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IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MOHAVE

IN THE MATTER OF:	)	
	)	
ADMINISTRATIVE GUIDELINES FOR WEEKDAY DUTY IN JUSTICE COURTS IN MOHAVE COUNTY	)	**ADMINISTRATIVE ORDER 95-18**

Upon concurrence of the Justices of the Peace in Mohave County and in accordance with provisions of A.R.S. § 22-122 et. seq. and Arizona Supreme Court Administrative Order 93-30 Revised granting the Presiding Judge of the Superior Court administrative supervision of the justice and municipal courts;

IT IS ORDERED that:

1. The attached Administrative Guidelines for Weekday Duty in the Justice Courts in Mohave County are hereby adopted, effective July 1, 1995.

2. A copy of this order and the attached administrative guidelines shall be distributed to all Justices of the Peace and City Magistrates in Mohave County, Limited Jurisdiction Judge Pro Tempores, the Chief Court Clerk/Administrator in the Limited Jurisdiction Courts, and all persons who require copies no later than ten (10) days after the effective date of this order.

DATED this 8th day of June, 1995.

Honorable Gary R. Pope, Presiding Judge
Mohave County Court System

Original filed with the Clerk of the Superior Court in Mohave County

ADMINISTRATIVE GUIDELINES FOR WEEKDAY DUTY IN THE JUSTICE COURTS IN MOHAVE COUNTY

A. Purpose

Pursuant to A.R.S. 22-121, the Presiding Judge of the Superior Court may appoint a Justice of the Peace Pro Tempore for any precinct of that county where needed in the manner provided by Title 22, Chapter 1, Article 2 subject to the approval of the Board of Supervisors. The purpose of these administrative guidelines is to establish and clarify policies, procedures, and practices for use of Judge Pro Tempores on weekdays in the justice courts in Mohave County.

B. General Administrative Requirements

The following general administrative guidelines shall be followed during the effective period of these appointments:

1. Judge Pro Tempores appointed by the Presiding Judge to assume weekday duty in the justice courts shall have the same judicial powers and duties as duly elected Justices of the Peace.

2. Judge Pro Tempores appointed to assume these duties shall be responsible for work in justice courts as assigned on Monday through Friday during the time period of this order. The Presiding Limited Jurisdiction Judge shall assign Judge Pro Tempores authorized to serve in the Mohave County Court System to justice courts in Bullhead City, Kingman, and Lake Havasu City on a rotating basis.Judge Pro Tempores authorized to serve the Moccasin Justice Court shall only be assigned on a rotating basis if more than one person is appointed from the Arizona strip area. If a Judge Pro Tempore cannot be secured pursuant to these guidelines, the Presiding Limited Jurisdiction Judge shall contact the Presiding Judge to determine other arrangements.

3. Judge Pro Tempores serving the justice courts in Bullhead City, Kingman, and Moccasin shall be paid a rate of $14.75 per hour as established by the Mohave County Board of Supervisors for weekday duty with a minimum daily pay of two hours. Judge Pro Tempores serving the Lake Havasu City Consolidated Court shall be compensated based upon a rate approved by the Lake Havasu City Council. Judge Pro Tempores shall not be reimbursed meals or mileage for travel to and from their place of residence and assigned court locations.

4. Judge Pro Tempores appointed to cover weekday duty in justice courts in Bullhead City, Kingman, and Moccasin shall submit weekly claims against Mohave County using a modified county claim form for time worked to the Mohave County Court Administrator. These claim forms may be obtained from the Court Administrator's Office. Judge Pro Tempores appointed to cover weekday duty in the Lake Havasu City Consolidated

Court shall submit documentation for time worked to the Lake Havasu City Court Administrator for reimbursement. The claims or documentation shall indicate the dates and times worked and the daily reimbursable amounts. The Mohave County Court Administrator and/or Lake Havasu City Court Administrator shall maintain copies of these claims or documentation to monitor administrative costs related to weekday duty and evaluate court budget needs. They shall facilitate the prompt payment of Judge Pro Tempores in accordance with existing court procedures.

5. Justices of the Peace in each respective city shall be responsible for ensuring that Judge Pro Tempores appointed to assume weekday duty have adequate staff to ensure administrative support during assigned workdays. The Bullhead City Justice Court Office Supervisor, Kingman Justice Court Office Supervisor, Lake Havasu City Court Administrator, and Moccasin Justice Court Chief Clerk shall coordinate use of justice court administrative staff in their respective court locations to ensure adequate employee pooling and coverage.

6. Justice court staff in Bullhead City, Kingman, Lake Havasu City and Moccasin shall be paid their normal hourly rate for weekday duty.

7. Judge Pro Tempores and justice court staff appointed to weekday duty shall perform their duties in the most cost effective and efficient manner possible to minimize county costs.

8. Judge Pro Tempores shall utilize justice court facilities for weekday duty unless directed otherwise by the Presiding Limited Jurisdiction Judge. Justices of the Peace shall coordinate starting times for weekday hearings with Judge Pro Tempores and if necessary the Mohave County Sheriff's office in an effort to set hearings pursuant to court needs, comply with Arizona Criminal Rule 4.1 (a), properly notice victims of hearings pursuant to Arizona Victim Rights Law, and assist them with their travel needs. Justices of the Peace shall also seek resources and/or law enforcement personnel in their respective locations to assist the courts in improving security during weekday duty.

9. Judge Pro Tempores assigned to weekday duty in the justice courts shall be the only persons eligible for weekday reimbursement apart from regular salaries.

10. Judge Pro Tempores assigned to handle weekday duty shall make the Presiding Limited Jurisdiction Judge aware of any issues or concerns related to these guidelines or use in the courts. The Mohave County Court Administrator and/or Lake Havasu City Court Administrator shall provide administrative assistance and support to the Presiding Limited Jurisdiction Judge to ensure effective management of these policies.