

FILED

BY:

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IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

95 JUN -1 AM 9:50

IN AND FOR THE COUNTY OF MOHAVE

CLERK

IN THE MATTER OF:)

ADMINISTRATIVE GUIDELINES AND)
JUDGE PRO TEMPORE ASSIGNMENTS FOR)
WEEKEND AND HOLIDAY DUTY IN JUSTICE)
AND MUNICIPAL COURTS IN MOHAVE COUNTY)

ADMINISTRATIVE ORDER
95-19

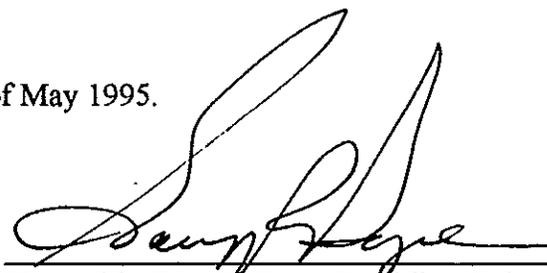
Upon concurrence of the Limited Jurisdiction Judges in Mohave County and in accordance with provisions of A.R.S. §22-122 et seq. and Arizona Supreme Court Administrative Order 93-30 Revised granting the Presiding Judge of the Superior Court administrative supervision of the justice and municipal courts;

IT IS ORDERED that all Limited Jurisdiction Judge Pro Tempores appointed to serve the Mohave County Court System pursuant to Superior Court Administrative Order 95-15 are also hereby appointed to provide adequate judicial coverage in justice and municipal courts on weekends and holidays for the period of July 1, 1995 through December 31, 1995.

IT IS FURTHER ORDERED that:

1. The attached Administrative Guidelines for Weekend and Holiday Duty in the Justice and Municipal Courts in Mohave County are adopted.
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 31st day of May 1995.



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

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

**ADMINISTRATIVE GUIDELINES FOR
WEEKEND AND HOLIDAY DUTY IN THE
JUSTICE AND MUNICIPAL 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 weekends and holidays in the justice and municipal 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 weekend and holiday duty in the justice and municipal courts shall have the same judicial powers and duties as duly elected Limited Jurisdiction Judges.

2. Judge Pro Tempores appointed to assume these duties shall be responsible for work in justice and municipal courts as assigned on Saturdays and Sundays and on holidays 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 courts in Bullhead City, Kingman, Lake Havasu City, and Moccasin on a rotating basis pursuant to a prepared schedule as needed. City Magistrates shall assume weekend and/or holiday duty if a Judge Pro Tempore cannot serve on the date(s) scheduled for this purpose. If a Judge Pro Tempore or City Magistrate cannot be secured pursuant to these guidelines, the Presiding Limited Jurisdiction Judge shall be contacted to determine other arrangements.

3. Judge Pro Tempores serving in Bullhead City, Kingman, and Moccasin shall be paid a rate of \$18.00 per hour as established by the Mohave County Board of Supervisors for weekend and holiday duty when Limited Jurisdiction Judges are absent for more than eight hours with a minimum daily pay of 4 hours and a maximum daily pay of 8 hours. Judge Pro Tempores serving in the Lake Havasu City Consolidated Court shall be compensated based upon a rate approved by the 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 weekend and holiday duty in justice and municipal 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. Judge Pro Tempores appointed to cover weekend and holiday 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 weekend and holiday duty and evaluate court budget needs. The Mohave County Court Administrator and/or Lake Havasu City Court Administrator shall facilitate the prompt payment of Judge Pro Tempores in accordance with existing court procedures.

5. Limited Jurisdiction Judges in each respective city shall be responsible for ensuring that Judge Pro Tempores appointed to assume weekend and holiday duty have adequate staff to ensure administrative support during assigned work days. 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 and municipal court administrative staff in their respective court locations to ensure adequate employee pooling and coverage.

6. Upon approval of the Mohave County Board of Supervisors, justice court staff in Bullhead City, Kingman, and Moccasin shall be paid at 1 1/2 times their normal hourly rate or \$12.00 per hour, whichever is greater, for weekend and holiday duty worked above 40 hours with a minimum daily pay of 4 hours and a maximum daily pay of 8 hours. Justice Court staff shall include time worked above 40 hours as overtime on their bi-weekly payroll reports. Limited Jurisdiction Judges shall, to the extent possible, stagger employee work hours during pay periods to reduce staff overtime expenses during weekend and holiday duty. Municipal court staff in Bullhead City, Kingman, and Moccasin shall be paid a flat hourly rate of \$12.00 for weekend and holiday duty with a minimum daily pay of 4 hours and a maximum daily pay of 8 hours. Municipal Court staff in Lake Hake Havasu City shall be compensated at a rate approved by the City Council.

7. Municipal Court staff in Bullhead City, Kingman, and Moccasin shall submit claims against the county for time worked to the Mohave County Court Administrator for payment processing. Municipal Court staff in Lake Havasu City shall submit documentation against the city for time worked to the Lake Havasu City Court Administrator pursuant to existing city guidelines. Court staff shall not be reimbursed meals or mileage for travel to and from their place of residence except upon approval of the Presiding Limited Jurisdiction Judge.

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

9. Judge Pro Tempores shall utilize justice court facilities for weekend and holiday duty unless directed otherwise by the Presiding Limited Jurisdiction Judge. Limited Jurisdiction Judges shall coordinate starting times for weekend and holiday hearings with Judge Pro Tempores and 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. Limited Jurisdiction Judges shall also seek

resources and/or law enforcement personnel in their respective locations to assist the courts in improving security during weekend and holiday duty.

10. Judge Pro Tempores and court staff assigned to assume weekend and holiday duty in the justice and municipal courts shall be the only persons eligible for weekend and holiday reimbursement. Limited Jurisdiction Judges shall not be eligible for reimbursement for service performed on weekends or holidays pursuant to this order.

11. Judge Pro Tempores assigned to handle weekend or holiday 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.

**MOHAVE COUNTY COURT SYSTEM
JUSTICE COURT JUDGE PRO TEMPORE COVERAGE ON WEEKENDS AND HOLIDAYS
JULY 1, 1995 THROUGH DECEMBER 31, 1995**

DATE	BULLHEAD CITY JUSTICE COURT	KINGMAN JUSTICE COURT	LAKE HAVASU CITY CONSOLIDATED COURT	MOCCASIN JUSTICE COURT
7/1/95	BILLINGS	LABOSSIERE	SEARS	JUDD
7/2/95	BILLINGS	LABOSSIERE	SEARS	JUDD
7/4/95	BILLINGS	LABOSSIERE	SEARS	JUDD
7/8/95	CRANDELL	TINNEL	SEARS	JUDD
7/9/95	CRANDELL	TINNEL	SEARS	JUDD
7/15/95	BILLINGS	LABOSSIERE	SEARS	JUDD
7/16/95	BILLINGS	LABOSSIERE	SEARS	JUDD
7/22/95	CRANDELL	TINNEL	SEARS	JUDD
7/23/95	CRANDELL	TINNEL	SEARS	JUDD
7/29/95	BILLINGS	LABOSSIERE	SEARS	JUDD
7/30/95	BILLINGS	LABOSSIERE	SEARS	JUDD
8/5/95	CRANDELL	TINNEL	SEARS	JUDD
8/6/95	CRANDELL	TINNEL	SEARS	JUDD
8/12/95	BILLINGS	LABOSSIERE	SEARS	JUDD
8/13/95	BILLINGS	LABOSSIERE	SEARS	JUDD
8/19/95	CRANDELL	TINNEL	SEARS	JUDD
8/20/95	CRANDELL	TINNEL	SEARS	JUDD
8/26/95	BILLINGS	LABOSSIERE	SEARS	JUDD
8/27/95	BILLINGS	LABOSSIERE	SEARS	JUDD
9/2/95	CRANDELL	TINNEL	SEARS	JUDD
9/3/95	CRANDELL	TINNEL	SEARS	JUDD

1 The Moccasin Justice Court will use Keith Judd as the Judge Pro Tempore on an as-needed basis.

**MOHAVE COUNTY COURT SYSTEM
JUSTICE COURT JUDGE PRO TEMPORE COVERAGE ON WEEKENDS AND HOLIDAYS
JUNE 1, 1995 THROUGH DECEMBER 31, 1995**

DATE	BULLHEAD CITY JUSTICE COURT	KINGMAN JUSTICE COURT	LAKE HAVASU CITY CONSOLIDATED COURT	MOCCASIN JUSTICE COURT ¹
9/4/95	CRANDELL	TINNELL	SEARS	JUDD
9/9/95	BILLINGS	LABOSSIERE	SEARS	JUDD
9/10/95	BILLINGS	LABOSSIERE	SEARS	JUDD
9/16/95	CRANDELL	TINNELL	SEARS	JUDD
9/17/95	CRANDELL	TINNELL	SEARS	JUDD
9/23/95	BILLINGS	LABOSSIERE	SEARS	JUDD
9/24/95	BILLINGS	LABOSSIERE	SEARS	JUDD
9/30/95	CRANDELL	TINNELL	SEARS	JUDD
10/1/95	CRANDELL	TINNELL	SEARS	JUDD
10/7/95	BILLINGS	LABOSSIERE	SEARS	JUDD
10/8/95	BILLINGS	LABOSSIERE	SEARS	JUDD
10/9/95	BILLINGS	LABOSSIERE	SEARS	JUDD
10/14/95	CRANDELL	TINNELL	SEARS	JUDD
10/15/95	CRANDELL	TINNELL	SEARS	JUDD
10/21/95	BILLINGS	LABOSSIERE	SEARS	JUDD
10/22/95	BILLINGS	LABOSSIERE	SEARS	JUDD
10/28/95	CRANDELL	TINNELL	SEARS	JUDD
10/29/95	CRANDELL	TINNELL	SEARS	JUDD
11/4/95	BILLINGS	LABOSSIERE	SEARS	JUDD
11/5/95	BILLINGS	LABOSSIERE	SEARS	JUDD
11/10/95	CRANDELL	TINNELL	SEARS	JUDD

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MOHAVE COUNTY COURT SYSTEM
 JUSTICE COURT JUDGE PRO TEMPORE COVERAGE ON WEEKENDS AND HOLIDAYS
 JUNE 1, 1995 THROUGH DECEMBER 31, 1995

DATE	BULLHEAD CITY JUSTICE COURT	KINGMAN JUSTICE COURT	LAKE HAVASU CITY CONSOLIDATED COURT	MOCCASIN JUSTICE COURT
11/11/95	CRANDELL	TINNELL	SEARS	JUDD
11/12/95	CRANDELL	TINNELL	SEARS	JUDD
11/18/95	BILLINGS	LABOSSIERE	SEARS	JUDD
11/19/95	BILLINGS	LABOSSIERE	SEARS	JUDD
11/23/95	BILLINGS	LABOSSIERE	SEARS	JUDD
11/25/95	CRANDELL	TINNELL	SEARS	JUDD
11/26/95	CRANDELL	TINNELL	SEARS	JUDD
12/2/95	BILLINGS	LABOSSIERE	SEARS	JUDD
12/3/95	BILLINGS	LABOSSIERE	SEARS	JUDD
12/9/95	CRANDELL	TINNELL	SEARS	JUDD
12/10/95	CRANDELL	TINNELL	SEARS	JUDD
12/16/95	BILLINGS	LABOSSIERE	SEARS	JUDD
12/17/95	BILLINGS	LABOSSIERE	SEARS	JUDD
12/23/95	CRANDELL	TINNELL	SEARS	JUDD
12/24/95	CRANDELL	TINNELL	SEARS	JUDD
12/25/95	CRANDELL	TINNELL	SEARS	JUDD
12/30/95	BILLINGS	LABOSSIERE	SEARS	JUDD
12/31/95	BILLINGS	LABOSSIERE	SEARS	JUDD

1 The Moccasin Justice Court will use Keith Judd as the Judge Pro Tempore on an as-needed basis.