

IN THE MUNICIPAL COURT
FOR THE CITY OF SURPRISE, ARIZONA

In Re: Surprise City Court Policy For Total
Case Settings

ADMINISTRATIVE ORDER
NO. 09-11

The Court has developed and implemented a process to improve the overall efficiency of case calendaring, juror usage and case resolution deadlines. Benefits of this process include: Uniform and judicial management of cases; fair and equal treatment to all parties; and, predictability of case processing timelines and events.

IT IS ORDERED

The Surprise City Court hereby adopts a case management policy that establishes a total number of settings for each case filing as follows:

<u>Type of Setting</u>	<u>Approximate Time from filing date</u>
Arraignment	4 weeks
Pre-Trial Conference	6 weeks
Trial Setting Conference	12 weeks
Calendar Call (Jury Trials Only)	15 weeks
Trial	16 weeks or less

Pre-Trial Conference and Trial Setting Conference will be issued simultaneously at the time of arraignment and will appear on the same Notice.


All parties and legal counsel are required to be present at the Trial Setting Conference. At this time, the court will determine whether all pre-trial issues have been resolved and ensure the motions are filed timely. The court will also determine the time required for trial and will then set the case to a jury trial or bench trial date. If there is a change of plea, this will be taken at the Trial Setting Conference. When a case is set to trial, a trial date will be fixed no more than four weeks from the Trial Setting Conference. For a jury trial a Calendar Call will be scheduled one week prior to the trial date. The court will avoid continuance of scheduled trial dates unless extraordinary circumstances exist.

The Court may consider the following, which may be deemed to constitute extraordinary circumstances:

- Illness of a party, witness or counsel
- Military duty of a party, witness of counsel
- Incarceration of the defendant on another matter or charge
- Unavailability of an expert witness
- Scheduling conflict with Superior Court/Federal Court

The Presiding Judge and Court Administrator will oversee this Policy.

DATED this 11th day of June, 2009.



George Logan III
Presiding Judge

cc: Presiding Judge
Associate Judge
Pro Tem Judges
Court Administrator
Asst. Court Administrator
Court Services Supervisor
Case Management Supervisor
City Prosecutor's Office
Public Defenders