civil Proceedings; ARS Title 13: Criminal Code; ARS Title 21: Juries; ARS Title 28, Chapter 3: Traffic and Vehicle Regulation, Chapter 4: Driving Under the Influence, Chapter 5: Penalties and Procedures for Vehicle Violations

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: JUSTICE COURT GREEN VALLEY

<u>Expenditures by Program</u>	<u>FY2002/03 Actual</u>	<u>FY2003/04 Adopted</u>	<u>FY2004/05 Adopted</u>
JUSTICE COURT GREEN VALLEY	369,653	391,557	403,533
Total Expenditures	369,653	391,557	403,533
 <u>Funding by Source</u>			
Revenues			
JUSTICE COURT GREEN VALLEY	268,579	214,343	217,343
Total Revenues	268,579	214,343	217,343
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(8,143)	900	4,464
General Fund Support	109,217	176,314	181,726
Total Program Funding	369,653	391,557	403,533
 <u>Staffing (FTEs) by Program</u>			
JUSTICE COURT GREEN VALLEY	8.7	8.5	8.5
Total Staffing (FTEs)	8.7	8.5	8.5

Program Summary

Department: JUSTICE COURT GREEN VALLEY

Program: JUSTICE COURT GREEN VALLEY

Function

Provide prompt and consistent delivery of services to the public, litigants, and attorneys within this judicial precinct in compliance with court mandates.

Description of Services

Establish, execute, and administer policies and procedures in compliance with court mandates. Coordinate the prompt and orderly disposition of civil, criminal, and traffic cases. Collect and disburse fees in compliance with the minimum accounting standards.

Note: Court performance guidelines are set by court rules, statutes, administrative orders, and guidelines established by the Administrative Office of the Courts. Ethical standards for court staff and judges are written and are enforced by the Commission on Judicial Conduct. Financial management is guided and enforced by the Minimum Accounting Standards set by the Supreme Court and audited by the State Auditor General. Adherence to the established operational guidelines is reviewed by the Court Services Division of the Supreme Court.

Program Goals and Objectives

- Provide prompt and orderly disposition of civil, criminal, and traffic cases
 - . Enter 100% of all citations filed into the automated database within 8 work hours of filing
 - . Enter 100% of all long form complaints filed into the automated database within 8 work hours of filing
 - . Enter 100% of all civil filings into the automated database within 1 work hour of filing
 - . Process the initial actions on all pending cases within 45 days
 - . Perform internal audit on non-completed, adjudicated cases older than 10 years old and process for case age
- Maintain orderly, complete, and accurate records
 - . Perform internal audit every 6 months on all non-completed cases to verify accuracy and status of case
 - . Process all defaulted actions within 7 days of order
- Collect, record, and disburse fees and fines in accordance with statute, court orders, and policy
 - . Comply with Administrative Order 97-62 and undergo a financial review every 3 years
 - . Strive for "zero findings" when review report is issued
 - . Reconcile cash, receipts, state of Arizona AZTEC case management system banking/allocation reports, and daily ledger each day with 100% accuracy
 - . Reconcile cash, receipts, AZTEC banking/allocation reports, daily ledger, and monthly ledger before the 10th of each month with 100% accuracy
 - . Initiate Court action of debtors that have not paid within 15 days of their payment due date
 - . Report defaulted cases to the Tax Intercept Program (TIP) and turn over to Valley Collection Services (VCS)
- Provide courteous and accurate information to the public
 - . Ensure that all court information packets contain accurate data by reviewing them quarterly
 - . Create a web page containing pertinent court related information for the public

Program Performance Measures	FY2002/03 Actual	FY2003/04 Estimated	FY2004/05 Planned
Web page created	no	no	yes
Citations/filings entered in specified time	100%	100%	100%
Case filings	5,534	5,000	5,000
Initial case actions processed in 45 days	98%	98%	98%
Internal audit performed for case age processing	no	yes	yes
Files found to be accurate	95%	98%	98%
Compliance with COJET training	100%	100%	100%
Defaulted cases worked by specified time	98%	99%	99%
Three year audit performed with zero finding	n/a	yes	n/a
Defaulted cases turned over to TIP & VCS	95%	95%	95%
Quarterly audit of court information packets performed	yes	yes	yes

Program Expenditures by Object	FY2002/03 Actual	FY2003/04 Adopted	FY2004/05 Adopted
PERSONAL SERVICES	297,743	335,593	351,497
SUPPLIES AND SERVICES	71,910	55,964	52,036
Total Program Expenditures	369,653	391,557	403,533

Program Summary

Department: JUSTICE COURT GREEN VALLEY

Program: JUSTICE COURT GREEN VALLEY

Program Funding by Source

Revenues			
INTERGOVERNMENTAL	23,651	30,299	30,299
CHARGES FOR SERVICES	13,033	8,500	11,500
FINES AND FORFEITS	220,107	168,444	168,444
MISCELLANEOUS	3,645	0	0
Operating Revenue Sub-Total	260,436	207,243	210,243
CHARGES FOR SERVICES	7,510	6,200	6,200
INTEREST	633	900	900
Special Programs Revenue Sub-Total	8,143	7,100	7,100
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(8,143)	900	4,464
General Fund Support	109,217	176,314	181,726
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